

Subject Title: Principles of Management

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#### Unit - I: INTRODUCTION

1. What is management? What are its characteristics?
2. Explain the functions of management and Importance of Management?
3. What are the various managerial skills? Explain them.
4. Discuss the Henry Fayol's 14 principles of management?
5. What are the levels of Management?
6. What are the objectives of scientific management? Discuss the Criticisms of Scientific management?

#### Unit - II: PLANNING

7. Define planning. What are the characteristics of planning?
8. What are the types of plans? Write their merits and demerits.
9. What are the advantages and limitations of planning?
10. Discuss the various approaches to planning?
11. What is MBO? Elaborate the process of MBO?
12. What are the benefits and weaknesses of the concept of MBO?
13. What are the essentials of Sound Plan?

#### Unit - III: ORGANISATION

14. Define Organisation. What are the characteristics of organization?
15. What is the process of organizing? Explain the principles of Organisation?
16. Compare and contrast Formal Organisation and Informal Organisation.
17. What are the reasons for line and staff conflict? How to resolve this conflict?
18. How is an ideal span of control determined? Explain with reference to Graicunas Theory.

#### Unit - IV: DELEGATION AND DECENTRALISATION

19. Discuss the relationship between Authority and Responsibility?
20. Explain different types of Delegations with suitable examples.
21. What are the principles of effective Delegation? Discuss them.
22. What is the process of Delegation and Importance of Delegation?
23. What are the barriers to effective Delegation? How to minimize them?
24. Discuss the concepts of Centralisation and Decentralisation?

#### Unit - V : CO ORDINATION AND CONTROL

25. Define Co- ordination. What are the principles of sound co-ordination?
26. What are the steps involved in co-ordination?
27. What is effective Co-ordination? Explain its techniques?
28. What are the Various types of controls used in management? Discuss them.
29. What is the importance of Co-ordination?

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