

**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 2015
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. What do you mean by management?
2. What are the functions of management?
3. What is meant by MBO?
4. What is meant by planning?
5. What is de-centralization?
6. Write short note on departmentation.
7. Write short note on training.
8. What is communication?
9. What is recruitment?
10. What is control?

SECTION – B

ANSWER ANY FIVE QUESTIONS IN 300 WORDS:

(5 x 6 = 30)

11. Explain the main Characteristics of Management.
12. Describe the various advantages of planning.
13. Describe the various bases of departmentation.
14. Explain the various stages of selection.
15. Explain the steps involved in the process of control.
16. Discuss Maslow's Hierarchy of Needs.
17. Define Leadership. Bring out the qualities of an effective leader.

SECTION – C

ANSWER ANY TWO QUESTIONS IN 1200 WORDS:

(2 x 20 = 40)

18. Discuss briefly the general principles of management given by Henry Fayol.
19. Explain the various steps involved in planning.
20. Explain the various types of organizations
21. Explain the barriers to effective communication.
