

Module 1

- 1. Define Management? Explain the functional areas of Management.**
- 2. Explain the characteristics of Management.**
- 3. What are MBO and MBE? Explain.**
- 4. Explain the nature and importance of Staffing.**
- 5. Define Organization? Explain the nature of Organization.**
- 6. What are the steps involved in Planning? Explain the importance and purpose of planning process.**
- 8. Explain the managerial skills and the skill mix required at various levels of management.**
- 10. Discuss the importance of planning. Briefly explain the general steps involved in planning.**
- 11. Briefly explains the different approaches of management.**
- 12. Define recruitment .List sources of recruitment.**
- 13. Explain in detail levels of management.**
- 14. Explain any two approaches of management.**
- 15. Define planning? Explain types of planning.**
- 16. Explain steps involved in decision making with neat diagram.**
- 17. Explain types of organization in detail with advantages and disadvantages.**
- 18. List principles given by Henri Foyal.**
- 19. Define and list the purpose of planning.**
- 20. List principles of organization.**

Module 2:

- 1. Explain Maslow's need hierarchy theory of Motivation along with its Merits and Demerits.**

- 2. What is the need for Co-ordination and communication?**
- 3. Explain the differences between Cooperation and Coordination**
- 4. What is Communication? With a neat diagram explain the importance of Communication.**
- 5. Define leadership? Explain types of Leaders or Leadership styles.**
- 6. Differentiate between Manager and Leader.**
- 7. What is motivation?. Explain Maslow's need hierarchy theory of Motivation along with its Merits and Demerits.**
- 8. Explain major approaches of leadership.**
- 9. Differentiate between coordination and cooperation.**
- 10. Define controlling .Briefly explain the methods of establishing control.**
- 11. Explain Herzberg motivation theory.**
- 12. Write a note on importance of communication.**
- 13. List out the differences between recruitment and selection.**
- 14. Explain selection procedures in detail.**
- 15. Explain any two motivation theories.**
- 16. Describe communication process and its importance.**
- 17. Explain steps in control process.**
- 18. What is recruitment? Explain various sources of recruitment.**
- 19. Define direction? List the principles of direction.**
- 20. List and differentiate between autocratic, participative and Free-Rein.**
- 21. Define leadership. Explain different leadership styles.**
- 22. Explain staffing. Explain the process of recruitment and selection.**
- 23. What is controlling? Explain the steps in controlling.**