

S.S.R. DEGREE COLLEGE, (AUTONOMOUS)
NIZAMABAD (C.C:5029)
I-SEMESTER INTERNAL ASSESSMENT – II EXAMINATIONS
QUESTION BANK

PRINCIPLES AND PRACTICES OF MANAGEMENT

I. CHOOSE THE CORRECT ANSWER

1. The obligation to complete a task is called : (c)
(a) Authority (b) accountability (c) Responsibility (d) Delegation
2. Centralization means (b)
(a) Decision-making is delegated to lower levels (b) authority is concentrated at top levels
(c) Informal groups control decisions (d) Departments are autonomous
3. Which departmentalization type groups by customer type ? (c)
(a) functional (b) process (c) customer-based (d) product-based
4. In decentralization, decision-making (b)
(a) Is concentrated at the top (b) is distributed to lower levels (c) is only advisory (d) is always financial
5. Which authority is directly related to core organizational objectives ? (b)
(a) Staff (b) line (c) advisory (d) Delegated
6. Which type of control focuses on daily operations ? (c)
(a) strategic (b) tactical (c) operational (d) feedback
7. Which control type aims to prevent problems before they occurs (b)
(a) Post-control (b) pre-control (c) concurrent control (d) strategic control
8. Which step in selection verifies a candidate's honesty and past employment ? (b)
(a) Medical test (b) background check (c) screening (d) aptitude test
9. Which form of informal communication spreads randomly ? (c)
(a) gossip chain (b) single-strand chain (c) probability chain (d) cluster chain
10. Which control is applied at the top management level ? (a)
(a) strategic (b) tactical (c) operational (d) feedback
11. Which component ensures data is error-free before analysis? (b)
(a) Data storage (b) data cleaning (c) decision modeling (d) data collection
12. Which feature differentiates hybrid teams from remote teams ? (b)
(a) Use of digital tools (b) physical office presence some members (c)
asynchronous communication (d) performance metrics
13. Which CSR challenge involves false branding of green practices ? (a)
(a) greenwashing (b) resource scarcity (c) legal compliance (d) talent shortage
14. Which sustainability benefit reduces operational waste ? (b)
(a) risk reduction (b) cost efficiency (c) brand reputation (d) regulatory compliance
15. The Practice of Management written by _____. (a)
A. Peter F. Drucker.B. Terry.C. Louis Allan.D. Henry Fayol
16. Management is an organ, organs can be described and defined only through their functions.
This definition was given by _____. (a)
A. Peter F. Drucker.B. Terry.C. Louis Allan.D. Henry Fayol.

17. Management is what a manager does _____. (c)
A. Peter F. Drucker.B. Terry.C. Louis Allan.D. Henry Fayol.
18. To manage is to forecast and plan, to organize, to compound, to co-ordinate and to control. This definition was given by _____. (b)
A. Peter F. Drucker.B. Henry Fayol.C. Louis Allan.D. Terry.
19. Management is the art of getting things done through and with an informally organized _____. (a)
A. Harold Koontz.B. Terry.C. Louis Allan.D. Henry Fayol
20. Management is the art and science of decision making and leadership _____. (b)
A. Harold Koontz.B. Donald J. Clough.C. Louis Allan.D. Terry.
21. Father of Administrative management _____. (c)
A. Mary Parkett.B. Lillian Gilbert.C. Henry Fayol.D. Elton Mayo.
22. Pioneer of Human Relations is _____. (d)
A. Mary Parkett.B. Lillian Gilbert.C. Henry Fayol.D. Elton Mayo.
23. Espirit de corps means _____. (a)
A. union is strength.B. service is our motto.C. buyer beware.D. product is our strength.
24. F.W. Taylor is associated with _____. (a)
A. Scientific Management.B. Future management.C. Modern management.
D. Principles of management.
25. Which type of control focuses on daily operations ? (c)
(a) strategic (b) tactical (c) operational (d) feedback

II. FILL IN THE BLANKS

1. The grouping of similar activities into departments is known as _____
2. _____ responsibility refers to overseeing the work of others.
3. The act of holding someone answerable for results is called _____
4. The informal communication network in an organization is called the _____
5. _____ organization is created by top management to achieve specific goals.
6. The process of assigning responsibility and authority to subordinates is called _____
7. _____ needs in Maslow's hierarchy refer to food, shelter, and water.
8. _____ recruitment involves sourcing candidates from outside the organization.
9. The principle of co-ordination that stresses starting early is called _____
10. The comparison of actual performance with standards is called _____
11. The process of storing data in an organized format for access is _____
12. _____ chain in grapevine occurs when one person tells everyone.
13. _____ teams combine remote and on-site collaboration.
14. _____ CSR objective focuses on providing education and healthcare.
15. A company switching to solar power reflects _____ responsibility.
16. _____ resistance is a major challenge to digital transformation.
17. Delegation grants _____ to subordinates.
18. Decentralization reduces burden of _____ management.
19. _____ brings unity of action and integrates different activities.
20. The decision making power at lower levels of management is _____

ANSWERS

1. Departmentalization
2. Supervisory
3. Accountability
4. Grapevine
5. Formal
6. Delegation
7. Physiological
8. External
9. Early beginning
10. Evaluation
11. Data storage
12. Gossip
13. Hybride
14. Community development
15. Environmental
16. Employee
17. Authority
18. Top
19. Co-ordination
20. Decentralization

III. ANSWER THE FOLLOWING QUESTIONS

1. Define organisation ? differentiate between formal and informal organization
2. Explain various sources of recruitment.
3. What is span of control ? explain types of control.
4. Explain about total quality management
5. Write a note on corporate social responsibility
