

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI – 600 086.
(For candidates admitted during the academic year 2011-2012 & thereafter)

SUBJECT CODE : 11CM/MC/BM24

B.Com./B.Com(CS) DEGREE EXAMINATION APRIL 2014
COMMERCE
CORPORATE SECRETARYSHIP
SECOND SEMESTER

COURSE : MAJOR – CORE
PAPER : BUSINESS MANAGEMENT
TIME : 3 HOURS

MAX. MARKS : 100

SECTION – A

ANSWER ALL QUESTIONS IN 50 WORDS:

(10 x 3 = 30)

1. Define Management.
2. What is meant by delegation?
3. List the different types of planning.
4. Differentiate between Line & Staff function.
5. List the components of communication process.
6. Mention the elements of directing.
7. Define MBO.
8. What is decentralization?
9. Define Motivation.
10. What are the sources of recruitment?

SECTION – B

ANSWER ANY FIVE QUESTIONS IN 300 WORDS:

(5 x 6 = 30)

11. Discuss the scope and nature of management.
12. Define Planning. Explain the steps involved in the planning process.
13. Elucidate the steps in selection process.
14. Distinguish between formal and informal organization.
15. Explain the important contribution of Taylor in the field of management thoughts.
16. Explain the common steps involved in a typical managerial decision making process.
17. Explain the steps involved in the process of controlling.

SECTION – C

ANSWER ANY TWO QUESTIONS IN 1200 WORDS:

(2 x 20 = 40)

18. Discuss the Maslow's need hierarchy theory.
19. What is meant by Departmentation? Explain the bases of departmentation.
20. What are the various barriers to communication? How will you overcome those barriers?
21. State and Explain the important contribution of Henry Fayol in the field of management thoughts.
