

## **23BAT101 – MANAGEMENT AND ORGANISATIONAL BEHAVIOUR**

### **QUESTION BANK**

#### **UNIT I**

##### **16 Marks**

1. Write a descriptive note on the managerial levels and their functions.
2. Management is an inexact science. Do you agree with the statement? Discuss.
3. Illustrate the evolution of Management Thought.
4. Explain Henry Fayol's administrative school of management.
5. Examine the different roles played by a manager of a typical business organization.
6. Briefly describe the contributions of FW Taylor to the field of management.
7. Illustrate the Elton Mayo's Hawthorne Experiment.
8. Analyse the role of scientific management in the modern era?
- 9.
10. Explain in detail the Management by Objectives.

#### **UNIT-II**

##### **2Marks**

1. Mention the functions of Management.
2. What are the four primary functions of management?
3. Define the planning function in management.
4. What is the significance of organizing in management?
5. Explain the role of leadership in the management process.
6. What is the purpose of the controlling function in management?
7. Define Organising.
8. What do you mean by Departmentation?
9. Line authority – Brief
10. Staff authority – Brief
11. Differentiate Line and Staff authority.
12. Define Coordination.
13. What are the characteristics of coordination?
14. Write the importance of Coordination
15. Define Controlling.
16. Mention the characteristics of Controlling
17. What is communication?
18. State the need for communication.
19. Mention the functions of communication.

##### **16 Marks**

1. Explain the nature, importance and process of planning.
2. Explain the four key types of Organization Structure.
3. Write a description on the Organizing function.
4. Give a brief account of various organization structures.
5. Give a brief account of various organization structures.

6. Describe the Line and Staff authority with suitable examples.
7. What is controlling? Explain the importance, types and techniques of controlling.
8. Discuss different types of plans with examples.
9. Explain the following:
  - a) Delphi technique
  - b) Brainstorming technique
10. What do you mean by qualitative techniques? Explain the main qualitative techniques for decision making.
11. Explain the process of Controlling.
12. Describe the Control Techniques in Management
13. Illustrate the channels in Communication
14. Enlist controlling techniques. Discuss any three techniques.
15. Define controlling. Planning and controlling go hand in hand. Discuss.
16. Explain the barriers to communication with guidelines for effective communication.