**QUESTION BANK**

**UNIT-I**

**TWO MARKS**

1. What is administration?
2. What is division of labour?
3. What is management?
4. Write about levels of management.
5. Define management
6. What are the outstanding characteristics of management?
7. Write note on scalar chain.
8. What is gang plank?
9. What is meant by unity of direction?
10. What is meant by ‘esprit de corps’?
11. Explain the term unity of command.
12. What are the elements of management?

**FIVE MARKS**

1. What are the functions of top management?
2. Describe the importance of management in business.
3. Write the essentials of management principles.
4. Explain the scope of management.
5. Why management thought to be a mixture of science and art?
6. Enumerate the role of management in the present scenario.
7. Distinguish between management and administration.
8. How management be recognized as a profession?
9. Explain the role played by a manager in a business organization.

**TEN MARKS**

1. Elucidate the fourteen principles of management.
2. Explain the functions of management.
3. Explain the nature of management.
4. What are the functional areas of management? Write briefly about each one.

**UNIT - II**

**TWO MARKS**

1. What is planning?
2. What is long-term planning?
3. What is procedure?
4. Define an objective.
5. What is planning premises?
6. Define policies.
7. What are the advantages of planning?
8. Define forecasting.
9. What is strategy?
10. What are short range plans?
11. What do you mean by decision making?
12. How do procedure differ from policies?
13. List out the different types of plan.
14. What do you mean by short range planning?
15. What is meant by pervasiveness of planning?
16. What do you mean by repeated use plan?
17. What do you understand by single use plan?
18. What do you understand by decision making?
19. List out the different kinds of policies?
20. What is a rule?
21. What do you mean by programme?
22. What is a budget?
23. State the various types of strategy.
24. What is meant by vertical integration strategy?

**FIVE MARKS**

1. Explain the essentials of a good plan.
2. Explain the limitations of planning.
3. Classify the planning.
4. What are the advantages of objectives?
5. What are the characteristics of good planning?
6. List the characteristics of policy
7. What are the advantages of planning?
8. Explain the steps to make planning effective.
9. Write on various types of strategies.

**TEN MARKS**

1. Explain the various types of planning and outline the steps in planning process.
2. What are the purposes of planning?
3. What are the different kinds of policies? – Explain.
4. Explain about procedure with its merits and limitations.
5. Describe the advantages and disadvantages of budget and programme.

**UNIT – III**

**TWO MARKS**

1. What do you mean by Decentralization?
2. What is meant by organizing?
3. What is centralization?
4. Define informal organization.
5. What is meant by delegation of authority?
6. What is line organization?
7. Write note on staff organization.
8. How does directing differ from organizing?
9. What is matrix organization?
10. What is decentralization of authority?
11. What is formal organization?
12. What is organization structure?
13. What is organization chart?
14. What is meant by formal organization?
15. What do you understand by project organization?
16. What is functional organization?
17. What is committee organization?
18. What do you mean by standing and temporary committee?
19. What is meant by formal and informal committee?
20. What do you understand by executive and advisory committee?
21. Define the term authority and power.
22. Explain delegation of authority
23. Define delegation?
24. What is responsibility?
25. What is accountability?

**FIVE MARKS**

1. Distinguish between formal and informal organization.
2. What are the advantages of centralization?
3. State the advantages of organization.
4. Describe the principles of organization.
5. What are the advantages and disadvantages of committee?
6. Draw an organization chart and explain its merits and demerits.
7. Explain the merits and demerits of line and staff organization.
8. Distinguish project organization from matrix organization.
9. Distinguish delegation from decentralization.
10. What are the factors determining the degree of decentralization?

**TEN MARKS**

1. What is functional organization? What are its advantages and disadvantages?
2. Explain the principles of organization.
3. Describe the types of organizational structure.
4. Define committee. Explain its drawbacks and suggest measures to make committee more effective.
5. Explain briefly the process of organization.
6. Explain different types of committees with merits and demerits.
7. Explain the advantages and disadvantages of decentralization.

**UNIT – IV**

**TWO MARKS**

1. What is staffing?
2. Define recruitment.
3. List the different types of test.
4. What is an interview?
5. List the different types of interview.
6. What do you understand by structured and unstructured interview?
7. What is depth interview?
8. What is board and panel interview?
9. What is meant by group interview?
10. What is probation?
11. Mention the external source of recruitment.
12. What do you understand by induction training?
13. Write note on aptitude test.
14. Define direction.
15. What is selection?
16. What is training?
17. What is direction?
18. What do you know about aptitude test?
19. Write note on vestibule training.
20. Write note on off-the job training.
21. What is apprenticeship training?
22. What is application blank?
23. What is stress interview mean?
24. What is on the job training?
25. What are the internal source of recruitment?
26. What is campus interview?
27. Why is medical examination of a candidate necessary?
28. What is roleplaying?
29. What do mean by brain storming technique?
30. What is job rotation?
31. What is meant by case study?
32. What is supervision?
33. What is motivation?
34. Define leadership.

**FIVE MARKS**

1. What are the sources of recruitment?
2. Describe the steps in the recruitment and selection.
3. Enumerate the various steps in staffing.
4. Write the essential elements of directing.
5. Discuss the different sources of recruitment.
6. What are the advantages of training?
7. Explain the merits and demerits of internal source of recruitment.
8. Explain the different types of test.
9. Discuss the various types of interviews.
10. Explain the characteristics of a good test.
11. Explain the guidelines for making the interview successful.
12. Explain the need for training.
13. Explain the merits and demerits of on the job training.
14. Explain the characteristics of directing.
15. Discuss the importance of directing.

**TEN MARKS**

1. Explain the concept of staffing and brief the significant activities performed in it.
2. Enumerate the benefits of training.
3. Describe the stages in selection process.
4. Explain the various external source of recruitment.
5. Discuss in detail about various factors determining recruitment.
6. Discuss the various stages involved in the process of training.
7. Explain the various methods of training the employees of an organization.
8. Explain the important principles of directing.
9. What are the important techniques of direction?

**UNIT – V**

**TWO MARKS**

1. Define control.
2. What is budgeting?
3. What is co-ordination?
4. Define budgetary control.
5. What are the limitations of control?
6. List out the essentials of co-ordination function.
7. What is feed forward control?
8. Differentiate between co-ordination and cooperation.
9. Differentiate control from planning.
10. Mention the stages in control.
11. What is meant by BEP analysis?
12. Mention the different types of budget.
13. What do you understand by cost control and inventory control?
14. What is an inventory?
15. What is MIS?
16. What is hierarchy?
17. List the techniques of co-ordination
18. What is meant by pooled inter-dependence?
19. What do you understand by sequential and reciprocal inter-dependence?

**FIVE MARKS**

1. What are the characteristics of a good system of control?
2. Explain the various stages in control process.
3. What are the principles of co-ordination?
4. Explain the characteristics of co-ordination.
5. Explain the nature of controlling.
6. How control is important in management?
7. Bring out the limitations of the control function.
8. Explain the concept of management exception.
9. State the importance of MIS to a business.

**TEN MARKS**

1. Explain the basic steps in the control process.
2. Explain the advantages and disadvantages of budgetary control.
3. Explain different types of budgets used for control purpose.
4. Discuss about the important control techniques.
5. Explain the importance of coordination function.
6. What are the problems faced in securing effective co-ordination?
7. Discuss the various methods of securing effective co-ordination.