



**INDIAN INSTITUTE OF MANAGEMENT & COMMERCE**  
**DEGREE & P.G COLLEGE, An Autonomous College w.e.f 2025-2026**  
Sponsored by VASAVI FOUNDATION & Affiliated to OSMANIA UNIVERSITY  
**RE-ACCREDITED BY NAAC WITH "A+" GRADE**  
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## **PRINCIPLES AND PRACTICES OF MANAGEMENT**

### **SHORT ANSWER QUESTIONS**

#### **UNIT-1**

1. Define the term Management
2. Scope of Management
3. Management Skills
4. Management Process
5. Managerial Roles
6. Management as Science
7. Manager vs Administrator

#### **UNIT-2**

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|----------------------------|-------------------------------|
| 1. Bureaucratic Management | 9. Procedures                 |
| 2. Scientific Management.  | 10. Programmes                |
| 3. Unity of command        | 11. Strategies                |
| 4. Scalar chain            | 12. Decision making           |
| 5. Maslow's need theory    | 13. Programmed decisions      |
| 6. Theory X and Theory Y   | 14. Strategic planning        |
| 7. Systems Approach. .     | 15. Management by Objectives. |
| 8. Contingency approach    | 16. Core Competency model.    |

### **UNIT-3**

1. Define organizing.
2. Define Organization Structure
3. Line and Staff Organisation.
4. Committee form of Organisation.
5. Departmentation
6. Functional Organisation.
7. Span of Management.
8. Authority Vs. Responsibility.
9. What is Delegation
- 10 .Decentralization

### **UNIT-4**

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|-------------------------|------------------------------|
| 1. Staffing.            | 7. Supervision               |
| 2. Recruitment          | 8. Process of Communication. |
| 3. On-the-Job training. | 9. Grapevine Communication   |
| 4. Vestibule training   | 10. Feed forward Control     |
| 5. Define Induction     |                              |
| 6. Define Directing     |                              |

### **UNIT -5**

1. Contemporary Business
2. Digital Transformation in Management
3. Data Driven Decision making.
4. Hybrid Team
5. Management Ethics
6. Sustainability.

## **LONG ANSWER QUESTIONS**

### **UNIT-1**

- 1.Explain about the principles and characteristics of Management?
- 2.Discuss about the Levels of Management and functions at each level?
- 3.Is Management Art, Science or Profession?
- 4.Explain about various roles to be played by the Manager in an Organization?
- 5.Discuss about the functions of Management?

### **UNIT-2**

1. Discuss about Henry Fayol's 14 Principles of Management?
2. Explain about Human relations approach and the experiments conducted by Elton Mayo?
3. Define Planning? Explain about the Planning process.?
4. Discuss about various types of plans?
5. What are steps involved in decision making process and explain about the challenges in Decision making?
6. Explain about the Objectives and the Process of Management By Objectives.?

### **UNIT-3**

1. Discuss about the Principles of organizing and its importance.?
2. Distinguish between Formal and Informal organizations/
3. What are the Factors influencing span of control?
4. Explain the Methods of departmentation with examples?
5. "Authority can be delegated, but responsibility cannot." - Explain in detail about the statement?
6. What are the Advantage and disadvantage of Centralisation and decentralisation?

#### **UNIT-4**

1. Define Staffing? Explain about the Staffing Process?
2. Explain about various sources of Recruitment?
3. Explain about the process of Selection?
4. Discuss about the objectives and importance of Induction and Orientation?
5. Describe the various barriers to Communication? What are the measures to overcome them?
5. What are the methods and steps involved in Controlling Process?
6. Explain about the principles and methods of Coordination?

#### **UNIT-5**

1. Discuss the scope and importance of Digital Transformation in Management?
2. Explain in detail, about the significance of Data Driven decision making in effective Management?
3. Explain in detail about Remote work and Hybrid Teams?
4. Discuss the challenges in practicing ethics in management with examples?
5. Describe the importance and strategies of Sustainability in business with relevant examples?

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