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Reg. No. :

Name :

Fifth Semester B.Com. Degree Examination, December 2022

First Degree Programme under CBCSS

Open Course I

**CO 1551.2/CC 1551.2/CX 1551.2/TT 1551.2 –
PRINCIPLES OF MANAGEMENT**

(2018 Admission 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. Each question carries 1 mark.

1. What is Budget?
2. What is decision making?
3. What is unity of direction?
4. Define management.
5. What is esprit de corps?
6. What is meant by communication?
7. What is authority?

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8. What do you mean informal organization?
9. What is on the job training?
10. What is directing?

(10 × 1 = 10 Marks)

SECTION B

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

11. What is span of management?
12. What are the different levels of management?
13. What is departmentation?
14. What is meant by development?
15. What is organizational structure?
16. Distinguish between authority and responsibility.
17. Define staffing.
18. What is informal communication?
19. What do you mean by procedure?
20. Why management is called science?
21. What is the importance of staffing?
22. What are the internal sources of recruitment?
23. What is scalar chain of command?
24. What are the objectives of planning?
25. Define standing plan.
26. What is coordination?

(8 × 2 = 16 Marks)

SECTION C

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

27. What are the features of direction?
28. What are the different types of training?
29. What are the different types of plans?
30. What are the features of management?
31. What is the importance of training and development?
32. Distinguish between management and administration.
33. Explain the advantages of training.
34. Distinguish between line organization and functional organization.
35. Explain briefly the scope of management.
36. What are the limitations of planning?
37. Distinguish between delegation and decentralization.
38. Explain briefly the importance of control.

(6 × 4 = 24 Marks)

SECTION D

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

39. What is decentralization? Describe its benefits and limitations.
40. Briefly explain the steps in planning.
41. Explain Fayol's principles of management.

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42. Discuss various sources of recruitment.
 43. Explain the process of controlling.
 44. Explain the functions of management.

(2 × 15 = 30 Marks)

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Reg. No. :

Name :

Fifth Semester B.A./B.Sc./B.Com. Degree Examination, December 2022

First Degree Programme Under CBCSS

English

Open Course

EN 1551.1 : COMMUNICATIVE APPLICATIONS IN ENGLISH

(2020 Admission)

Time : 3 Hours

Max. Marks : 80

- I. Answer **all** questions, **each** in a word or sentence.
1. What are adjectives?
2. Give an example to bring out the difference between American English and British English.
3. What is non-verbal communication?
4. Write a word of Indian origin which is used in English.
5. Antonym for comfortable.
6. Synonym for brave.
7. What does the idiom Pull someone's leg mean?
8. What are the things to be kept in mind while attending an interview?

P.T.O.

9. What is scanning?
10. Give an example for skimming.

(10 × 1 = 10 Marks)

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

11. Communication.
12. Describe the festival of Onam to a foreigner.
13. Write two ways in which you can welcome the audience at a formal gathering.
14. What are the aids you can use for audio-visual communication?
15. What is a CV?
16. Why does mother tongue interference happen?
17. What is Indian English? Give examples.
18. What does the idiom "look before you leap" mean?
19. Write a report in a newspaper on the nuisance created by stray dogs.
20. How will you introduce yourself to your peers?
21. Discuss how you can set up a library in your neighbourhood.
22. Ask for directions to the nearest bus stop.
23. What types of questions can be asked during an interview?
24. How can you express your disagreement on an opinion? Give examples.
25. Introduce your friend to a group of people.
26. Draft questions to be asked to an invited guest on a T.V. Show.

(8 × 2 = 16 Marks)

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

27. Write a conversation with the receptionist at a hospital. You have come to visit a patient.
28. You are the secretary of National Service Scheme of your College. Write a welcome speech for the inauguration of the blood donation camp.
29. Write a review of your favourite film.
30. Non-verbal communication.
31. Write a paragraph about a person who has influenced you greatly.
32. Telephonic interviews have become popular these days. Comment on some do's and don'ts.
33. What are the details to be included in the covering letter while applying for a job?
34. You are asked to anchor a musical reality show. Write the introduction.
35. You are conducting a rally against drug abuse. Write four slogans.
36. There was a theft in your neighbourhood. Write a report for a local newspaper.
37. Write a letter to the manager of a furniture shop complaining about the damaged furniture that they delivered.
38. You are conducting a street play against Dowry. Write the script for the play.

(6 × 4 = 24 Marks)

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

39. What are the things to be kept in mind during a group discussion? Write the script of an imaginary group discussion on the topic should the age of obtaining licence be increased to 21.

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40. Body language is important in communication. Justify your answer with examples.
 41. Write a letter to a reputed sports equipment company seeking information about a particular product.
 42. Prepare a job application and CV for the post of magazine editor in a reputed weekly.
 43. Imagine that you are at a railway station where a foreign tourist approaches you. Prepare a conversation that is likely to happen between both of you.
 44. Write a note on the things to be kept in mind while speaking on the phone.

(2 × 15 = 30 Marks)

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Reg. No. :

Name :

Fifth Semester B.A./B.Sc./B.Com. Degree Examination, December 2022

First Degree Programme Under CBCSS

Economics

Open Course

EC 1551.2 — HUMAN RESOURCE MANAGEMENT

(2019 Admission Onwards)

Time : 3 Hours

Max. Marks : 80

SECTION – A

Answer **all** questions in **one** or **two** sentences, each question carries **1** mark.

1. Collective bargaining.
2. Recruitment.
3. Layoff.
4. Staffing.
5. Human Resource planning.
6. Placement.
7. Induction Training.
8. Promotion.

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9. Job rotation technique.

10. Industrial democracy.

(10 × 1 = 10 Marks)

SECTION – B

Answer any **eight** questions not exceeding **one** paragraph. Each question carries **2** marks.

11. What are the important prerequisites of a good organisation structure?

12. What are the good qualities of a HR Manager?

13. Write a short note on Recruitment practices in India.

14. Distinguish between Formal and Informal organisation.

15. Explain the concept of Human capital.

16. Distinguish between On-the-job and Off-the-training.

17. Define Separation.

18. Bring out the functional areas of HRM.

19. Explain the need and importance of Transfer.

20. What is Discharge or dismissal?

21. Explain the role of Government in the area of Human resources.

22. What is meant by HR Inventory?

23. What you meant by Induction?

24. Write a short note on Personal Management.

25. Explain the concepts of Demotion and Separation.
26. What is business ethics?

(8 × 2 = 16 Marks)

SECTION – C

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

27. Explain the objectives and functions of Human Resource Management.
28. What are important steps involved in Selection process?
29. Discuss the important methods of Training.
30. What are the various factors influencing in HR planning?
31. What are the important sources of Recruitment?
32. Briefly explain Traditional types of Organisation.
33. Discuss the essential characteristics of human resources.
34. What are the important advantages of the Good industrial relationship?
35. Discuss the procedure of disciplinary action in a firm.
36. Point out the importance of Worker's participation in management in India.
37. What are the important recruitment strategies?
38. Point out the limitations of Human resource planning.

(6 × 4 = 24 Marks)

SECTION – D

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

39. Describe the scope of HRM and explain HRM as a factor of competitive advantage.
40. Briefly explain the process of Human Resource Planning.
41. Briefly explain the role of HR Managers in the contemporary world.
42. Define Recruitment. What are the important steps involved in Recruitment process?
43. What are methods of job evaluation? Describe merits and demerits of job evaluation methods.
44. Describe the role of HRM in the emerging economic scenario.

(2 × 15 = 30 Marks)

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Reg. No. :

Name :

Fifth Semester B.A./B.Sc./B.Com. Degree Examination, December 2022

First Degree Programme under CBCSS

Physical Education

Open Course

PE 1551 : HEALTH AND FITNESS EDUCATION

(2019 Admission Onwards)

Time : 3 Hours

Max. Marks : 80

PART – A

Answer all questions. Each question carries 1 mark.

1. Name a test for assessing cardio respiratory fitness.
2. What is blood pressure?
3. What do you mean by endomorph?
4. Define speed in relation to sports.
5. What is the normal value of blood pressure?
6. What is Kyphosis?
7. Define stress.
8. What is the normal resting heart rate of an adult?
9. Name any one forward bending asana.
10. List the three exercise intensity.

(10 × 1 = 10 Marks)

P.T.O.

PART – B

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

11. Write a note on physical health.
12. What do you understand by cardio respiratory fitness?
13. Which exercise you prescribe for improving flexibility?
14. From the eight limbs of yoga name the first two limbs.
15. Write briefly about meditation.
16. Define aerobic exercise.
17. What are the causes of Lordosis?
18. List the dimensions of health.
19. List the organs connected with circulatory system.
20. What is balanced diet?
21. Define Physical education.
22. What is exercise prescription?
23. List the benefits of exercise.
24. What is tidal volume?
25. List the macro and micro nutrients required by us.
26. What are the benefits of Pawanmuktasana?

(8 × 2 = 16 Marks)

PART – C

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

27. Brief the biological factors affecting health.
28. Write the management of diabetes mellitus.

29. Write the first aid measure for dog bite.
30. Suggest remedial measure for Lordosis.
31. Explain the technique of performing Bhujangasana.
32. How will you manage stress?
33. What is sprain? How will you manage sprain?
34. Explain the social dimension of health.
35. What are the causes of Obesity?
36. Write a short note about 'yama' of ashtanga yoga.
37. What are the five 'niyamas' in ashtanga yoga.
38. What are the principles of First Aid?

(6 × 4 = 24 Marks)

PART – D

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

39. Define Health. Explain the dimensions of Health.
40. What is circulatory system? Elaborate the effect of exercise on circulatory system.
41. Explain the components of Health related physical fitness.
42. Explain the components of performance related physical fitness.
43. What do you understand by good posture? Explain the importance of posture.
44. Describe the factors affecting health.

(2 × 15 = 30 Marks)