

DHANALAKSHMI COLLEGE OF ENGINEERING

DEPARTMENT OF MECHANICAL ENGINEERING

MG2351 PRINCIPLES OF MANAGEMENT - QUESTION BANK

UNIT 1 – OVERVIEW OF MANAGEMENT

PART-A (2 Marks)

1. Define Management.
2. What is Globalization?
3. What are the functions of Managers?
4. Write the different levels of Management.
5. What is meant by scientific management?
6. What are the effective characteristics of Managers?
7. Define Organization.
8. Define effectiveness.
9. Define efficiency.
10. Who is known as father of modern management theory?
11. Define Administration.
12. Distinguish between Management and Administration.
13. Write some characteristics of Management
14. What are stages in evolution of management thought?
15. Define the term scalar chain.
16. What are the roles of management in organization?
17. What is time study and is motion study?
18. What is Espirit de corps?
19. What is systems approach to Management?
20. What are the roles of managers?

PART-B (16 Marks)

1. Explain briefly about the various functions of Management. Explain the three levels of management.
2. What are the Henry Fayol's 14 principles of management or theory on administrative management?
3. Explain briefly about the different factors affecting the organizational environment.
4. Explain the different schools of management. Discuss the contribution of human behaviour school.
5. i) Define Management . What is meant by management process?
ii) Management: Science or Art – Discuss.
6. i) Explain about the various views on management and administration.
ii) Compare Management and administration.
7. Explain in detail about the contributions of Hawthorne experiments towards the development of management thought.
8. i) Write the characteristics and limitations of classical approach.
ii) Compare and contrast Systems approach and contingency approach
9. What are the different managerial skills in organisation hierarchy? management? Explain. What are the types of managerial attitude towards operations of MNC?
10. (i) Discuss the trends and challenges of management in global scenario.
(ii) Discuss the effects of globalisation & liberalization in improving organizational growth.

UNIT 2 - PLANNING

PART-A (2 Marks)

1. Define planning. Distinguish strategic and tactical planning .
2. Define strategies.
3. Define objectives and goals.
4. What are the different types of plans?
5. What is meant by policies? Classify them.
6. What is the importance of setting organizational objectives in a modern complex organisation?
7. Define MBO. Mention any four features of MBO.
8. Define Programs.
9. Define SWOT analysis and TOWS matrix .
10. What do you understand by decision making? 11Mention the various types of forecasting techniques 12.What is decision tree?
13. Explain the Delphi Technique.
14. List any four quantitative techniques in forecasting ?
15. Mention the sound policy characteristics.
16. What are the Objectives of planning?
17. Mention the Characteristics of 'Programmed' and 'Non-Programmed' decisions
18. Define planning premises.
19. What is the importance of setting organisational objectives in a modern complex organisation?
20. What are the benefits of Management by Objectives?

PART-B (16 Marks)

1. Explain the overall decision making process. Explain the process followed in normal situation.
2. Explain the various decision making techniques and the factors influencing it.
3. Explain the process of MBO. What are the benefits & limitations of MBO? How will you overcome the limitations?
4. (i)Explain the steps involved in strategic planning process.
(ii)Distinguish between strategic planning & operational planning.
5. What are the principles for formulating policy in a modern organization? Explain the essentials of formulating policies.
6. List the various techniques used in business forecasting. Explain any two in detail.
7. Distinguish between programmed & non-programmed decisions & discuss in detail about the modern approaches to decision making under uncertainties.
8. Explain the principle of planning & discuss the various types of organizational plans with its merits & demerit.
9. Explain briefly about the major kinds of strategies with examples.
10. Why planning is regarded as the primary function of management. Explain the various steps in planning.

UNIT 3 - ORGANIZING

PART-A (2 Marks)

1. Define span of management. /span of control.
2. Give the main difference between the formal and informal organization. Give examples.
3. List out the steps involved in organizing.
4. Discuss "Departmentation". What is SBU?
5. What are the different bases of departmentation? Compare departmentation by function & product.
6. Define decentralization. What are its advantages?
7. How do you measure managerial effectiveness?
8. Define staffing. What are the selection process errors?
9. What is meant by performance appraisal?
10. What is career planning & career development?
11. Define Organizing. What is human resource planning?
12. What do you understand by effective organizing?
13. What is functional departmentation?
14. What is on the job training?
15. What is departmentation by process and by product?
16. Mention the three categories of span of management.
17. What is staff authority?
18. Compare Line and staff authority.
19. How can we define power?
20. What is meant by Delegation of Authority? What is over delegation & under delegation?

PART-B (16 Marks)

1. Explain briefly about the various types of Departmentation. Explain its need & importance.
2. (i) Explain briefly about the various types of Organizational structures.
(ii) List out the difference between Formal and Informal organization.
3. Discuss the span of management/managerial effectiveness. Explain the factors that influence the effective management.
4. (i) Explain briefly about the overall selection process.
(ii) Explain about the human resource planning.
5. Delegation is the ability to get result through others – Discuss. Explain the steps & guidelines while delegating authority.
6. Define Matrix organization why matrix organization is used? Discuss the advantages & problems. Give guidelines for making Matrix management effective?
7. Explain the concept of decentralization along with its merits & demerits. How can decentralization be effective?
8. Discuss the merits and demerits of a line and staff organization with examples. Compare Line with line & staff organization.
9. Explain the various methods of training.
10. Describe the various types of performance appraisal.

UNIT 4 - DIRECTING

PART-A (2 Marks)

1. Define Leading & directing.
2. What are the difference between creativity and innovation?
3. Define Motivation. Difference between motivation & satisfaction.
4. What are the elements in the Maslow hierarchy of needs?
5. Define Leadership. Mention the importance of leadership.
6. Distinguish motivators & hygiene factors.
7. Define Communication. What is meant by downward communication?
8. What do you understand by non verbal communication & grape vine communication?
9. Who is a leader? Mention the importance of leadership.
10. Why is management by wandering around considered effective communication?
11. What is meant by term directing? State important characteristics of directing
12. What are the components of communication process?
13. What are the steps involved in creative process?
14. Differentiate innovation and invention.
15. What is meant by Brain Storming?
16. List out few leadership traits. What are the different styles of leadership?
17. Mention the importance of motivation. List few motivation techniques.
18. What is Job enlargement?
19. List the Hierarchy of needs.
20. Define organization culture.

PART-B (16 Marks)

1. Explain briefly about three theories of Motivation. Discuss in detail about the types of Motivation.
2. (i) Good communication is the foundation of Sound management. Comment.
(ii) Why is management by wandering around considered effective communication?
3. Discuss in detail about the Creativity and Innovation.
4. What do you understand by leadership style? Explain the various types of Leadership styles.
5. Explain the different characteristics of a Leader and various functions of Leader
6. (i) Discuss the effect of electronic media in communication process. (ii) Write a brief note on barriers to communication & communication network.
7. Explain briefly about the Maslow's need hierarchy Compare and contrast Maslow and Herzberg theory.
8. Explain the importance of communication. Explain the different forms and types of communication process.
9. Define the barriers involved in effective communication. Explain few suggestions to overcome them.
10. (i) What is organizational culture? Explain in detail about the various types of culture.
(ii) Difference between Motivation and Satisfaction.

Unit 5 - CONTROLLING

PART-A (2 Marks)

1. Define Controlling. What is critical point control?
2. What are the steps involved in the control process?
3. What is globalisation?
4. What do you mean by Z theory?
5. What do you understand by flexi budget & variable budget.
6. What is meant by maintenance control ?
7. What is MNC? Give an example.
8. State some key words of cost control.
9. Mention the application of operation research productivity management?
10. What is budgetary control?
11. Define Productivity.
12. What are the factors affecting productivity?
13. What are the factors to be considered for product design?
14. What is quality control?
15. What is meant by preventive control?
16. What is MIS?
17. Give some examples for New Control Technique.
18. What is PERT and CPM?
19. What are the traditional techniques of control?
20. List any four types of control.

PART-B (16 Marks)

1. What are the steps involved in the process of controlling? What are the characteristics of controlling?
2. Explain in detail the various budgetary & non budgetary control techniques..
3. Discuss in detail about the tools & techniques used for improving Productivity. Discuss the future of operations research.
4. Explain how computers are useful in controlling organizational issues.
5. What are requirements for effective control? What are the characteristics of controlling?
6. What are the basic steps in planning the system in operations management? 7. Explain the term operations management & the major managerial activities involved in it.
8. Describe the various types of budgets.
9. PERT is a management technique of planning and control. Explain.
10. Explain the types of control.