

QUESTION BANK

B. TECH SEM VII UNIT 1, 2

FUNDAMENTALS OF MANAGEMENT

1. Define management and explain the characteristics of management and principal of management given by Henry Fayol.
2. Differentiate between management and administration.
3. Management is an art, science and profession. Explain
4. Explain the importance of management.
5. Explain the function of management.
6. Define staffing and explain the nature and significance of staffing.
7. What do you mean by personnel management? Explain the functions of personnel management.
8. Explain the classical approach of management.
9. Define manpower planning and also explain the process of manpower planning.
10. What is recruitment? What are the different sources of recruitment?
11. Explain selection. Describe the process of selection.
12. Seniority and merit are two criteria for promotion. Which should be given preference and why?
13. Define training. Explain the objectives and types of training.
14. Define production management and also explain objectives, functions and scope of production management.
15. What is production planning and control? What are its significance in production management?
16. Explain the stages in production planning and control.
17. Write short note on material management
18. Define inventory control. Explain its importance and various methods for inventory control