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QUESTION BANK
CLASS :- B.C.A-I SEM-I
Subject Name :- Principles Of Management

Q.1) Multiple Choice Questions (Each question carries 1 mark)

- 1) _____ is an art of getting things done through and with the people.
A) Management B) Recruitment C) Placement D) Marketing
- 2) In a business Organization there will be _____ levels of management .
A) Two B) Three C) Four D) Five
- 3) _____ is called as Father of Scientific management.
A) F.W.Taylor B) Henry Fayol C) Maslow D) Max Weber
- 4) The Need theory of motivation is given by _____ .
A) F.W.Taylor B) Henry Fayol C) Maslow D) Max Weber
- 5) Who developed the theory of Bureaucracy .
A) F.W.Taylor B) Henry Fayol C) Maslow D) Max Weber
- 6) Who propounded the theory of Bureaucracy?
A) F.W.Taylor B) Henry Fayol C) Maslow D) Max Weber
- 7) Virtual Organization is also called as _____ .
A) Digital Organization B) Formal Organization C) Informal Organization D) None of these
- 8) The process of searching for prospective employees and stimulating them to apply for jobs in an organization is termed as
A) Promotion B) Recruitment C) Selection D) Placement
- 9) The process of choosing the most suitable candidate for a job from among the available applicants is called
A) Recruitment B) Placement C) Appraisal D) Selection

- 10) The assumptions of theory 'X' represent _____ side of personality.
A) Negative B) Positive C) Both (A) & (B) D) None of these
- 11) Which of the following is/are a part Herzberg's two factor/s?
A) Hygiene factors B) Motivational factors C) Both (A) & (B) D) None of these
- 12) Which one of the following is a step of Controlling?
A) Taking Corrective action B) Environmental Analysis C) Career planning D) None of these
- 13) Existing Employee is a/an _____ source of recruitment.
A) External B) Internal C) Hybrid D) None of these
- 14) _____ refers to one employee should receive orders from only one superior.
A) Unity of Command B) Unity of Direction C) Discipline D) Job enrichment
- 15) Which of the following is/are types of leadership?
A) Democratic leader B) Autocratic leader C) Charismatic leader D) All of these
- 16) _____ refers to collection of all the resources required for business Organization.
A) Planning B) Organizing C) Controlling D) Decision making
- 17) Giving a Award or Reward to an employee is an example of _____.
A) Negative Motivation B) Positive Motivation C) Both (A) and (B) D) None of the above
- 18) Controlling is _____.
A) Forward looking B) Backward looking C) Continuous process D) All of the above
- 19) Management contains a series of interrelated functions that include _____.
A) Planning B) Coordinating C) Directing D) All of these
- 20) Authority flows from
A) Top to Bottom B) Bottom to Top C) Horizontally D) All of these

21) Concentration of authority of decision making at top level of management is known as....

- A) Concentration B) Centralization C) Decentralization D) None of these

22) _____ is considered as negative function of management.

- A) Recruitment B) Placement C) Induction D) Selection

23) A leader should have _____ .

- A) Technical Knowledge B) Empathy C) Initiative D) All of these

24) _____ means process of stimulating people to action to accomplish desired goals.

- A) Leadership B) Management C) Placement D) Motivation

25) Authority and responsibility are _____ to each other.

- A) Supplementary B) Complementary C) Contradictory D) None of these

26) Hawthorne studies were a series of early experiments that focused on:

- A) Behavior in the workplace B) Ethics in the workplace
C) Group norms D) Interpersonal dynamics

27) A plan developed to carry out a course of action that is not likely to be repeated in the future is called:

- A) Single-use plan
B) Specific plan
C) Reaction plan
D) Direction plan

28) Concern for employee motivation is most closely associated with which of the following management approach?

- A) Bureaucracy
B) Organizational behavior
C) Scientific management
D) Systems

29) Which factor has been the most rapidly changing component in an organization's general environment in the past quarter-century?

- A) Global
B) Economic
C) Social
D) Technological

30) The process of monitoring performance, comparing it with goals and correcting any significant deviations is known as:

- A) Planning
B) Organizing
C) Leading
D) Controlling

- 31) The greater the risk involves in making a decision, the greater the:
- A) Outcomes
 - B) Information available
 - C) Rewards
 - D) Uncertainty
- 32) Each subordinate should report to one and only one superior is called:
- A) Authority
 - B) Unity of command
 - C) Unity of direction
 - D) Order
- 33) Which of the following is part of the principles of management identified by Henri Fayol?
- A) Scalar chain
 - B) Innovation
 - C) Efficiency
 - D) Motivation
- 34) A learning organization has developed its _____
- A) Educational department to keep employees trained
 - B) Capacity to adapt and change
 - C) Barriers to entry of its markets
 - D) A sustainable competitive advantage that is easy to maintain
- 35) Which of the following is not a suggestion for motivating employees?
- A) Recognize individual differences
 - B) Makes goals very difficult to achieve
 - C) Match people to jobs
 - D) Individualize rewards
- 36) In Maslow's need hierarchy, a healthy work environment is an example of what type of need?
- A) Physiological
 - B) Steem
 - C) Safety
 - D) Social
- 37) The plans which deal with fairly small set of activities are called:
- A) Strategic plan
 - B) Tactical plan
 - C) Operational plan
 - D) Personal plan
- 38) Which of the following is known as the process of getting activities completed efficiently and effectively with and through other people?
- A) Leading
 - B) Management
 - C) Supervision
 - D) Controlling

- 39) Which of the following describe(s) a global marketplace?
- A) The entire world is a marketplace
 - B) National borders are irrelevant
 - C) The potential for organizations to grow expands dramatically
 - D) All of the given options
- 40) The assignment of new or additional responsibilities to a subordinate is called:
- A) Coordination
 - B) Specialization
 - C) Delegation
 - D) Span of control
- 41) Which of the following management thinker created a role classification system based on how managers spend their time at work to describe a manager's role?
- A) Peter Brabeck-Letmathe
 - B) Abraham Maslow
 - C) Andrea Jung
 - D) Henry Mintzberg
- 42) The assignment of new or additional responsibilities to a subordinate is called:
- A) Coordination
 - B) Specialization
 - C) Delegation
 - D) Span of control
- 43) Which ethical approach is guided by what will result in the greatest good for the greatest number of people?
- A) Moral-Rights approach
 - B) Individual approach
 - C) Utilitarian approach
 - D) Justice approach
- 44) Low level management has a complete authority to make decisions in case of:
- A) Centralization
 - B) Decentralization
 - C) Scalar Chain
 - D) Order
- 45) Which one of the following individuals is most closely associated with scientific management?
- A) Frederick Taylor
 - B) Mary Parker Follett
 - C) Harold Koontz
 - D) Max Weber
- 46) Each subordinate should report to one and only one superior is called:
- A) Authority
 - B) Unity of command
 - C) Unity of direction
 - D) Order

47) The organization that has developed the capacity to continuously learn, adapt, and change is called:

- A) Virtual organization
- B) Learning organization
- C) Traditional organization
- D) Bureaucratic organization

48) Your firm's attorney has which of the following power when giving legal advice?

- A) Legitimate
- B) Status
- C) Expert
- D) Coercive

49) Which of the following is a function of how much decision-making authority is pushed

down to lower levels in the organization?

- A) Departmentalization
- B) Centralization
- C) Span of control
- D) Power

50) Organizations that are highly flexible and adaptive are described as which of the following?

- A) Organic
- B) Mechanistic
- C) Rational
- D) Intuitive

Q.2) Give reasons or Short Answer type questions (Each question carries 5Marks)

- 1) Explain levels of management.
- 2) Describe various roles of Manager.
- 3) Explain the classification of Organization.
- 4) Describe the various types of leaders.
- 5) Define Motivation and Give importance of motivation.
- 6) Explain types of changes.
- 7) Explain nature Of Management.
- 8) Explain in brief types of Control.
- 9) Describe various types of Plans.
- 10) Explain Contribution of Max Weber.

Q.3) Broad Answer Questions (Each question carries 10 Marks)

- 1) What is Management? Explain functions of Management.
- 2) Describe 14 Principles of Management.
- 3) What do you mean by Staffing? Explain functions of Staffing.
- 4) What is controlling? Explain steps involved in control process.
- 5) Explain theories of Leadership.
- 6) Describe the Maslow's theory of motivation.
- 7) Explain theory X and Y.
- 8) Explain in detail Management Information System.
- 9) Describe in brief theories of motivation.

- 10) Describe qualities of leaders.
- 11) What is Change? Explain forms of change.
- 12) Explain contribution of F.W. Taylor.
- 13) Explain nature and importance of management.
- 14) What is planning? Explain nature and steps involved in planning .
- 15) What do you mean by Organizing? Explain classification of Organization.

Q.4) Write Short note on (Each question carries 5 Marks)

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| 1) Management | 11) Scientific Management |
| 2) Nature of management | 12) Types Of Organization |
| 3) Levels Of management | 13) Staffing |
| 4) Contribution of Max Weber | 14) Types Of Control |
| 5) Nature of Planning | 15) Qualities Of Leadership |
| 6) Steps in Control process | 16) Types Of Leaders |
| 7) Leadership | 17) CSR |
| 8) X Theory | 18) Herzberg's Theory |
| 9) Importance Motivation | 19) MIS |
| 10) Types Of Change | 20) Theory X and Y |