

# **Principles And Practices of Management**

## **(Department of Management)**

### **UNIT : I ( INTRODUCTION TO MANAGEMENT )**

#### **SHORT QUESTIONS :**

1. Concepts of Management
2. Skills of Manager
3. Levels of Management
4. Functions of Management and Objectives of Management
5. Administrator Vs Manager

#### **LONG QUESTIONS :**

1. Define Management and Functions of Management (POSDCORB)
2. Scope and Principles of Management
3. “MANAGEMENT IS SCIENCE OR ART “ Discuss
4. Various Levels of Management.
5. Managerial Roles and Skills.

### **UNIT : II (MANAGEMENT THOUGHT AND FUNDAMENTALS OF PLANNING )**

#### **SHORT QUESTIONS :**

1. Define MBO ? Steps involved in MBO
2. System Theory of Management And Contingency Approach

3. Principles of Management.
4. Define Planning ? Types of Planning
5. What is Decision Making
6. Unity of Command And Unity of Direction.

**LONG QUESTIONS :**

1. Evolution of Management Thought with reference to different management theories
2. Decision making ? Features and steps in process.
3. Explain Administrative theory with 14 principles of Management.
4. Classical Approach and Neo-Classical Approach
5. Define Planning and bring out the advantages and limitations of planning. Types of Planning and importance of planning.
6. Discuss scientific management Theory.

**UNIT : III ( ORGANIZING )**

**SHORT QUESTIONS :**

1. Patterns of an Organization Structure
2. Levels of Management.
3. Centralization and Decentralisation.
4. Span of Control
5. Authority and Delegation

**LONG QUESTIONS :**

1. Define Principles of Organizing
2. What is Formal And Informal Organization Structures Explain features and Advantages and Disadvantages.

3. What is organizational structure and Steps involved in organization? Explain its Features, Objectives.
4. Line and Staff Authority. Advantages and Disadvantages
5. Delegation Authority with process of Delegation and advantages and disadvantages.
6. Decentralization of authority and features of it.
7. Define Departmentalization. Differentiate Between Centralisation and Decentralization.

## **UNIT : IV ( STAFFING, DIRECTING AND CONTROLLING )**

### **SHORT QUESTIONS :**

1. Define Motivation
2. Concept of Leadership
3. Selection Process
4. Span of Management/ control/ supervision.
5. Staffing and process of Staffing
6. Induction and Orientation
7. What is directing and characteristics of directing
8. What is communication

### **LONG QUESTIONS :**

1. Explain the process of selection in an organization
2. what is Co-ordination ? Explain the importance of co-ordination and mention its techniques.
3. What is Motivation ? Explain in context of two theories of motivation( Maslow's Hierarchy of needs theory and Herzberg's Two-factor Theory).
4. Define Controlling ? Discuss its Process
5. Enumerate the steps of Recruitment and Selection of Employees.

6. Define leadership and explain different styles of leadership.

## **UNIT : V ( CONTEMPORARY CHALLENGES AND TRENDS )**

### **SHORT QUESTIONS :**

1. Digital Transformation in Management
2. Features of Ethics in Management
3. Hybrid Teams and Features of Hybrid Team
4. Remote works and Applications of it.
5. Characteristics of sustainability in Management.

### **LONG QUESTIONS :**

1. Digital Transformation in Management .Features and scope of digital transformation in management.
2. Sustainability in Management ? Explain the characteristics and Components of Data Driven Decision Making.
3. Discuss in detail the significance and process of managing Hybrid Teams.
4. State the applications, Features, advantages and disadvantages of remote work.
5. Discuss the significance and components of data driven decision making.

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