

# Chapter -1

## NATURE AND SIGNIFICANCE OF MANAGEMENT

1. Which force is considered as the essence of management?
2. 'Doing the task with minimum cost' name the term associated with management?
3. 'In order to be successful, an organization must change its goals according to the needs of the environment. Which characteristics of management are highlighted in this statement.
4. Which function of management bridges the gap between where we stand today and where we want to reach/
5. Name the function of management which establishes organization structure and establishes authority and responsibility relations?
6. In which functions of management standards are compared with actual, deviations are found out and corrective steps are taken?
7. Anything (-) management is equal to what?
8. Departmental managers are included at which level of management?
9. Name the level of management the following parts belong to.
  1. Purchase managers.
  2. CEO
  3. Superintendent.
10. 'Survival profit and growth are essential targets of any business' which objectives of management are referred here?
11. 'Every organization whether it is business or non-business should use environmental methods of production, give employment opportunities and provide basic amenities like schools and crèches to employees' name the objective of management indicated here?
12. The activities involved in managing an enterprise are common to all organizations whether social or political' which characteristics of management are highlighted by this statement?
13. What is PODSCORB?
14. How is Management an intangible force?
15. "Management is essential for successful running of an enterprise", How?
16. Mr. 'Y' acts as Vice President in ABC Ltd. Name the level of Management he is working? Explain Any two functions performed by him?
17. Mr. Anil working as a 'Sales department Head in XYZ Ltd. Name the level of Management he is working? Explain Any two functions performed by him?
18. Explain any 3 functions performed by operational Level?
19. 'Co-ordination' is the essence of Management' Explain.
20. "Management is critical ingredient of a nation's growth" Comment.
21. Why is Mgt considered as Multi dimensional function?

22. “Mgt is Science as well as act”. Explain this statement.

## **Chapter -2**

### **PRINCIPLES OF MANAGEMENT**

1. How re principles of management formed?
2. Why is it said that the principles of management are universal?
3. Why is it said that principles of management are flexible?
4. Which principles of management promotes team spirit.?
5. Who was the first to identity functions of management?
6. Which principle of management suggests that a subordinate should receive orders from and be accountable to one superior?
7. Who gave the concept of scientific management? What was his profession?
8. Which principle of scientific management suggest the introduction of scientific investigation and analysis of management practice?
9. What is the basis of formation of scientific management?
10. Which principle of management is violated if an employee is asked to receive orders from two superiors?
11. “Workers should be encouraged to develop and carry out their plans for improvements”. Identify the principle of management formulated by Fayol.
12. It has been observed that the prevailing situation in an organization is due to the violations of the principle of ‘order’. What might have been your observation?
13. Which principle of management is violated when a manager grants one month medical leave to a superior with pay and only one week medical leave to an accountant?
14. Mohan a manager, expects his colleagues to get work out of subordinates without giving them any powers. Which principle of management is being overlooked and why?
15. Which principle of management aims at securing the loyalty and devotion of the employees by giving them fair and just treatment?

16. Which principle of management envisages that each group of activities having the same objective must have one head and one plan? Explain the principle with suitable example.
17. If an organization does not provide the right place for physical and human resources in the organization, which principle is violated? What are its consequences?
18. The production manager of an automobile company asked the foreman to achieve a target production of 200 units (Scooters) per day. But he did not give him the authority to requisition tools and materials from the store department. Can the production managers blame the foreman if he is not able to achieve the desired target? Explain briefly the principle relating to the situation.
19. Name and explain that principle of Fayol which suggests that communication from top to bottom should follow the official lines of command?
20. Identify the technique of scientific management which are described by the statement given below:-
  - i. When specialists supervise each worker.
  - ii. Change in the attitude of workers and management towards one another. From competition to Co-operation.
  - iii. When uniformity is introduced in materials, Machine, tools, method of works and working conditions after, due research.
21. Hina & Harish are typists in a company having same educational qualification. Hina is getting Rs.3000 per month and Harish Rs. 4000 per month as salary for the same working hour. Which principle of management is violated in this case? Name and explain the principle?

## **Chapter -3**

### **Business Environment**

Which environment describes characteristics of the society in which the organization exists.

1. Which element / dimension of business environment involves improvement and innovations which provide new ways of producing goods and services and new methods and techniques of operating a business.
2. Which environment prohibits the advertisement of alcoholic beverages?
3. Banking sector reforms have led to easier credit terms and better services. This is an example of a key component of the "Business Environment" name this component?
4. 'Demand for reservation in jobs for minorities refers to an example of key component of general environment of business. Name this component.

5. It is the process by which government control over the industry is being loosened. Give the term to which this statement is trying to indicate.
6. Which process aims at giving greater role to the private sector role to the public sector?
7. State the characteristics of business environment.
8. State the economics reforms since 1991 or new Economics policy.
9. State the factors of Micro Environment.
10. State the factors of Macro Environment.
11. State the difference between general and specific environment with example.
12. Explain any five positive effects of liberalization and globalization on business and industry.
13. Explain any five negative effects of liberalization and globalization on business and industry in India.
14. Write the impact of changes in government policy on business and industries.
15. State the component of business Environment.
16. State the importance of business.

## **Chapter -4**

### **PLANNING**

Qus:1 How does planning provide direction?(Any Three)

Qus:2 The planning function of management is conducted at which level of management ?

Qus:3 One of the functions of management is considered as a base for all other functions. Name that Function.

Qus:4 : Planning strangulates the initiative of the employees and compels them to work in an inflexible manner”

Discuss.

Qus:5 Which limitation of planning suggest that the employees stop thinking and become the blind followers of

Plan?

Qus:6 A company needs a detailed plan for its new project- construction of shopping mall. What type of plan

Is it ?

Qus:7 In which type of plan the sequence to perform a job is determined?

Qus:8 Which plans suggest action and non action of employees?

Qus:9 “No Smoking : the statement is related to which type of plan?

Qus:10 Mc Donald does not give its franchise to any other company which is running food business. This is

Related to which type of plan/

Qus:11 Name the type of plan which serve as a guide for overall business planning and define the future state of

Affair which the organization strive to realize?

Qus:12 In which step of planning process the planners make prediction and assumptions regarding future?

Qus:13 How should a manager select the best possible course of action?

Qus:14 Without one function of management the controlling function is not possible. Name the concerned

function.

Qus:15 Planning is an activity which enables a manager to look ahead and anticipate changes. Mention the

Benefit of planning highlighted here.

Qus:16 Planning ensures clarity in thoughts and actions, works is carried on smoothly without interruptions .

Which importance of planning is mentioned here?

Qus:17 It helps the manager to look into future and make a choice amount various alternative courses of

Action enumerate the importance of planning indicate here.

Qus:18 Planning lays down the base for other functions of management which feature of planning is

Highlighted here?

Qus:19 A plan is framed it is implemented and is followed by another plan and so on. Mention the feature of

Planning indicate here?

Qus:20 Which features of Planning is stressed by saying that planning is an intellectual activity of thinking

Rather than doing?