

KAMARAJ COLLEGE (Autonomous)

Accredited with A+ Grade by NAAC

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

THOOTHUKUDI – 628 003

(5 Pages)

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UG Degree - End Semester Examinations, April 2025

First Semester

B.COM/ B.Com BANKING AND E-COMMERCE/

B.Com BANKING AND FINANCE/ B.Com CORPORATE SECRETARYSHIP

Major - Principles of Management

(For those who joined in July 2024 onwards)

Time : 3 Hours

Maximum : 75 Marks

PART – A (10 × 1 = 10 Marks)

Answer ALL Questions

Choose the correct answer :

1. The father of scientific management is_____
(a) F.W.Taylor (b) Henry Fayol
(c) Urwick (d) LutherGaltick
2. Example for top level management is_____
(a) Board of directors (b) Supervisor
(c) Employees (d) Workers
3. _____are guidelines for decision making.
(a) Rules (b) Policies
(c) Procedures (d) Methods
4. Determining the time sequence of a job is called_____
(a) Planning (b) Testing
(c) Scheduling (d) Objective
5. _____is the blue print of the company organization.
(a) Organisation chart (b) Organisation manual
(c) Budget manual (d) Departmentation
6. Span of management is also known as_____
(a) Span of supervision (b) Span of control
(c) Controlling (d) Span of controlling
7. Sources of recruitment maybe classified into ---- broad groups.
(a) 5 (b) 4
(c) 3 (d) 2
8. Which of the following are the methods of off the job training?

- (a) Role playing (b) Case studies
(c) Classroom instructions (d) All of the above
9. A _____ is a financial plan for a definite period of time.
(a) Plan (b) Control
(c) Budget (d) Sales
10. There are _____ methods of control.
(a) 5 (b) 4
(c) 3 (d) 2

PART – B (5 X 5 = 25 Marks)

Answer ALL Questions choosing either (a) or (b).

Answer should not exceed 250 words.

11. (a) What are the differences between management and administration?

(OR)

- (b) What are the qualifications of a manager?

12. (a) What are the elements of planning?

(OR)

- (b) Explain the steps in forecasting

13. (a) Write a note on delegation of authority.

(OR)

(b) What are the differences between Centralization and Decentralization of Authority?

14. (a) What is meant by 360-degree performance appraisal? State its reasons.

(OR)

(b) What is promotion? state its types

15. (a) What are the qualities of a good leader?

(OR)

(b) Explain the techniques of co-ordination.

PART – C (5 X 8 = 40 Marks)

Answer ALL Questions choosing either (a) or (b).

Answer should not exceed 500 words.

16. (a) Discuss the different functions of management.

(OR)

(b) Enumerate the duties and responsibilities of a manager.

17. (a) Discuss the tools and techniques of planning.

(OR)

(b) What are the various steps involved in the process of decision making?

18. (a) Describe the various types of organizations.

(OR)

(b) Explain the factors influence span of management.

19. (a) List out the process of staffing.

(OR)

(b) Explain the methods of training.

20. (a) Define the various types of communication and discuss the merits and demerits of communication.

(OR)

(b) What is meant by management by Exception? State its merits and demerits.