

## **QUESTION BANK**

**Faculty –Dr. Garima Mishra**

### **MODULE-I**

1. “Management is getting things done through other people.”Is this definition adequate for the present day concept of management?
2. Distinguish between Management and Administration.
3. Define the term “Management” and explain its basic features.
4. Explain the concept of Management .Review in brief the main functions of Management.
5. Explain the different types of skills required by manager and comment on their relative importance at different levels in the organization.
6. What roles are performed by the managers? Explain each role in the context of a business enterprise.
7. Write a note on various Managerial Roles as described by Henry Mint berg.
8. What was Henri Fayol’s greatest contribution to management theory?
9. Briefly discuss Taylor’s principles of scientific management.
10. “Elton Mayo is known as the father of Human Relation School.”Comment.

### **MODULE-II**

1. Discuss the role of planning in a modern business organization. Enumerate the steps involved in planning process.
2. “Planning is a bridge between present and future.”Comment.
3. Define planning. Discuss the limitations of planning. What measures do you suggest to overcome the limitations?
4. Describe the benefits of good planning. What are the logical steps in planning?
5. “Planning involves a choice between alternative courses of action.”Comment briefly.
6. What are the various kinds of plans? Briefly describe the purpose and advantages of each type.
7. Explain the concept of organization. Narrate in brief the steps of organizing.
8. What is organizational structure.Explain in brief the significance of organizational structure?
9. What do you mean by span of control? Explain the factors which determine span of control.
10. What is delegation of authority? Explain the elements of delegation of authority.
11. Discuss the meaning, importance and methods of departmentation.

### **MODULE-III**

1. What do you mean by recruitment? How does it differ from selection?
2. Critically discuss the various sources of recruitment of employees. What sources of recruitment will you recommend for the appointment of management personnel?
3. What is the significance of proper selection of employees in an organization? Explain the steps followed in selection procedure.

4. Define training. Explain the objectives of training of an employee in an organization.
5. What do you understand by leadership in business? What should be the qualities of a good business leader?
6. "A good leader is one who understands his subordinates, their needs and their sources of satisfaction." Comment.
7. "Leadership is situational." Comment on the statement.
8. What is leadership? Discuss the trait theory and situation theory of leadership.

#### **MODULE-IV**

1. What is meant by direction? Explain the principles of direction.
2. "Management is essentially a process of motivation." Comment.
3. Explain what is meant by hierarchical nature of the needs? Is this hierarchy rigid? Discuss with suitable example.
4. "Planning is an empty exercise without controlling." Comment.
5. Examine important features of controlling. What are the basic steps in the process of controlling?