

DKM COLLEGE FOR WOMEN (AUTONOMOUS), VELLORE-1.

DEPARTMENT OF MANAGEMENT STUDIES

QUESTION BANK

SUB : PRINCIPLES OF MANAGEMENT

CLASS : I BBA

2 MARKS

1. Define management.
2. What are the functions of Management?
3. What is goal oriented?
4. Management is both a science and an art?
5. Management is as a profession?
6. Levels of Management?
7. Functional areas of Management (Scope of Management)?
8. What is administration?
9. Define Bureaucracy?
10. Define planning?
11. What is a strategy?
12. What is a program me?
13. What is a budget?
14. Define objectives?
15. What is a strategy planning?
16. What is a policy?
17. Difference between policy and procedure?
18. Define organization?
19. What is meant by organization structure?
20. What is division of lab our?
21. Why line organization is called military? Organization?
22. What is an ad hoc committee?
23. Write a note on Informal organization?
24. Define Authority?
25. How authority is delegated?

26. Meaning of span management?
27. What is Recruitment?
28. Meaning of Training?
29. Definition of Training?
30. What is meant by case study?
31. What is Job rotation?
32. Write a few lines on role playing.
33. Definitions of Directing?
34. Define delegation?
35. Define Motivation?
36. Definition of motivation?
37. Meaning of co-ordination?
38. Definitions of co-ordination?
39. Distinguish between co-ordination and co-operation?
40. What are the methods of securing co-ordination?
41. Write a note on the techniques of co-ordination?
42. What is meant by pooled inter dependence?

SECTION B

5 MARKS

1. Distinguish between Administration and Management?
2. Management as a profession fulfils the following criteria of a profession.
3. Levels of management.
4. Importance of Planning.
5. Role and significance of Decision –Making.
6. Factors involved in decision-Making.
7. Techniques of decision-Making.
8. Distinction between formal and informal organization?
9. Types of organization?

10. Merits and demerits of line and staff organization?
11. Needs for training?
12. Importance of training?
13. Methods of training?
14. Types of organization structure.
15. Difference between authority and power
16. Nature and purpose of directing.
17. Need of co-ordination.
18. Difference between co-ordination and co-operation
19. Meaning and importance control?
20. Sources of recruitment.
21. Steps in planning.
22. Functions of management.
23. Management as a profession.
24. Management Approaches.
25. Problems involved in decision making.
26. Management is an Art or science
27. Techniques of directing.
28. System approaches and co-ordination.
29. Uses of staff units and committees.
30. Control process.
