

Unit - 1 (3 out of these)

1. Difference between management and administration
2. Hawthorne expt - Elton Mayo
3. Scientific mgt - Taylor and Fayol
4. Theory x, Theory y
5. Maslow's hierarchy of needs
6. Qualities of manager
7. Herzberg's two factor theory - Hygiene and motivation factors
8. Levels of mgt - top, middle, low
9. Functions of mgt - POSCORB
10. Key managerial roles - Mintzberg
11. What is delegation?
12. Manager skill - conceptual, human, technical (top, middle, low)
13. Efficiency vs Effectiveness - Resource based vs Goal attainment
14. Functional aspects of mgt - HR, financial, etc.

Unit - 2 (3 out of these)

1. Brief on boundary-less organization structure - across continents
2. Define hybrid organization structure - Physical + Virtual
3. Tall (line) and flat (matrix/functional/circular) organization structure
4. Divisional organization structure
5. Network organization structure
6. Project-based organization structure
7. Stages of organization lifecycle - entrepreneurial, collectivity, formalization, elaboration
8. Define bureaucracy
9. What is downsizing?
10. What are the three organizational control strategies? - bureaucratic, market, clan

Unit - 3

1. Difference between team and group
2. Difference between leader and manager
3. Difference between formal and informal group

4. What is self-directed team? (No leader, more autonomy)
5. What is group think (Irrational decision) and group polarization (Extreme decision)?
6. Factors determining group cohesiveness
7. Stages of group formation (Part - C)
8. Methods of group decision making
9. Styles of leadership
10. Theories of leadership (Behaviour and Contingency) (Part - C)
11. Trait theory of leadership
12. Group decision making - Bias and Errors (Part - B)
13. Techniques of group decision making

Unit - 4

1. Functional and dysfunctional conflict
2. Strategies to resolve conflict (Part - B)
3. Various causes of stress
4. Types of stress
5. Factors determining organization culture
6. Factors determining organization climate
7. Difference between climate and culture
8. What is impression management?
9. What are the types of organizational politics and impact to organization? How can you overcome politics?