**CORE COURSE - III**

**BUSINESS MANAGEMENT - 16CCCCA3**

**PART - A (2 MARKS)**

**UNIT - I**

1. Define Management.

2. What is 'Administration'?

3. Is management a science or an art?

4. What are the three levels of management?

5. What is Taylor's differential piece rate system?

6. What do you mean by division of labour?

7. What is scalar chain?

8. What is meant by Fatigue Study?

9. What is MBO?

10. What is the objective of Time Study?

**UNIT - II**

1. Define Planning.

2. What is Forecasting?

3. Define objective.

4. What is Policy?

5. What do you mean by Strategy?

6. What is meant by Repeated use plans?

7. Define Decision-making.

8. What are strategic decision?

9. Write a note on programmed decisions.

10. Differentiate risk from uncertainty.

**UNIT - III**

1. Define Organization.

2. What is division of labour?

3. Write a note on informal organization.

4. What is meant by organization structure?

5. What is hierarchy?

6. What does Authority mean?

7. What is responsibility?

8. Define Delegation.

9. What do you mean by Decentralization?

10. Define 'Depart mentation'.

**UNIT - IV**

1. Define Motivation.

2. Write a paragraph on 'X' Theory.

3. What are nonfinancial incentives?

4. Define Communication.

5. What is grapevine?

6. What are gestures in communication?

7. What is meant by distortion?

8. Write on filtering in communication.

**UNIT - V**

1. Define Leadership.

2. What is laissez faire relationship?

3. Who is a functional leader?

4. Write a note on paternalistic leadership.

5. Define Control.

6. Mention the stages of control.

7. What is Management by Exception?

8. Define Co-ordination.

9. Differentiate co-ordination and co-operation.

10. Write a note on the techniques of co-ordination.

**PART - B (5 MARKS)**

**UNIT - I**

1. Distinguish Management from administration.

2. How are the functions of the Top Management?

3. How can management be recognized as a profession?

4. Write briefly on the elements of Scientific Management.

5. Explain the concept of MBO together with its merits and demerits.

**UNIT - II**

1. What are the advantages of planning?

2. Bring out the limitations of planning.

3. Explain the steps to make planning effective.

4. Mention the Characteristics of decision making.

5. State the importance of decision making.

6. What are the merits of group decision?

**UNIT - III**

1. Distinguish formal organization from informal organization.

2. Explain the process of organization.

3. Draw an organization Chart and explain its merits and demerits.

4. Explain the importance of depart mentation.

5. Discuss the concept of functional depart mentation.

6. Explain the consequences of a wider span.

7. Distinguish Authority from Power.

8. Explain the process of delegation of authority.

**UNIT - IV**

1. Explain the characteristics of motivation.

2. Explain the non-financial incentives and their importance.

3. Discuss Herzberg's theory of motivation.

4. Bring out the salient features of communication.

5. Discuss the merits and demerits of informal communication.

6. State the importance of communication.

**UNIT - V**

1. Explain the characteristics of leadership.

2. State the importance of leadership.

3. Distinguish leader and manager.

4. Bring out the salient features of autocratic leadership style.

5. Explain the characteristics of control.

6. State the importance of MIS to a business.

7. How the control important in management.

8. Explain the characteristics of co-ordination.

**PART - C (10 MARKS)**

**UNIT - I**

1. Explain the basic characteristics of management.

2. Describe the importance of management.

3. Explain briefly the various functions of management.

4. What are the functional areas of management? Write briefly about each one.

5. Explain the various aspects of F.W. Taylor's Scientific Management.

6. Discuss the 14 general principles of management given by Henri Fayol.

**UNIT - II**

1. Explain the basic characteristics of planning with suitable illustrations.

2. Discuss the various steps involved in the process of planning.

3. Explain the various stages involved in the process of decision-making.

4. What are the problems normally faced in decision-making? Suggest remedies.

5. Explain the different types of managerial decision.

**UNIT - III**

1. Explain the principles of organization.

2. What is functional organization? What are its advantages and disadvantages?

3. Explain the advantages and disadvantages of decentralization.

4. Explain the barriers to delegation of authority. Suggest remedies.

5. Explain the various bases of depart mentation together with their relative merits and demerits.

6. Explain the various factors that determine span of supervision.

**UNIT - IV**

1. Explain the importance o Motivation.

2. Discuss Maslow's Hierarchy of Needs.

3. Distinguish Theory 'X' from 'Y'.

4. Discuss the merits and demerits of oral as well as written communication.

5. Explain the barriers to effective communication, Suggest remedial measures.

**UNIT - V**

1. Discuss the qualities of s leader.

2. Explain the functions performed by a leader.

3. Discuss the different kinds of leadership styles with their relative merits and demerits.

4. Discuss the various stages in the control process.

5. Explain budgetary control and discuss its merits and demerits.

6. Discuss the various methods of securing effective co-ordination.