

Anekant Education Society's
TuljaramChaturchand College of Arts, Science & Commerce, Baramati
[Autonomous]
Department of BBA

Question Bank: - Principles of Management [Code: BBA1201]

1. A] Fill in the Blanks [1 mark question]

1. ----- is a kind of purposive activity.
2. Management is what ----- does.
3. ----- is the process of thinking before doing.
4. ----- is a massive institution with long arms.
5. Management is a ----- process applicable to all kinds of institution.
6. Henry Fayol was a major contributor to ----- management approach.
7. ----- planning usually covers one year.
8. An ----- planning is an annual work plan.
9. ----- is the process of arranging people and other resources to work together to accomplish a goal.
10. ----- pertains to recruitment, selection, development and compensation of subordinates.
11. ----- refers to any alteration that occurs in total work environment.
12. -----management may be defined as the technique of managing crisis situations.
13. -----communication moves from a superior to subordinate.
14. ----- may be defined as the process of stimulating people to action, to accomplish desired goals.
15. ----- is the process through which managers assure that actual activities conform to the planned activities.
16. -----attempts to achieve good human relations in the enterprise.
17. Every art signifies _____ knowledge.
18. ----- is a natural instinct of all living creatures.
19. -----of authority permits a manager to share his work load with his subordinate.
20. A business----- can be anything that can negatively effect a company's reputation.

B] State the statement whether True or False [1 Mark question]

1. Management is not multidisciplinary.
2. Management combines the features of both Science and Arts.
3. Planning and organization functions are not involved in administration.
4. A profession is an occupation that requires specialized knowledge.
5. A skill is an individual's ability to translate knowledge into action.
6. Planning is the art of getting things done through people in formally organized groups.
7. The process of combining jobs into groups is termed as departmentation.

8. Long term planning is also known as Tactical planning.
9. Delegation of authority means division of authority and powers downwards to the subordinate.
10. Planning is not a time consuming process.
11. Skilled and experienced staff is the best asset of a business concern.
12. Directing is a sun-process of managing process.
13. Upward and downward flow of messages constitutes Horizontal communication.
14. Motivation bridges the gap between the ability of work and willingness of work.
15. Controlling creates an atmosphere of order and discipline in the organization.
16. Co-ordination emphasis upon human relations.
17. Peter F. Drucker is considered as the father of modern management thought.
18. Decision making is not the skillful activity required by the managers.
19. Planning may convert the uncertainty into certainty.
20. Change management is the process of developing a planned approach to change in an organization.

2. Answer in one sentence [1/2 Marks Questions]

1. What do you mean by Management?
2. What is Staffing?
3. Define Organization.
4. What is planning?
5. What is organizing?
6. Define Delegation.
7. What is Scientific Management?
8. Define Staffing.
9. What is Direction?
10. What is Communication?
11. What do you mean by Motivation?
12. What is Controlling?
13. What do you mean by Coordination?
14. Define Stress.
15. What do you mean by Change?
16. Define Total Quality Management.
17. What is Change?
18. What is Crisis Management?
19. What do you mean by Stress Management?
20. Define Planning.

3. Short Notes on [4 Marks Questions]

1. Management.
2. Universality of Management.
3. Management as a social system.
4. Management as Science.

5. Elements of Organizing.
6. Decentralization
7. Needs of delegation.
8. Holistic approach.
9. Contribution of Chester Bernard.
10. Process of Controlling.
11. Need of Coordination.
12. Total Quality Management.
13. Stress Management.
14. International Management.
15. Management of change.
16. Delegation of Authority.
17. Management of Crisis.
18. Communication.
19. Motivation.
20. Maslow's Hierarchy of Need Theory.

4. Short Answer questions [6 Marks questions]

1. Explain Nature of management.
2. What are the importance of management?
3. Explain various functions of management
4. Write a note on Management as Art
5. Explain the nature of Direction.
6. Explain the types of communication.
7. Explain the importance of Motivation.
8. Explain the importance of communication.
9. What is staffing? Explain its importance.
10. Explain the types of Organizations.
11. Explain the needs of planning.
12. Explain the importance of planning.
13. Write a detailed note on TQM
14. Explain techniques of scientific management
15. Explain Holistic Approach.
16. Explain Principles of administrative management.
17. Explain the Role of Manager in Business organization.
18. Explain Herzberg's Two Factor Theory.
19. Explain McGregor's Theory X and Theory Y.
20. Write a detailed note on Management of change.

5. Long Answer questions [12 Marks questions]

1. Differentiate between Management and Administration.
2. Differentiate between Management and Organization.
3. Justify your opinion about management as profession with proper arguments.
4. Describe Elton Mayo's Hawthorne Experiments.
5. Describe contribution of Henry Fayol.
6. Describe contribution of F.W.Taylor
7. Explain the advantages and limitations of planning.

8. Explain the various difficulties in delegation.
9. Explain the types and levels of planning.
10. Explain the need and importance of planning.
11. Explain Maslow's Need Hierarchy Theory.
12. Explain the need and importance of controlling.
13. What are the different techniques of controlling? Discuss.
14. Define coordination. Explain the need and importance of coordination.
15. Define Direction. Explain the principles of direction.
16. Manager perform various functions. Explain in detail.
17. Describe contribution of Peter Drucker.
18. Explain McGregor's Theory X and Theory Y in detail.
19. Explain in detail importance of communication.
20. Explain Management as Science and Art.