1. Define Management.

“To forecast and plan, to organize, to command, to co-ordinate, and control.”

HENRY FAYOL

2. What do you mean by Esprit De Corps?

The work done in any organization is teamwork. Team spirit and co-operation among the members of an organization are essential for its success. Informal relationship among the employees should be encouraged.

3. What do you mean by Division of labour?

The total work done is divided into small parts, each entrusted to a particular individual.

4. Management is an art. Discuss.

*Because A manager applies his knowledge and skills to co-ordinate the efforts of his people.

* Management seeks to achieve concrete practical results.

5. Is Management as a science??

Management is basically science because

- It contains underlying principles and theories developed through continuous observation, experimentation and research.

- The organized body of knowledge can be taught and learnt in the classroom and outside physics, chemistry, mathematics, and economics.
6. What is Scalar Chain?
   Scalar Chain refers to the chain of superior ranging from the highest authority to the lowest levels in the organization.

7. F.W. Taylor is known as the father of scientific management-explain.
   Taylor was convinced division of responsibilities between management and workers. Taylor was convinced that there is a science for each job and ‘one best way’ of doing work.

8. What is Administration?
   Administration is higher level authority. Administration is a determination of objectives and policies.

9. What are the three levels of management?
   Top level, middle level, lower level.

10. What do you mean by Unity of Command?
    An employee should receive orders from one superior only and is accountable to him alone.

UNIT-II
1. What is planning?
   Planning is deciding in advance what should be done. It is future oriented. Planning is the management functions of anticipating the future and conscious determination of a future course of action to achieve the desired results.

2. Define Planning.
“Planning is deciding in advance what is to be done. It involves the selection of objectives, policies, procedures, and programmes from alternatives”.

3. Define strategy.
   “Strategy is the complex plan for bringing the organization from a given postures to a desired position in a future period of time”.

4. What is policy?
   A policy is a general guide to thinking and action rather than a specific course of action. It defines the area or limits within decision can be made to achieve organizational results.

5. What is Rule?
   Rule are rigid and definite plans that specify what is to be done or not to be done in given situation.

6. What is Budget?
   A Budget is a statement of expected results expressed in numberical terms for a definite period in the future.

7. What is tactical planning?
   It is a short term exercise designed to implement the strategies formulated under strategies planning. It is based on strategic plan.

8. What is Strategic Planning?
   Strategic Planning refers to the process of formulating a unified comprehensive and integrated plan relating the strategic advantage of the firm to the challenges of the environment.
9. State the importance of planning
   * Focus attention on objectives and results. D
   * Reduces uncertainty and risk.
   * Encourages innovation and creativity.

10. State the features of good plan.
   * Develop accurate forecast.
   * Gain acceptance of the plan from those responsible for its implementation.
   * The plan must be sound one.

UNIT-III

1. What do you mean by organization?
   It is a set of interrelated concepts, definition, and preposition which provide a systematic view of behavior of individual and group in some relatively patterned sequence of activity.

2. Define Delegation.
   “Delegation of authority merely means the granting of authority to subordinates to operate within prescribed limits”.

3. Define Authority.
   Authority may be defined as the legitimate right to give orders obeyed. It denotes certain rights granted to a position in an organization.

4. Write note on line and staff organization.
   In this kind of an organization, staff experts, who are Specialists in specific areas, assist the line personnel. These experts do not have the powers to command any
subordinate other than those who are under their direct control.

5. What is committee organization?
   A Committee is a group of person entrusted with certain tasks. The committee are expected to discuss the problem under consideration in detail and come out with a solution. A number of committee may be created in a concern depending upon the requirements.

6. What is Responsibility?
   Responsibility is the duty or obligation of a subordinate, to whom some work has been assigned by a superior, to perform the task required. Responsibility may be a continuing obligation or confined to a specific assignment.

7. What is Centralisation?
   Centralisation of decision making authority in the hands of a few at the top level in known as centralization.

8. What is Decentralisation?
   In decentralization, there is dispersal of decision making authority at different level of organization.

9. What to do you mean by span of management?
   Span of management refers to the number of subordinates a manager can effectively manage. A manager will be able perform his basic work of guiding his subordinates and making the right number of such subordinates under him.
1. Define Staffing.
   “The Managerial functions of staffing involves manning the organization structure through proper and selection, appraisal and development of personnel to fill the roles designed into structure”.

2. What do you mean by Recruitment?
   Recruitment is the process of identifying the sources of prospective candidates and attracting them to apply for jobs in the organization.

3. What do you mean by selection?
   Selection is the process of carefully screening the candidates who offer themselves for appointment so as to choose the most suitable persons for the jobs that are to be filled.

4. What do you mean by psychological test?
   A Psychological test is designed to measure selected psychological factors. The basic purpose of such a test is to predict what a person will do in future. Psychological test measuring quantitatively a typical sample of the candidate’s personality so as to forecast how the candidate will perform on the future.

5. What is Interview?
   Interview is the most widely used techniques of employee selection. It is observational and personal method of appraisal. Interview are used for
counseling, appraising, grievance handling and exist of employees.

6. What do you mean by placement?
Placement is the process of assigning specific jobs and work places to the selected candidates it involves putting square holes.

7. What is Training?
Training is an organized process for increasing the knowledge and skills of people for definite purpose.

8. What do you mean by co-ordination?
Co-ordination implies an orderly pattern or arrangement of group efforts to ensure unity of action in the pursuit of common objectives.

9. Define co-ordination
“ It thus becomes the central task of the manager to reconcile differences in approach, timing, effort or interest and to harmonise cooperative and individual goals”.

UNIT-V

1. Define Control.
“Management control is the process by which managers assure that resources are obtained and used effectively in accomplishment of the organisation’s objectives.

2. What do you mean by Budgetary Control?
Budgetary control is a system of control in which all activities of an enterprises are planned ahead in the form of budgets and actual results are
compared with the budget standards and necessary corrective action are taken in case of deviation.

3. **What is feedback?**
   Feedback is the process of adjusting future action on the basis of information about the past performance.

4. **What is MasterBudget?**
   It is the summary budget incorporating all functional budget. It gives a comprehensive picture of the proposed activities and anticipated Results for the entire organization.

**SECTION-B**

1. Describe the importance of management in Business.
2. Explain briefly the various functions of management.
3. Explain the various steps involved in the process planning.
4. Explain briefly the various kinds of policies.
5. Distinguish between formal organization and informal organization.
6. Explain the barriers in delegation of authority.
7. Explain the various stages involved in the selection of candidates for jobs in an organization.
8. Explain the important principles of directing.
9. Explain the characteristics of an ideal control.
10. State the nature of management.
11. Bring out the process of management.
12. What are the types of plans?
13. Brief out the types of policies.
14. State the elements of organization.
15. Distinguish between Centralization and Decentralisation.
16. Explain the need for Training.

17. State the importance of co-ordination.

18. Explain the contribution of Fayol.
19. Explain the principles of organizing.
20. Explain the advantages of Decentralisation.
21. Explain the steps in selection procedures.
22. Describe the various requisites for excellent coordination.
23. What are the different levels of management?
24. Distinguish between management and administration.
25. What are the essential of a good plan?
26. What is standing plan?
27. Explain the merits and demerits of line and staff organization.
28. What are the techniques of direction?
29. Describe the staffing process.
30. What are the modern methods controlling techniques?

SECTION-C

1. Explain the various aspects of F.W. Taylor scientific management.
2. Explain the essentials of a sound plan in an organization.
3. Explain the basic principles of organizing.
4. Discuss the difference between delegation and decentralization. List out the important obstacles to effective delegation.

5. Explain the basic steps in the control process.

6. Elucidate the contribution of Henry Fayol to management.

7. Describe the steps involved in planning process.

8. Explain the organization process.

9. Enumerate and explain the sources of recruitment.

10. “Management is getting things done through other.” Discuss.

11. Explain various planning process.

12. Discuss the various factors affecting the span of management.

13. Discuss the various essential of effective control system.

14. Discuss about the formal organization and informal organization.

15. Explain the various basis of departmentation together with their relative merits and demerits.

16. What are the essential of effective control system? Which essential do you think is the most important?

17. Discuss the various functions of management.
18. Describe the advantages and disadvantages of objectives.

19. Discuss the techniques of co-ordination.

20. Explain the various techniques used in selection process.

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