

MODULE 1

Introduction - Meaning, nature and characteristics of management, scope and Functional areas of management, goals of management, levels of management, brief overview of evolution of management theories

1. Define 'Management' precisely. Explain the characteristics and levels of management. What are its functional areas
(Jan 2020, Jun 2019, Jan 2018, June/July – 09, May/June – 2010, Dec -2010, June – 12)
2. Explain in brief the various roles a manager plays. (Jun 2019, Jan 2019, June/July – 09, May/June - 2010)
3. What is scientific management? Explain Taylor's scientific principles of management and his contributions. (Jan 2020, Jun 2019, Jan 2019, June 2018, June 09, Dec 2010)
4. Bring out the differences between management and administration (Jan 2018, June 2018, Dec.09/Jan 2010, June 2012)
5. Explain modern approaches to management. (June 2018, Dec.09/Jan 2010)
6. List the 14 principles of management and elaborate any two. (June 2012)

Planning- Nature, importance, types of plans, steps in planning

7. Explain the steps in planning process. (Jan 2020, Jun 2019, Jan 2019, Jan 2018, July – 09, June 2010, Dec 2010)
8. Explain in brief the types of planning. (Jan 2020, July – 09, Dec.09/Jan 10)
9. Discuss the importance and limitations of planning. (June/July – 09, June 2010, June 2012)
10. Explain strategic planning. (June 2010)
11. Write various steps in planning and planning premises. (June 2010, Dec 2010, June 2012)
12. Explain the hierarchy of plans. (June 2018, Dec 2010)
13. What are major drawbacks in planning? Explain. (Dec.09/Jan.10)
14. What are MBO and MBE? Explain (Jan 2019)

Organizing- nature and purpose, types of Organization, Staffing- meaning, process of recruitment and selection

15. List all the 16 principles of organizing. (June/July - 09 ,Dec.10,June.10, June 2012)
16. What is an organization? Explain the purpose and nature of an organization. (June/July - 09)
17. Explain the classification of organizations (July 2018, June/July - 09)
18. Explain the selection process of personnel. (June.10, Dec.10, Jan 2010)
19. Define committee. Brief about advantages and barriers of committee. (Jan 2018, June 2012)
20. What are the sources of recruitment (Jan 2018,)
21. Explain a selection process for staffing projects (Jan 2020, Jun 2019, Jan 2019,)

Module – 2**Directing and controlling- meaning and nature of directing, leadership styles, motivation Theories, Communication- Meaning and importance, Coordination- meaning and importance, Controlling- meaning, steps in controlling, methods of establishing control.**

1. Discuss various principles of directing. (June 2018, June 2010)
2. Discuss centralization V/s decentralization. (June/July – 09)
3. Compare autocratic, participative and free-rein leadership styles.(Jan 2019, Jan 2018, June 2018, June.10,June/July.09)
4. Write in brief, various methods of establishing control.(Jan 2020, Jun 2019, Jan 2019, Jan 2018, Dec.10, June.10)
5. Briefly explain the Maslow's hierarchy of needs. (Jan 2020, Jan 2019, July 2018,Jan 2018)
6. Explain any two types coordination techniques. (Jan 2020, Jun 2019, July 2018, Jan 2018, Dec.09/Jan.10)
7. Define Leadership. Explain different types of leadership (Jan 2020, Jun 2019, June 2018)
8. What is the importance of communication? (Jan 2018)
9. Define direction and brief about the main five requirements of effective direction (Jan 2019, Jun.12)

10. Define motivation. List all theories of motivation (Jun 2019, June.12)
11. Explain Cognitive Evaluation theory, Herzberg (two factor) theory (Jan 2019)
12. Discuss Maslow's Motivational (need hierarchy) theory (Jan 2019, July 2018, June.12)

MODULE 3

Entrepreneur – meaning of entrepreneur, characteristics of entrepreneurs, classification and types of entrepreneurs, various stages in entrepreneurial process, role of entrepreneurs in economic development, entrepreneurship in India and barriers to entrepreneurship.

1. Classify various categories of entrepreneurship, based on different factors. (Jun 2019, Jan 2018, June 2018)
2. Explain various stages in entrepreneurial process. (Jan 2020, Jan 2019, Jan 2018, June.10, Dec.10)
3. List out different barriers of entrepreneurship. Write note on Procrastination and Trying dreams of your age (Jun 2019, Jan 2019, Jan 2018, Dec.09/Jan.10, June.10)
4. Define the term 'Entrepreneur'. Explain the functions of an entrepreneur. (June 2018, Dec.10, Dec.09/Jan10, June.12)
5. Explain Entrepreneur Development Programme (EDP). Mention all its models. (Dec.09/Jan10, June.12)
6. Distinguish between entrepreneur, intrapreneur and manager. (Jan 2020, Jan 2019, June.12)
7. Explain the role of entrepreneurs in India. What are the reasons for lack of entrepreneurship in India? (Jan 2020, Jun 2019, Jan 2019, July 2018)

Module – 4

Preparation of project and ERP - meaning of project, project identification, project selection,

1. What is a Project? What are the features of a project and the variables involved? (June/July.09)
2. What is the meaning of a "project". State and explain the objectives of projects. (Dec.10) Define project. Discuss briefly about project classification. (June.12)
1. Explain the project appraisal and its methods. Briefly explain any two methods. (Jan 2019, Jan 2018, Dec.10)
2. What are the factors to be considered for selection of a project? (Jan 2019,)
3. Explain the sources of project identification. (Jan 2018, June/July.09)

Project report, need and significance of project report, contents, formulation, guidelines by planning commission for project report,

4. What are the guidelines by planning commission for a project report? Explain
(Jan 2020, July 2018, Dec.09/Jan10)
5. What is a project report and what are its necessities? (Jan 2020, Jan 2018, June 2018, June/July.09)
6. List out various contents of a project report. (May/June.10)

Identification of business opportunities, market feasibility study, technical feasibility study, financial feasibility study and social feasibility study

7. Write various points to be considered for,
 - i) Technical feasibility study and (Jan 2020, Jun 2019, Jan 2018, May/June.10)
 - ii) Social feasibility study.
8. Explain market feasibility and financial feasibility with example (Jan 2020, Jun 2019, Jan 2018,)
9. List out contents of project report as per Planning commission guidelines. Explain briefly (July 2018, Jan 2018, June.12)

Enterprise Resource Planning: Meaning and Importance- ERP and Functional areas of Management – Marketing / Sales- Supply Chain Management – Finance and Accounting – Human Resources – Types of reports and methods of report generation

10. Explain ERP technique Meaning and Importance- ERP What are the Functional areas of Management (Jan 2018, June 2018)
11. Explain Marketing / Sales ERP application
12. Explain - Supply Chain Management ERP system (Jan 2020, Jun 2019,)
13. Explain – Finance and Accounting ERP
14. Explain Human Resources ERP application (Jun 2019,)
15. What are the Types of reports and methods of report generation in an ERP

Module – 5

Micro and Small Enterprises: Definition of micro and small enterprises, characteristics and advantages of micro and small enterprises, steps in establishing micro and small enterprises, Government of India industrial policy 2007 on micro and small enterprises, case study (Microsoft), Case study (Captain G R Gopinath), case study (N R Narayana Murthy & Infosys),

1. Explain the case study Microsoft Bill gates (Jan 2020, Jun 2019, June 2018)
2. Explain the case study Infosys Narayana Murthy (Jan 2020, Jun 2019, Jan 2018, Jun 2018)
3. Explain the case study Deccan Travels Capt Gopinath

4. What are types of IPR? Explain trademarks, patents, copy rights with example (Jan 2020, Jan 2018)

Institutional Support: MSME-DI, NSIC, SIDBI, KIADB, KSSIDC, TECSOK, KSFC, DIC and District level single window agency, Introduction to IPR.

5. What are MSME? What are their characteristics and roles? Jun 2019,
6. Mention important central and Karnataka state government institutions providing support to SSIs. (Jan 2019, Dec.09/Jan.10)
7. Write notes on any two: (Dec.10)
 - i) National Small Industries Corporation Limited (NSIC). Jan 2020,
 - ii) Small Industries Development Bank of India (SIDBI). Jun 2019,
8. Brief about important activities of KSSIDC, KIADB (Jan 2020, Jun 2019, June/July.09, Dec.09/Jan.10, May/June.10, Dec.10, June.12)
9. Write a note on TECSOK, DIC (Jan 2020, June/July.09, Dec.09/Jan.10, May/June.10, Dec.10, June.12)
10. Explain objectives and functions of SIDBI and KSFC (Jan 2020, Jan 2019, July 2018)
11. Justify WTO and its impact on SSI