

UNIT - 1: INTRODUCTION TO MANAGEMENT

(Multiple Choice Questions - 10 Marks)



UNIT - 2: MANAGEMENT FUNCTIONS



UNIT - 3: MANAGEMENT INFORMATION SYSTEMS AND DECISION MAKING

(Short Answer Questions - 10 Marks)

1. Define Management Information System (MIS).

2. List the components of MIS.

3. Explain the role of MIS in decision making.

4. Discuss the importance of MIS in modern organizations.

- ANSWERS:**
- Management Information System (MIS) is a system that provides information to support decision-making in an organization.
 - The components of MIS are: Hardware, Software, Data, and People.
 - MIS helps in decision making by providing timely and accurate information to managers.
 - MIS is important in modern organizations as it helps in improving efficiency, reducing costs, and increasing productivity.

- ANSWERS:**
1. Planning
 2. Organizing
 3. Staffing
 4. Directing
 5. Controlling