



**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**

**B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP**

**FIRST SEMESTER – APRIL 2017**

**16UBC1MC01- BUSINESS MANAGEMENT**

Date: 19-04-2017  
Time: 09:00-12:00

Dept. No.

Max. : 100 Marks

**PART-A**

**ANSWER ALL QUESTIONS:**

**(10 \* 2 = 20 Marks)**

1. What is management?
2. What is meant by decision making?
3. Write a note on “delegation of Authority”
4. What do you mean by co-ordination?
5. What is departmentation?
6. State the importance of directing.
7. What is mean by control?
8. Mention the external sources of recruitment.
9. State the meaning of planning.
10. List out the benefits of committee form of organizations.

**PART-B**

**ANSWER ANY FOUR QUESTIONS:**

**(4 \*10 = 40 Marks)**

11. Explain briefly the process of organization.
12. What are the functions of Management?
13. Briefly explain the advantages of training.
14. Explain the process of control.
15. Mention the guidelines for effective decision making.
16. What do you mean by line and staff organization? Explain its merits and demerits.
17. Explain Maslow’s need hierarchy theory.

**PART-C**

**ANSWER ANY TWO QUESTIONS:**

**(2 \*20 = 40 Marks)**

18. Discuss the various methods of securing effective coordination?
19. What are the general principles of management by Henry Fayol?
20. Discuss the various steps involved in the process of planning.
21. Discuss the various stages in the process of selection.

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