

அறம் பயிற்சி மையம், மடத்துக்குளம்.

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HIGHER SECONDARY SECOND YEAR COMMERCE

Unit -1: MANAGEMENT PROCESS

[CHAPTER 1, 2 & 3 IMPORTANT QUESTIONS – 2023]

I. Choose the Correct Answers:

1. Scientific management is developed by
a) Fayol b) Taylor c) Mayo d) Jacob
2. Dividing the work into small tasks is **known as**
a) Discipline b) Unity c) Division of work d) Equity
3. Which is the primary function of **management**?
(a) Innovating (b) Controlling (c) Planning d) Decision-making
4. The goals are achieved with the help of ____
(a) Motivation (b) Controlling (c) Planning (d) Staffing
5. Which is the First step in Process of MBO?
(a) Fixing Key Result Area (b) Appraisal of Activities
(c) Matching Resources with Activities (d) Defining Organisational Objectives
6. Delegation of Authority is Easily Done **with the Help of** ____
(a) MBM (b) MBE (c) MBO (d) MBA
7. MBO is popularised in the USA by _____.
(a) Prof. Reddin (b) George Odiorne (c) Henry Fayol (d) F.W Taylor

II. Very short answer questions:

8. What is Management?
9. What do you mean by Span of management?
10. Write a short note about Planning.
11. List the subsidiary functions of management.
12. What are the objectives of MBO?
13. What is known as KRA?

III. Short answer questions:

14. Differentiate management from Administration. (any 3)
15. What are the principles of Taylor?
16. How the employees are informed about important matters in a company?
17. What are the Process of MBE?

IV. Long answer questions:

18. Explain the principles of modern management. (any 5)
19. Explain the various functions of management. (any 5)
20. What are the major advantages of MBO? (any 5)
21. What are the advantages of MBE? (any 5)

ALL THE BEST.....

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