

S.S.R. DEGREE COLLEGE, (AUTONOMOUS)
NIZAMABAD (C.C:5029)
I SEMESTER INTERNAL ASSESSMENT I EXAMINATIONS
PRINCIPLES AND PRACTICES OF MANAGEMENT
QUESTION BANK

I. MULTIPLE CHOICE QUESTIONS

1. Which of the following is not a function of management?
A) Planning B) Organizing C) Negotiating D) Controlling
Answer: C) Negotiating
2. The process of determining organizational goals and the means to achieve them is known as:
A) Controlling B) Organizing C) Leading D) Planning
Answer: D) Planning
3. In management, the acronym "SWOT" stands for:
A) Strengths, Weaknesses, Opportunities, Threats
B) Strategy, Workforce, Operations, Training
C) Sales, Warehousing, Outsourcing, Technology
D) Sustainability, Work-life balance, Optimization, Trends
Answer: A) Strengths, Weaknesses, Opportunities, Threats
4. Which management function involves assigning tasks, grouping tasks into departments, and allocating resources?
A) Leading B) Planning C) Organizing D) Controlling
Answer: C) Organizing
5. The management process of motivating employees, directing their activities, and resolving conflicts is called:
A) Organizing B) Controlling C) Leading D) Planning
Answer: C) Leading
6. A manager who sets objectives, establishes strategies, and develops policies is primarily engaged in which managerial function?
A) Organizing B) Leading C) Planning D) Controlling
Answer: C) Planning
7. Who is the Father of Modern Management?
A) Peter F. Drucker B) F.W. Taylor C) Weber D) Henry Fayol
Answer: A) Peter F. Drucker
8. The management function that involves monitoring performance, comparing it with goals, and taking corrective action is:
A) Planning B) Organizing C) Leading D) Controlling
Answer: D) Controlling

9. The process of dividing work activities into manageable tasks and coordinating them is known as:
A) Planning B) Organizing C) Leading D) Controlling
Answer: B) Organizing
10. A manager who is responsible for supervising the day-to-day activities of employees and ensuring tasks are completed falls into which level of management?
A) Top management B) Middle management C) First-line management D) Operational management
Answer: C) First-line management
11. Which of the following is a characteristic of effective goals in management?
A) Vague and general B) Difficult to measure C) Time-bound D) Subjective and unclear
Answer: C) Time-bound
12. The acronym "CEO" stands for:
A) Chief Executive Officer B) Chief Financial Officer C) Chief Operations Officer D) Chief Marketing Officer
Answer: A) Chief Executive Officer
13. The term "span of control" refers to:
A) The number of employees a manager can effectively supervise
B) The level of authority a manager has within an organization
C) The distribution of tasks among different departments
D) The time frame for achieving organizational goals
Answer: A) The number of employees a manager can effectively supervise
14. Which of the following is not a characteristic of effective management?
A) Flexibility B) Rigidity C) Leadership D) Decision-making skills
Answer: B) Rigidity
15. The management principle that suggests each employee should report to only one manager is known as:
A) Unity of command B) Span of control
C) Division of labor D) Scalar chain
Answer: A) Unity of command
16. The process of evaluating the external environment to identify opportunities and threats is part of:
A) Organizing B) Leading C) Controlling D) Environmental scanning
Answer: D) Environmental scanning
17. Which management theory emphasizes the importance of employee motivation and satisfaction for higher productivity?

- A) Classical management B) Scientific management
C) Human relations approach D) Contingency theory
Answer: C) Human relations approach

18. The management function that involves creating a positive organizational culture and ensuring effective communication is:

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

19. The process of assessing internal strengths and weaknesses as part of strategic planning is known as:

- A) Environmental scanning B) SWOT analysis C) Contingency planning D) Strategic management
Answer: B) SWOT analysis

20. A manager who focuses on long-term organizational goals, policies, and strategies falls into which level of management?

- A) Operational management B) Middle management C) Top management D) Project management
Answer: C) Top management

21. The management principle that suggests there should be a clear and unbroken line of communication from top to bottom of the organization is known as:

- A) Unity of command B) Scalar chain C) Division of labor D) Span of control
Answer: B) Scalar chain.

22. Which management approach focuses on finding the best way to perform tasks and emphasizes efficiency and productivity?

- A) Human relations approach B) Systems theory
C) Scientific management D) Contingency theory
Answer: C) Scientific management

23. The process of aligning resources to achieve organizational goals is known as:

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

24. The management principle that suggests dividing work activities into specialized tasks to improve efficiency is known as:

- A) Unity of command B) Division of labor C) Span of control D) Scalar chain
Answer: B) Division of labor

25. Which type of plan outlines actions to be taken if an initial plan fails or external circumstances change unexpectedly?

- A) Strategic plan B) Operational plan C) Contingency plan D) Tactical plan
Answer: C) Contingency plan

26. The management function that involves setting standards, measuring performance, and taking corrective action is:
 A) Organizing B) Leading C) Controlling D) Planning
 Answer: C) Controlling
27. A manager who oversees the implementation of policies and coordinates activities within specific departments falls into which level of management?
 A) Middle management B) Operational management C) Project management D) Top management
 Answer: A) Middle management
28. The management principle that suggests authority should flow from top management to lower levels in a clear and unbroken line is known as:
 A) Unity of command B) Scalar chain C) Division of labor D) Span of control
 Answer: B) Scalar chain
29. The acronym "HRM" stands for:
 A) Human Resource Management B) High Return Management C) Human Relations Management D) Home Resource Management
 Answer: A) Human Resource Management.

II. Fill In The Blanks

1. The Primary Function of Management is _____
2. _____ Father of Administrative Management.
3. F.w. Taylor is the Father of _____ Management Theory
4. 14 Principles of Management are Given by _____.
5. _____ is Concerned with laying down objectives, formulating policies.
6. A Person who performs the Function of Management is known as _____
7. BOD, CEO, Or GM are the _____ of the Organization.
8. Planning day to day function, assigning task to their subordinates and taking Corrective action is the function of _____ management
9. According to _____ Principle, each group of activities with the same objective must have one head and one plan.
10. Koontz and O'Donnel are the advocates of _____ approach to management.
11. The author of the famous book "General and Industrial Management" is _____.
12. _____ Principle states that an employee should receive orders from one superior only.
13. _____ is highly suitable for large organizations having large number of managerial personnel at different levels.
14. The Book "Practice of Management" was written by _____
15. _____ is Considered as the last function of Management.

16. MBO Stands for _____
17. _____ is the Process of selecting one best alternatives from different alternatives.
18. _____ is the Process of Identifying and grouping of work to be performed.
19. _____ Skill is equally important at all level.
20. Lower level workers need _____ skills than administrative skills.

Answers of blanks

1. Planning
2. Henry fayol
3. Scientific
4. Henry fayol
5. Administration
6. Manager
7. Top management
8. Lower level
9. Unity of Direction
10. Operational
11. Henry Fayol
12. Unity of Command
13. Decentralization
14. Peter Drucker
15. Controlling
16. Management by Objectives
17. Decision Making
18. Organizing
19. Human
20. Technical

III. Descriptive Questions

1. Define sole proprietorship and Explain advantages and disadvantages of sole proprietorship.
2. Distinguish between partnership and sole trade.
3. Define joint stock company and state its features .
4. What is memorandum of association? Explain its clauses.
5. Difference between public limited company and private limited company.