

## 19BA101 – 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. Explain in detail the Management by Objectives.

#### UNIT-II

##### 2Marks

1. Mention the functions of Management
2. Define Organising.
3. What do you mean by departmentation?
4. Line authority – Brief
5. Staff authority – Brief
6. Differentiate Line and Staff authority.
7. Define Coordination.
8. What are the characteristics of coordination?
9. Write the importance of Coordination
10. Define Controlling.
11. Mention the characteristics of Controlling
12. What is communication?
13. State the need for communication.
14. Mention the functions of communication.

##### 16 Marks

1. What is planning? Explain the nature, importance and process of planning.
2. Explain the four key types of Organisation Structure.
3. Describe the Line and Staff authority with suitable examples.
4. What is controlling? Explain the importance, types and techniques of controlling.
5. Discuss different types of plans with examples.
6. Explain the following:
  - a) Delphi technique
  - b) Brainstorming technique
7. What do you mean by qualitative techniques? Explain the main qualitative techniques for decision making.
8. Explain the process of Controlling.
9. Describe the Control Techniques in Management
10. Illustrate the channels in Communication
11. Enlist controlling techniques. Discuss any three techniques.

12. Define controlling. Planning and controlling go hand in hand. Discuss.
13. Write a description on the Organizing function.
14. Give a brief account of various organization structures.
15. Give a brief account of various organization structures.
16. Explain the barriers to communication with guidelines for effective communication.