



LOYOLA COLLEGE (AUTONOMOUS) CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

SECOND SEMESTER – APRIL 2025

UBC 2501 – BUSINESS MANAGEMENT



Date: 25-04-2025

Dept. No.

Max. : 100 Marks

Time: 09:00 AM - 12:00 PM

SECTION A - K1 (CO1)

SECTION A - K1 (CO1)	
	Answer ALL the Questions (10 x 1 = 10)
1. Define the following.	
a) Management.	
b) Organisation.	
c) Planning.	
d) Span of control.	
e) Financial and non-financial incentives.	
2. Fill in the blanks.	
a) Management helps the organisation to reach its ____.	
b) Directors are the ____ level of management.	
c) Lower level management is also known as ____.	
d) ____ is the next step to planning.	
e) Fourteen principles of management is suggested by ____.	
SECTION A - K2 (CO1)	
	Answer ALL the Questions (10 x 1 = 10)
3. Match the Following.	
a) F.W. Taylor	(i) Staffing process.
b) Planning	(ii) Principle of directing.
c) Authority	(iii) Primary function of management.
d) Campus recruitment	(iv) Father of scientific management.
e) Unity of command	(v) Right to command.
4. True or False.	
a) Coordination ensures unity of actions.	
b) Henri Fayol is called as the father of general management.	
c) Planning is deciding in advance what to do and how to do.	
d) Decentralisation means delegation of authority throughout all levels of management.	
e) Training is the process of introducing the selected employees to other employees.	

SECTION B - K3 (CO2)	
Answer any TWO of the following in 100 words each. (2 x 10 = 20)	
5.	Illustrate the characteristics of management.
6.	List out and explain the functions of a sound plan.
7.	Infer the features of organisation.
8.	Bring out the features of planning.
SECTION C – K4 (CO3)	
Answer any TWO of the following in 100 words each. (2 x 10 = 20)	
9.	Classify the different levels of management.
10.	Examine the importance of planning.
11.	Compare the differences between centralisation and decentralisation.
12.	Assess the techniques of coordination.
SECTION D – K5 (CO4)	
Answer any ONE of the following in 250 words (1 x 20 = 20)	
13.	Management is considered to be both arts and science. Examine.
14.	Elaborate the principles of management formulated by F W Taylor.
SECTION E – K6 (CO5)	
Answer any ONE of the following in 250 words (1 x 20 = 20)	
15.	Elucidate the steps involved in planning.
16.	Explain the steps involved in decision making.
