

Bankim Sardar College

Ist Year Examination,2020

B.Com Hons/ Gen.

Principles and practice of Management and Business Communication (C13 g)

Time: 2 Hours

Full Marks: 50

Write any Two questions:

10X2

1. Define management. Discuss 14 principles of management.
2. Define Planning. Give the importance of planning. What are the barriers of planning?
3. Define Motivation, Discuss McGregors Theory X and Theory Y also mention the assumptions.
4. Discuss in detail the leadership styles

Write any Two questions:

15X2

5. Discuss Control process. Mention in detail the control tools.
6. Define notice, circular, agenda, minutes and resolutions.
7. Define Business communication .Mention the elements of communication.
8. What are the tools of communication? Discuss in brief forms of communication.

