

MANAGEMENT CONCEPTS IN THIRUKKRAL

SUB: CODE: 16MBEBB2

III BBA

TWO MARK QUESTIONS AND ANSWERS:

1) What do you mean by management?

Management is the process of planning. Organising, leading and controlling the efforts of organisation members.

2) What do you mean by planning?

Planning is an orderly approach to the task of management.

3) What do you staffing?

This process includes selecting the candidates, fixing their financial compensation training and development.

4) what do you mean by decision making?

decision-making is regarded as the cognitive process resulting in the selection of a belief or a course of action among several possible alternative options. Decision-making is the process of identifying and choosing alternatives based on the values, preferences and beliefs of the decision-maker.

5) What do you mean by personal welfare?

Decisions concerning your personal welfare include your medical and healthcare matters and other day-to-day activities.

6) What do you mean by social responsibility?

Social responsibility is an ethical framework and suggests that an entity, be it an organization or individual, has an obligation to act for the benefit of society at large. Social responsibility is a duty every individual has to perform so as to maintain a balance between the economy and the ecosystems.

7) What do you mean by communication?

Communication is the act of conveying meanings from one entity or group to another through the use of mutually understood signs, symbols, and semiotic rules. The main steps inherent to all communication are: The formation of communicative motivation or reason. Message composition. Message encoding.

8) Explain the term business ethics?

Business ethics is a form of applied ethics or professional ethics, that examines ethical principles and moral or ethical problems that can arise in a business environment. It applies to all aspects of business conduct and is relevant to the conduct of individuals and entire organizations

9) What do you mean by learning?

It is important for a teacher to know about learning, its concept and meaning because teaching is not complete without learning. Both teaching and learning complement each other.

10) What do you mean by capital management decision?

These involve managing the relationship between a firm's short-term assets and its short-term liabilities. The goal of Working capital management is to ensure that the firm is able to continue its operations and that it has sufficient cash flow to satisfy both maturing short-term debt and upcoming operational expenses.

11) What do you mean by stress management?

Stress management is a wide spectrum of techniques and psychotherapies aimed at controlling a person's level of stress, especially chronic stress, usually for the purpose of and for the motive of improving everyday functioning.

12) Explain the verse thirukkural 677?

Seyvinai seyvaan seyanmuRai avvinai

uLLaRivaan uLLam koLaI

The method of performance for one who has begun an act is to ascertain the mind of him who knows the secret thereof.

13) what do you mean by leadership?

Leadership is both a research area and a practical skill encompassing the ability of an individual or organization to "lead" or guide other individuals, teams, or entire organizations.

14) Define goal?

Management goals or objectives are a system of plans a company communicates to its employees to achieve. Management goal types are specific and clearly define objectives, measurable and have a system of regulating progress, are created to be achievable and have to be agreed upon.

15) Explain the verse thirukkural 948?

Noinaati Noimudhal Naati Adhudhanikkum
Vaainaati Vaaippach Cheyal.

Let the physician enquire into the (nature of the) disease, its cause and its method of cure and treat it faithfully according to (medical rule).

16) what do you mean by changing environment?

Environmental change is a change or disturbance of the environment most often caused by human influences and natural ecological processes. Environmental changes can include many number of things, including natural disasters, human interferences, or animal interaction.

17) Explain the verse thirukkural 596?

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.

uLLuva thellaam uyarvuLLal matradhu
thaLLinunh thaLLaamai neerththu

5 MARK QUESTIONS AND ANSWERS:

- 1) What are the types of leadership?
 - a) Democratic
 - b) Laissez-faire
 - c) Bureaucratic
 - d) Manipulative
 - e) Paternalistic
 - f) Expert leadership
- 2) Explain the process of communication?
 - a) Sender
 - b) Message
 - c) Encoding
 - d) Transmission
 - e) Decoding
 - f) Receiver
 - g) Noise
- 3) what are the functions of management?
 - a) Planning
 - b) Organising
 - c) Staffing
 - d) Directing
 - e) Coordinating
 - f) Motivation
- 4) What are the nature of management?
 - 1) Management is a universal process
 - 2) Management is a factor of production

- 3) Management is goal oriented
- 4) Management is a group activity

5) Explain the advantages of testing?

- 1) Uncover what not covered by other devices
- 2) Serve as unbiased tools
- 3) Quantify the test result
- 4) Diagnoses the situation

6) list out the barriers of communication?

- Emotional barriers and taboos.
- Lack of attention, interest, distractions, or irrelevance to the receiver.
- Differences in perception and viewpoint.
- Physical disabilities such as hearing problems or speech difficulties.
- Physical barriers to non-verbal communication.

7) what are the qualities of leader?

- Confidence.
- Inspire Others.
- Commitment and Passion.
- Good Communicator.
- Decision Making Capabilities.
- Accountability.
- Delegation and Empowerment.

8) what are the different types of plans?

1) single use plans:

i) programmes

ii) budget

2) repeat use plans

i) objectives

ii) strategies

iii) policies

iv) rules

9) what are the major causes of stress?

- Loss of a job.
- Increase in financial obligations.
- Getting married.
- Moving to a new home.
- Chronic illness or injury.
- Emotional problems

10) what are the sources of external recruitment?

Advertisement in Newspapers: Senior posts are largely filled by this method. ...

- Employment Exchanges: ...
- Field Trips: ...
- Educational Institutions: ...
- Labour Contractors: ...
- Employee Referrals: ...
- Telecasting: ...
- Direct Employment

11) what are the factors affecting business ethics?

1)The individual's personal code of behaviour: The personal Code of Behaviour is the result of the complex environment that influences one's life.

2. The ethical standards imposed on a manager by his superiors also influence him in his decisions as to the morality of behaviour.

12) what are the process of staffing?

Estimating manpower requirement: Staffing process begins with the estimation of manpower requirement which means finding out number and type of employees needed by the organisation in near future. ...

- Recruitment: ...
- Selection: ...
- Placement and Orientation: ...
- Training and Development

13) explain the social responsibility of business

- i) promoters and top management
- ii) board of directors
- iii) political influences
- iv) resources

TEN MARK QUESTIONS AND ANSWERS:

1) Explain the functions of management?

Planning

The first of the managerial functions is planning. In this step, the manager will *create a detailed action plan aimed at some organizational goal*.

Planning is an ongoing step, and can be highly specialized based on organizational goals, division goals, departmental goals, and team goals. It is up to the manager to recognize which goals need to be planned within his or her individual area.

Organizing

The second of the managerial functions is organizing. This step requires Melissa to *determine how she will distribute resources and organize her employees according to the plan*. Melissa will need to identify different roles and ensure that she assigns the right amount of employees to carry out her plan. She will also need to delegate authority, assign work, and provide direction so that her team of sales representatives can work towards higher sales numbers without having barriers in their way.

Leading

The third function of management is leading. In this step, Melissa spends time *connecting with her employees on an interpersonal level*. This goes beyond simply managing tasks; rather, it involves communicating, motivating, inspiring, and encouraging employees towards a higher level of productivity

2) What are the principles followed in the business management?

- 1) division of labour
- 2) authority and responsibility
- 3) unity of command

- 4) equity
- 5) order
- 6) discipline
- 7) initiative
- 8) remuneration
- 9) stability of tenure
- 10) scalar chain
- 11) subordination of individual
- 12) esprit de corps
- 13) centralisation
- 14) decentralisation

3) explain the types of communication?

- a) Based on relationship
 - i) Formal
 - ii) Informal
- b) Based on the flow of direction
 - i) Upward
 - ii) Downward
 - iii) Sideward
- c) Based on method used
 - i) Oral
 - ii) Written
 - iii) Gestural

4) what are the determinants of job satisfaction?

- a) personal factors:
 - i) Age
 - ii) sex
 - iv) Education
 - v) Experience
 - vi) Ability

vii) Perception

b) organisational factors:

- i) nature of work assigned
- ii) pay and other benefit
- iv) Superior
- v) Interpersonal relationship

5) What are the causes of stress?

1) Personal factors?

- i) Ability
- ii) Perception
- iii) Manner of approaching crisis
- iv) Level of self confidence
- v) Experience
- vi) Desire for work
- vii) Beliefs

2) Organisational factors:

- 1) Nature of job
- 2) Superior subordinate relationship
- 3) Interpersonal relationship
- 4) Target to be reached
- 5) Physical working conditions

6) What are the types of conflict?

A) Individual conflict:

- i) Intra individual
- ii) Inter personal conflict

B) Group conflict:

- i) Inter group conflict
- ii) Intra group conflict

C) Organisational conflict:

- i) Intra organisational conflict

ii) Horizontal conflict

7) Explain the motivation of Herzberg theory?

Hygiene factors:

- 1) Company
- 2) security
- 3) salary
- 4) personal life
- 5) supervision
- 6) status

Motivational factors:

- 1) Achievement
- 2) Advancement
- 3) Growth
- 4) Recognition
- 5) Work itself

8) What are the elements of bureaucracy?

- 1) Hierarchy
- 2) Division of labour
- 3) Rules and regulation
- 4) Departmentalisation
- 5) Narrow span of control
- 6) Records
- 7) Impersonal relationship

9) What are the importance of leadership?

To have team work

- 1) To guide
- 2) To motivate
- 3) To bring about changes
- 4) To handle crisis

10) Explain the Theories of learning?

i) Classical conditioning:

It states that behaviour is learned by repetitive association between a stimulus and response.

ii) Operant conditioning:

This theory argues that the learner forms a cognitive structure in memory, preserves and organises information about the various events that occur in a situation.

iii) Cognitive learning:

It suggests that people emit responses that are rewarded and will not emit responses that are either not rewarded or punished.

11) Explain the theory of Mc. Gregor's Theory X and Theory Y

Theory X:

- i) Employees inherently dislike work and try to avoid it.
- ii) Employees should be coerced to perform under supervision.
- iii) Employees will deter from taking responsibilities.

Theory Y:

- i) Employees consider work as natural as rest or play.
- ii) Employees exercise self-direction and control in attaining goals.

12) Explain the Maslow's hierarchy theory?

Hierarchy of needs are arranged in the form of this pyramid in ascending order.

- a) Physiological needs
- b) Security needs
- c) Social needs
- d) Self esteem needs
- e) Self actualisation needs.
