

**MOTHER TERASA COLLEGE OF ARTS & SCIENCE, ILLUPPUR,  
PUDUKOTTAI-DT  
PG & DEPARTMENT OF BUSINESS ADMINISTRATION**

**CLASS: III-BBA**

**SEMESTER-VI**

**Sub. Code: 16MBEBB2**

**2 Marks**

**Title of the Subject: MANAGEMENT CONCEPT IN THIRUKKURAL**

**Name of the faculty: Prof. S.DHIVYA, M.B.A,M.Phil**

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1. What is Administration?

Administration refers to the process of running an organization, office or business. This includes creating rules & regulations, making decisions, management of operations, creating organization of staff/employees/people to direct activities towards achieving a common goal or objective.

2. What is professional Ethics?

Professional ethics is defined as the personal and corporate rules that govern behavior within the context of a particular profession. An example of professional ethics is the American Bar Association's set of ethical rules that govern an attorney's moral obligations.

3. Explain briefly the verse 140.

Who know not with the world in harmony to dwell,  
May many things have learned, but nothing well

Couplet Explanation:

Those who know not how to act agreeably to the world, though they have learnt many things, are still ignorant.

4. State the four principles of leadership.

Leadership is service

Leaders must be responsible

Leaders must delegate

Leadership accountability

5. What is Communication?

Communication is simply the act of transferring information from one place, person or group to another. Every communication involves (at least) one sender, a message and a recipient. ... These include our emotions, the cultural situation, the medium used to communicate, and even our location.

6. Explain the verse 113.

Though only good it seem to give, yet gain  
By wrong acquired, not e'en one day retain

Couplet Explanation:

Forsake in the very moment (of acquisition) that gain which, though it should bring advantage, is without equity

7. What is learning?

Learning is the process of acquiring new understanding, knowledge, behaviors, skills, values, and preferences.

8. Define Staffing.

Staffing is the process of hiring eligible candidates in the organization or company for specific positions. In management, the meaning of staffing is an operation of recruiting the employees by evaluating their skills, knowledge and then offering them specific job roles accordingly.

9. What is leadership?

Leadership is a process by which an executive can direct, guide and influence the behavior and work of others towards accomplishment of specific goals in a given situation.

10. What is Recruitment?

Recruitment refers to the overall process of attracting, short listing, selecting and appointing suitable candidates for jobs (either permanent or temporary) within an organization. ...

11. What is Decision making?

Decision making is the process of making choices by identifying a decision, gathering information, and assessing alternative resolutions. Using a step-by-step decision-making process can help you make more deliberate, thoughtful decisions by organizing relevant information and defining alternatives.

## 12. What is Goal setting?

Goal setting is the process of identifying something that you want to accomplish and establishing measurable goals and timeframes. When you decide on a financial change to save more money and then set a certain amount to save each month, this is an example of goal setting.

## 13. Define Capital.

Capital is the money or wealth needed to produce goods and services. In the most basic terms, it is money. All businesses must have capital in order to purchase assets and maintain their operations. Business capital comes in two main forms: debt and equity.

## 14. What is Investment?

Investment is total amount of money spent by a shareholder in buying shares of a company. In economic management sciences, investments means longer-term savings.

## 15. Explain Social Responsibility.

Social responsibility means that individuals and companies have a duty to act in the best interests of their environment and society as a whole. Social responsibility, as it applies to business, is known as corporate social responsibility (CSR).

## 16. What do you mean by Personnel welfare?

Personnel welfare means “the efforts to make life worth living for workmen. According to Todd “employee welfare means anything done for the comfort and improvement, intellectual or social, of the employees over and above the wages paid which is not a necessity of the industry.

## 17. Define Planning.

Planning is the process of thinking about the activities required to achieve a desired goal. It is the first and foremost activity to achieve desired results. It involves the creation and maintenance of a plan, such as psychological aspects that require conceptual skills.

## 18. Define Stress.

Stress is a physical, mental, or emotional factor that causes bodily or mental tension. Stresses can be external (from the environment, psychological, or social situations) or internal (illness, or from a medical procedure).

## 19. Explain the verse 211.

Duty demands no recompense; to clouds of heaven,  
By men on earth, what answering gift is given?.

Couplet Explanation:

Benevolence seeks not a return. What does the world give back to the clouds ?.

20. What is management?

Management means directing and controlling a group of people or an organization to reach a goal. Management often means the deployment and manipulation of human resources, financial resources, technological resources, and natural resources

21. What is Environment?

Environmental Management can be defined as “the management of the interaction and impact of human activities on the natural environment”. Environmental management tries to identify the factors that have a stake in the conflicts that may rise between meeting the needs but protecting the environment.

22. What do you mean by environmental changes?

Internal environmental factors include management, your physical assets, cash flow, your business's culture and the knowledge and skill of your workforce. Any of these factors can change in an instant: New laws may change what materials you use in your product.

23. Explain the verse 596.

Whate'er you ponder, let your aim be loftly still,  
Fate cannot hinder always, thwart you as it will.

Couplet Explanation:

In all that a king thinks of, let him think of his greatness; and if it should be thrust from him (by fate), it will have the nature of not being thrust from him.

24. Explain the verse 515.

No specious fav'rite should the king's commission bear,  
But he that knows, and work performs with patient care.

Couplet Explanation:

(A king's) work can only be accomplished by a man of wisdom and patient endurance; it is not of a nature to be given to one from mere personal attachment.

25. Explain the verse 377.

Save as the 'sharer' shares to each in due degree,  
To those who millions store enjoyment scarce can be.

**Couplet Explanation:**

Even those who gather together millions will only enjoy them, as it has been determined by the disposer (of all things).