

Chapter-1

Concept of organization and enterprise management

2marks

1. Define business
2. What is the maximum number of partners that can remain in a partner business?
3. What is joint Hindu family business?
4. What do you mean by organization?
5. Define staffing?
6. What is sole-proprietorship?

5marks

1. What are the differences between Management and Administration ?
2. What is taskforce organization?
3. What is the main aim of cooperative society?
4. What are the features of business?
5. What are the principles of scientific management

10marks

1. What are the functions of management, explain briefly?
2. What is an organization structure, explain it?
3. What are the components of a business?

Chapter-2

1. Entrepreneurship & Management of MSME

1. What do you mean by entrepreneur?

2. Write any two role of an entrepreneur?
3. Write any 2 characters of an entrepreneur.
4. What do you mean by MSME?
5. Write any 2 importance of small enterprise.
6. Difference between Micro an small enterprise.
7. What are the role of DIC?

5marks

1. What are the abilities of an enterprenuer?
2. Write the features of a small enterprise.
3. What is micro,small and medium enterprise?
4. What are the inputs required for setting up a MSME?

10 MARKS

1. What is an enterprenuer & what are the qualities of an enterprenuer?
2. What are the difference between PPR & DPR?
3. What are the government polices for development of small enterprise?

Chapter-3

Financial accounting and cost control

2marks

1. What is journal?
2. What is ledger?
3. What is trial balance?
4. What is cashbook?
5. What is break-even point?
6. What is balance sheet?
7. Define capital.
8. What is petty cashbook?

5marks

1. What is an angle of incident?
2. Define account. What are the different types of accounts?
3. Explain the rules for credit and debit side.

10 marks

1. Calculate the break-even point analysis. Mention it graphically and describe how to arrive at the BEP.
2. What are the components of final accounts?
3. What are the elements of cost control?

Chapter-4

Final management

2marks

1. What is fixed capital?
2. What is working capital?
3. What do you mean by financial management?
4. What is operating cycle?

5marks

1. What are the meaning and importance of financial management?
2. What are the functions of finance?
3. What is operating cycle?
4. Short note on fixed capital.

10 marks

1. What are the difference between fixed capital & working capital?
2. What are components of working capital and working capital cycle?

Chapter-5

Stores and Purchase Management

2 marks

1. What is purchasing?
2. What is centralised purchasing?
3. What is decentralized purchasing?
4. Write any 2 functions of stores department.
5. What is BIN CARD?
6. What is stores ledger?
7. Who maintains the store ledger?
8. What are 2 major difference between a BIN CARD & STORE LEDGER?
9. What is inventory control?

5marks

1. Differentiate between centralized and decentralized purchase.
2. What are the functions of a store department, explain?
3. What is BIN CARD, briefly explain it?
4. Short notes on store ledger.

10 marks

1. What are steps in purchasing, explain it?
2. What are the different records associated with the store, describe them briefly?
3. What are the importance and techniques of inventory control?

Chapter-6

Production management

2marks

1. What is production?
2. What is planning?

3. What is the productivity?
4. Which is basis of the passing of raw materials from one state to another?
5. Which industries require production planning and control?

5marks

1. What are the importance of production?
2. What is production planning?
3. What is production control?
4. What is dispatching?
5. What is follow-up?

10marks

1. What are steps in production planning & control?

Chapter-7

Sales and marketing management

2marks

1. what is E-Commerece?
2. What is hire-purchase system?
3. What is teleshopping?
4. What are the channel of distribution?
5. What is consumer promotion?
6. What is retailing?
7. What is necessity of labeling?

5marks

1. Differentiate between whole selling and retailing?
2. What are the different methods of selling, explain?
3. Write down the importance of sales management.
4. Short notes on Branding.

5. Short notes on Packaging.

10marks

1. What are the tools of sales promotional?
2. Briefly describe about product policy.
3. What is advertising? what are the different medias of advertising?

Chapter-8

Human resource management

2marks

1. What is direct method of recruitment?
2. What is indirect method of recruitment?
3. Why training is needed?
4. What is campus interview?
5. What is walk-in interview?
6. what is apprentice training?

5marks

1. what is selection method?
2. What is training? what are the difference types of training?
3. What are the needs of performance appraisal?
4. Importance of Human resource management.

10marks

1. Describe different methods of training.
2. What are the sources of recruitment?
3. What are the types of training?
4. What are the methods of training, describe briefly.

Chapter-9

Industrial sickness

2marks

1. Define industrial sickness.
2. What are the external causes of industrial sickness?
3. What are the internal causes of industrial sickness?
4. Write 2 symptoms of industrial sickness.

5marks

1. What are the symptoms of industrial sickness.
2. What are the remedial measures of industrial sickness?

10marks

1. What do you mean by industrial sickness & write its external causes?
2. What is industrial sickness? what are the internal causes leading to sickness of an industry.

Chapter-10

Industrial legislation

2marks

1. What is the aim of the factories act, 1948?
2. What are provisions for maintenance of buildings regarding factory act?
3. What is labour welfare?
4. What do you mean by compensatory holidays?
5. What is a seasonal factory as per seasonal factory as per the ESI Act?
6. What is the work of factory inspector?

5marks

1. What are the powers of factory inspector?

2. What is welfare provision? What are the needs of welfare provision?
3. Write short notes on Employees state insurance scheme.

10marks

1. What are the provisions for employment of women in Factories Act,1948?
2. What are the major provisions of Factories Act relating to Health?
3. What are the major provisions of Employee's compensation Act.