

(FOR THE CANDIDATES ADMITTED

21 UPA 309

DURING THE ACADEMIC YEAR 2021-2024 ONLY)

REG.NO. :

N.G.M.COLLEGE (AUTONOMOUS): POLLACHI**END-OF-SEMESTER EXAMINATIONS: DECEMBER – 2022****B.Com. Professional Accounting****MAXIMUM MARKS: 70****SEMESTER: III****TIME : 3 HOURS****PART - III****BUSINESS MANAGEMENT****SECTION - A****(10 X 1 = 10 MARKS)****ANSWER THE FOLLOWING QUESTIONS.****MULTIPLE CHOICE QUESTIONS.****(K1)**

1. Management is an organ; organs can be described and defined only through their functions.
This definition was given by _____.
 - a) Peter F Drucker
 - b) Terry
 - c) Louis Allan
 - d) Henry Fayol
2. The first and foremost function of management is _____.
 - a) Planning
 - b) Organizing
 - c) Controlling
 - d) Coordination
3. Management by Objectives was introduced by _____.
 - a) Taylor
 - b) Elton Mayo
 - c) Peter F Drucker
 - d) Maslow
4. Wages, salaries, bonus, vacation pay, insurance are examples of _____.
 - a) financial motivation
 - b) non-financial motivation
 - c) extrinsic motivation
 - d) intrinsic motivation
5. The last function of management is _____.
 - a) Planning
 - b) Organizing
 - c) Controlling
 - d) Staffing

(CONTD.....2)

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES

(K2)

6. Define 'Management'.
7. What is meant by Planning?
8. What is meant by 'Span of Control'?
9. Define 'Leadership'.
10. Define 'Co-ordination'.

SECTION – B**(5 X 4 = 20 MARKS)****ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.**
(K3)

11. a) Distinguish between management and administration.
(OR)
b) Explain the functions of management.
12. a) Narrate the importance of planning.
(OR)
b) Outline the steps in decision making.
13. a) Describe the principles of delegation.
(OR)
b) Explain the principles of organization chart.
14. a) Explain the leadership styles.
(OR)
b) Summarize the theories of motivation.
15. a) Describe the principles of co-ordination.
(OR)
b) List the steps in control process.

SECTION - C**(4 X 10 = 40 MARKS)****ANSWER ANY FOUR OUT OF SIX QUESTIONS****(16th QUESTION IS COMPULSORY AND ANSWER ANY THREE QUESTIONS**
(K4 (Or) K5)

16. Summarize the Henry Fayol principles of management.
17. Explain the steps in planning process.
18. Enumerate the importance of organization.
19. Discuss the advantages and disadvantages of line organization.
20. List the qualities of good leader.
21. Explain the techniques of control.
