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Reg. No. : .....130157171005.....

Name : .....Ryun.....



Fifth Semester B.Com. Degree Examination, December 2018  
First Degree Programme Under CBCSS

Open Course – I : CO 1551.2/CC 1551.2/CX 1551.2/TT 1551.2

PRINCIPLES OF MANAGEMENT

(2014 Admn. Onwards)

(Common for Commerce/Commerce with Computer Application/  
Commerce and Tax Procedure and Practice/Commerce and Tourism and  
Travel Management)

Time : 3 Hours

Max. Marks : 80

SECTION – A

Answer **all** questions in **one** or **two** sentence **each**. **Each** question carries **one** mark.

1. What do you mean by principles of management ?
2. What is scalar chain of command ?
3. What is Fayolism ?
4. What is tactical planning ?
5. What is meant by POSDCORB' ?
6. What is the process of organizing ?
7. What is the meaning of staffing ?
8. What is co-ordination ?
9. What is Direction ?
10. What is Follow Through ?

(10×1=10 Marks)

SECTION – B

Answer **any 8** questions in **not** exceeding **one** paragraph **each**. **Each** question carries **2** marks.

11. What is concept of management ?
12. What is Administrative management theory ?
13. What are the classification of recruitment methods ?

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14. What are internal sources of recruitment ?
15. What is the importance of staffing ?
16. What is Decentralised Performance ?
17. State four main advantages of the line organisation.
18. What are the Organizational Control Techniques ?
19. What is meant by Principle of Harmony of Objectives ?
20. What is Process of Controlling ?
21. What is Principle of Managerial Communication ?
22. What is Principle of Commitment ?

(8×2=16 marks)

SECTION – C

Answer **any 6** questions in **not** exceeding **120** words **each**. **Each** question carries **4** marks.

23. What are different types of planning ?
24. Explain formal and informal organization.
25. Explain co-ordination of the managerial functions.
26. What are the principles to delegation of authority ? Explain.
27. What are main advantages and disadvantages of the line organization ?
28. What are the advantages and disadvantages of line and staff organization ?
29. What are the objectives of performance appraisal ?
30. What is the importance of training and development ?
31. Explain the different features of Direction.

(6×4=24 marks)

SECTION – D

Answer **any two** questions in **not** exceeding **4** pages **each**. **Each** question carries **15** marks.

32. Explain the different principles of planning.
33. Explain the principles of Delegation authority.
34. Explain the principles of controlling and aims of controlling.
35. Explain Line and Staff organization, its advantages and disadvantages.

(2×15=30 marks)



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Reg. No. : .....

Name : .....



**Fifth Semester B.A./B.Sc./B.Com. Degree Examination, December 2018**  
**First Degree Programme Under CBCSS**  
**Physical Education**  
**Open Course**  
**PE 1551 : HEALTH AND FITNESS EDUCATION**  
**(2013 Admn. Onwards)**

Time : 3 Hours

Max. Marks : 80

**PART – A**

Answer **all** questions. **Each** question carries **1** mark.

**(10×1=10 Marks)**

1. What is Dhronacharya award ?
2. Define doping.
3. What is Bow leg ?
4. List the criteria that decide the severity of burn.
5. What is speed endurance ?
6. Define Body composition.
7. Where is inter coastal muscle located ?
8. What do you mean by athletes heart ?
9. List the personal factors effecting health.
10. What is the aim of Physical Education ?

**PART – B**

Answer **any eight**. **Each** question carries **2** marks.

**(8×2=16 Marks)**

11. What is the social dimension of health ?
12. How socio cultural factor effect health ? Describe.
13. Brief the causes of Diabetes Mellitus.
14. What is aerobic exercise ?

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15. List the ill effects of overuse of Television.
16. Write the benefits of exercise.
17. What is the difference between muscular strength and muscular endurance ?
18. Write the remedial measures for flat foot.
19. List the things to maintain hygiene
20. What is flexibility ? How it can be improved ?
21. Write a short note on Asian Games.
22. How does warm up help to perform better ?

PART – C

Answer **any six**. Each question carries 4 marks.

(6×4=24 Marks)

23. Write a short note on the harmful effects of alcohol.
24. How is physical education important to the present society ?
25. Why is recreation important for healthy living ? Discuss.
26. Differentiate between aerobic exercise and anaerobic exercise.
27. Write a short note on performance related fitness.
28. What is wellness ? How it can be improved?
29. Write the first aid measures to be followed for snake bite.
30. Define fracture. Discuss its management.
31. Write the remedial measures for Kyphosis.

PART – D

Answer **any two** questions. Each question carries 15 marks.

(2×15=30 Marks)

32. Explain the term health. Explain the dimensions of health.
  33. Describe health related fitness components. Explain the ways and means to develop these components.
  34. What is Hygiene ? Describe the types of hygiene and measures to keep it.
  35. Sport is an excellent media to empower women. Discuss.
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Reg. No. : .....

Name : .....



**Fifth Semester B.A./B.Sc./B.Com. Degree Examination, December 2018**  
**First Degree Programme Under CBCSS**

**Open Course**

**EN 1551.1 : COMMUNICATIVE APPLICATIONS IN ENGLISH**  
**(2013 Admission Onwards)**

Time : 3 Hours

Max. Marks : 80

I. Answer **all** questions, **each** in a **word** or sentence :

- 1) Expand CV.
- 2) Explain 'Complementary close'.
- 3) How many sounds are there in English ?
- 4) How many syllables are there in the word 'pronunciation' ?
- 5) What is the syllable structure of the word 'cap' ?
- 6) What is the initial sound in the word 'tsunami' ?
- 7) What is the meaning of 'behind one's back' ?
- 8) How many syllables are there in the word 'Action' ?
- 9) What is intonation ?
- 10) What is the antonym of the word 'depart' ?

**(1×10=10 Marks)**

II. Answer **any eight**, each in a short paragraph **not** exceeding **50** words.

- 11) Write two sentences to introduce yourself.
- 12) What is a diphthong ?
- 13) Mother tongue interference.
- 14) How is a conversation begun ?
- 15) Define 'primary stress'.
- 16) Barriers to listening.
- 17) Write two polite expressions asking for help.
- 18) E-mail and its advantages.
- 19) List out a few features of a good resume.
- 20) What is letterhead ?
- 21) Define non-verbal communication.
- 22) What is a signature line ?

**(8×2=16 Marks)**

P.T.O.



III. Answer **any six each** in a paragraph **not** exceeding **100** words :

- 23) Write a report of the 'World Youth Skills Day Celebrations' in your college.
  - 24) Write a letter to the District Collector complaining about the pathetic conditions of the roads of your locality.
  - 25) Prepare a speech to formally welcome the chief guest in a function.
  - 26) Draw an interview with the Excise Minister of your state.
  - 27) Prepare a CV for applying for the post of clerk in a Private Bank.
  - 28) Explain the idiom "actions speak louder than words" in your own words.
  - 29) Describe your visit to an orphanage.
  - 30) Why are business letters important ?
  - 31) Write the minutes of the meeting of the office bearers of the Nature Club convened to list out the programmes for the upcoming Environmental Day.
- (6x4=24 Marks)**

IV. Answer **any two each** in a about **300** words.

- 32) Write a review of a film you have seen / a book you have read.
- 33) What are the qualities required for a good interviewee ? What are the preparations to be made ?
- 34) How is Indian English different from American and British English ?
- 35) Translate the following **Malayalam** passage into **English** :

മഹാപ്രളയത്തിൽ നഷ്ടപ്പെട്ടതെല്ലാം തിരിച്ചുപിടിക്കാനുള്ള സൂപ്പർജിലാണിന് കേരളം. ഇതുവരെ നേടിയതെല്ലാം ഒലിച്ചു പോയി. കടനത്തിന്റെ പ്രളയത്തിൽ മുങ്ങിത്താഴ്ന്നു നിൽക്കുന്ന ലക്ഷക്കണക്കിന് ജനങ്ങളെ ആശ്വസിപ്പിക്കേണ്ട കാലമാണിത്. അവരുടെ നാളുകൾ അനിശ്ചിതത്വം നിറഞ്ഞതായില്ലെന്ന് ഉറപ്പുനൽകേണ്ട കാലം. കേരളത്തിന് ഇനി ഓരോ നിമിഷവും വെല്ലുവിളികൾ നിറഞ്ഞതും വിലപ്പെട്ടതുമാണ്. നികത്തേണ്ട മഹാനഷ്ടങ്ങളുടെ വ്യാപ്തി നാടിനെ തുറിച്ചു നോക്കുന്നു. ലക്ഷങ്ങളുടെ ജീവിതമാണ് വഴിമുട്ടി നിൽക്കുന്നത്. അടിസ്ഥാന സൗകര്യങ്ങൾ ഉൾപ്പെടെയുള്ള പൊതു ആസ്തികൾ വൻതോതിൽ നശിച്ചു. അവ പുനർനിർമ്മിക്കാൻ സാവകാശം വേണ്ടിവരും.

**(15x2=30 Marks)**



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Reg. No. : .....

Name : .....

Fifth Semester B.A./B.Sc./B.Com. Degree Examination, December 2018

First Degree Programme under CBCSS\*

Open Course

EC 1551 : HUMAN RESOURCE MANAGEMENT

(2015 Admission Onwards)

Time : 3 Hours

Max. Marks : 80

SECTION – I

Answer in **one** or **two** sentences. Attempt **all** questions.

1. Man Power Planning.
2. Labour Market
3. Internal sources of recruitment.
4. What do you understand by refresher training ?
5. Job forecasting.
6. H R Management
7. Human capital
8. Apprenticeship training
9. Demotion.
10. Industrial democracy.

(10×1=10 Marks)

SECTION – II

Answer **any eight** questions **not** exceeding **one** paragraph. **Each** question carries **two** marks.

11. Briefly explain the objectives of HRM.
12. Distinguish between recruitment and selection.
13. HRIS
14. State the importance of selection.
15. What are the benefits of training ?
16. Explain labour theory of value.

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17. Difference between on the job and off the job training.
18. Types of discipline.
19. Explain the purpose of promotion.
20. Define separation.
21. Distinguish between layoff and retrenchment.
22. Job enrichment.

(8×2=16 Marks)

SECTION – III

Answer **any six** questions **not** exceeding **120** words. **Each** question carries **4** marks.

23. Explain the different types of training.
24. What is meant by e-recruitment ? What are the advantages of e-recruitment ?
25. Explain the procedure for taking disciplinary action.
26. What are the pre-requisites for effective collective bargaining ?
27. Discuss the challenges and relevance of HRM.
28. Explain the trends in working age population in India.
29. Briefly explain the different sources of external recruitment.
30. What are the reasons for transfer ?
31. Explain the importance of industrial democracy.

(6×4=24 Marks)

SECTION – IV

Answer **any two** questions, **not** exceeding **four** pages. **Each** question carries **15** marks.

32. Describe the various steps in selection process.
33. Explain the nature, scope and functions of Human Resource management
34. Explain the various factors affecting recruitment policy and programme.
35. Discuss the role of workers' participation in management in India.

(2×15=30 Marks)