

**B.Com. DEGREE (CBCSS) EXAMINATION, NOVEMBER 2010****Third Semester****Core Course-9—BUSINESS MANAGEMENT**

(Common for Model I. Model II and UGC Sponsored B.Com. Degree Programmes)

Time : Three Hours

Maximum Weight : 25

*Answers may be written either in English or in Malayalam.*

**Section A**

*This sections consists of four bunches of four questions each.*

*Each bunch carries a weight of 1.*

*Answer all questions.*

**I. Choose the correct answer from the choices given :**

- 1 Which of the following is not an advantage of MBO ?
  - (a) Success without planning.
  - (b) Employee commitment.
  - (c) Better appraisal.
  - (d) Self control.
- 2 Administration is related to :
  - (a) Executing the policy.
  - (b) Directing.
  - (c) Policy making.
  - (d) Decentralisation.
- 3 In Taylor's functional organisation, gang boss :
  - (a) Inspects the quality of work done.
  - (b) Issues instructions to workers.
  - (c) Sets up tools and machines for work.
  - (d) Compiles cost of production.
- 4 Which of the following is the top administrative organ of the company ?
  - (a) Shareholders.
  - (b) Managing Director.
  - (c) General Manager.
  - (d) Board of Directors.

**II. Fill in the blanks :**

- 5 Management is the ——— of getting things through others.
- 6 The study of the movements of a worker is known as ———.
- 7 In a line organisation authority flows ———.
- 8 Control is the function of managers at ——— levels.

III. State whether the following statements are True or False :

- 9 The process of management begins with controlling.
- 10 Control cannot exist without planning.
- 11 Recruitment consist of choosing the best candidate.
- 12 Both authority and responsibility can be delegated.

IV. Match the following :—

- |                          |                                   |
|--------------------------|-----------------------------------|
| 13 Henry Fayol           | (a) Profession.                   |
| 14 Selection of Managers | (b) Authority and Responsibility. |
| 15 Esprit de Corps       | (c) Staffing.                     |
| 16 Management            | (d) Principles of Management.     |
|                          | (e) Communication.                |
|                          | (f) Union is strength.            |

(4 × 1 = 4 weight)

### Section B

*Answer any five questions.*

*Each question carries a weight of 1.*

- |                                       |   |
|---------------------------------------|---|
| 17 Explain the meaning of profession. | 18 Define motion study.                     |
| 19 Define span of control.            | 20 What is accountability ?                 |
| 21 Define formal organisation.        | 22 What is Selection ?                      |
| 23 Define Planning.                   | 24 What are the elements of Communication ? |

(5 × 1 = 5 weight)

### Section C

*Answer any four questions.*

*Each question carries a weight of 2.*

- 25 Describe the advantages of functional organisation.
- 26 Distinguish between Upward and Downward communication.
- 27 Explain the features of good control system.
- 28 What are the merits and Oral Communication ?
- 29 "Planning is looking ahead and controlling is looking back." Comment.
- 30 What is Scientific Mangement ? Explain its features.

(4 × 2 = 8 weight)

### Section D

*Answer any two questions.*

*Each question carries a weight of 4.*

- 31 Explain the various steps involved in Planning Process.
- 32 Explain the steps in MBO. What are its benefits ?
- 33 Define Staffing. Explain its need and importance in modern business.

(2 × 4 = 8 weight)