

TELANGANA UNIVERSITY
S.S.R. DEGREE COLLEGE, NIZAMABAD (C.C:5029)
I SEMESTER INTERNAL ASSESSMENT II EXAMINATIONS
BUSINESS ORGANISATION AND MANAGEMENT QUESTION BANK

I. Multiple choice questions.

1. _____ is considered as a basic management function. [a]
(a) Planning (b) Organizing (c) Staffing (d) Directing
2. There are _____ steps in process of MBO. [b]
(a) 4 (b) 6 (c) 8 (d) 10
3. _____ is planning in advance what to do when to do, how to do, and will do a particular task [c]
(a) Controlling (b) Directing (c) Planning (d) Leadership
4. One of the following is not a limitation of planning [c]
(a) Lack of reliable data (b) Expensive
(c) Better control and coordination (d) Time consuming
5. MBO means [b]
(a) Management by order (b) Management by objectives
(c) None (d) Management by occurrence
6. Example of multipurpose plan [a]
(a) Objective (b) Programmes (c) Budgets (d) Methods
7. Example of single use plan [c]
(a) Programmes (b) Schedules (c) Rules (d) Methods
8. It is a plan that lays down required course of action. It is what is to be done and what is not to be done in a particular situation. [a]
(a) Rule (b) Policy (c) Programs (d) Objective
9. MBE means [a]
(a) Management by exception (b) Management by experts
(c) Management by experience (d) Management by Evaluation
10. _____ is a comprehensive overall managerial framework. [d]
(a) MOB (b) MBA (c) MMB (d) MBO
11. Delegation is _____ [a]
a. Getting things done by others b. Fixing of responsibility
c. Assigning the task d. None
12. Legitimate right to give order and get orders obeyed is [b]
a. Delegation b. Authority c. Centralization d. Decentralization
13. Responsibility flows [c]
a. Downwards b. Sideways c. Upwards d. Horizontal
14. Decentralization gives decision making powers at [b]
a. Higher level b. Lower level c. Middle level d. None
15. Everything which goes to increase the importance of the subordinates role is [d]
a. Centralisation b. Delegation c. Authority d. Decentralisation
16. What cannot be delegated [a]
a. Responsibility b. Authority c. Power d. None
17. Centralisation is generally successful in [c]
a. Huge enterprise b. Big enterprise c. Small enterprise d. None
18. One of the following is not an advantage of decentralization [d]
a. Reduces burden of top executives b. Quick decisions
c. Motivation to employees d. Difficulty in control
19. One of the following is not an advantage of centralization [d]
a. Standardization of procedures b. Economies of large scale
c. Coordination of activities d. No scope for specialization

20. Obligation of an individual to formally report to his superior about what he has done

[a]

- a. Accountability b. Authority c. Responsibility d. Delegation

II. Fill in the blanks.

1. Organisation establishes authority – responsibility relationship among people in the enterprise and coordinates their activities for achieving organizational goals.
2. Informal organization is not planned, based on personal attitudes, like and so on.
3. Principle of Exception states that top management should interfere only when something goes wrong.
4. Direct vertical relationship through which authority flows is Line organization.
5. Span of management refers to number of subordinates a manager or supervisor can supervise, manage or control effectively and efficiently.
6. Two types of span of supervision are wide and Narrow supervision.
7. Under Functional organization each department is managed by functional expert in that area.
8. The simplest and oldest type of origination where authority flows from top to bottom is Line
9. Line and staff organization eliminates the drawbacks of both line and staff and has the good points of them.
10. Planning is a process which involves thinking before doing.
11. Synchronizing activities of various person in the organization to achieve goals is called Co-ordination
12. Co-operation is willingness of individuals to help each other.
13. Control is the process of checking whether the plans are being adhered or not, keeping a record of progress and taking corrective measures
14. Planning and controlling are both Dependent
15. Co-ordination brings unity of action and integrates different activities.
16. Standards are yardsticks against which actual or expected performance is measured.
17. A Control system provides an accurate and timely feedback.
18. Co-operation arises out of informal relations.
19. The last step in controlling process is taking Corrective Action
20. Planning is the first function of management while Control

III. Short Answers.

1. MBO stands for?

A: Management by objective

2. Who is leader?

A: Leader is a Guru or Guider

3. How many steps are in MBO?

A: six

4. MBE stands for?

A: Management by exception

5. Planning?

A: Planning is the bridge of present and future