



**DEPARTMENT OF BUSINESS ADMINISTRATION**  
**QUESTION BANK FOR BBA**  
**PRINCIPLES&METHODOLOGY OF MANAGEMENT**

**MODULE I (CO-describe management principles and functions)**  
**(LEVEL-2, Understand)**

**SECTION A**

1. Define the term 'Management'.
2. What is spirit de corps?
3. What is PODSCORB?
4. Classify the levels of management.
5. List out the management functions.
6. What is scalar chain?
7. Describe the elements of scientific management.
8. Outline the importance of Management.
9. Describe the objectives of Management.
10. What is Unity of Command?

**SECTION B**

11. Compare the contributions of F.W Taylor & Henry Fayol.
12. Explain the contribution of Henry Fayol.
13. Explain the contribution of Chester Barnard.
14. Illustrate the characteristics of Management.
15. Enumerate Management as a Science.
16. Enumerate Management as a Profession.
17. Describe the functions of Management.



18. Explain the Managerial Functions.

### **SECTION C**

19. Describe Henry Fayol's principles of Management.
20. Discuss the principles of scientific management.
21. Explain the features of Gilbreth's & Peter Drucker.
22. Explain Max Weber's school of Management.

## **MODULE 2 (CO-develop planning and decision making strategies)**

### **(LEVEL-3,APPLY)**

#### **SECTION A**

1. Illustrate the elements of decision making.
2. Indicate the relationship between planning and decision making.
3. Compare programmed and non-programmed decisions.
4. Illustrate administrative decisions.
5. Illustrate operational decisions.
6. Explain the meaning of schedule.
7. Explain the meaning of decision making.
8. Illustrate decision tree.
9. Report the importance of strategy for the success of an organization.
10. Indicate the meaning of imposed policies.
11. Explain derivative plans.

#### **SECTION B**

12. Determine the features of decision making.
13. Construct the steps in formulation of strategies.
14. Construct the steps in policy formulation.
15. Illustrate the different types of decisions taken in a business.
16. Demonstrate the limitation of MBO



17. Illustrate the importance of policies.
18. Construct guideline for effective decision making.

### **SECTION C**

19. Construct the steps in MBO and explain its benefits
20. Illustrate the different types of plans.
21. Illustrate the techniques of forecasting
22. Discuss the essential steps in decision making. How can you make quick and correct decisions in a big business enterprise.

### **MODULE 3 (CO-Compare organizational structures)**

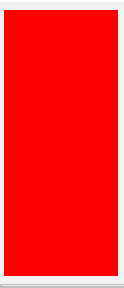
#### **(Level-4, Analyse)**

#### **SECTION A**

1. Explain span of Control.
2. Differentiate between centralization and decentralization.
3. List out the different organizational structure.
4. Compare Line and functional organization structure.
5. List out the advantages of Line organization structure.
6. List out the advantages of matrix organization.
7. Compare matrix and committee organizational structure.
8. Point out the features of line and staff organization.
9. Differentiate between authority and responsibility.
10. Explain the factors determining delegation.

#### **SECTION B**

11. Distinguish between formal and informal organization.
12. Explain delegation.
13. Distinguish between delegation and decentralization.



14. Examine the importance of organization.
15. Examine the nature of organization.
16. Distinguish between line organization and Line and staff organization.
17. Explain the advantages of functional organization.
18. Examine the merits and demerits of organization chart.

### **SECTION C**

19. Explain in detail the process of organizing.
20. Explain in detail the organization structure.
21. Examine the obstacles to delegation.
22. Explain the principles of delegation.

## **MODULE 4 (CO-demonstrate the process of staffing)** **(Level-4, Analyze)**

### **SECTION A**

1. 'Employment interview' conducted in the process of selection. Elaborate
2. Estimate the importance Aptitude test in the process of selection
3. Mention specialized activities of Human Resource Management
4. Why do selection process takes place in an organisation
5. 'Induction is not required in the internal source of recruitment'. Examine
6. Describe placement in staffing function
7. Summaries how transfers and promotions act as internal source of recruitment.
8. Restate the concept of 'Grapevine'.
9. Interpret the term 'Autocratic Direction'.
10. Define gestural communication

### **SECTION B**

11. Explain briefly 'transfers' and 'promotions' as internal sources of recruitment.



12. Provide any four limitations of using internal sources of recruitment.
13. Point out the steps involved in the process of staffing.
14. A newly appointed Personnel Manager is of the view that there is no need for training the workers. Do you agree with this statement? Give reasons in support of your answer.
15. Explain why staffing is considered as the most important part of Human Resource Management?
16. Which source of recruitment is needed to bring new blood in the organisation? Explain the advantages and disadvantages of this source
17. Examine the benefits of training
18. 'Staffing makes for higher performance by putting right person on the right job.' Discuss.

### **SECTION C**

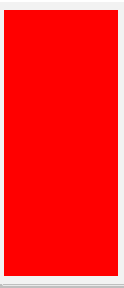
19. Explain external sources of recruitment. Which of these sources is ideal for a manufacturing organisation?
20. Compile the sources of recruitment.
21. Describe the Leadership styles
22. Discuss in detail the process of selection

### **MODULE 5 (CO-Assess controlling techniques)**

**(Level-5, Evaluate)**

### **SECTION A**

1. Define flexible budgeting
2. Enumerate statistical control reports
3. How do you calculate Return on Investment (RoI)
4. State the objects of coordination



5. Demonstrate how co-ordination and co-operation related
6. Interpret Break Even Analysis
7. Explain capital budget
8. What is program planning and budgeting
9. Define cost control
10. State the concept of ratio analysis

### **SECTION B**

11. Examine the methods in PERT
12. Distinguish between PERT and CPM
13. Describe the importance of control
14. Evaluate the essentials of a sound control system
15. Describe the elements of management by exception.
16. Define co-ordination and elaborate its objectives.
17. Discuss the features and elements of co-ordination
18. State the principles of co-ordination

### **SECTION C**

19. Illustrate the steps involved in the process of control
20. Examine the methods of control and grade the tools of control.
21. Discuss co-ordination as a function of management. Elaborate the steps in effective co-ordination
22. Explain the term Management by exception. Describe the benefits of MBE.