

VPM's JOSHI-BEDEKAR COLLEGE, THANE.

2019-20

S.Y.B.Com.
Commerce-III

NOTE 1: FOLLOWING IS THE **SUGGESTED LIST** OF QUESTIONS FROM EXAM POINT OF VIEW.

NOTE 2: FOR ASSIGNMENT, ATTEMPT **ANY SIX QUESTIONS** FROM **EACH MODULE**.

Module 1: Introduction to management

1. Define management and explain its features.
2. What is management? Discuss with its functions.
3. What are the skills and competencies required for effective management?
4. Discuss the scientific management theory with contributions of F. W. Taylor.
5. Briefly explain the criticisms of scientific management.
6. What are Henry Fayol's principles of management?
7. Write a note on philosophy of Neo Classical – Human Relations Approach.
8. Peter Drucker states five dimensions of management to facilitate managerial performance. What are they?
9. What do you mean by Indian ethos? Discuss its origin and philosophy.
10. Explain the significance of Indian ethos to management.

Module 2: Planning and Decision Making

11. Define planning and explain the process involved in planning.
12. What is planning? Explain the importance of planning.
13. What are the types of plans?
14. What is coordination? Give its importance.
15. What is Management by Objectives (MBO)? Elaborate the steps in MBO process.
16. Define Management by Objectives (MBO) and discuss its advantages.
17. Write a note on Management by Exception (MBE) and its advantages.
18. Define Management Information System (MIS) and write its features.
19. What is Management Information System (MIS)? What are its components?
20. Define Decision making. Write essentials of sound decision making.
21. Discuss the techniques of decision making.
22. What impact has technology had on decision making?

Module 3: Organising

23. What is meant by Organising? What are the steps involved in the organising process?
24. Explain the meaning of and factors involved in organisation structure.
25. Write a note on line organisation and its features.
26. Explain the features of line and staff organisation.
27. What is a matrix organisation? Briefly explain its features.
28. Define a virtual organisation and write its features.
29. Distinguish between formal and informal organisation.
30. Define departmentation and explain bases of departmentation.
31. What is span of management? What are factors influencing it?
32. Distinguish between tall organisation and flat organisation.
33. What is delegation of authority? Explain its process.
34. Write a note on barriers to delegation.
35. What are the principles of effective delegation?
36. Explain decentralisation and factors affecting it.
37. Distinguish between centralisation and decentralisation.

Module 4: Directing and Controlling

38. What is motivation? Explain its features.
39. Discuss the importance of motivation.
40. What are the factors influencing motivation?
41. Explain the importance of communication.
42. Write a note on barriers to effective communication.
43. Explain the concept of leadership and give its characteristics.
44. What are the functions involved in leadership?
45. Define leadership and discuss various styles of leadership.
46. Which qualities should a good leader possess?
47. Define controlling. Write features of managerial control.
48. What are the steps involved in control process?
49. Write a note on essentials of a good control system.
50. What are the techniques of managerial control?