

POM – Question Bank

UNIT - 1

PART – A

1. Recall the term 'Management' CO1 1
2. Mention the nature of management. CO1 2
3. Expand 'POSDCORB'. CO1 2
4. Why is management important? CO1 1
5. Classify the various levels of management. CO1 3
6. Identify the skills of management. CO1 2
7. List some characteristics of quality managers CO1 1
8. Distinguish between Administration and Management. CO1 2
9. Define Fatigue study. CO1 1
10. Who is the father of general management? CO1 1

PART – B

1. Enumerate the contribution of Henry Fayol's 14 principles of management. CO1 4
2. Explain the elements and tools of scientific management. CO1 3
3. Elucidate the various functions of management. CO1 3
4. 'Management is the art as well as science'- Justify. CO1 4
5. Classify and explain the various roles of a Manager CO1 3
6. Discuss about the Evolution of Management CO1 2
7. Describe the functions of management in detail. CO1 3

UNIT - 2

PART – A

1. Define planning. CO2 1
2. List the characteristics of planning CO2 1
3. What are the advantages of planning? CO2 1
4. Classify the types of plans according to time. CO2 3

5. Recall the term 'Strategies'. CO2 1 18
6. Mention the various types of policies. CO2 2
7. Distinguish between single use plans and repeated use plans. CO2 3
8. State the term 'Decision'. CO2 1
9. What are the characteristics of decision Making? CO2 1
10. Categorize the various types of decisions. CO2 3

PART – B

1. Elaborate in detail the steps in planning process. CO2 4
2. Elucidate about the process of Management by Objectives with a diagram. CO2 4
3. Analyze the various methods of plans in detail. CO2 4
4. Explain in detail about policies. CO2 3
5. 'Decision Making is the primary task of the managers' – Justify. CO2 5
6. Discuss the steps in decision making process in detail. CO2 2

UNIT - 3

PART – A

1. State the term 'Organisation' CO3 1
2. List out the process of organizing. CO3 2
3. Distinguish between formal and informal organisation. CO3 1
4. Sketch a diagram for Matrix Organisation structure. CO3 4
5. Classify the various types of committees. CO3 3
6. Define Span of control. CO3 1
7. Outline the diagram for Departmentation by Territory. CO3 3
8. Difference between Authority and Responsibility. CO3 3
9. What do you mean by Centralisation? CO3 2
10. Recall the term 'delegation'. CO3 1

PART – B

1. Discuss the various forms of Organization Structure with suitable diagram. CO3 4
2. Categorize the various types of departmentation in detail. CO3 4
3. Describe the factors determining the span of control. CO3 3

4. Elaborate in detail about Delegation of Authority CO3 3
5. Elucidate about Centralization and Decentralization CO3 4

UNIT - 4

PART – A

1. Recall the term 'Staffing'. CO4 1
2. Mention the obstacles of Manpower planning. CO4 2
3. List the features of Job Analysis. CO4 1
4. What are the advantages of Job Analysis? CO4 1
5. Classify the various types of interview. CO4 3
6. What do you mean by In-basket method in training? CO4 1
7. Define Vestibule training. CO4 1
8. Mention the objectives of performance appraisal. CO4 2
9. Define Performance Appraisal. CO4 1
10. Expand BARS in performance appraisal. CO4 2

PART – B

1. Describe in detail the steps involved in manpower planning. CO4 4
2. Elaborate in detail the process of Job Analysis. CO4 3
3. Discuss the Methods of Collecting Job Analysis Information. CO4 3
4. Elucidate about the various sources of Recruitment. CO4 4
5. Explain in detail about the recruitment process. CO4 3
6. Analyse the various methods of training in detail. CO4 4
7. Describe the Methods of performance Appraisal in detail. CO4 3

UNIT - 5

PART – A

1. Define Controlling CO5 1
2. Mention the objectives of controlling. CO5 1
3. State the importance of controlling. CO5 1

4. Recall the term 'coordination'. CO5 1
5. Classify the types of coordination. CO5 2
6. List the steps for effective coordination. CO5 1
7. Sketch the diagram for control process. CO5 3
8. Define production budget. CO5 1 12
9. List the features of coordination. CO5 2
10. What do you mean by budgetary control? CO5 1

PART – B

1. Elucidate about the control process. CO5 4
2. Elaborate the Modern budgetary control techniques in detail. CO5 3
3. Discuss in detail the techniques of coordination. CO5 3
4. 'Planning is looking ahead and controlling is looking back' - Comment. CO5 5
5. Describe in detail the essentials of control system. CO5 3