

VALLIAMMAI ENGINEERING COLLEGE

SRM Nagar, Kattankulathur – 603 203

DEPARTMENT OF CIVIL ENGINEERING

QUESTION BANK



VIII SEMESTER

MG6851– Principles of Management

Regulation – 2013

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SUBJECT : MG6851 PRINCIPLES OF MANAGEMENT

SEM / YEAR: VIII/IV

UNIT I – INTRODUCTION TO MANAGEMENT AND ORGANIZATIONS			
Definition of Management – Science or Art – Manager Vs Entrepreneur - types of managers -managerial roles and skills – Evolution of Management – Scientific, human relations , system and contingency approaches – Types of Business organization - Sole proprietorship, partnership, company-public and private sector enterprises - Organization culture and Environment – Current trends and issues in Management.			
PART – A			
Q.No	Questions	BT Level	Competence
1.	List the functions of managers.	BTL1	Remembering
2.	Compare Entrepreneur & Manager.	BTL2	Understanding
3.	Identify whether Management is Science or Art?	BTL3	Applying
4.	What are the functions of managers?	BTL4	Analyzing
5.	Discuss the concept of scientific management.	BTL5	Evaluating
6.	Interpret the skills required by managers at different levels.	BTL6	Creating
7.	Define Organization.	BTL1	Remembering
8.	Compare effectiveness and efficiency.	BTL2	Understanding
9.	How would you show your understanding on characteristics of managers?	BTL3	Applying
10.	What conclusion can you draw from Hawthorne experiments?	BTL4	Analyzing
11.	Compile the factors affecting Environment.	BTL5	Evaluating
12.	Interpret the systems approach to management.	BTL6	Creating
13.	Define organization culture.	BTL1	Remembering
14.	Compare time and motion study.	BTL2	Understanding
15.	How would you show your understanding of the term scalar chain and the term Espirit de Corps?	BTL3	Applying
16.	Classify the types of partners.	BTL4	Analyzing
17.	Define sole proprietorship and partnership.	BTL1	Remembering
18.	Classify the types of organisations.	BTL2	Understanding
19.	Define a private enterprise.	BTL1	Remembering

20.	Give the current trends in Management.	BTL1	Remembering
PART – B			
1.	(i) Define Management.(4 Marks) (ii) How would you describe the various functions of Management? (12 Marks)	BTL1	Remembering
2.	i) Explain principles of scientific management.(4 marks) ii) How would you summarize the techniques of scientific management? (12 marks)	BTL2	Understanding
3.	(i) Identify whether Management is science or an Art.(4 Marks) (ii) How would you show your understanding of 14 principles of management? (12 Marks)	BTL3	Applying
4.	(i) Analyze the Various Levels of management.(4 Marks) (ii) Classify the roles of managers.(12 Marks)	BTL4	Analyzing
5.	(i) Compile the timeline of the different schools of management.(4 Marks) (ii) Categorize the views of different schools of management.(12 Marks)	BTL5	Evaluating
6.	(i) Interpret the Contingency Approach. (4 Marks) (ii) Evaluate the Systems approach in Management.(12 Marks)	BTL6	Creating
7.	(i) How is environment related to management? (4 marks) (ii) Explain the various factors affecting environment?(12 marks)	BTL1	Remembering
8.	(i) Compare Sole proprietorship and partnership.(8 marks) (ii) Explain the different types of business organization. (8 marks)	BTL2	Understanding
9.	(i) Identify the various experiments in Hawthorne Studies.(4 Marks) (ii) Analyse the findings of Hawthorne experiments.(12 marks)	BTL3	Applying
10.	(i) Analyze the skills required by managers.(4 marks) (ii) Examine in detail about Henry Fayol's contribution towards classical approach in management. (12 marks)	BTL4	Analyzing
11.	(i) List the main characteristics of Public Enterprises. (4 marks) (ii) What are the features of Private Enterprises? (12 marks)	BTL1	Remembering
12.	(i) Outline the relative importance of each type of skills to lower, middle and upper level managers (4 marks) (ii) Discuss the current trends & issues in management (12 Marks)	BTL2	Understanding
13.	(i) Analyze the concept of Globalization? (4 marks) (ii) Examine the various challenges of management in present scenario.(12 marks)	BTL4	Analyzing
14.	(i) List the elements of Organization culture. (4 marks) (ii) What are the different types of culture in an organization?(12 marks)	BTL1	Remembering

UNIT II – PLANNING

Nature and purpose of planning – planning process – types of planning – objectives – setting objectives – policies – Planning premises – Strategic Management – Planning Tools and Techniques – Decision making steps and process.

PART – A

Q.No	Questions	BT Level	Competence
1.	Define Planning.	BTL1	Remembering
2.	Compare strategic planning and operation planning.	BTL2	Understanding
3.	Identify the importance of setting organizational objectives in modern organization.	BTL3	Applying
4.	Classify the types of plans.	BTL4	Analyzing
5.	Develop a SWOT analysis matrix.	BTL5	Evaluating
6.	Interpret the objectives of planning.	BTL6	Creating
7.	Define MBO.	BTL1	Remembering
8.	Outline the benefits of MBO.	BTL2	Understanding
9.	How would show your understanding of traditional objective setting?	BTL3	Applying
10.	Define objectives and goals.	BTL4	Analyzing
11.	How is planning premises related to planning?	BTL5	Evaluating
12.	Conclude your understanding of Delphi technique.	BTL6	Creating
13.	What is meant by policies?	BTL1	Remembering
14.	Classify the types of policies.	BTL2	Understanding
15.	List the characteristics of sound policy.	BTL3	Applying
16.	Interpret the importance of rational decision making.	BTL4	Analyzing
17.	Define decision making.	BTL1	Remembering
18.	Compare programmed and non programmed decisions.	BTL2	Understanding
19.	Define strategies and programs.	BTL1	Remembering
20.	What is Strategic Management?	BTL1	Remembering

PART – B

1.	i) List the different types of plans. (4 marks) (ii) How would you describe the types of plans.(12 marks)	BTL1	Remembering
2.	i) Summarize the features of MBO.(4 marks) (ii) Outline the process of MBO with Merits.(12 marks)	BTL2	Understanding
3.	(i)Identify the principles of planning(4 Marks) (ii) Analyse the types of planning (12 Marks)	BTL3	Applying

4.	(i) Interpret the concept of strategic and operational planning.(4 Marks) (ii) How would you show your understanding on the various steps in planning?(12 Marks).	BTL4	Analyzing
5.	(i) Discuss the nature of Objectives.(4 Marks) (ii) Elaborate the various objective setting methods. (12 Marks).	BTL5	Evaluating
6.	(i) Justify the purpose of planning.(4 Marks) (ii) Determine the Various Types Of Organizational Plans (12 Marks).	BTL6	Creating
7.	(i)What do you mean by Strategic and Operational Decision?(8 marks) (ii)How would you explain programmed and non programmed decision.(8 Marks)	BTL1	Remembering
8.	(i)What are the essentials of formulating policies?(8marks) (ii)What are the different types of strategies?(8marks)	BTL2	Understanding
9.	(i) Identify the different types of Decisions. (4 Marks) (ii) What approach would you use for decision making in Organizations? (12 Marks)	BTL3	Applying
10.	(i) Develop a suitable scenario for the usage of Delphi Technique. (4 Marks) (ii) Analyze the various planning techniques.(12 marks)	BTL4	Analyzing
11.	(i) How would you show your understanding on framing policies.(4 Marks) (ii) What are the various types of Policies with examples? (12 Marks)	BTL1	Remembering
12.	(i) Compare strategies and policies.(4 Marks) (ii)Explain the steps involved in strategic management Process (12 marks).	BTL2	Understanding
13.	(i) List the various levels of strategies. (4 Marks). (ii) Analyze the various types of strategies. (12 marks).	BTL4	Analyzing
14.	(i) Why is decision making is important in an Organization?(4 marks) (ii) What are the steps involved in Decision making process? (12 Marks)	BTL1	Remembering

UNIT III – ORGANIZING

Nature and purpose – Formal and informal organization – organization chart – organization structure – types – Line and staff authority – departmentalization – delegation of authority – centralization and decentralization – Job Design - Human Resource Management – HR Planning, Recruitment, selection, Training and Development, Performance Management , Career planning and management.

PART – A

Q.No	Questions	BT Level	Competence
1.	Define Departmentation.	BTL1	Remembering
2.	Differentiate line and staff authority.	BTL2	Understanding
3.	Identify the steps involved in HR planning.	BTL3	Applying
4.	Categorise the bases of span of Control.	BTL4	Analyzing
5.	Discuss the concept of job design.	BTL5	Evaluating
6.	Interpret the importance of Human resource management.	BTL6	Creating
7.	What is an organization chart?	BTL1	Remembering
8.	Compare formal and informal organization.	BTL2	Understanding
9.	How would you make use of different types of staff in organization?	BTL3	Applying
10.	What are the various categories of Departmentation?	BTL4	Analyzing
11.	Discuss the concept of personality.	BTL5	Evaluating
12.	Justify the usage of functional departmentation.	BTL6	Creating
13.	Define Training.	BTL1	Remembering
14.	Illustrate with example the concept of enrichment	BTL2	Understanding
15.	Show would your understanding on the selection process errors.	BTL3	Applying
16.	Conclude your understanding on benefits of decentralization.	BTL4	Analyzing
17.	Classify the different bases of departmentation.	BTL1	Remembering
18.	Illustrate with example the concept of departmentation by functions and product.	BTL2	Understanding
19.	What is meant by Performance Management?	BTL1	Remembering
20.	Define organizing.	BTL1	Remembering

PART – B

1.	Discuss the various HRM activities in business organisation.	BTL1	Remembering
2.	(i)What do you mean by formal and informal organization? (4 Marks)	BTL2	Understanding

	(ii) Compare the benefits of formal and informal organization.(12marks)		
3.	(i) Identify the benefits of Decentralization.(4 Marks) (ii) How would you use the concept of centralisation and decentralization in an Organization? (12 Marks)	BTL3	Applying
4.	(i) What conclusion can you draw regarding the importance of employee training?(4 marks) (ii) Analyze the methods of training. (12 Marks)	BTL4	Analyzing
5.	(i) Delegation is the ability to get result through others. Discuss.(8marks) (ii) Develop guidelines for effective delegation.(8 Marks)	BTL5	Evaluating
6.	(i) Conclude the need for performance appraisal.(4 Marks) (ii) Evaluate the various performance appraisal techniques. (12marks)	BTL6	Creating
7.	(i) Draw the matrix Organization Structure.(8 Marks) (ii) Discuss the advantages and limitations of matrix organization. (8 Marks)	BTL1	Remembering
8.	(i) What is the main idea of Departmentation? (4 Marks) (ii) Explain the various types of departmentation.(12 Marks)	BTL2	Understanding
9.	(i) How would you show your understanding on various sources recruitment?(8marks) (ii) What are the advantages of internal & external sources of recruitment?(8marks)	BTL3	Applying
10.	(i) What do you mean by organization chart?(4marks) (ii) What are the types of organization structures?(12marks)	BTL4	Analyzing
11.	(i) What is Span of Control?(4 Marks) (ii) What are the different factors influencing span of Control? (12 Marks)	BTL1	Remembering
12.	i) How would you show your understanding of the term span of management?(4 marks) ii) Identify factors affecting span of management. .(12 Marks)	BTL2	Understanding
13.	Explain the statement, “Job performance of an individual is significantly influenced by the employee’s attitude”	BTL4	Analyzing
14.	(i) Define Staffing.(4 Marks) (ii) List the steps involved in selection process.(12 Marks)	BTL1	Remembering

UNIT IV – DIRECTING

Foundations of individual and group behaviour – motivation – motivation theories – motivational techniques – job satisfaction – job enrichment – leadership – types and theories of leadership – communication – process of communication – barrier in communication – effective communication – communication and IT.

PART – A

Q.No	Questions	BT Level	Competence
1.	Define Leadership.	BTL1	Remembering
2.	Compare group and individual behaviour.	BTL2	Understanding
3.	How do you show your understanding on the concept of motivation?	BTL3	Applying
4.	Classify the different types of communication.	BTL4	Analyzing
5.	Compile the various motivation techniques.	BTL5	Evaluating
6.	Justify the usage of job enrichment.	BTL6	Creating
7.	Define communication.	BTL1	Remembering
8.	What is effective communication?	BTL2	Understanding
9.	How would you make use of Grapevine communication?	BTL3	Applying
10.	Classify the theories of leadership.	BTL4	Analyzing
11.	Categorise the various types of leadership styles	BTL5	Evaluating
12.	Can you assess the importance of leadership?	BTL6	Creating
13.	What is brainstorming?	BTL1	Remembering
14.	Compare motivators and hygiene factors.	BTL2	Understanding
15.	Summarize the important barriers to communication.	BTL3	Applying
16.	Conclude your understanding on job satisfaction.	BTL4	Analyzing
17.	List few monetary and non monetary rewards.	BTL1	Remembering
18.	Compare motivation and satisfaction.	BTL2	Understanding
19.	What are the elements in Maslow's hierarchy of needs?	BTL1	Remembering
20.	Define groups.	BTL1	Remembering

PART – B

1.	(i) Define Leadership Style.(4 Marks) (ii) Discuss the ways in which various leadership styles can be adopted.(12marks)	BTL1	Remembering
2.	(i) What are the components of communication?(4Marks) (ii) Explain the process of communication. (12marks)	BTL2	Understanding
3.	i) Identify the need for Motivation.(4 marks) (ii) How would you show your understanding about the theories of motivation? (12marks)	BTL3	Applying

4.	(i) Analyze the characteristics of a good leader.(4 Marks) (ii) Examine the various styles of leadership. (12 Marks)	BTL4	Analyzing
5.	(i)Discuss the various types of communication.(8marks) (ii)Explain the advantages and disadvantages of oral and written communication (8marks)	BTL5	Evaluating
6.	(i) Justify the usage of electronic media in communication.(4 Marks) (ii) Evaluate the impact of electronic media in communication process. (12 Marks)	BTL6	Creating
7.	(i)Explain the different barriers of communication.(8 marks) (ii) List the ways to overcome the barriers of communication.(8 marks)	BTL1	Remembering
8.	(i) Compare X and Y Theory (4 Marks) (ii) Explain Maslow's theory with Herzberg's theory.(12 Marks)	BTL2	Understanding
9.	(i) Compare Job enrichment and Job Enlargement. (4 marks) (ii) How would you understand the group and individual behaviour?(12 Marks)	BTL3	Applying
10.	(i) Explain the Need Hierarchy theory? (8marks) (ii)What are the various motivational techniques used in organizations?(8marks)	BTL4	Analyzing
11.	(i) Who is a leader? (4 marks) (ii) Examine the theories of Leadership.(12 Marks)	BTL1	Remembering
12.	(i) Money is a motivator - Interpret?(8 Marks) (ii) Compare financial and non financial motivators. (8 marks).	BTL2	Understanding
13.	(i) Analyze the types of leadership. (4 marks) (ii) Can you analyze the obstacles to the leader flexibility and leader styles based on them?(12 Marks)	BTL4	Analyzing
14.	i) What is the need for grapevine communication? (4marks) ii) Explain the various forms of communication. (12 marks)	BTL1	Remembering

UNIT V – CONTROLLING			
System and process of controlling – budgetary and non-budgetary control techniques – use of computers and IT in Management control – Productivity problems and management – control and performance – direct and preventive control – reporting.			
PART – A			
Q.No	Questions	BT Level	Competence
1.	Define controlling.	BTL1	Remembering
2.	Compare feed forward and feedback control.	BTL2	Understanding
3.	Identify the factors to be considered for a product designing.	BTL3	Applying
4.	What do you think about budgetary control?	BTL4	Analyzing
5.	Can you assess the importance of purchase control?	BTL5	Evaluating
6.	Interpret the necessity of budgetary control in organization.	BTL6	Creating
7.	List the steps involved in controlling process.	BTL1	Remembering
8.	Compare production and productivity.	BTL2	Understanding
9.	What examples can give for budgets?	BTL3	Applying
10.	What do you think about feed forward control?	BTL4	Analyzing
11.	Compile your views on reporting.	BTL5	Evaluating
12.	How would you evaluate the need for critical point control?	BTL6	Creating
13.	List any four types of control.	BTL1	Remembering
14.	Explain the principles of controlling.	BTL2	Understanding
15.	Give some examples for new control techniques.	BTL3	Applying
16.	How would you apply operations management?	BTL4	Analyzing
17.	What is critical point control?	BTL1	Remembering
18.	Distinguish between budgetary and non budgetary control.	BTL2	Understanding
19.	What is meant by preventive control?	BTL1	Remembering
20.	Define Reporting.	BTL1	Remembering
PART – B			
1.	(i)What is control?(4marks) (ii)Discuss the phases in control.(12marks)	BTL1	Remembering
2.	(i) Discuss in detail about budgetary control (8 Marks) (ii) Examine how non budgetary control is adopted.(8 Marks)	BTL2	Understanding
3.	(i)Identify the steps involved in controlling.(8marks) (ii)State the requirements for effective control.(8marks)	BTL3	Applying
4.	(i) Discuss the factors affecting productivity.(4marks) (ii) Analyse the tools used to raise productivity.(12 marks).	BTL4	Analyzing
5.	(i)Can you assess the importance of reporting in organizations.(8marks)	BTL5	Evaluating

	(ii) Describe the types of reports.(8marks)		
6.	(i) How will you evaluate the various types of budgets used in organization?(10marks) (ii) Evaluate the use of PERT and CPM.(6marks)	BTL6	Creating
7.	(i) What do you mean by productivity? (4 Marks) (ii) List the factors associated with productivity.(12 Marks)	BTL1	Remembering
8.	(i) Explain the popular non budgetary techniques.(8marks) (ii) Discuss briefly the concept of break even ratio analysis.(8marks)	BTL2	Understanding
9.	(i) How would you use computers for Control in management?(8 Marks) (ii) Identify the various IT Concepts in management control.(8 Marks)	BTL3	Applying
10.	(i) What are the benefits and limitations of budgetary control?(8 marks) (ii) List the steps involved in implementation of budgetary control.(8 Marks)	BTL4	Analyzing
11.	(i) List the advantages associated with preventive control? (4 Marks) (ii) What are the types of Control? (12 marks)	BTL1	Remembering
12.	(i) What is meant by operations management. (4 marks) (ii) Explain the activities associated with operations management. (12 marks)	BTL2	Understanding
13.	(i) Define Budget. Give an example.(4 Marks) (ii) Examine the types of Budgets.(12 Marks)	BTL4	Analyzing
14.	Explain the following: (i) Purchase control(5marks) (ii) Maintenance control(5marks) (iii) Quality control(6marks)	BTL1	Remembering