

## **BA5102 PRINCIPLES OF MANAGEMENT**

### **IMPORTANT QUESTIONS AND QUESTION BANK**

#### **UNIT-I INTRODUCTION TO MANAGEMENT**

##### 2-Marks

1. Define management?
2. What are the essential skills of management?
3. Define scientific management.
4. List out the functions of management.
5. List out the management level and functions.
6. List out the principles of scientific management.
7. Is management an art of science?
8. What are the roles played by a manager?
9. Define 'Sole Proprietorship'?
10. What is a co-operative enterprise?

##### 13-Marks

1. Trace the evolution of management with reference to the contribution made by management thinkers?
2. What is the role of scientific management in the modern era?
3. Explain the contribution of F.W. Taylor to management.
4. Explain the contribution to Henri Fayol.
5. Discuss the functions of management with neat diagram.
6. What are the various environment factors that a manager should consider in an organisation?
7. Outline the various forms of business organization?
8. Elements of scientific management?
9. Henry Fayol's 14 principles of management.
10. Trends and challenges of management in global scenario?

#### **UNIT-II PLANNING**

##### 2-Marks

1. What is planning?
2. What are the important observations subjected about planning?
3. Define mission and vision.
4. Define policies.
5. Define planning premises.

6. Explain in brief about the two approaches in which the hierarchy of objectives can be explained.
7. Definition of MBO?
8. Define strategy.
9. Steps involved in strategic planning?
10. Name of classification of planning premises?

### 13-Marks

1. Explain the process of decision making with neat diagram.
2. Define MBO. Explain the process of MBO with merits and demerits.
3. Explain the various types of planning.
4. Mention and explain the steps in planning with neat diagram.
5. Explain the nature and purpose of planning.
6. Explain the components of planning.
7. Features of objectives.
8. Nature of stability strategy.

## **UNIT-III ORGANISING**

### 2-Marks

1. Define organisation.
2. What is the purpose of organisation?
3. What is organization?
4. What is job design?
5. What is organisation structure?
6. What is an organizational chart?
7. Distinguish between authority and power.
8. What are the different bases of power?
9. What is functional authority?
10. Uses of organizational chart?

### 13-Marks

1. Enumerate in detail about the selection process which is widely followed in selecting IT professionals. Also highlight the different techniques used in selection process?
2. Bring out the factors affecting centralization and decentralization. Also highlight the merits and demerits of centralization and decentralization with example.
3. Explain in detail about delegation of authority.
4. What do you mean by departmentation?
5. Discuss in detail about the different strategies adopted in demartmentation.

6. Explain detail about performance appraisal with neat diagram.
7. Explain the selection and recruitment process in neat sketch.
8. What are the stages in career development? Explain in detail.

### **UNIT-IV DIRECTING**

#### **2-Marks**

1. Define direction.
2. State two important characteristics of directing.
3. Mention the importance of leadership.
4. Name various leadership styles.
5. What are the advantages of democratic leadership?
6. What is laissez-Faire?
7. List out the human factors in managing.
8. Define creativity.
9. What are the involved in creative process?
10. How are the problems solved by creative tool?

#### **13-Marks**

1. What is SCAMPER tool?
2. What is meant by reframing matrix?
3. What are the steps involved in simplex tool?
4. Differentiate innovation and invention.
5. How can be harmonizing objectives achieved.
6. Mention the various factors involved in using motivational techniques.
7. Give the required guidelines to make effective job enrichment.
8. Explain the creative process.
9. What are the limitations of job enrichment?
10. Mention the various elements in the process of communication.

### **UNIT-V CONTROLLING**

#### **2-Marks**

1. What is feed forward control?
2. What is concurrent control?
3. List out the important features of controlling.
4. What is flexible budget?
5. What are the benefits of control?
6. List out characteristics of control functions.
7. What are the basic steps involved in the process of controlling?

8. What is performance appraisal?
9. What are the advantages of performance appraisal?
10. What is globalization?

13-Marks

1. Explain the process of controlling.
2. Explain the budgetary controlling.
3. Explain the non-budgetary controlling techniques.
4. Explain productivity and its types.
5. Write planning operation.
6. Explain the supply chain management.
7. Explain the steps in detail about the planning operations.
8. Explain about Cost, Purchase, Maintenance and Quality control.

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