

**DKM COLLEGE FOR WOMEN (AUTONOMOUS),VELLORE-1**  
**DEPARTMENT OF MANAGEMENT STUDIES**  
**QUESTION BANK**  
**SUB: PRINCIPLES OF MANAGEMENT**  
**CLASS: I M.A. HRM**  
**SECTION -A**

**6 MARKS QUESTIONS**

1. Define management and its Nature.
2. Management as a profession.
3. Explain science and an Art?
4. Define the levels of Management?
5. Explain the skills expected of the manager?
6. Describe the social audit?
7. Explain the business ethics and corporate governance?
8. What are important of planning?
9. Describe the process of decision-making.
10. Write the techniques of decision-making.
11. What are the problems in decision-making?
12. What are the factors involved in decision – making.
13. Write the process organization.
14. What are important of organization?
15. Explain the organization structure.
16. Write the formal and informal organization.
17. Distinction between formal and informal organization.
18. Explain line and staff authority.
19. Explain the Decentralization of authority.
20. Explain the delegation of authority.
21. Assumptions in determine span of management.
22. How many need for depart mention and Explain.
23. Explain the selecting a basis for depart mention?
24. Write the factors determining recruitment.
25. Describe types of test.

26. Explain types of Interview.
27. What are the importances of training?
28. Write the need for training.
29. Discuss the process of training?
30. Write nature and characteristics of motivation.
31. What are the importances of motivation?
32. Explain the process of motivation?
33. Nature of communication.
34. Describe the importance of communication.
35. What are the elements of communication?
36. Distinction between oral and written.
37. Explain the measures to overcome communication barriers.
38. Describe the importance of leadership.
39. Explain the Nature and characteristics of leadership.
40. Discuss importance of leadership.
41. Distinction between leader and a manager.
42. Brief the Qualities of a leader.
43. Describe function of a leader.
44. Explain theories on leadership.
45. Nature of characteristics of the control function.
46. Importance / Benefits of control.
47. Problems in control.
48. Control by exception or management by Exception.
49. Expand SIUOT and explain its analysis.
50. Characteristics of control.

#### **SECTION -B     15 MARKS QUESTIONS**

1. Explain importance of management.
2. Role of a manager.
3. Scientific management.
4. Administrative management or Fayal concept.
5. Bureaucracy of German sociologist.
6. System approach.

7. Different ethical views on social responsibility.
8. Social responsibilities of business towards different group.
9. Types of plans.
- 10.Steps in planning's.
- 11.Importance of an organization.
- 12.Organization structure.
- 13.Principles of organization.
- 14.Types of organization or line and staff authority.
- 15.Factors influencing span of supervision.
- 16.Basics of Departmentation.
17. Sources of Recruitment.
- 18.Stages (or) process involved in selection.
- 19.Elaborate theories of motivation.
- 20.Explain methods of training.
- 21.Types of communication.
- 22.Barriers to effective communication.
- 23.Different kinds of leadership styles.
- 24.Control process.
- 25.Important control techniques.
- 26.Budgetary control and non-budgetary.

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