

# **QUESTION BANK - PRINCIPLES OF MANAGEMENT (BBA/BCA)**

**(2008-09)**

## **CHAPTER 1 - NATURE OF MANAGEMENT**

- Q1. What is Management?
- Q2. Explain the Features/ Characteristics of Management?
- Q3. Discuss with reasons whether Management is an Art or a Science?
- Q4. Discuss Management as a Profession?
- Q5. Explain the basic functions of Management?
- Q6. Explain Need/ Importance of Management?
- Q7. Explain Nature and Scope of Management?
- Q8. Explain the relationship between Management and Administration?
- Q9. Explain the relationship between Organization and Management?
- Q10. Management is "What Management Does." Discuss.
- Q11. "Management is more an Art than a Science," Explain the Statement?
- Q12. What do you mean by Management?
- Q13. Write short notes on the following.
- (A) Management as a Profession.
  - (B) Management as a Social System.
- Q14. Define Management. Explain the relationship between Management and Administration?

## **CHAPTER 2 - EVOLUTION OF MANAGEMENT THOUGHT**

- Q1. Explain the contribution of F.W. Taylor in Management Thought in detail?
- Q2. Discuss Henry Fayol's contribution to the development of management thoughts?
- Q3. State in detail the contribution of Peter Drucker in Management thoughts?
- Q4. Explain- Indian Management Thought.
- Q5. Write short notes on the following.
- (A) Social System Theory of Chester Bernard.
  - (B) Human Relation Approach given by Elton Mayo and his Hawthorne Experiment.
  - (C) Management Theory Jungle.
- Q6. Explain the contributions to Management thoughts given by various thinkers?

Q7. Write short notes on the following.

- (A) Scientific Management.
- (B) Taylor's contribution to Management.

### **CHAPTER 3 - FUNCTIONS OF MANAGEMENT (PART-I)**

Q1. What is Planning? State its features. Explain the importance of Planning?

Q2. Define the term Planning? State the importance of Planning?

Q3. Describe the various types of Plans?

Q4. Explain the process of Planning in detail?

Q5. Explain the advantages and Dis-advantages of Planning?

Q6. What is Forecasting? State the importance/ need of Forecasting?

Q7. Explain various techniques of Forecasting?

Q8. Describe the factors affecting decision- making process?

Q9. What are the types of Decisions?

Q10. State the nature of Decision Making process? What are the elements of Decision Making?

Q11. State the techniques of Decision Making?

Q12. Define Organization? Discuss its Nature and Importance?

Q13. Define Decision Making? Describe the characteristics and Importance of Decision Making?

Q14. What do you mean by Principles of Organization? Explain various principles of Organisation?

Q15. Explain the procedure of Organizing in brief?

Q16. What are the major types of Organization Structures? Explain briefly the difference between a Line

Organization and a functional Organization? Draw organization chart?

Q17. Explain the following>

- (A) Line and Staff Organization.
- (B) Committee Organization.
- (C) Functional Organization.

Q18. Write a note on Delegation of Authority?

Q19. What is Decentralization? Explain the importance of Decentralization?

Q20. Explain the factors determining Decentralization of Authority?

Q21. What is Staffing? Explain the importance/ need for Staffing?

Q22. What is Direction? Explain its features and importance?

Q23. Explain various elements of Direction?

- Q24. Explain principles of Direction?
- Q25. What is Communication? State its features and importance?
- Q26. Describe the process of Communication?
- Q27. Explain various principles of Communication?
- Q28. What are the main barriers of Communication process?
- Q29. What is Grapevine? – Answer - (Informal way of communication)
- Q30. Define Motivation? State its features and importance?
- Q31. Describe Maslow’s Need Hierarchy theory? – Answer – (Basic, Safety, Social, Ego/ Esteem, Self Actualization).
- Q32. Explain Mc Gregor’s Theory ‘X’ and Theory ‘Y’ on Motivation?
- Q33. Describe F. Herzberg’s theory of Motivation?
- Q34. Explain Mc Clelland’s Achievement theory?
- Q35. Define Leadership? State the nature and importance?
- Q36. Explain various styles of Leadership?
- Q37. Explain different Leadership theories? – Answer- (Trait, Situational, followers, Contingency, Path Goal theory).
- Q38. What are the essential qualities of a Leader?
- Q39. Write short notes on the following.
- (A) Autocratic style of Leadership.
  - (B) Laissez-de-faire.
  - (C) Staffing.
- Q40. Critically examine Maslow’s Need Hierarchy theory?

#### **CHAPTER 4 - FUNCTIONS OF MANAGEMENT (PART-II)**

- Q1. What is Control? State the nature and importance of Control?
- Q2. Explain the process/ procedure of control?
- Q3. Explain various techniques of Control? – Answer – (Budgetary, Cost, Production, Quality, Inventory).
- Q4. Define Co-ordination? How far co-ordination is the essence of Managership?
- Q5. Explain the various techniques of Co-ordination? - Answer – (Grouping, Committees, Staff Meetings, Conferences, Programmes, Organizational Hierarchy).
- Q6. Explain the importance of Co-ordination?

- Q7. Explain principles of Co-ordination – Answer- ( Early Beginning, Direct contact, Continuity, Balancing)
- Q8. Explain types of Control? – Answer – (Predictive/ Anticipatory, Concurrent, Historical).
- Q9. Write a note on Span of Control?
- Q10. Explain how Co-ordination is a necessary function of Management?

### **CHAPTER 5 -STRATEGIC MANAGEMENT**

- Q1. Define Strategy? Explain its meaning/ features?
- Q2. Explain the concept of Strategic Planning?
- Q3. Explain the steps in the process of Planning?- Answer- (Formulation of Objectives, Evaluation of external Environment, Evaluation of Internal Environment, Self Evaluation, Establishment of specific goals, Strategic search, Finalizing the Strategy).
- Q4. Describe various Strategy Techniques? – Answer – (Delphi technique, Brainstorming, Scenarios, Trend-impact Analysis, Economic Forecasting).
- Q5. Describe the process of Strategy formulation? - Answer – (Setting Company’s objectives, Analyzing the environment, fixing quantitative targets, targeting divisional plans, performance analysis, choice of strategy).
- Q6. Explain the role of different Strategies? – Answer – (Developing organizations structure for strategy implementation, Developing Leadership styles, Developing functional Strategies, Allocation of Resources, Developing suitable Management control system, Developing communication of strategy).

### **CHAPTER 6 - RECENT TRENDS IN MANAGEMENT**

- Q1. Explain the Social Responsibilities of Management due to changing Environment? – Answer – (Towards consumers, towards government, towards society, towards workers and employees).
- Q2. Explain the term TQM? State its features?
- Q3. Explain the concept of Crisis Management?
- Q4. Define Stress? Explain the concept of Stress Management? – Answer – (Direct coping, Psychological technique, Dysfunctional coping).

- Q5. Explain different strategies/techniques to reduce the stress? – Answer – (a). Individual Strategies:- Training for individual, personality development, Relaxation method, social support, self control, cognitive therapy, (b). Organizational Strategies:- Use of realistic goal setting, improving job characteristics, increased personal involvement).
- Q7. Explain the concept of Management of Change?
- Q8. What is International Management?
- Q9. Explain the various causes of Resistance to change? – Answer – (Disturbance in existing equilibrium, fear of economic loss, change affecting emotions and sentiments, disturbance in social relationships, lack of clarifications, opposition for the sake of resistance).