

**BACHELOR OF MANAEGEMENT STUDIES**

**FYBMS**

**SEMESTER II (ATKT)**

**Principles of Management**

**Sample Questions**

1. The Practice of Management written by \_\_\_\_\_.  
A. Peter F. Drucker.  
B. Terry.  
C. Louis Allan.  
D. Henry Fayol.
  
2. Management is an organ, organs can be described and defined only through their functions. This definition was given by \_\_\_\_\_.  
A. Peter F. Drucker.  
B. Terry.  
C. Louis Allan.  
D. Henry Fayol.
  
3. Management is what a manger does \_\_\_\_\_.  
A. Peter F. Drucker.  
B. Terry.  
C. Louis Allan.  
D. Henry Fayol.
  
4. To manage is to forecast and plan, to organize, to compound, to co-ordinate and to control. This definition was given by \_\_\_\_\_.  
A. Peter F. Drucker.  
B. Henry Fayol.  
C. Louis Allan.  
D. Terry.
  
5. Management is the art of getting things done through and with an informally organized \_\_\_\_\_.  
A. Harold Koontz.  
B. Terry.  
C. Louis Allan.  
D. Henry Fayol.
  
6. Management is the art and science of decision making and leadership \_\_\_\_\_.  
A. Harold Koontz.  
B. Donald J. Clough.  
C. Louis Allan.  
D. Terry.
  
7. Luther Gullik classifies the function of management as \_\_\_\_\_.  
A. POSDCORB.  
B. POSTCARD.  
C. POSDCORB.

D. POSDORBC.

8. Father of Administrative management\_\_\_\_\_.

- A. Mary Parkett.
- B. Lillian Gilbert.
- C. Henry Fayol.
- D. Elton Mayo.

9. Pioneer of Human Relations is \_\_\_\_\_.

- A. Mary Parkett.
- B. Lillian Gilbert.
- C. Henry Fayol.
- D. Elton Mayo.

10. Henry Fayol laid down\_\_\_\_\_.

- A. 12 principles.
- B. 13 principles.
- C. 14 principles.
- D. 15 principles.

11. Espirit de corps means\_\_\_\_\_.

- A. union is strength.
- B. service is our motto.
- C. buyer beware.
- D. product is our strength.

12. F.W. Taylor is associated with\_\_\_\_\_.

- A. Scientific Management.
- B. Future management.
- C. Modern management.
- D. Principles of management.

13. Management is\_\_\_\_\_.

- A. an art.
- B. a science.
- C. an art and a science.
- D. an art not science.

14. Henry Fayol was a French\_\_\_\_\_.

- A. Industrialist.
- B. Writer.
- C. Manager.
- D. Actor.

15. General and Industrial Management was written by\_\_\_\_\_.

- A. Harold Koontz.
- B. Terry.
- C. Louis Allan.
- D. Hendry Fayol.

16. Every subordinate should receive orders from and be accountable to only one superior is

- \_\_\_\_\_.
- A. Unity of direction.
  - B. Unity of command.
  - C. Centralization.
  - D. Scalar chain.

17. Control system of an organisation has no influence over the \_\_\_\_\_.

- A. internal environment.
- B. external environment.
- C. customers.
- D. government.

18. The chain of command from the highest authority to the lowest level in the organization is \_\_\_\_\_.

- A. Unity of direction.
- B. Unity of command.
- C. Centralization.
- D. Scalar chain.

19. Allotment of work to each worker on the basis of the capacity of an average worker functioning in the normal working condition is \_\_\_\_\_.

- A. social task planning.
- B. scientific task planning.
- C. not a planning.
- D. scientific organizing.

20. Study of the movements of both the workers and the machine to eliminate wasteful movement is

- \_\_\_\_\_.
- A. fatigue study.
  - B. time study.
  - C. motion study.
  - D. work-study.

21. A rigid plan, no scope for discretion \_\_\_\_\_.

- A. rule.
- B. schedules.
- C. procedures.
- D. budgets.

22. Specifying the manner of executing policy is known as \_\_\_\_\_.

- A. objective.
- B. schedules.
- C. procedures.
- D. budgets.

23. \_\_\_\_\_ is the harmonising or synchronising of individual efforts with the purpose of achieving

group goals.

- A. coordination.
- B. control.
- C. decision making.
- D. delegation.

24. \_\_\_\_\_ is an obligation to perform certain functions and achieve certain results.

- A. responsibility.
- B. decentralisation.
- C. centralisation.
- D. delegation.

25. Plan that establishes a required method of handling future activities is called \_\_\_\_\_.

- A. rules.
- B. procedures.
- C. policy.
- D. methods.

26. Set of clear instruction in a clear and logical sequence to perform a particular task \_\_\_\_\_.

- A. rules.
- B. programme.
- C. policy.
- D. methods.

27. Employees will be promoted on the basis of seniority is an example of \_\_\_\_\_.

- A. rules.
- B. procedures.
- C. policy.
- D. methods.

28. Steps to be taken for selecting salespersons is an example of \_\_\_\_\_.

- A. rules.
- B. procedures.
- C. policy.
- D. methods.

29. An identified group of people contributing their efforts towards the attainment of goals is called an \_\_\_\_\_.

- A. organization.
- B. business.
- C. management.
- D. department.

30. A system of co-operative activities of two or more persons is called \_\_\_\_\_.

- A. department.
- B. co-ordination.
- C. organization.
- D. control.

31. A study relating to the fixing of the working hours with rest periods to recoup the energy while performing in a job is called \_\_\_\_\_.
- A. fatigue study.
  - B. time study.
  - C. motion study.
  - D. work-study.
32. The first and foremost function of management is \_\_\_\_\_.
- A. planning.
  - B. organizing.
  - C. controlling.
  - D. coordination.
33. Planning lays down the overall objective, strategies and policies for the total enterprise is \_\_\_\_\_.
- A. corporate planning.
  - B. divisions planning.
  - C. unit planning.
  - D. department planning.
34. Strategic planning is \_\_\_\_\_.
- A. long term planning.
  - B. medium term planning.
  - C. short term planning.
  - D. annual planning.
35. The assumptions about future derived from forecasting and used in planning are known as \_\_\_\_\_.
- A. planning premises.
  - B. freehold premises.
  - C. business premises.
  - D. corporate premises.
36. Goals, aims, purposes, missions and target is also known as \_\_\_\_\_.
- A. objective.
  - B. strategies.
  - C. policies.
  - D. rules.
37. Contingent plan to meet environmental pressures is \_\_\_\_\_.
- A. objective.
  - B. strategies.
  - C. policies.
  - D. rules.
38. A chronological sequence of steps to be undertaken to enforce a policy and to attain an objective is known as \_\_\_\_\_.

- A. objective.
- B. strategies.
- C. procedures.
- D. rules.

39. A statement of expected results expressed in numerical terms for a definite period of time in the future is known as \_\_\_\_\_.

- A. objective.
- B. strategies.
- C. procedures.
- D. budgets.

40. The process of establishing a time sequence for the work is known as \_\_\_\_\_.

- A. objective.
- B. schedules.
- C. procedures.
- D. budgets.

41. Supply of human and material resources and helps to achieve the objective of business is \_\_\_\_\_.

- A. planning.
- B. organisaiton.
- C. management.
- D. control.

42. Formal authority flows from upwards to downwards in \_\_\_\_\_.

- A. formal organization.
- B. informal organization.
- C. business or organisation.
- D. strategic organization.

43. Informal authority flows upwards to downwards or horizontally in \_\_\_\_\_.

- A. formal organization.
- B. informal organization.
- C. business or organisation.
- D. strategic organization.

44. Rules, duties and responsibilities of workers are given in writing in \_\_\_\_\_.

- A. formal organization.
- B. informal organization.
- C. business or organisation.
- D. strategic organization.

45. Which is created for technological purpose?

- A. formal organization.
- B. informal organization.
- C. business or organisation.
- D. strategic organization.

46. Which arises from mans quest for social satisfaction?  
A. formal organization.  
B. informal organization.  
C. business or organisation.  
D. strategic organization.
47. Which type of organization is permanent and stable?  
A. formal organization.  
B. informal organization.  
C. business or organisation.  
D. strategic organization.
48. Which type of organization gives importance to terms of authority and functions?  
A. formal organization.  
B. informal organization.  
C. business or organisation.  
D. strategic organization.
49. Which type of organization gives importance to people and their relationships?  
A. formal organization.  
B. informal organization.  
C. business or organisation.  
D. strategic organization.
50. Which organisational relationship gives a greater job satisfaction and results in maximum production?  
A. formal organization.  
B. informal organization.  
C. business or organisation.  
D. strategic organization.
51. Which type of organization has no place in the organization chart?  
A. formal organization.  
B. informal organization.  
C. business or organisation.  
D. strategic organization.
52. Decision making is the selection based on some criteria from two or more possible alternatives is defined by\_\_\_\_\_.  
A. Farland.  
B. Mac Donald.  
C. Terry.  
D. M.C. Nites.
53. The selection of best alternative from many alternatives is known as\_\_\_\_\_.  
A. selection.  
B. decision-making.  
C. organizing.

D. budgeting.

54. Deal with routing and repetitive problems is a \_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.
- C. major decision.
- D. minor decision.

55. Placing a purchase order is an example of \_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.
- C. major decision.
- D. decision.

56. The decision which is taken within the purview of the policy of the organization is \_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.
- C. major decision.
- D. minor decision.

57. The decision taken by lower-level management is a \_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.
- C. major decision.
- D. minor decision.

58. The decision deal with novel and non-repetitive problems is \_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.
- C. individual decision.
- D. non-economic decision.

59. Opening of new branch is an example of \_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.
- C. individual decision.
- D. non-economic decision.

60. The decision taken by high level of management is \_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.
- C. individual decision.
- D. non-economic decision.

61. Non-programmed decision is also called \_\_\_\_\_.

- A. routine decisions.
- B. structured decisions.
- C. strategic decisions.

D. operative decisions.

62. Programmed decision is also known as \_\_\_\_\_.

- A. routine decisions.
- B. structured decisions.
- C. strategic decisions.
- D. operative decisions.

63. The decision which has long term impact on business is \_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.
- C. individual decision.
- D. non-economic decision.

64. The decision which relates to day-to-day operation of an organization is known as \_\_\_\_\_.

- A. major decision.
- B. organisational decision.
- C. personal decision.
- D. operative decision.

65. The decision which does not incur any expenses is known as \_\_\_\_\_.

- A. economic decision.
- B. crisis decision.
- C. non-economic decision.
- D. problem decision.

66. The decision which is implemented within the concerned department is known as \_\_\_\_\_.

- A. economic decision.
- B. departmental decision.
- C. non-economic decision.
- D. problem decision.

67. Decision taken by a committee formed by the top management for specific purpose is \_\_\_\_\_.

- A. group decision.
- B. organisational decision.
- C. personal decision.
- D. operative decision.

68. Crisis decision is also known as \_\_\_\_\_.

- A. group decision.
- B. major decision.
- C. minor decision.
- D. spot decision.

69. A decision taken to meet unexpected situations is known as \_\_\_\_\_.

- A. economic decision.
- B. crisis decision.
- C. non-economic decision.

D. problem decision.

70. The authority flows from top to bottom through the structure of an organization is \_\_\_\_.

- A. The acceptance of authority theory.
- B. The formal authority theory.
- C. The competence theory.
- D. The organisation theory.

71. Which theory is also called traditional authority theory?

- A. The acceptance of authority theory.
- B. The formal authority theory.
- C. The competence theory.
- D. The organisation theory.

72. If the subordinates do not accept the command of their superior, then the superior cannot be said to have

any authority over them is given in.

- A. The acceptance of authority theory.
- B. The formal authority theory.
- C. The competence theory.
- D. The organisation theory.

73. The type of authority is invested with the persons by virtue of the office held by them is \_\_\_\_.

- A. The acceptance of authority theory.
- B. The formal authority theory.
- C. The competence theory.
- D. The organisation theory.

74. The process whereby a manager shares his work and authority with his subordinates is \_\_\_\_\_.

- A. Decentralisation
- B. Responsibility.
- C. Delegation.
- D. decision making.

75. The subordinate is granted authority to perform all the functions in his department or division is \_\_\_\_.

- A. general delegation.
- B. formal delegation.
- C. specific delegation.
- D. informal delegation.

76. The orders, instructions or direction are delegated to a particular person specifically is known as \_\_\_\_.

- A. general delegation.
- B. formal delegation.
- C. specific delegation.
- D. informal delegation.

77. When authority is delegated as per the organisation structure it is called \_\_\_\_.
- A. formal delegation.
  - B. informal delegation.
  - C. general delegation.
  - D. specific delegation.
78. When an individual or a group agrees to work under the direction of an informal leader is called \_\_\_\_.
- A. formal delegation.
  - B. informal delegation.
  - C. general delegation.
  - D. specific delegation.
79. Delegation made by written orders and instruction is known as \_\_\_\_.
- A. oral delegation.
  - B. written delegation.
  - C. downward delegation.
  - D. sideward delegation.
80. Departmentation on the basis of activities grouped according to the type of customer is \_\_\_\_.
- A. departmentation by function.
  - B. departmentation by products.
  - C. departmentation by territory.
  - D. departmentation by customers.
81. The process of dividing the large monolithic functional organization into small and flexible administrative units is called \_\_\_\_.
- A. staffing.
  - B. delegation.
  - C. departmentation.
  - D. control.
82. Departmentation is a part of the \_\_\_\_.
- A. organisation process.
  - B. control process.
  - C. planning process.
  - D. staffing process.
83. Banks, insurance companies and distribution agencies are examples of \_\_\_\_.
- A. departmentation by function.
  - B. departmentation by products.
  - C. departmentation by territory.
  - D. departmentation by customers.
84. Departmentation on the basis of the production process is called \_\_\_\_.
- A. equipment department.
  - B. departmentation by products.
  - C. departmentation by territory.

D. departmentation by customers.

85. The term span of management is also known as \_\_\_\_.

- A. span of business.
- B. span of control.
- C. span of activity.
- D. span of planning.

86. The number of subordinates that report directly to a single supervisor is \_\_\_\_.

- A. span of supervision.
- B. span of activity.
- C. span of business.
- D. span of organizing.

87. Few subordinates report directly to a manager is \_\_\_\_.

- A. wide span of management.
- B. large span of management.
- C. small span of management.
- D. narrow span of management.

88. Large number of subordinates report to a manager is \_\_\_\_.

- A. wide span of management.
- B. large span of management.
- C. small span of management.
- D. narrow span of management.

89. Making assignments, issuing orders and instructions, providing guidance and inspiration to subordinates

for the achievement of organizational objective is called \_\_\_\_.

- A. Planning.
- B. Organizing.
- C. Directing.
- D. controlling.

90. Motivation based on force of fear is called \_\_\_\_.

- A. negative motivation.
- B. positive motivation.
- C. extrinsic motivation.
- D. intrinsic motivation

91. Wages, salaries, bonus, vacation pay, insurance are examples of \_\_\_\_.

- A. financial motivation.
- B. non-financial motivation.
- C. extrinsic motivation.
- D. intrinsic motivation.

92. Participation, recognition and power are some of the examples of \_\_\_\_.

- A. financial motivation.
- B. non-financial motivation.
- C. extrinsic motivation.

D. intrinsic motivation.

93. \_\_\_\_ means that each section has its own workers to perform activities within the department.

- A. centralisation.
- B. departmentation.
- C. decentralisation.
- D. delegation.

94. According to Maslow, self-actualization needs is a \_\_\_\_.

- A. high level needs.
- B. medium level needs.
- C. lower level needs.
- D. psychological needs.

95. Expectancy motivation theory is given by \_\_\_\_.

- A. Vroom.
- B. Maslow.
- C. Herzberg.
- D. Mc Gregor.

96. Management By Objectives was introduced by \_\_\_\_.

- A. Taylor.
- B. Elton Mayo.
- C. Peter Drucker.
- D. Maslow.

97. Leadership behaviour is influenced by certain qualities of a person is \_\_\_\_.

- A. Followers theory.
- B. Trait theory.
- C. Situational theory.
- D. Managerial grid.

98. The leadership theory study leaders behaviour is \_\_\_\_.

- A. Flowers theory.
- B. Trait theory.
- C. Behavioural theory.
- D. Managerial grid.

99. All decision-making power is centralized in the leader is under \_\_\_\_.

- A. autocratic style.
- B. liberal leader.
- C. democratic leader.
- D. institutional leader.

100. The leader makes decisions in consultation with his followers is \_\_\_\_.

- A. autocratic style.
- B. liberal leader.
- C. democratic leader.

D. institutional leader.