

**2 Day Workshop on  
REDESIGNING OF ASSESSMENT PATTERN FOR MBA PROGRAMME  
MODERATED & EDITED QUESTION BANK FOR PPMN**

**Subject: - Principles and Practices of Management**

**Subject code: - 101**

**Semester: - I**

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**Short Questions (7 MM) on Unit I (MANAGEMENT: INTRODUCTION)**

1. Explain the nature & scope of management.
2. Explain the importance of management in the present day world.
3. Explain the "Management process"?
4. Explain the difference between Management & Administration.
5. Explain Management as a profession?
6. Explain the various levels of management & the skills required for the same.
7. What are the functions of each level of management?
8. Is management an art or science? Discuss
9. Management is Science as well as Art. Comment & justify your stand.
10. What is scientific management?
11. What do you understand by management science theory?
12. Who is referred to as the Father of Scientific Management? What is the goal of Scientific Management?
13. What is the contribution of Taylor to the evolution of scientific management?
14. List the roles of managers according to Mintzberg.
15. What are the Hawthorne studies?
16. Describe briefly about the features of management.
17. Explain Bureaucratic Model of Management with diagrammatic representation.
18. Explain scientific management in detail. Also explain the components and elements of scientific management.
19. Explain the concept of Behavioral management in detail.
20. Discuss the Administrative theory given by F. W. Taylor.
21. Contingency is best suited for today's dynamic business environment. Comment & Justify.
22. What are the various skills required at different levels by Managers?
23. Describe the principles of Administrative Management proposed by Henry Fayol.

**Long Questions (14 MM) on Unit I**

1. "Management is planning, organizing, and directing the human effort to achieve common objectives". Elucidate the statement.
2. Explain in detail about Taylor's Scientific management.
3. Describe in detail about Henry Fayol's Administrative management.
4. Explain the various roles of managers according to Mintzberg.
5. Explain the different school of management.

6. What do you understand by contingency approach of management
7. Discuss the behavioral thought of management.
8. Management is the integrated set of function, process and approaches and other skills to be used for mobilizing and utilizing for a achieving predetermined objectives in changing environment” Discuss
9. What is Management? Art or Science? Explain the Contingency approach of management. Discuss the contribution of F.W Taylor and Elton Mayo.
10. Explain the various principles of Management in detail.
11. Explain briefly about the various functions of Management.
12. Explain the overall development of management thought.
13. Explain the characteristics and limitations of classical approach.
14. What are the different responsibilities of managers in effective management? Explain.
15. Discuss in detail about the recent trends in management concepts.
16. Trace the evolution of management with reference to the contributions made by management thinkers.
17. What is the role of scientific management in the modern era?
18. “The job of a manager is to manage workers and work.” Comment.
19. Discuss the nature and scope of management. Is management a science or art or both?
20. “Management is getting things done through other people” Comment.
21. Discuss the roles a Manager is expected to perform in various situations.
22. Explain in detail the contribution made by Elton Mayo in the field of Management. Also provide details of Hawthorne experiments.
23. Identify the various approaches to Management. Discuss in detail their significance and limitations.
24. Why is F. W. Taylor called as the Father of Scientific Management and Henry Fayol - the Father of Modern Management theory. Discuss in detail.
25. Specify the kinds of skills needed by the following persons in their jobs. Justify your answer:
  1. Entrepreneur of a small scale company
  2. Team Leader in a software company
  3. Works Manager in a manufacturing industry
26. Explain the relevance of Management in 21<sup>st</sup> century. Which philosophy of management best fits in present time.
27. Why is it essential for modern managers to study various theories of Management. What importance does Classical theory of management carries in the present scenario.
28. What is the contribution of Henry Fayol & F. W. Taylor to the management. Are the principles strictly enforceable in the current trends towards Participative management style?
29. Management is the integrated set of functions, processes, approaches and skills to be used for mobilizing and utilizing resources for achieving predetermined objectives in changing environment. Discuss.
30. Explain the concept of development of management thoughts through various approaches.

31. Explain approaches to management. What is the Mathematical, Behavioral, Scholastic school of management.
32. Most important aspect of management is Human Resource, Comment on the statement in the light of Human Relation Concept of Management.
33. Explain the concept of Management. Also explain the various objectives of management in detail.

## Short Questions on Unit II (PLANNING)

1. Planning ensures the attainment of predetermined objectives. Explain.
2. Explain the objectives of planning.
3. State the various steps involved in planning.
4. Classify the various types of plans used in planning.
5. Why do you need a vision and mission for an organization?
6. Define and explain the term 'Planning Premises'.
7. Explain the steps involved in planning.
8. What do you mean by strategic planning?
9. Distinguish between strategic planning and tactical planning.
10. How SWOT analysis is used in planning?
11. Distinguish between policies and strategies.
12. Explain the concept of decision making?
13. State any two decision making strategies.
14. What do you term 'bounded rationality' in decision making?
15. Mention the various types of decision making
16. State advantages and disadvantages of group decision making.
17. What are the different types of decisions?
18. What are the principles of planning. Also state essentials of a good plan.
19. Explain in detail Limitations of Planning.
20. What do you mean by Planning Premises?
21. Why is it important to define Planning Premises before designing a plan?
22. Explain in detail Policies, Procedures and Methods.
23. Justify the relation between Planning and Forecasting.
24. What role does Forecasting plays while designing a plan?
25. Explain in detail Bounded Rationality and Intuition perspective.
26. Explain in detail Rational Decision making.
27. Plan your work and work on the plan. Comment on the statement.
28. If you fail to plan, you plan to fail. Comment and justify.
29. Explain the relationship between Planning and Decision making.
30. Explain in detail the process of decision making with the help of diagrammatic representation and suitable example.
31. "A good decision is as good as the information on which it is based." Comment.
32. Discuss on different types of Planning premises.
33. Why Planning is an important function of management.
34. Briefly explain the principles of effective management.
35. Outline the process of planning with suitable example.
36. Briefly explain the essentials of effective planning.
37. Write a note on forecasting as an aid to planning.
38. What are Organizational plans?
39. Explain in detail policies, procedures, rules and procedures.

## **Long Questions on Unit II**

1. Describe in detail the nature of planning & the purpose or importance of planning in detail.
2. Explain about the various steps involved in planning.
3. Classify the various types of plans in detail.
4. Classify the various types of decisions and explain them in detail.
5. Explain the various steps involved in decision-making process in detail.
6. What is planning? Explain the objective and importance of planning.
7. Explain the concept of rationality in decision making. What are their limits?
8. Discuss the various types of business decisions.
9. What are different types of Decisions? Explain rational decision making process.
10. How decision-making process is carried in industries?
11. Define decision making and explain the process of decision making that affects the efficiency of the business decision.

### **Short Questions on Unit III (ORGANIZING)**

1. What do you mean by organizing?
2. Define the term organizational structure.
3. List out the elements of organizational structure.
4. Explain the concept of Departmentalization.
5. What are the advantages of matrix types of organization?
6. What are the disadvantages of matrix types of organization?
7. Define span of control in an organization.
8. What is the difference between flat structure and tall structure?
9. Enumerate the factors affecting span of control.
10. Define the term centralization and decentralization.
11. State the various methods to be followed for making decentralization effective.
12. What are the advantages of decentralization?
13. What is meant by delegation of authority?
14. State the important elements of delegation.
15. Differentiate between authority and responsibility.
16. Distinguish between authority and power.
17. List out the different types of organization structure.
18. What do you mean by line and staff organization?
19. What are the merits of line and staff organization?
20. What is the necessity of staff authority in line organizations?
21. What are the limitations of line and staff?
22. What is meant by functional organization structure?
23. Explain the term staffing.
24. List out the functions of staffing in HRD.
25. Differentiate between Decentralization and Delegation.
26. Decentralization promotes decision making at different levels. Comment.
27. How an organizational structure and productivity can be related to each other?
28. Differentiate clearly between Mechanistic and Organic Organizational structure.
29. Sound organizational structure is an essential prerequisite of effective management. Comment.
30. Is delegation of authority desirable? Also state the benefits of delegation of authority.
31. Differentiate between Centralization and Decentralization.
32. Discuss the advantages and limitations of Centralizations and Decentralization.
33. Explain the concept of Span of Management with appropriate example.
34. Organization chart provides a broad picture of positions of authority and its relationship in organizational structure. Critically examine this statement.
35. What are the characteristics of Tall and Flat structure?
36. Staffing is putting right person at right place at right time. Comment and justify.
37. Explain the importance of Staffing in management.
38. Explain the need and importance of formation of Committees in organizations.
39. Explain the components of Staffing function.
40. What is the significance of Recruitment and Selection process in management?

41. Explain the recruitment and selection process in detail.

### **Long Questions on Unit III**

1. Explain the purpose of an organizational structure. Explain the different types of organization structure.
2. Explain in detail about the different types of Departmentation.
3. Classify the two types of organizations based on the span of control and explain the various factors affecting the span of control.
4. Explain the concept of decentralization along with its advantages and disadvantages. How can decentralization be made effective?
5. What are the guidelines for effective delegation? Explain the advantages of delegation?
6. Write a detailed account of the various steps in staffing give their important characteristics of staffing and explain them in detail.
7. "Sound organization structure is an essential prerequisite of effective management". Comment.
8. What do you mean by organizing? Explain the principles of organizing.
9. What do you understand by departmentalization? Discuss the meaning, importance and methods of departmentalization. What are the basic factors to be considered while creating departments?
10. Design and justify an organizational structure for :
  - a. Automobile company
  - b. IT company
  - c. Multinational company
  - d. Banking company

## Short Questions on Unit IV (DIRECTING)

1. Directing is important for business functioning. State the important characteristics of directing.
2. Explain the scope of directing in the organization.
3. Explain the concept of Motivation. Discuss the factors affecting motivations.
4. Mention the importance of motivation. Distinguish between motivation and satisfaction.
5. Explain the theory of Maslow's hierarchy of needs with suitable example.
6. Describe the relationship of hygiene factors, motivation factors and job enrichment.
7. What are the basic ingredients of leadership skill?
8. Explain the various types of leadership styles on the basis of authority.
9. Autocratic leadership style is more suitable for faster growth .Elucidate
10. Explain the importance of leadership. Is leadership essential in an industrial organization?
11. State the characteristics of a laissez- faire leader.
12. Distinguish between a leader and a manager.
13. What are the advantages of democratic leadership?
14. What are the barriers in a communication process?
15. Bring out the benefits and drawbacks of electronic media in communication.
16. Explain the different types or forms of communication.
17. List a few suggestions for managers to overcome barriers to communication.
18. Discuss the elements of communication process.
19. State the characteristics of oral communication.
20. Explain the concept of coordination.
21. Discuss the various features of coordination
22. What are the various steps involved in coordination process?
23. Directing is concerned with totality in which a manager influences the action of subordinates. Justify the above statement.
24. Who is a leader? What are the qualities of a leader?
25. Every leader should have certain unique and identifiable qualities. Explain the statement in the light of Trait theory of leadership.
26. What does situational theory of leadership says about leadership concept?
27. Explain in detail Hertzberg theory of motivation with suitable illustration.
28. Explain in detail Douglas McGregor's theory of motivation.
29. Explain in detail Behavioral theory of leadership.
30. Discuss the Fiedlers Contingency theory of leadership.
31. Explain in detail the concept of Change Leadership with suitable example.
32. Differentiate between Transformational and Transactional theory of leadership.
33. What are the various factors affecting the leadership style?
34. What are the various leadership styles that a manager can adopt?
35. Involving employees at all levels of decision making is nothing but participative management. Comment.



36. What are the advantages of increased participation of employees of employees to the organization?
37. Define leadership. Explain Theory X & Theory Y of leadership.

### **Long Questions on Unit IV**

1. Explain in detail the process of directing.
2. Describe the basic elements involved in motivation process.
3. Explain in detail about the various types of motivation.
4. Explain the importance of leadership. Also explain the functions of leaders.
5. Explain elaborately about the various styles of leadership.
6. Explain the importance of communication. Also explain the communication process in detail with suitable example.
7. Discuss in detail different forms or types of communication.
8. "Co-ordination is the essence of management". Discuss
9. What is directing? Explain its objective and importance in an organization.
10. Describe the essential elements of the managerial function of directing.
11. Explain how motivation helps an organization to improve productivity?
12. Explain the importance of strong leadership in the creation of cohesive work in an industrial organization.
13. Discuss the importance of communication in a modern industrial organization.
14. What are the various barriers to communication? Suggest certain measures to make communication effective.
15. Discuss in detail two-factor theory of motivation.
16. What do you mean by motivation? What are the various ways in which motivation can be extended amongst subordinates?
17. What are the various characteristics of motivation? Discuss the significance of motivation with respect to overall performance improvement.
18. Differentiate between Internal and External communication.
19. Explain the various principles of enhancing Coordination amongst employees in organization.

### **Short Questions on Unit V (CONTROLLING)**

1. Define the term controlling. What are types of control?
2. State the principle of preventive control.
3. What are the disadvantages of control? What do you mean by critical control points?
4. What is the inter-relationship between planning and control?
5. Explain with diagrammatic representation Feedback loop of control process.
6. What is Management by Exception (MBE)?
7. Discuss the advantages of management by exception?
8. Explain the objectives of MBE. How is MBE implemented?
9. Explain the significance of Management by Exception in detail?
10. Management by exception is a way of separating task between staff and management. Comment.
11. Controlling can be better achieved by Management by exception. Explain.
12. Define the term MBO (Management by Objectives).
13. What are the benefits of MBO (Management by Objectives)? What are the weaknesses of MBO?
14. What are the features of MBO? State the requirements of MBO.
15. Explain the concept of Participative management.
16. Discuss the objectives of Participative management.
17. What are the advantages & disadvantages of Participative management?

### **Long Questions on Unit V**

1. Explain the nature or characteristics of controlling. Give a detailed account on the importance of controlling.
2. Explain in detail the process of controlling.
3. Describe in detail the various steps involved in the process of MBO.
4. Explain the benefits & Limitations of MBO (Management by Objectives).
5. Explain in detail meaning and concept of Participative management.
6. Explain the methods of Participative management.
7. Explain the concept of Management by exceptions.
8. What are the steps in controlling process and state the essentials of effective control.
9. Planning and control are the inseparable twins of management. Explain.
10. What is controlling? Discuss in detail the steps in controlling and briefly explain various types of control systems.
11. Planning is looking ahead and Controlling is looking back. Comment.
12. Cybernetic control system cannot be applied to human resource in organization. Comment.
13. Explain the various controlling tools and measures for manufacturing organization.
14. Explain the significance of Quality Circle, 6 Sigma, ISO in controlling quality of products.
15. Explain in detail steps involved in budgetary control system. Also state essentials of Budgetary control system.