

**I B. Com(CA) IInd Semester
BUSINESS MANAGEMENT**

Time: 3 Hours

Maximum: 75 marks

Section-A (10 x 2=20)

Answer ALL the questions

1. Define 'management'.
2. What is 'Unity of Command'?
3. What is 'Short term planning'?
4. Define 'policies'.
5. What is 'functional organisation'?
6. What is 'Programmes'?
7. What do you mean by 'Authority'?
8. What is 'Decentralisation'?
9. What is 'Informal communication'?
10. Define 'leadership'.

Section - B (5 x 5=25)

Answer ALL questions

- 11 a) What are the functions Top level Management?

Or

- b) Write the objectives of Scientific Management.

- 12 a) List out the importance of planning.

Or

- b) What are the characteristics of a good plan?

- 13 a) What are the merits of 'Organisation'?

Or

- b) How to secure better Delegation of Authority?

- 14 a) Explain 'Maslow's need priority theory.

Or

- b) What are the elements of communication?

- 15 a) Explain the functions of a 'Leader'.

Or

- b) Explain the principles of Co-ordination.

Section - C (3x 10=30)

Answer any Three questions.

- 16 Explain the functions of a Manager?
- 17 Explain the methods of planning.
18. Explain the principles of 'organisation'.
19. Explain the guidelines for ensuring effective communication.

20 Explain the elements of effective control.