

## PRINCIPLES OF MANAGEMENT –BCOM- 1st year

### Question paper:

#### Unit I:

##### Short Questions:

1. Difference between administration & Management?
2. Difference between manager & leader?
3. Explain Time study & motion study?
4. Explain Unity of command & unity of direction?

##### Long Questions:

1. What is management? Explain functions of management?
2. Explain 14 principles of management by Henry Fayol?
3. What is scientific management? Explain its principles & Features

#### UNIT –II:

##### Short Question:

1. Advantages of planning?
2. Single plan & multiple plan difference?

##### Long Questions:

1. What is MBO? Benefits & limitations of MBO?
2. What is planning? Explain steps in planning process?

#### UNIT-III:

##### Short Questions:

1. What is the difference between formal & informal organization?
2. What is functional organization?

##### Long Questions:

1. Explain meaning & definition of organization? Principles of organization?
2. Give reasons for conflict between line & staff organization?

**UNIT-IV:**

**Short Question:**

1. Write the meaning of authority?
2. Difference between centralization & decentralization?

**Long Questions:**

1. What is the meaning & definition of delegation & types of delegation?
2. Explain barriers of delegation (hesitation of supervisor & subordinates)?

**UNIT-V:**

**Short Questions:**

1. Types of Control?
2. Motivation?

**Long Questions:**

1. What is Co-ordination? Explain its principles?
2. Explain the requirements of effective control?

## **ORGANISATIONAL BEHAVIOUR- BBA 1<sup>ST</sup> YEAR:**

### **UNIT-I:**

#### **Short Questions:**

1. What is Organisational Behaviour?
2. What are values & personality?
3. What is Attitude & perception?

#### **Long Questions:**

1. Explain the importance of Organisation & brief about historical development?
2. What are the factors influencing perception & stages of personality?

### **UNIT-II:**

#### **Short Questions:**

1. What is negative motivation & positive motivation?
2. What is managerial grid?

#### **Long Questions:**

1. Discuss about Maslow's need of hierarchy theory?
2. What are the theories of leadership?

### **UNIT-III:**

#### **Short Questions:**

1. Group decision making process?
2. What are virtual teams?

#### **Long questions:**

1. Discuss about transactional analysis?
2. What are the stages of group formation & factors effecting group cohesiveness?

**Unit –IV:**

**Short Questions:**

1. Process of Organisational development?
2. What is organizational development?

**Long Questions:**

1. What is organizational change & factors contributing organizational change?
2. Discuss about change agent & resistance to change?

**Unit –V:**

**Short Questions:**

1. Organisational Power?
2. Organisational conflict?

**Long Questions:**

1. What are the factors influencing organizational culture?
2. What is organizational effectiveness ? Indicators achieving organizational effectiveness?

