

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600086.**  
**(For candidates admitted during the academic year 2019-20 and thereafter)**  
**SUBJECT CODE:19CO/MC/OS13**

**B.COM. DEGREE EXAMINATION DECEMBER 2020**

**CORPORATE SECRETARYSHIP**

**FIRST SEMESTER**

**COURSE : MAJOR CORE**

**PAPER : ORGANIZATION STRUCTURE AND MANAGEMENT**

**TIME : 90 MINUTES**

**MAX MARKS:50**

**Section A**

**Answer the Questions:**

**(7 x 2 = 14)**

1. Write a short on Relay Assembly Test Room Experiments.
2. Mention any four types of Control Techniques.
3. What can motivate a person to work in an organisation?
4. Distinguish between Recruitment and Selection.
5. Define Leadership.
6. What do you mean by Ad hoc Committee?
7. State the need for Training.

**Section B**

**Answer Any TWO Questions:**

**(2 x 8= 16)**

8. Describe Taylor's Techniques of Scientific Management.
9. What are the Steps involved in the process of Planning?
10. Explain the various Types of Communication.

**Section C**

**Answer any ONE Question:**

**(1 x 20 = 20)**

11. What is Recruitment? Explain the Sources of Recruitment.
12. Elucidate about Departmentation and its Types.

\*\*\*\*\*