

MAJOR PAPER MANAGEMENT QUESTION BANK

VERY SHORT TYPE QUESTIONS

1) What is Management?

Management is the process of giving direction and controlling the various activities of the people to achieve the objectives of an organization.

2) What is authority?

It is the power given to a person to get work from his subordinates.

3) What is responsibility?

It is the amount of work from a man by his superior.

4) Comment: Management is both –A science and an art

Management is a science because it contains general principles. It is also an art because it requires certain personal skills achieve desire

1) What is centralization?

The organization is centralized when the power is concentrated with one person.

5) What is decentralization?

If the power is fully distributed to the subordinates of the organization.

6) What is Esprit-de-corps?

This means union is strength. In organization employees should be harmony and unity.

7) Write some important functions of top level management?

- 1) Top level management.
- 2) Middle level management.
- 3) Lower level management.

8) Write some important functions of top level management?

- 1) To formulate goals and policies of the company.
- 2) To formulate budgets.
- 3) To appoint top executives.

9) Write the functions of management?

- 1) Planning.
- 2) Organizing.
- 3) Staffing.
- 4) Coordinating.
- 5) Controlling.

SHORT TYPE QUESTIONS

1. Explain the principle of F.W.Taylor theory.
2. Explain the Henry Fayol management theory.
3. What are the major functions of management?
4. Explain management is an art or science both science and art.
5. Explain the term Motivation?
6. Describe the various elements in planning
7. Describe the steps in rational decision making?
8. Explain how formal organization is different from informal organization
9. Discuss about the factors determining an effective span of management
10. Write short note on types of departmentation and matrix organization
11. Explain the concept of functional authority. How do you delegate?
12. Explain the concept of decentralization?

LONG QUESTIONS

Question 1. Define the concept of management and explain its principles in detail. Marks 20

Question 2 Define planning? Explain the importance of planning? What are its limitations?

Question 3. What do you understand by formal and informal organization? Explain the difference between authority and responsibility.

Question 4. Write down the principles of Organization. Also explain structures of organization

Question 5: Define Communication? Explain the barriers of communication? Suggestions to overcome barriers to communication. (Marks 20)

Question 6: Define Channels of communication? Explain Principles of communication.

Question 7: Explain leadership theories in detail.

Question 8: Explain in brief all the theories of motivation. Describe Herzberg's theory of motivation in detail.

Question 9: Define the concept of control? What are the factors effecting the effective control system?

Question 10. Define Six Sigma's in detail.

