

MG 6851 - PRINCIPLES OF MANAGEMENT – QUESTION BANK

UNIT 1 INTRODUCTION TO MANAGEMENT & ORGANIZATION

PART A : TWO MARK QUESTION

1. Distinguish between management & administration. (Nov/Dec 2006) (April/ May 2008)
2. What is scientific management? (Nov/Dec 2006) (April/ May 2008)
3. Who is referred the father of scientific management? What is the goal of scientific management? (May/June 2007)
4. What are the various functions of management? (May/June 2007)
5. Define Management (May/June 2009) (April/ May 2011) (Nov/Dec 2012)
6. What is meant by Esprit Decorps? (May/June 2009)
7. Mention the role of Managers? (any two) (April/ May 2011)
8. Specify the functions of Management? (Nov/Dec 2012)
9. Name the different levels of Management? (May/June 2012)
10. Who is known as father of modern operations management theory? (May/June 2012)
11. Explain functions of administration? (May/June 2012)
12. Name the types of business organization? (May/June 2012)
13. Define administration? (Nov/Dec 2007) (May/June 2013)
14. Explain unity of direction? (Nov/Dec 2007)
15. What is globalization? (May/June 2013)

PART B: 16-MARK QUESTIONS

1. Explain briefly about the scientific approach of management & also specify the features. (8) (16) (May/June 2012) (Nov/Dec 2012)
2. List and explain the function of management. (8) (16) (May/June 2012) (Nov/Dec 2012)
3. State the contributions of F.W. Taylor towards scientific management. (8) (16) (May/June 2012) (April/ May 2011)
4. List out the 14 principles of Henry Fayol (16) (8) (May/June 2007/12) (April/ May 2011). (Nov/Dec 2006) (May/June 2013) (Nov/Dec 2013)
5. Discuss the role of manager. (8) (May/June 2012)
6. Describe the important functions of management. (8) (May/June 2012)
7. Discuss the scope and nature of management. (8) (Nov/Dec 2012)
8. What are the environmental factors that affect business? Explain? (8) (Nov/Dec 2012)
9. Enumerate the trends and challenges of management in the globalized era (16) (Nov/Dec 2012) (May/June 2013)
10. Describe about the evolution of management thought. (16) (April / May 2011)
11. Explain about the major tendencies favoring the development of a unified global theory of management. (16) (April/ May 2011)
12. Define management. What is meant by management process? How do the required managerial skills differ in organization hierarchy? (16) (May/June 2009)
13. Mention the different schools of management. Discuss the contribution of human behavior school. (16) (May/June 2009)

14. With suitable example describe the various types of business organization. (16) (May/June 2007)
15. With illustrations from Indian and international context, explain in detail the different types of business organization with their suitability. (16) (April / May 2008)
16. Is management a science or art? & discuss the steps in method study. (16) (Nov/Dec 2006)
17. Explain the salient features of neoclassical theory of management with human relations approach & behavioral science approach. (Nov/Dec 2013)

UNIT – 2 PLANNING

PART A : TWO MARK QUESTION

- What do you mean by strategy? (Nov/Dec 2006/2012) (May/June 2009) What is Decision making? (Nov/Dec 2012)
- What is MBO? (April/ May 2008/2011)
- List any four quantitative forecasting techniques (April/ May 2008)
- Define the term planning premises' (May/June 2007) (May/June 2009) Distinguish between strategy and policy (May/June 2007)
- Mention any two features of Decision making (April/ May 2011)
- List different types of plans (Nov/Dec 2012) (May/June 2012)
- Define MBO (May/June 2012)
- State the principles of effective planning (May/June 2012) Define strategic planning (May/June 2012)
- What is mission? (Nov/Dec 2007)
- Brief on operational planning? (Nov/Dec 2007)
- What are the objectives of planning? (May/ June 2013)
- Name any four quantitative forecasting techniques? (May/ June 2013) What is the necessity of organization? (Nov/Dec 2013)
- What are the functions performed by the low level manager? (Nov/Dec 2013)

PART B 16-MARK QUESTIONS

1. What is planning? Explain steps involved in planning. (Nov/Dec 2006) (Nov/Dec 2007) (April/ May 2011) (Nov/Dec 2012) (Nov/Dec 2013)
2. What are objectives? How will you set objectives for a manufacturing organization? (Nov/Dec 2006)
3. Discuss various forecasting techniques normally adopted. (Nov/Dec 2007)
4. In detail explain the importance of planning in the present Indian business environment. Also highlight the different types of plans. (April / May 2008)
5. Explain in detail the steps in the Decision-making process with examples. Also explain in detail any two Decision-making tools. (April/ May 2008) (April/ May 2011)
6. i) "Planning is looking ahead and control is looking back"-comment.
ii) Elucidate the steps to be followed in the planning process. (April/ May 2007)

7. Briefly discuss about the various tools used for developing organizational strategies. (April / May 2007)
8. Define MBO. Describe the benefits and weakness of MBO and ways to overcome them. (May/June 2009)
9. Distinguish between programmed & non programmed Decisions and discuss the modern approaches to Decision making under uncertainty. (May/June 2009)
10. Write short notes on the following:
 - i) Management by objectives
 - ii) Types of strategies. (Nov/Dec 2012)
11. i) Explain the principle of planning.
 - ii) Describe the various types of Decision (May/June 2012)
12. With the help of block diagram, explain the process of management by objectives. (MBO). (May/June 2012)
13. Define strategic planning. What are the steps involved in strategic planning? (May / June 2013)
14. Define decision making process. Explain the process followed while taking a decision in a normal situation? (May/ June 2013)

UNIT-3 ORGANIZING

PART A : TWO MARK QUESTION

1. Why is informal organization needed? (Nov/Dec 2006)
2. What are the limitations of line and staff? (Nov/Dec 2006)
3. Difference between effectiveness and efficiency? (April/ May 2008)
4. What is Decentralization? (Nov/Dec 2007) (Nov/Dec 2012)
5. Define staffing? (Nov/Dec 2007)
6. What is meant by delegation of authority? (April/ May 2008)
7. What do you understand by the term span of management? (May/June 2007)
8. Distinguish between authority and power? (May/June 2007)
9. What is SBU? (May/June 2009)
10. What is span of management? (May/June 2009)
11. Define organizing? (April / May 2011) (May/ June 2013)
12. Mention any two merits of performance appraisal? (April/ May 2011)
13. What are the sources of recruitment? (Nov/Dec 2012)
14. What is functional departmentation? (May/June 2012)
15. What is meant by delegation? (May/June 2012)
16. What is meant by departmentation? (May/June 2012)
17. What are the personal characteristics needed by managers? (May/June 2012)
18. What are the advantages of decentralization? (May / June 2013)
19. What are the program decisions? (Nov/Dec 2013)
20. What are the limitations of quantitative approach to management? (Nov/Dec 2013)

PART B 16-MARK QUESTIONS

1. i) Explain the nature and purpose of organization. ii)
Explain the qualitative forecasting. (Nov/Dec 2006)
2. Explain MBO which is a focus on IT industry. (Nov/Dec 2006)
3. Name the factors that determine departmentation also mention the bases of departmentation and give examples. (Nov/Dec 2007)
4. Bring out the factors affecting centralization/Decentralization. Also highlight the merits and demerits of centralization/Decentralization with examples. (April / May 2008)
5. Enumerate in detail about the selection process which is widely followed in selecting IT professionals. Also highlight the different types of interview that can be used in the selection process. (April / May 2008)
6. What do you mean by departmentation? Discuss in detail about the different strategies adopted in departmentation. (May/June 2007) (May/June 2013)
7. Describe the various steps in providing appropriate human resources. (May/June 2007)
8. Define matrix organization. Why is matrix organization used? Discuss the problems with matrix management and guidelines for making matrix management effective. (May/June 2009)
9. Analyze the position requirements, important characteristics of job design and characteristics needed by managers. Characteristics (May/June 2009)
10. i) Mention the factors which are responsible for the emergence of informal organization.
ii) What are the steps involved in the process of delegation? (April / May 2011)
11. State and explain the basic steps involved in atypical selection procedure. (April / May 2011) (Nov/Dec 2012)
12. i) Distinguish between formal and informal organization.
ii) Explain line organization with neat sketch. (May/June 2012) 13. i). Explain the concept of Decentralization.
ii) Explain the importance of performance appraisal. (May/June 2012)
Explain any four methods of performance appraisal. (Nov/Dec 2012)
Define span of management. Explain the factors which influence the effective span of management (May/June 2013) (Nov/Dec 2013).
Explain line and functional organizational structures with their advantages and limitations. (Nov/Dec 2013).

UNIT-4: DIRECTING

PART A : TWO MARK QUESTION

- 1.State the type of leaders? (May/June 2012)
- 2.What do you mean by job enrichment? (May/June 2012)
- 3.Mention the elements of directing? (May/June 2012)
4. List the components of communication process? (May/June 2012)
- 5.Define motivation? (Nov/Dec 2012) (May/June 2009) (April/ May 2011)
- 6.Who is leader? (Nov/Dec 2012)
- 7.What do you mean by job enlargement? (May/June 2009)
- 8.What is organizational culture? (April/ May 2011)
- 9.Distinguish between creativity and innovation? (May/June 2007) (Nov/Dec 2006)
10. Mention the various types of leadership styles? (May/June 2009)
11. Define job enrichment? (April / May 2008)
12. Define noise in communication? (April / May 2008)
13. What is power motive? (Nov/Dec 2007)
14. Give the meaning of social need? (Nov/Dec 2007)
15. List the hierarchy of needs? (Nov/Dec 2006)
16. What is meant by brainstorming? (May/ June 2013)
17. What are the different types of management strategies involved in leadership? (May/ June 2013)
18. What are the differences between formal and informal communication? (Nov/Dec 2013).
19. What are the limitations of matrix organization structure? (Nov/Dec 2013).

PART B 16-MARK QUESTIONS

- 1 .i) explain: Democratic type of leadership with examples.
ii) Discuss two factor theory of motivation . (Nov/Dec 2006)
- 2.i) Explain job enrichment organizations to maintain competitiveness.
ii) Explain the barriers in communication. (Nov/Dec 2006)
3. Explain Maslow's theory of motivation and compare and contrast with theory (Nov/Dec 2007) (May/June 2009)
4. Discuss communication through electronic media for effective business. (Nov/Dec 2007)
5. Elucidate the different leadership styles . explain in detail about the Blake and Mouton 's managerial grid. (April / May 2008) (May/June 2009)

6. Define communication. explain the process of communication. explain the various types of communication with its relative merits and demerits (April/May 2008) (May/June 2012) (Nov/Dec 2013)
- 7.i) the various types of organizational communication. (6)
 - ii) The role of electronic media in the effective communication. (6)
 - iii) Barriers in effective communication (4) (May/June 2007)
- 8.i) Describe the relationship of hygiene factors, motivation factors and job enrichment. (8) ii) What does Maslow's hierarchy of needs tell us about people's needs? (8) (May/June 2007)
- 9.i) What are the basic leadership styles? explain them critically. (8) ii) What are the barriers to effective communication (8) (April/May 2011)
- 10.i) Name the motivation theories. explain any two of them. (April/May 2011) (May/June 2012)
 - ii) Discuss the components of organizational culture? (April/May 2011)
11. Discuss the different theories of motivation. (May/June 2012)
12. Explain Maslow's theory of motivation and compare Herzberg's theory of motivation. (May/June 2013)
13. What is organizational culture? Explain types of organizational culture. (May/June 2013)
14. Explain Porter and Lawler theory of motivation and Adams' equity theory of motivation. (Nov/Dec 2013)

UNIT-5: CONTROLLING

PART A : TWO MARK QUESTION

1. What are the uses of computers in handling information? (Nov/Dec 2006)
2. What is globalization? (Nov/Dec 2006)
3. Write any two HR related controlling techniques? (Nov/Dec 2007)
4. What are the various types of functional budgets? (Nov/Dec 2007)
5. What is the ethnocentric organization? (April/May 2008)
6. Bring out any two similarities between international management and regional management? (April/May 2008)
7. What do you understand by zero-base budgeting? (May/June 2007)
8. Define the term productivity? (May/June 2007) (May/June 2009)
9. What is critical point control? (May/June 2009)
10. Mention any two advantages of budgetary control system? (April/May 2011)
11. What is quality control? (April/May 2011) (Nov/Dec 2012)
12. Define the terms budget and budgetary control? (Nov/Dec 2012)
13. Define preventive control? (May/June 2012)
14. What is meant by budget? (May/June 2012)
15. What is meant by 'MIS'? (May/June 2012) (May/June 2013)
16. Name the forms of international business? (May/June 2012)
17. List any four types of control. (May/June 2013)
18. List the steps involved in directing? (Nov/Dec 2013)

19 . What are the kinds of skills companies look for in managers? (Nov/Dec2013)

PART B 16-MARK QUESTIONS

1.i) What are the requirements for effective controlling?

ii) What is the role of IT controlling? (Nov/Dec2006)

2.i) What is productivity? Explain the methods of improving productivity in IT industry?

ii) Explain the impact of liberalization quoting examples from software industry. (Nov/Dec2006)

3. What are the steps in controlling process and state the essentials of effective control. (Nov/Dec2007)
(May / June2013)

4. What is budgetary control and explain its significance. (Nov/Dec2007)

5. Bring out the importance of productivity measures in any organization. Also in detail enumerate the different productivity enhancement tools used by the organization in the present competitive scenario. (May/June2007)

6. Bring out the different characteristics of an effective budget. Also bring out the different types of Budget with its relative merits and demerits. (May/June2007) (Nov/Dec 2012)

7. Explain the traditional and modern technologies of budgeting in detail. (May/June2009)

8. Describe the tools and techniques other than operations research for improving the productivity and discuss the future of operations research. (May/June2009)

9.i) What are the steps involved in the process of controlling? (8)

ii) Give an account of some popular non-budgetary control techniques. (8) (April

/May2011)

10 .i) Define the productivity and identify the problems involved in measuring the productivity of knowledge workers.

ii) What are the basic steps in planning the system operations management? (April / May2011)

11. Give an account of some popular non-budgetary control techniques, with special reference to break-even analysis and ratio analysis. (May/June2012)

12. What tools and techniques do you suggest to improve productivity in Indian Organizations? (May/June2012)

13.i) Explain the concept and process of controlling.

ii) Write a note on the different types of control. (Nov/Dec2012)

14. Explain the steps involved in the implementation of budgetary control. (May/ June 2013)

15. Explain any four non-budgetary control techniques with suitable example. (Nov/Dec 2013)

16 . Explain the steps involved in the quality control process with advantages and disadvantages. (Nov/Dec2013)