

ETHICS

UNIT-1

- 1) Define Management ? 2M
- 2) Diff b/w manager &
- 3) Management is science or art
- 4) write the role (or) skills of manager
- 5) what is business organisation.
- 6) Define sole
- 7) what is partnership?
- 8) Diff types of partners.
- 9) Diff b/w private & public limited.
- 10) Diff b/w sole
- 11) Define organisation culture?
- 12) what is business environment.
- ^{* imp} 13) Explain current issues and trends in management
- 14) write down the evolution of management.
- 15) explain the principles of management.
- 16) Diff level of management.
- 17) who is a manager.
- 18) what are qualities of a manager.
- 19) explain the contribution of fw tailor.
- 20) write down the scope of management.
- 21) what is post cord
- 22) Diff b/w administration & management.
- 23) techniques of scientific management.
- 24) explain functional formanship
- 25) write down the principles of management.

UNIT-2

- 1> what is planning?
- 2> classification of planning
- * 3> explain the steps (or) stages in planning.
- 4> Importance of planning?
- 5> what is objectives.
- 6> Define policy?
- 7> what is decision making?
- * 8> steps in decision making?
- 9> Define group decision making.
- 10> what is organizing?
- 11> what is organization?
- 12> Define formal organization?
- 13> Diff b/w formal & informal organization?
- * 14> explain diff organisation & structure?
- 15> what is delegation authority.
- * 16> what are abstraction of delegation authority.
- 17> what is power?
- 18> what is responsibility?
- 19> " " accountability?
- 20> " " departmentation departmentization and what bases it is divided
- 21> what is centralization write down Advantages & disadvantages.
- 22> what is decentralization write down advantages & disadvantages.

UNIT-3

- 1) what is HRP?
- 2) write down the process of HRP.
- 3) what is recruitment.
- ★ 4) write down the sources of recruitment.
- 5) Adv & dis Adv of internal sources.
- 6) Define selection?
- ★ 7) process of selection (or) stages involved in selection
- 8) Training?
- 9) objective of training?
- 10) Diff b/w training & development.
- ★ 11) Training methods?
- ★ 12) what is performance Appraisal?
- 13) objectives of " " ?
- 14) methods " " " ?
- 15) what are the barrier of performance Appraisal,
- 16) what is career plan?
- ★ 17) what is motivation?
- 18) write down the need hierarchy theory (or) Abraham maslow's theory.
- 19) what is mcgregor x and y theory?
- 20) what is job satisfaction?
- 21) what is job enrichment?
- 22) what is leader?
- 23) what are qualities of leader?
- ★ 24) write down diff leadership types?
- 25) write down diff theories of leadership?
- 26) what is communication?
- 27) write down the process of communication.
- 28) types of communication?
- 29) what are barrier in communication and how will you overcome?

30) Describe the evaluation of management.

31) Different levels in management.