

B. Com 1st year

II Sem

PRINCIPLES OF MANAGEMENT

UNIT - I

4 mks

1) Administration Vs management

2) Leader vs manager.

12 mks

1) What is management? Explain characteristics of management?

2) What are the Functions of management Explain?

3) What are the Levels of management? Explain.

4) What are the Skills of management? Explain.

5) What are the principles of Scientific management?

Explain objectives of Scientific management?

6) Explain Fayol's 14 principles of management?

UNIT - II

12 mks

1) Define planning? Explain characteristics?

2) Explain different types of plans?

3) What are the Advantages and disadvantages of planning?

Explain.

4) What are the approaches to planning? Explain

5) What is management by objectives? Explain steps in MBO?

6) Explain benefits and weaknesses of MBO

UNIT-III

12 mks

- 1) Define organization? Explain principles of organization?
- 2) Explain different types of organizations.
- 3) Difference between Formal and informal organization?
- 4) Explain ~~of~~ conflicts between line and staff organization?
- 5) Define span of management? Explain factors influencing the span of supervision?

UNIT-IV

12 mks

- 1) Explain Distinction between delegation and decentralisation?
- 2) Explain principles of delegation?
- 3) What are the barriers / difficulties involved in delegation of Authority?

4)

UNIT-V

12 mks

- 1) Explain differences between co-ordination and co-operation?
- 2) Explain types of coordination?
- 3) What are the principles of co-ordination? Explain.
- 4) What are the principles of control? Explain
- 5) Explain limitations of control?
- 6) What is the relationship between planning and controlling?