

# PRINCIPLES OF MANAGEMENT

## I-BBM-BM101T

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### *Unit – I*

#### **Part-A**

- 1) Define Management.
- 2) What is MBO?
- 3) Write a note on ‘Scalar Chain’?
- 4) What do you understand by fatigue study?
- 5) What is administration?
- 6) Write a note on Scientific Management?
- 7) Write a note on Division of Labour?
- 8) What are the human skills necessary for a manager?
- 9) Management is a profession – Explain.
- 10) Define administration.
- 11) Classify the levels of management on the basis of functions.
- 12) Explain the term motion study.
- 13) Define Administrative Management.

#### **Part –B**

- 1) Distinguish management from administration.
- 2) Describe the major duties of a manager.
- 3) Bring out the importance of management.

#### **Part – C**

- 1) Explain the important elements of F.W.Taylor’s Scientific Management.
- 2) Discuss briefly the various functions of management.
- 3) Explain Henri Fayol’s contributions to management thought.
- 4) Discuss briefly the fourteen major general principles of management stated by Fayol.  
Out of these principles, which principles, do you think are the most significance ones?
- 5) What are the main functions of management as described by Fayol?
- 6) Discuss the various roles and functions of a manager?

### *Unit-II*

#### **Part-A**

- 1) Define planning.
- 2) What are the types of plans?
- 3) What are the planning premises?
- 4) What do you mean by product planning?
- 5) What is meant by MBO?
- 6) Distinguish between policy and procedure.
- 7) Define objective.

#### **Part-B**

- 1) State the limitations of planning.

- 2) State the characteristics of decision-making.
- 3) Explain the various steps in planning.
- 4) Explain the characteristics of a good policy.
- 5) Discuss different types of policies.
- 6) Explain the advantages and limitations of planning.
- 7) Write a note on the various types of strategies.

#### **Part-C**

- 1) Discuss the problems in decision-making. Suggest remedies.
- 2) Explain the various modes of evaluation of alternatives.
- 3) Explain the various stages involved in the process of decision-making.
- 4) What are the advantages of planning? Explain.

#### **Unit-3**

#### **Part-A**

- 1) What is an organisation chart?
- 2) What is meant by span of control?
- 3) Define promotion.
- 4) What is Role-playing?
- 5) Define organisation.
- 6) What is meant by Delegation of Authority?
- 7) Define training.
- 8) What is Job rotation?
- 9) What is meant by formal and informal organisation?
- 10) Mention any 3 merits of line organization?
- 11) Explain the principles of delegation.
- 12) Discuss the need for Training?
- 13) What are the sources of recruitment?
- 14) Give the meaning of the term formal organisation.
- 15) Mention the various theories of organisation.
- 16) Explain written and unwritten delegation.
- 17) Point out the various external sources of recruitment.
- 18) What is an appropriate span?
- 19) What is informal organisation?
- 20) Define authority.
- 21) What is decentralisation?
- 22) What is Job analysis?
- 23) What do you mean by Indoctrination?

#### **Part-B**

- 1) Describe the departmentation by functions.
- 2) What are the factors determining span of supervision?
- 3) Enumerate the steps to make delegation more effective.
- 4) Examine the advantages of training.
- 5) Distinguish between delegation of decentralisation.
- 6) Discuss the merits of committee form of organisation.

- 7) Explain the principles of delegation.
- 8) Explain the merits of training.
- 9) Distinguish 'authority' from 'power'
- 10) What are the different types of committees?

**Part-C**

- 1) Explain the various stages involved in the selection of candidates for jobs.
- 2) Draw an organisation chart and state its merits and demerits.
- 3) Explain briefly the various methods of training.
- 4) Explain the various types of committees and point out its advantages and disadvantages.
- 5) Enumerate the qualities of a good supervisor.
- 6) Discuss the steps in selection process.
- 7) "No one organisation structure is best for all situations" – Explain.

**Unit – 4**

**Part-A**

- 1) Define communication.
- 2) What are non-monetary incentives?
- 3) What is 'grapevine'?
- 4) Who is a democratic leader?
- 5) What are safety needs?
- 6) Name the elements of direction.

**Part-B**

- 1) State the importance of motivation.
- 2) Explain Herzberg's two-factor theory?
- 3) Discuss the essentials of an effective delegation of authority.
- 4) Mention the merits and demerits of 'laissez faire' leadership style.

**Part-C**

- 1) Distinguish 'Theory X' from 'Theory Y'.
- 2) Explain the barriers to communication. Suggest remedial measures.

**Unit-5**

**Part-A**

- 1) Write a note on co-ordination.
- 2) Define control.
- 3) What are the objectives of control?

**Part-B**

- 1) What are the limitations of performance appraisal?
- 2) What are the determinants of co-ordination? State the importance of control.
- 3) Enumerate the requirements of a good control system.
- 4) Explain the merits of quantitative Techniques.
- 5) Explain the need for co-ordination.
- 6) Explain the process of control.

### **Part-C**

- 1) Discuss the social responsibilities of business.
- 2) Explain the various stages involved in the process of control.
- 3) Discuss the working of a control process.
- 4) Discuss different types of co-ordination