

**Shri Guru Nanak Degree College**

**Preet Vihar, Rudrapur**

**Class: B.B.A 1<sup>st</sup> Semester**

**Subject: Principles of Management**

**Long Answer Questions**

1. Define management. Explain its nature, scope, and significance.
2. Differentiate between management and administration.
3. Discuss the objectives and functions of management.
4. Explain the contributions of F.W. Taylor to scientific management.
5. What are Henry Fayol's 14 principles of management? Explain in detail.
6. Discuss Max Weber's theory of bureaucracy.
7. What is planning? Explain its importance in management.
8. Describe the process of planning with relevant examples.
9. What are the limitations of planning?
10. Explain the concept and importance of decision-making in planning.
11. Discuss the various forms and techniques of decision-making.
12. What are the major types of planning?
13. Define organizing. Explain its objectives and nature.
14. What are the steps involved in the organizing process?
15. Explain the various types of organizational structure.
16. What is delegation of authority? Explain its elements and process.
17. Differentiate between centralization and decentralization.
18. What is span of control? Discuss its significance.
19. Define directing. Discuss the principles and importance of directing.
20. What are the different types of coordination?
21. Define leadership. Discuss various styles of leadership.
22. Explain the role and importance of supervision in management.
23. What is motivation? Discuss Maslow's hierarchy of needs.
24. Explain Herzberg's two-factor theory of motivation.

25. Define communication. What are the barriers and types of communication?
26. Describe the process of communication.
27. Define controlling. Explain its principles and techniques.
28. What are the various steps involved in the control process?
29. Describe the relationship between planning and controlling.
30. Discuss the importance and limitations of controlling.
31. Compare Fayol's and Taylor's contributions to management thought.
32. What are the modern management approaches?
33. Describe the role of a manager in today's global environment.
34. How does delegation of authority benefit an organization?
35. Explain the differences between formal and informal organizations.
36. Discuss the relevance of classical theories of management today.
37. Explain the role of technology in modern management practices.
38. What is the importance of leadership in management?
39. Discuss the principles of coordination.
40. Explain how communication helps in effective directing.
41. Describe techniques for effective supervision in organizations.
42. Discuss the types of plans used in organizations.
43. How can managers overcome resistance to planning?
44. Define staffing. How is it related to organizing?
45. What is management by objectives (MBO)? Explain the process.
46. Discuss the qualities of a successful manager.
47. Explain organizational hierarchy with examples.
48. How does authority differ from responsibility?
49. What is unity of command? Why is it important?
50. Discuss the evolution of management thought.

### **50 Short Answer Questions**

1. Define management.
2. What is administration?
3. State any two objectives of management.

4. What is the scope of management?
5. Name any two contributors to management thought.
6. Define planning.
7. What is decision-making?
8. What is delegation of authority?
9. Define centralization.
10. Define decentralization.
11. What is span of control?
12. Define organizing.
13. What is formal organization?
14. What is informal organization?
15. Define directing.
16. What is coordination?
17. Define leadership.
18. What is supervision?
19. What is motivation?
20. Define communication.
21. What is the difference between planning and controlling?
22. What is control?
23. What is a manager?
24. What is bureaucracy?
25. What is the importance of planning?
26. What is the process of organizing?
27. Define authority.
28. Define responsibility.
29. What is scalar chain?
30. What is unity of command?
31. What is unity of direction?
32. What is Esprit De Corps?
33. Define discipline as per Fayol.
34. What are planning techniques?

35. What is the importance of leadership?
36. Define MBO.
37. What is Maslow's hierarchy?
38. Define motivation.
39. What is an organizational structure?
40. What is feedback in communication?
41. Define strategic planning.
42. What is operational planning?
43. Define tactical planning.
44. What is line organization?
45. What is staff organization?
46. Define time study (Taylor).
47. What is a gang boss?
48. What is management by exception?
49. What is control loop?
50. Define process of decision-making.

#### **Very Short / Objective / One-word Type Questions**

1. Who is the father of scientific management?
2. Full form of MBO –
3. Unity of command means –
4. Delegation involves authority and –
5. Planning is done at which level?
6. Span of control refers to –
7. POSDCORB was given by –
8. Fayol's principle of division of work increases –
9. Feedback is a part of –
10. Management is both an art and a –
11. Maslow gave – theory
12. Herzberg's theory is called –
13. Bureaucracy was proposed by –

14. Motivation is an – process
15. Full form of SWOT –
16. Informal communication is also called –
17. Formal authority flows from –
18. Communication without words is –
19. Supervision ensures –
20. Strategic planning is done by –
21. Unity of direction means –
22. Esprit de Corps means –
23. MBO is a – process
24. Taylor proposed – study
25. Fayol proposed – principles
26. Organization is a group of –
27. Motivation is required to improve –
28. Fayol was from – (country)
29. Centralization keeps power –
30. Decentralization spreads power –
31. A good plan should be –
32. Directing is a – function of management
33. Scalar chain flows from –
34. Controlling ensures –
35. Coordination brings –
36. Feedback is part of – process
37. The first step in planning is –
38. The last step in controlling is –
39. Levels of management –
40. Planning avoids –
41. Decision-making involves choosing –
42. Staffing involves recruitment and –
43. Autocratic leader takes – decisions
44. Delegation is based on –





- 45. Accountability flows upward/downward –
- 46. Motivation leads to – performance
- 47. Supervision is done at – level
- 48. Process of management includes –
- 49. Resistance to change is a –
- 50. Leadership style based on participation is –

