



## PRINCIPLE OF BUSINESS MANAGEMENT

### UNIT – I

- Q.1 Discuss the contribution of Henry Fayol in the field of administrative management.
- Q.2 Explain in brief the principles of scientific Management and show why do organized workers oppose it.
- Q.3 What do you understand by Management concept? Discuss its functions.
- Q.4 What do you understand by Management? Explain its importance in modern business.

### UNIT –II

- Q.1 Explain the problem of Line and Staff relationship suggest remedies to solve it.
- Q.2 What is organization structure? Discuss the factors that determine organizational structure.
- Q.3 What do you understand by departmentation? Discuss the various basis of departmentation.
- Q.4 Define Planning. Discuss its objectives and importance in Business management.

### UNIT – III

- Q.1 What are the barriers to Communication? How can these be overcome?
- Q.2 What do you mean by recruitment? Differentiate between internal and external sources of recruitment.
- Q.3 What do you mean by communication? Describe the essentials of effective communication.
- Q.4 What is meant by Co-ordination? Discuss its nature and characteristics.

### UNIT – IV

- Q.1 What do you understand by leadership? Describe the various styles of leadership.
- Q.2 What do you mean by motivation? Discuss the main elements of a sound motivational system.
- Q.3 Describe in brief traditional and modern techniques of control.
- Q.4 What is control? Describe the purpose and process of control in business management.

### UNIT – V

- Q.1 What is office management? Explain its Process and Scope.
- Q.2 What do you understand by office systems? State the utility of office system.
- Q.3 Briefly describe the advantages and disadvantages of mechanical devices used in and office.