

POM IMPORTANT QUESTIONS

Unit -1

1. Define Management. What is meant by Management process? How do the required managerial skills differ in Organisation Hierarchy?

Refer chapter 1.2 on Page 1.1 for definition of management, chapter 1.5 on Page 1.5 for management process and chapter 1.11 on Page 1.12 for managerial skills.

2. Discuss the various functions of Management

Refer chapter 1.5 on Page 1.5.

3. Explain all modern theories of management.

Or

Explain the fourteen principles of management as advocated by Henry Fayol.

Refer chapter 1.15.2 on Page 1.18

4. Write an essay about the contributions made by F.W.Taylor, Henri Fayol, L.Gantt, Frank and Lillian Gilbreth, George Elton Mayo and others to the field of Management

Refer chapter 1.15.2 on Page 1.18 for Fayol's administrative management theory, chapter 1.17 on Page 1.24 for Taylor's scientific management and chapter 1.18 on Page 1.27 for Hawthorne studies of Elton Mayo.

5. Explicate the different types of business organizations.

Or

Discuss the main characteristics of different types of business organizations with illustrations.

Refer chapter 1.21.1 on Page 1.34.

Unit -2

1. What is planning? Explain the steps involved in planning.

Refer chapter 2.1 on Page 2.1 for planning and chapter 2.3 on Page 2.5

2. Classify the types of goals organizations might have and the plans they use for accomplishment.

Or

Discuss in detail about the classification of planning practices.

Refer chapter 2.4 on Page 2.7.

3. With the help of block diagram, explain the process of management by objectives (MBO).

Refer chapter 2.9.2 on Page 2.23.

4. Define forecasting. Explain the various forecasting techniques used for decision-making process.

Refer chapters 2.14.2 and 2.14.3 on Pages 2.39 & 2.42 respectively.

5. Explain the process of decision-making with the help of an example.

Or

With suitable example illustrate the steps involved in the process of decision making.

Or

Give note on the various kinds of decisions made by managers in an organization.

Refer chapter 2.17.1 on Page 2.51.

Unit -3

1. Explain the nature and purpose of organization

Refer chapter 3.2 on Page 3.2 for nature of organization and chapter 3.4 on Page 3.3 for purpose of organization.

2. Explain how formal organization is different from informal organization. Illustrate

Refer chapter 3.5.3 on Page 3.7.

3. XYZ Industries is a manufacturing company with line and staff organization. Pandian, a young staff officer developed a plan of increasing the life of certain equipment in the plant. He took the plan directly to the foreman of the department but was rebuffed by the supervisor who privately acknowledged the merit of the plan but resented the staff officer trying to show off his talents. The staff officer's association condemned the behaviour of Pandian that he should have allowed the plan to appear as a contribution of the staff group rather than his own.

(a) Analyse the situation in terms of the possible causes of the reaction of the supervisor and staff officer's group.

(b) Suggest a measure to diffuse the situation.

Refer chapter 3.8 on Page 3.21.

4. Define span of management. Explain the factors which influence the effective span of management

Refer chapter 3.10 and 3.10.2 on Pages 3.37 and 3.39 respectively.

5. Discuss the tasks associated with identifying and selecting competent employees

Or

Explain the process of selection with a neat sketch.

Or

Discuss about the various types of selection process towards recruitment.

Enumerate in detail about the selection process which widely followed in selecting IT professionals. Also highlight the different techniques used in selection process.

Refer chapter 3.20.1 on Page 3.72

6. Distinguish between training and development and explain the various methods of training

Refer chapters 3.21 and 3.21.5 on Pages 3.78 & 3.81 respectively

Unit -4

1. Explain four traditional theories of motivation.

Refer chapter 4.7 on Page 4.13.

2. Discuss the Maslow's need hierarchy theory. Compare and contrast the Maslow and Herzberg theory of Motivation.

Refer chapter 4.7.5 on Page 4.19.

3.

Refer chapter 4.7.5 on Page 4.19.

Refer chapter 4.7.7 on Page 4.24.

Refer chapter 4.7.9 on Page 4.27.

Refer chapter 4.8 on Page 4.29.

4. Discuss the various leadership behavior and styles ranging from maximum to minimum

Refer chapter 4.14-4.14.3 on Page 4.43-4.47.

5. Define communication, types of communication. Explain the barriers for effective communication.

Or

Explain why management by wandering around considered as effective communication. What are the barriers to effective communication?

Refer chapter 4.17.5 on Page 4.60, chapter 4.17.7 on Page 4.63 and chapter 4.17.8 on Page 4.64.

6. Discuss about the different modes of communication along with their merits and demerits. Also highlight role of IT in today's communication

Refer chapter 4.17.7 on Page 4.63 for modes of communication and chapter 4.17.10 on Page 4.66 for role of IT in communication.

Unit -5

1. How controlling is carried out in organisations? Explain in detail. Also discuss the characteristics of controlling

Refer chapter 5.1 on Page 5.1 for controlling and chapter 5.1.1 on Page 5.2 for characteristics of controlling

2. Explain the steps involved in the process of controlling

Or

Explain the process of controlling with a flow diagram.

Or

Illustrate and explain the steps in the control process with examples

Refer chapter 5.2 on Page 5.5

3. Explain the various control techniques

Refer chapter 5.7 on Page 5.10

4. Explain different and non-budgetary control techniques.

Or

What are the techniques of budgetary control techniques and non-budgetary control?

Or

What are Budgetary and non-budgetary control techniques? Discuss the types and benefits of Non-budgetary control techniques.

Refer chapter 5.8 on Page 5.11 for budgetary control techniques and chapter 5.9 on Page 5.19 for non-budgetary control techniques.

5. Discuss the uses of computers and IT in Management control.

Or

Give a note on role of information technology in management control.

Refer chapter 5.10 on Page 5.32.

6. Explain the concept of MIS and the stages involved in establishing MIS.

Refer chapter 5.10.4 on Page 5.36.

7. Explain the term operations management and the major managerial activities involved in it

Refer chapter 5.11.7 on Page 5.41.