

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BCom(CS) DEGREE EXAMINATION MAY 2018
(First Semester)

Branch – CORPORATE SECRETARYSHIP

CORPORATE ADMINISTRATION

Time : Three Hours

Maximum : 75 Marks

SECTION-A (20 Marks)

Answer ALL questions

ALL questions carry EQUAL marks (10 x 2 = 20)

- 1 Define Management.
- 2 What is Scientific Management?
- 3 What is Corporate Planning?
- 4 What is meant by Formal organization?
- 5 Define Delegation.
- 6 What is Direction?
- 7 Who is Democratic Leader?
- 8 Define Coordination.
- 9 What is meant by Control?
- 10 What is Risk Management?

SECTION - B (25 Marks)

Answer ALL Questions

ALL Questions Carry EQUAL Marks (5 x 5 = 25)

- 11 a Explain Henry Fayol's Principles of Management.
OR
b Describe various levels of management.
- 12 a What are the features of Planning?
OR
b Suggest measures to make delegation effective.
- 13 a What are the principles of direction?
OR
b What are the significance of Motivation?
- 14 a Briefly explain about techniques of coordination.
OR
b What are the importance of Control?
- 15 a What is the purpose of management of change?
OR
b How do you deal with crisis management?

SECTION - C (30 Marks)

Answer any THREE Questions

ALL Questions Carry EQUAL Marks (3 x 10 = 30)

- 16 Explain the functions of Management.
- 17 Describe the theories of organization.
- 18 Discuss about the Maslow's need hierarchy theory of motivation.
- 19 Explain about the steps in controlling process.
- 20 What are the key elements of total quality management?

Z-Z-Z

END