|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Reg. No.** |  |  |  |  |  |  |  |  |

D.K.M. COLLEGE FOR WOMEN (AUTONOMOUS), VELLORE-1

SEMESTER EXAMINATIONS

 NOVEMBER – 2016 CCO5C

# BUSINESS MANAGEMENT

Time : 3 Hrs Max. Marks : 75

SECTION-A (10 x 2 = 20)

Answer ALL questions.

1. Define Management.
2. Define organization.
3. What do you mean by decision making?
4. What is meant by MBO?
5. What is meant by an organization chart?
6. What is Departmentation?
7. What do you mean by span of supervision?
8. State the meaning of Grapevine.
9. What is co – ordination?
10. Define communication.

SECTION-B (5 x 5 = 25)

Answer any FIVE of the following questions.

1. Distinguish between Administration and Management.
2. Bring out the importance of Management.
3. Explain the basic characteristics of planning.
4. What are the steps involved in decision making?
5. What is meant by job analysis and job evaluation?
6. Distinction between Delegation and Decentralization.
7. Bring out the problems in co-ordination.
8. Discuss the various techniques of control.

SECTION-C (3 x 10 = 30)

Answer ALL questions.

1. (a) Explain the basic principles of management.

(Or)

 (b) Discuss the various steps involved in planning process.

1. (a) Explain the various methods of departmentation.

(Or)

 (b) Explain the principles of organization.

1. (a) Discuss the qualities of a Leader.

(Or)

 (b) Explain the important techniques of direction.

**\* \* \* \* \* \* \***