

QB365 Question Bank Software Study Materials

Functions of Management Important 2,3 & 5 Marks Questions With Answers (Book Back and Creative)

12th Standard

Commerce

Total Marks : 75

2 Marks

12 x 2 = 24

- 1) Write a short note about Planning.

Answer : Planning refers to deciding in advance. Planning is a constructive reviewing of future needs so that present actions can be adjusted in view of the established goal.

- 2) What is meant by Motivation?

Answer : The goals are achieved with the help of motivation. Motivation includes increasing the speed of performance of a work and developing a willingness on the part of the workers.

- 3) List the subsidiary functions of management

Answer : (i) Innovation
(ii) Representation
(iii) Decision-making
(iv) Communication

- 4) What is the Traditional Proverb used in planning?

Answer : 'Think Before you Act' or 'Look Before you Leap' are some of the usual traditional proverbs; which provide a basis or logic for planning.

- 5) What is meant by Controlling?

Answer : (i) Controlling is performed to evaluate the performance of employees and deciding increments and promotion decisions.
(ii) The control function helps in identifying under performers and arranging remedial training for them.

- 6) How can you classify the managerial functions?

Answer : Managerial functions are:
(i) Time specific
(ii) Institutional specific; and
(iii) Country specific.

- 7) "Look before you Leap is the proverb. Which function of management is highlighted here

Answer : "Look before you Leap is the traditional proverb, which refers to the management function of planning. Planning refers to deciding in advance.

- 8) What are the managerial functions included in co-ordination?

Answer : (i) Planning and co-ordination
(ii) Organising and co-ordination
(iii) Staffing and co-ordination
(iv) Directing and co-ordination
(v) Motivation and co-ordination ; and
(vi) Controlling and co-ordination.

- 9) 'Planning is done for achieving the organisational goals'. Do you agree? Give one reason in support your answer.

Answer : Yes, planning involves setting of objectives and determining the most economical and viable alternative to achieve the goals.

10) Is directing necessary at planning stage? Give reason in support of your answer.

Answer : No, directing is not necessary at planning stage, it is necessary at execution / operational stage.

11) What do you mean by Decision Making?

Answer : (i) Every employee of an organisation has to take a number of decisions every day.
(ii) Decision-making helps in the smooth functioning of an organisation.

12) What is "Transmission of thoughts views or opinions from one person to another person"? Explain

Answer : (i) Communication is the transmission of human thoughts, views or opinions from one person to another Person.
(ii) Workers are informed about what should be done, where it is to be done, how it is do be done and when it is to be done.
(iii) Communication helps the regulation of job and Co-ordinate the activities.

3 Marks

12 x 3 = 36

13) List out the main functions of management?

Answer : the main functions of management are:

- (i) Planning
- (ii) Organising
- (iii) Staffing
- (iv) Directing
- (v) Motivating
- (vi) Controlling
- (vii) Co-ordination

14) State the importance of staffing.

Answer : (i) Staffing function comprises the activities of selection and placement of competent personnel.
(ii) In other words, Staffing refers to placement of right persons in the right jobs.
(iii) Staffing includes selection of right persons, training to those needy persons, promotion of best persons, retirement of old persons, performance appraisal of all the personnel, and adequate remuneration of personnel.
(iv) The success of any enterprise depends upon the successful performance of staffing function.

15) How the employees are informed about important matters in a company?

Answer : Employees are kept informed of all necessary matters by circulars, instructions manuals, newsletters, notice-boards, meeting, participative mechanisms etc., in order to enable the employees to accomplish the organizational goals.

16) What is meant by Innovation?

Answer : (i) Innovation refers to the preparation of personnel and organisation to face the changes made in the business world.
(i) Innovation includes developing new material, new products, new techniques in production, new package, new design of a product and cost reduce.

17) State the importance of Motivation.

Answer : (i) The goals are achieved with the help of motivation.
(ii) Motivation includes increasing the speed of performance of a work and developing a willingness on the part of workers.
(iii) The workers expect, favourable climate conditions to work, fair treatment, monetary or non-monetary incentive, effective communication and gentleman approach.

18) What are the main duties of a manager?

Answer : (i) A manager has to act as representative of a company.
(ii) Manager has dealings with customers suppliers, government officials, banks, financial institutions, trade unions, etc.
(iii) It is the duty of every manager to have good relations with others.

19) 'Selection is a negative Process'. Do you agree?

Answer : (i) Yes, as selection is choosing from among the candidates the ones, who best meet a position's requirements and eliminating the ones who are not suitable.

(ii) To achieve this target, candidates are required to take a series of tests and interviews in different stages.

(iii) At each stage, many candidates are eliminated and only a few candidates move to the next stage.

(iv) The process of elimination continues till the right ones are finalised .

(v) The above scenario clearly establishes the fact that selection is the process, through which unsuitable candidates are rejected and suitable ones are chosen.

(vi) Therefore, it is regarded as negative process.

20) 'Controlling is Systematic Process involving a series of steps'. Do you agree? Discuss it briefly

Answer : Yes, controlling is a systematic process which involves following steps

(i) Setting performance standards.

(ii) Measurement of actual performance

(iii) Comparing actual performance with standards.

(iv) Analysing deviations

(v) Taking corrective action

21) What is meant by Co-ordination?

Answer : (i) Co-ordination is the synchronization (or unification or integration) of the actions of all individuals, working in the enterprise in different capacities; so as to lead to the most successful attainment of the common objectives.

(ii) co-ordination is included in every managerial function.

(iii) All the activities are divided groupwise or sectionwise under organising function. Now, such grouped activities are co-ordinated towards the accomplishment of objectives of an organisation.

22) What do you mean by Representation?

Answer : (i) A manager has to act as representative of a company.

(ii) Manager has dealings with customers, suppliers, government officials, banks, financial institutions, trade unions and the like

(iii) It is the duty of every manager to have good relation with others

23) Bring out the Subsidiary Functions of Management.

Answer : Innovation, Representation, Decision-making and Communication are the subsidiary functions of management

(i) Innovation: Innovation refers in the preparation of personnel and organisation to face the changes made in the business world.

(ii) Representation: (a) A Manager has to act as representative of a company.

(b) Manager has dealings with customers, suppliers, government officials, banks, financial institutions, trade unions.

(iii) Decision making: (a) Every employee of an organisation has to take a number of decisions every day.

(b) Decision-making helps in the smooth functioning of an organisation.

(iv) Communication: Communication is the transmission of human thoughts, views or opinions, from one person to another person.

24) What are main duties of a manager?

Answer : (i) A manager has to act as representative of a company.

(ii) Manager has dealings with customers, suppliers, government officials, banks, financial institutions, trade unions and the like

(iii) It is the duty of every manager to have good relation with others

5 Marks

3 x 5 = 15

25) Explain the various functions of management.(Any 5)

Answer : Functions of management can be classified into two categories.

- (i) Main functions
- (ii) Subsidiary functions.

A. Main Functions :

(i) Planning :

- (a) Planning is the primary function of management.
- (b) Planning is a constructive reviewing of future needs so that present actions can be adjusted in view of the established goal.
- (c) Eg. Writing a book starts with planning.

(ii) Organising :

- (a) Organising is the process of establishing harmonious relationship among the members of an organisation.
- (b) Organising function work is assigned to employees who are given authority to carry out the work assigned and made accountable for it.

(iii) Staffing :

- (a) Staffing function comprises the activities of selection and placement of competent personnel.
- (b) Staffing refers to placement of right persons in the right jobs.

(iv) Directing :

- (a) Directing denotes motivating, leading, guiding and communicating with subordinates.
- (b) Employees are kept informed of all necessary matters by circulars, instructions manuals, newsletters, notice-boards, meeting, participative mechanism, etc.

B. Subsidiary functions :

(i) Innovation :

- (a) Innovation refers to the preparation of personnel and organisation to face the changes made in the business world.
- (b) Innovation includes developing new material, new products, new techniques in production, new package, new design of a product and cost reduction.

(ii) Representation :

- (a) A manager has to act as representative of a company.
- (b) Manager has dealings with customers, suppliers, government officials, banks, financial institutions, trade unions.,etc

(iii) Decision-making :

- (a) Every employee of an organisation has to take a number of decisions every day.
- (ii) Decision-making helps in the smooth functioning of an organisation.

(iv) Communication :

- (a) Communication is the transmission of human thoughts, views or opinions from one person to another person.
- (b) Workers are informed about what should be done, where it is to be done, how it is to be done and when it is to be done.

26) Explain the primary functions of management OR secondary functions of Management

Answer : Functions of management can be classified into two categories.

A. Main functions; and

B. Subsidiary functions.

A. Main functions:

(i) Planning:

(a) Planning is the primary function of management.

(b) Nothing can be performed without planning.

(c) E.g. Writing a book starts with planning.

(ii) Organising:

(a) Organising is the process of establishing harmonious relationship among the members of an organisation.

(b) Organising function work is assigned to employees who are given authority to carry out the work assigned and made accountable for it.

(iii) Staffing:

(a) Staffing function comprises the activities of selection and placement of competent personnel.

(b) Staffing refers to placement of right persons in the right jobs.

(iv) Directing:

(a) Directing denotes motivating, leading, guiding and communicating with subordinates.

(b) Employees are kept informed of all necessary matters by circulars, instructions manuals, newsletters, notice-boards, meeting, participative mechanism, etc.

B. Subsidiary functions:

(i) Innovation:

(a) Innovation refers to the preparation of personnel and organisation to face the changes made in the business world.

(b) Innovation includes developing new material, new products, new techniques in production, new package, new design of a product and cost reduction.

(ii) Representation:

(a) A manager has to act as representative of a company.

(b) Manager has dealings with customers, suppliers, government officials, banks, financial institutions, trade unions, etc.

(c) It is the duty of every manager to have good relation with others.

(iii) Decision-making:

(a) Every employee of an organisation has to take a number of decisions everyday.

(b) Decision - making helps in the smooth functioning of an organisation.

(iv) Communication:

(a) Communication is the transmission of human thoughts, views or opinions from one person to another person.

(v) Workers are informed about what should be done, where it is to be done, how it is to be done and when it is to be done.

27) Explain the term functions of Management.

Answer : (i) Managerial functions are time, specific, institutional specific and country specific.

(ii) The Management functions of 18th Century may differ from the management functions of 19th century and followed by 20th century.

(iii) Management functions are called as Managerial process.

(iv) This process is 24 hours non stop process for attaining the objectives again and again for reaching the highest level.

(v) Functions of management can be classified into two categories. They are

(a) Main functions

(b) Subsidiary functions.