

DAYALBAGH EDUCATIONAL INSTITUTE
FACULTY OF COMMERCE
QUESTION BANK - BAM-201/CLM 204
PRINCIPLES & PRACTICE OF MANAGEMENT
2021-2022

UNIT-1: INTRODUCTION TO MANAGEMENT

1. What do you understand by management? Explain its essential characteristics.
2. Briefly discuss the nature and scope of Business Management.
3. Define management and point out its importance.
4. Define management. Describe briefly the various function of management.
5. Explain the term administration and management.
6. Discuss the levels of management and its importance.
7. 'Management is both a science and art', discuss this statement, giving suitable example.
8. Write a short note on Principles of Management given by Henry Fayol.
9. Explain scientific management. What are merits and demerits of scientific management?
10. Write a brief note on Universal Concept of Management.
11. Write short notes on the following.
 - a. Classical Approach of Management.
 - b. Contingency Approach of Management
 - c. Behavioral Approach of Management

UNIT- 2 PLANNING

1. What is planning? Bring out clearly its nature in Business.
2. Define Planning. What are the advantages and limitations of planning?
3. Summarizes the essential elements of good planning. Are there any limitations of planning.
4. Discuss in brief the steps involved in a planning process.
5. Discuss the main components & principles of planning.
6. What can be various types of plans in an organization?
7. Distinguish between.
 - a. Strategies & policies.
 - b. Procedures & rules.
 - c. Policy & procedure.
 - d. Policy & rules.

8. What do you understand by Decision-Making? Explain its characteristics.
9. What do you mean by "Decision Making"? Suggest the procedure to be followed in arriving at correct decisions.
10. Explain clearly the important steps in the process of decision making.
11. Explain the various types or classification of decision.

UNIT – 3 ORGANISING

1. Define organisation and give its importance in the business.
2. Discuss in brief the principles of organisation.
3. What are the steps which are taken for designing an organisation structure? Explain briefly.
4. What do you mean by the term 'Authority and Responsibility'? Examine their differences.
5. What is line and staff organization? Explain its advantages and disadvantages.
6. Distinguish between formal and informal organisation. How informal organisation can be used in the business.
7. Define the term 'Delegation' and discuss the principles of delegation.
8. What is organisation structure? Explain different types of organisation structure.
9. What do you mean by organizing? Discuss the various principles of ideal & sound organization.
10. What is functional organisation? Discuss its merits and demerits.
11. Distinguish between
 - a. Line Organisation & Line and Staff organization.
 - b. Line Organisation & functional organization.
12. What is Departmentation? Discuss its various methods.
13. What is Decentralization of Authority? Discuss its advantages and limitations.
14. What do you mean by 'Staffing'? Explain the process of staffing.

UNIT- 4 DIRECTING

1. What do you understand by the term 'Direction'? Discuss its features and principles.
2. Define Directing and also explain its nature.
3. Define Leadership and discuss its features and importance.
4. Discuss the merits and function of a leader.
5. Explain the meaning and significances of motivation. What are the important elements of a sound motivation system?
6. Explain the theory of motivation advocated by Maslow.
7. Define motivation. What are the various Tools / Techniques of motivation?

8. What do you mean by motivation? Explain the principles of motivation.
9. Define co-ordination. Explain the objectives and importance of co-ordination.
10. Define the term co-ordination. Explain its principles.
11. Define Communication. What are the essential of an effective communication?
12. What do you mean by Communication? Discuss the process of communication.
13. Discuss the following :
 - a. Formal and Informal Communication
 - b. Principles of effective Communication

UNIT- 5 CONTROLLING

1. What is control? Explain the various characteristics of managerial control.
2. What do you understand by 'Controlling in management'? Discuss the various steps in the process of control.
3. Define 'managerial control'. Discuss the limitations of control.
4. What are the objectives and limitations of control?
5. What is control? Discuss the requirements of an effective control system.
6. Discuss the nature and process of control.
7. What is a budget? Why should a budget be considered both as a plan and a means of control?
8. What do you understand by "Break even Analysis"? What are the advantages of this technique?
9. What is Management Audit? Discuss the need and techniques used in conducting Management Audit.
10. Discuss the importance and process of Budgetary Control.
11. What is the purpose of budgeting? Discuss the various types of budget.