



**DEPARTMENT OF COMMERCE**  
**QUESTION BANK FOR B COM (Computer Applications &  
Taxation)**  
**BUSINESS MANAGEMENT (SEM II)**

**MODULE I (COI) Trace the principles of management (Understanding)**

**SECTION A**

1. Outline the meaning of management
2. Show the meaning of administration
3. Summarize management as a profession.
4. Demonstrate management a science
5. Explain the principle unity of command.
6. Outline work study.
7. Examine motion study ?
8. State any 2 points of difference between management and administration.
9. Explain the functions of Top level management ?
10. What do you mean by Control?
11. Explain staffing ?
12. Show the meaning of business management ?
13. Explain middle level management ?
14. What is Esprit De corps?
15. What is the order ?
16. Define scientific management.
17. Explain esprit de corps?
18. Compare management from administration.
19. Explain scalar chain.



20. Examine time and motion study?
21. Explain Gang Plank?

### **SECTION B**

1. Describe the concept of management and administration.
2. Explain levels of management and their function.
3. Compare the view points of .F.W Taylor and Henry Fayol.
4. Demonstrate the nature and characteristics of management.
5. Show the characteristics of management principle.
6. Why management is said to be a profession? explain
7. Explain the functional areas of management.
8. Explain the scientific management techniques ?
9. Illustrate Is management an art ? Explain
10. Explain the concept of universality of management principles.
11. Explain scientific management principles.
12. "Management is an inexact science" Comment.
13. "Is management a profession?" Explain. Explain the significance of management.
14. Describe the objectives of management.
15. Explain the nature of principles of management.
16. List out the principles of scientific management?

### **SECTION C**

1. Explain Henry Fayol's principles of management.
2. Define management. Also describe the nature and Characteristics of management.
3. Identify scientific management? Explain the tools and techniques used for scientific management.



4. Explain Management principles? Show the needs and importance.
5. Identify the role of management as a profession, discipline and an art
6. Explain the functions of management/process of management
7. List out the importance of principles of management.
8. Explain the techniques of scientific management.
9. Examine the principles of management?
10. Show the contributions made by F.W. Taylor and Henry Fayol.
11. Explain managerial roles according to Mitzberg Model

## **MODULE 2 (CO2) develop business entities panning tactics ( Applying)**

### **SECTION A**

1. Identify Planning
2. Explain planning premises
3. Examine planning process?
4. Show the meaning of single use plan?
5. Interpret multi use plan?
6. Explain policies?
7. Examine programmes?
8. Explain the meaning of schedules.
9. What are imposed policies
10. Explain the meaning of rules.
11. What are imposed policies
12. Explain the meaning of rules.
13. Define MBO?
14. What is coordination?
15. Define vertical and horizontal coordination.
16. Examine the term strategy?
17. Make use of budget?



18. What do you mean by standing plan?
19. What do you mean by MBO?
20. Define co-ordination
21. Compare target from goal. are the advantages of setting up of objectives?
22. Compare policies from objectives. Define MBO. What are its objectives.

### **SECTION B**

1. Explain the importance of objectives.
2. Identify the different types of single use plans.
3. Explain the different types of multi use plans.
4. Show the advantages of procedures?
5. Explain the need and importance of procedures.
6. Describe the purpose of planning
7. Outline the nature of planning
8. Describe the importance of planning.
9. Discuss the barriers to effective planning.
10. Show the steps in formulation of strategies.
11. Explain the objectives and features of MBO.
12. Identify the measures for making MBO effective.
13. Describe the features of Coordination.
14. Explain the different types of coordination.
15. Examine the features of MBO?
16. Show the features of planning?
17. Identify the principles of planning?
18. Examine the essential requirements of an effective plan?
19. Show the constraints to effective planning?
20. Examine the features of co-ordination?
21. Explain the importance of co-ordination.



### **SECTION C**

1. Discuss the steps involved in the planning process.
2. Outline the different types of plans?
3. Explain the nature of planning.
4. Show the importance of Coordination and explain the techniques for effective coordination.
5. Describe the importance and limitations of planning.
6. Explain the steps in MBO. What are its benefits?
7. List the objectives of planning?
8. Outline the different steps in planning?
9. Explain steps are to be taken to make planning effective?
10. Examine the steps in the process of MBO?
11. Show the advantages and limitations of MBO?
12. List the techniques of effective co-ordination?

### **MODULE 3 (CO3) Collate the organizational structure ( Understanding)**

#### **SECTION A**

1. Define organising
2. Explain Scalar principle?
3. Demonstrate unity of command
4. What is meant by span of control?
5. Define formal organisation.
6. Identify informal organisation?
7. Define organisation structure.
8. Explain organisation chart?
9. Describe the meaning of authority.



10. Discuss the concept of responsibility.
11. Compare between authority and responsibility.
12. What do you mean by accountability?
13. Examine delegation of authority?
14. Define decentralisation of authority
15. Explain centralisation of authority?

## SECTION B

1. List out the importance of organisation.
2. Compare between formal and informal organisation.
3. Discuss detail the merits and demerits of line organisation.
4. Show the advantages of functional organisation.
5. Compare between line and functional organisation.
6. What is a committee organisation? Explain the merits and demerits.
7. Show the merits and demerits of organisation charts.
8. State the advantages and disadvantages of organisation manual.
9. Describe the characteristics of authority.
10. Explain the features of responsibility?
11. Briefly state the principles of delegation.
12. What are the features of decentralisation?
13. Show the merits and limitations of centralisation.

## SECTION C

1. Explain the principles of organisation.
2. Demonstrate line and staff organisation. Distinguish between line organisation and line and staff organisation.
3. Describe the importance of delegation. What are the obstacles to delegation?



4. Identify the factors influencing decentralisation of authority? Distinguish it from delegation.
5. Show the factors influencing centralisation of authority. Distinguish between centralisation and decentralisation of authority.

**MODULE 4 (CO4) Examine the concept of direction, leadership motivation (Analysing)**

**SECTION A**

1. Explain directing
2. What do you mean by leadership
3. Summarize Leadership style
4. Define motivation.
5. Interpret control.
6. Identify PERT
7. What do you mean by Responsibility accounting.
8. Outline positive and negative motivation
9. Examine Sensitivity training
10. Discover Free Rein leadership style.
11. Identify the elements of direction.
12. Summarize the steps in the process of direction.
13. Who is a strict autocrat.

**SECTION B**

14. Explain any four qualities needed for a good leader.
15. What are the advantages and disadvantages of autocratic leadership.
16. Summarize the objectives of motivation.



17. Identify the features of control.
18. Discover the objectives of control.
19. Outline the principles of direction.
20. Construct the Importance of direction
21. Explain Herzberg motivation theory.
22. Summarize Maslow Need Hierarchy Theory.
23. Interpret steps in the process of controlling

### **SECTION C**

24. Define leadership. What are the functions of a leader.
25. Explain the characteristics and importance of leadership.
26. Summarize leadership and also explain the different styles of leadership.
27. Outline trait and situational theory of leadership.
28. Explain Managerial Grid by Blake and Mouton.
29. Which is the best leadership style in the opinion of Rensis Likert? Explain why.

## **MODULE 5 (CO5) Recognise the quality management techniques. (Applying)**

### **SECTION A**

1. What do you mean by quality circle.
2. Define quality circle.
3. Identify TQM.
4. What is Kaizen
5. Summarize Seiton.
6. Utilize Shitsuke.
7. Extend the key concept of six sigma.
8. Compare Quality circle and TQM.





9. What are the objectives of BPR.
10. What are the objectives of TQM.

**SECTION B**

11. Explain the fundamental principles of TQM..
12. Apply the advantages and disadvantages of quality circle.
13. Define TQM. Identify the different steps in implementing TQM in an organisation..
14. What are the barriers to TQM.
15. List the features of BPR..
16. Interpret the steps in the implementation of BPR in an organisation.
17. Identify advantages of quality circle.
18. List out the stages in developing a quality circle.

**SECTION C**

19. Identify the application of management techniques in an organisation.
20. Summarize the concept of Total Quality Management.
21. Show the major elements of TQM.
22. Explain the fundamental principles of TQM..