**UNIT-I**

1. What is Management?
2. Define Management.
3. Write some characteristics of Management
4. What are the roles of management in organisation?
5. Write any two points favour for management as a science.
6. Write any two points favour for management as an art.
7. Write fayol’s fourteen principles of management.
8. What is authority?
9. What is scalar chain?
10. Write some important functions of top management.
11. Write any two functions of middle level management
12. What are essential skills needs for the manager
13. Write the function of management.
14. What is social responsibility?

**UNIT-II**

1. What is planning?
2. State the important observations suggested about planning
3. List out the features of planning.
4. Classify various plans
5. Define mission
6. State the important questions to answer by a good mission
7. Define objectives.
8. Define policies
9. What is meant by strategies?
10. What is procedure?
11. Give the flow diagram of planning steps
12. What are the advantages and limitations of planning?
13. What is objective?
14. State the two approaches of objectives.
15. What is MBO?
16. Mention the features of MBO
17. What are the major kinds of strategies and policies?
18. What are the techniques useful while evaluating alternatives?
19. Define decision-making process

**UNIT-III**

1. Define organizing.
2. Mention any four characteristics of an organization.
3. State the advantages of organization
4. List out the steps involved in organization process
5. Mention the three categories of span of management
6. What are the types of departmentation?
7. Give a note departmentation by customers
8. Define authority.
9. List out the sources of authority.
10. What is line authority?
11. What is staff authority?
12. List the steps involved in process of delegation.
13. State the kinds of organizational charts

**UNIT-IV**

1. Define staffing.
2. Write any two roles of staffing
3. What is job analysis?
4. What is job design?
5. What is job rotation?
6. Define recruitment.
7. What is selection?
8. Write down the tests used in selection process.
9. What is orientation?
10. What is performance appraisal?
11. What are roles of manager?
12. Define multiplicity of roles
13. Mention the importance of motivation.
14. Name the steps involved in motivation process.
15. What are the types of motivation?
16. List out the basic needs in a hierarchy
17. What is job enrichment?
18. Who is leader?

**UNIT-V**

1. Define control.
2. What are the characteristics of control?
3. What are the disadvantages of control?
4. Give some critical point standards of control?
5. What are the types of control?
6. What is feedback control?
7. What are the requirements for effective control?
8. What are the modern techniques of control?
9. Define budgetary control?
10. Define budget?
11. What are the limitations of Budgeting?
12. What is Zero Base Budgets?
13. What are the steps involving in ZBB?
14. What is Internal Audit?
15. Define Productivity
16. What are the factors affecting productivity?