



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)



Rasipuram - 637 408, Namakkal Dist., Tamil Nadu

DEPARTMENT OF MANAGEMENT STUDIES

QUESTION BANK

19MBA01-ESSENTIALS OF MANAGEMENT

UNIT-I - INTRODUCTION

PART-A

1. Define management.
2. State the levels of management
3. What is Scalar Chain?
4. Distinguish between Unity of command and Unity of Direction.
5. What of Esprit de Corps?
6. What is bureaucracy?
7. What are the roles of managers?
8. Distinguish between management and administration.
9. Specify the various skills required for a manager.
10. Define scientific management.

PART-B

1. (i) Explain briefly the various functions of management.
(ii) Explain the levels of management and its functions.
2. (i) State the contribution of F.W. Taylor and discuss the principles of scientific management.
(ii) Management Vs. Administration. Explain
3. (i) Discuss the different role and responsibilities of manager
(ii) "Management is needed at all levels of organization"-Explain
4. (i) Differentiate between Management and Administration.
(ii) Discuss the nature and scope of management
5. (i) Elucidate the challenges involved in global management of business.
(ii) Discuss the trends and challenges of management in global scenario.

UNIT-II-PLANNING

PART-A

1. Define planning
2. What are the main objectives of planning?
3. Define Vision.
4. What is meant by strategy?
5. What are the factors to be considered while formulating strategy?
6. What is MBO?
7. What is MBE?
8. Write down any four factors which lead to fail of strategic planning?
9. What is planning premises?
10. Explain the term decision and decision making.

PART-B

1. (i) Why planning is considered as the primary function of management. Explain the process involved in it.

(ii) Explain the nature and significance of planning.

2. (i) What is meant by management by objectives? Explain the significance of MBO.

(ii) Explain the different types of strategies in detail.

3. (i) "Planning is deciding the best alternatives among others to perform different managerial functions to achieve goals"-Comment.

(ii) Discuss the decision making under risk, certainty and uncertainty.

4. (i) "Decision making taking place in adopting the objectives and choosing means"-comment. What are the different types of decisions?

(ii) . Explain in detail the advantages and limitations of planning and how to make planning more effective?

5. (i) State the objectives of planning and discuss its types.

(ii) Explain the various decision making techniques and factors influencing it.

UNIT-III –ORGANISING

PART-A

1. Define organization.
2. What is span of control?
3. What is matrix structure?
4. What is line authority?
5. What is staff authority?
6. Define Departmentation.
7. Compare line and staff authority
8. Define organizational structure.
9. Define Organization Chart
10. Explain the concept of Authority and Responsibility.

PART-B

11. (i) Discuss the relative Merits and demerits of decentralization of authority.
How can decentralization be made more effective?
(ii) What do you mean by decentralization of authority and explain the factors affecting Decentralization
12. (i) Distinguish between formal and informal organization.
(ii) Explain delegation of Authority and how do you make delegation effective.
13. (i) Explain the main bases of Departmentation
(ii) Discuss the different types of organization structure
14. (i) Explain in detail the significance of organizing.
(ii) Distinguish between line and staff functions. Give reason for distinguishing their roles in Organization.
15. (i) What is line and staff organization? Explain its merits and demerits. b] What are
(ii) Explain Organization chart, its types. Merits and Demerits.

UNIT-IV –DIRECTNG

PART-A

1. Define Staffing
2. Differentiate Recruitment and Selection
3. Define Transfer
4. Define Lay off.
5. Define Training and Development
6. Define Induction / Indoctrination / Orientation.
7. Define Performance Appraisal.
8. State the objectives of Performance Appraisal
9. Distinguish between job description and job specification
10. What is 360 degree appraisal?

PART-B

1. (i)State the nature of staffing. Discuss the factors affecting staffing in an organization.
(ii)Explain the various methods of training.
2. (i)Differentiate between Recruitment and Selection.
(ii)Explain the various methods of performance appraisal.
3. (i)Define Recruitment and explain the various sources of recruitment.
(ii)Describe the process involved in selection.
4. (i) State the features and importance of performance appraisal.

(ii)Explain the importance of selection.
5. (i)Why direction is considered as important and state the principle relating to direction process.

(ii) State the benefits of Training and explain various types.

UNIT-V COMMUNICATION AND CONTROL

PART-A

1. Define control.
2. List the basic types of control
3. What is quality control?
4. What is mean by budget?
5. Define the term budgetary control
6. What are the difference between PERT & CPM?
7. Define communication.
8. Illustrate the process of communication.
9. Distinguish between formal and informal communication.
10. List out the barriers in effective communication.

PART-B

1. (i)“ The essence of control is action” Comment
(ii)“Planning & Controlling functions are two sides of the coin” comment
2. (i)Discuss the control process and types of control
(ii) Briefly explain the Control techniques.
3. (i)Explain in brief the non-budgetary control techniques.
(ii) State the process of communication.
4. (i) Explain the different types of formal organizational communication. what are their relative merits and demerits?
(ii)Discuss the importance of control in organization. Explain the steps involved in controlling process.
5. (i)Describe the principles of effective communication and barriers involved in effective communication and how to overcome?
(ii)Explain the Budgetary Control and its significance