

Anekant Education Society's
Tuljaram Chaturchand College of Arts, Science and Commerce,
Baramati.

Department of BBA (C.A.)
FYBBA (C.A.) Semester I

Question Bank

Subject: Principle and Practices of Management and
Organizational Behavior (1105)

Q1) Multiple Choice Questions:

Q1) who said "Management is the force which leads, guides and directs organization in the accomplishment of predetermined object"?

- A) Schutize.J.N.
- B) Henri Fayol
- C) PeterbDrucker
- D) Harold Konntz

Q2) Management is the _____ of getting things.

- A) Science
- B) Art
- C) Creativity
- D) All Of the Above

Q3) The Need is to select the Right person for Right Job is also called_____.

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

Q4) Management is not a pure science but it can be simply called_____.

- A) Physical Science
- B) Inexact Science
- C) Natural Science
- D) All Of The Above

Q5) Which is the Henri FayolMangerial Functions_____.

- A) Planning
- B) Organizing
- C) Commanding
- D) All of the above

Q6) which of this is a Type1 theorist?

- A) Douglas MC Gregor
- B) Ralph Dari's
- C) Elton Maye
- D) Chester Barnard

Q7) who proposed the four principles of scientific management?

- A) Herbert Simon
- B) Daniel Katz
- C) Robert Kahn
- D) Frederick Taylor

Q8) which of these is one of fayols fourteen principles of management?

- A) Unity of command
- B) Scientific determination
- C) Cooperation of managers
- D) None of above

Q9) What was Ralph Davis contribution in organizational theory?

- A) Bureaucracy
- B) Adhocracy
- C) Rational Planning
- D) None of above

Q10) Which theory was proposed by Douglas Me Gregor?

- A) Theory X-Theory Y
- B) Bureaucracy
- C) Environmental Perspective

D) None of above

Q11) Kind of cost that has been occurred in past are also known as_____

- A) Unrecorded cost
- B) Recorded cost
- C) Sunk Cost
- D) Banked costs

Q12) Factor, Which is largely considered in making or buying decisions is ____

- A) Quality of suppliers
- B) Dependability of Suppliers
- C) Production irrelevancy
- D) Both A and B

Q13) Third Step on decision making process is _____

- A) Linear Predictions
- B) Dependent Predictions
- C) Making Predictions
- D) Independent Predictions

Q14) Decision Making step, which consists of organization goals, predicting alternatives and communicating goals is called _____

- A) Organization
- B) Alternation
- C) Planning
- D) Valuing

Q15) Type of accounting which measures reports and analysis of non- financial information to help in decision making is called_____

- A) Financial Accounting
- B) Management Accounting
- C) Cost Accounting

D) Decision Accounting

Q16) Organizational Behavior is the study of _____ in the organizations.

- A) Human
- B) Employer
- C) Human Behavior
- D) Employees

Q17) Organizational Behavior focuses at three levels _____

- A) Individual, organization, society
- B) Society, organization, nation
- C) Employee, Employer, management
- D) Individual, Group, Organization

Q18) Scope of OB does not include

- A) Leadership
- B) Perception
- C) Job Design
- D) Technology

Q19) Organizational Behavior is _____

- A) A Science
- B) An Art
- C) A science as well as an Art

Q20) _____ is processes that account for an individual's intensity, direction, and persistence of effort toward attaining a goal

- A) Perception
- B) Cooperation
- C) Motivation
- D) Affect

Q21) which is NOT a dimension in Maslow's Hierarchy of needs?

- A) Ego
- B) Physiological
- C) Safety
- D) Esteem

Q22) _____ theory is an extension of Maslow's hierarchy of needs.

- A) Two factor
- B) Theory y
- C) Theory X
- D) ERG

Q23) Which of the following is an motivational factor, according to Herzberg's two-factor theory?

- A) Quality of supervisions
- B) Recognition
- C) Pay
- D) Relation's with others

Q24) _____ theory argues that behavior is a function of its consequences.

- A) Equity
- B) Reinforcement
- C) Goal- setting
- D) Expectancy

D) None of the above

Q25) Organization Structure primary refers to, _____

- A) How activities are coordinated and control.
- B) How resources are allocated.
- C) The location of department and office space.
- D) The policy statements developed by the firm.

Q26) A _____ is collection of two or more individuals, working for a common goal and is interdependent.

- A) Informal Group
- B) Work Group
- C) Formal Group
- D) Interest Group

Q27) what stage of group Development is most important?

- A) Forming
- B) Storming
- C) Norming
- D) Performing

Q28) Which type of group is one that managers establish to achieve organization goals?

- A) Formal Group
- B) Informal Group
- C) Virtual Team
- D) Interest Group

Q29) It is normal to experience _____ whenever there is change.

- A) Resistance
- B) Organizational Resistance
- C) Virtual Team
- D) All of above

Q30) _____ is a philosophy of job design in which employees are viewed as members of interdependent teams instead of as individual workers.

- A) Virtual Team
- B) Team Building
- C) Team Work
- D) Formal Group

Q31) Stress management is about learning _____

A) How to avoid the pressure of file

B) How to develop skills that would enhance our body's we are subjected to the pressure of life.

C) Both A and B

D) None of the above

Q32) The symptoms of stress can be divided in to following categories:

A) Cognitive

B) Emotional

C) Physical

D) All of above

Q33) _____ is considered the “good stress” as it triggers maximum strength and productivity.

A) Eustress

B) HypoStress

C) HyperStress

D) Distress

Q34) _____ surfaces when an individual leads a monotonous, unchallenged life.

A) Eustress

B) HypoStress

C) HyperStress

D) Distress

Q35) _____ person is relaxed by nature and has no sense of time urgency.

A) Type A

B) Type B

C) Both A and B

D) None of above

Q36) Conflict is _____ as it has adverse effects on the individual performance.

A) Positive

- B) Bad
- C) Negative
- D) All of above

Q37) _____ is a communication model that can be used to improve understanding between individuals within a team or in a group setting.

- A) The Johari Window
- B) Robbins
- C) Greenberg and Baron
- D) None of above

Q38) _____ is the first stage of conflict when conflict- promoting situations appears on the scene between individuals and groups.

- A) Felt Conflict
- B) Latent Conflict
- C) Manifest Conflict
- D) Inter-personal conflict

Q39) _____ negatively affects a group's performance which in turn impacts the organization in a direct or indirect way.

- A) Value Conflict
- B) Dysfunctional form of conflict
- C) Functional conflict
- D) Felt Conflict

Q2) Answer in one sentence:

Q1) Define Management?

Q2) what is purpose of Planning?

- Q3) what are the Functions of Management?
- Q4) what is the Principles of Management?
- Q5) which is the Types of Managers?
- Q6) Define Scientific Management?
- Q7) what is purpose of Planning?
- Q8) Define Decision Making?
- Q9) Explain qualitative and quantitative Decision making?
- Q10) Explain Steps to be a good decision maker?
- Q11) Define Tools of Decision making?
- Q12) Define Organizational Behavior?
- Q13) what is Perception?
- Q14) what is leadership in organizational Behavior?
- Q15) Define Motivation?
- Q16) Define benefits to organization ad manager?
- Q17) what is the process of Motivation?
- Q18) what is Theory X and Theory Y?
- Q19) Define Group?
- Q20) Define Team Building?
- Q21) what is the need of Team Building?
- Q22) what is the meaning of Team?
- Q23) what do you mean by “Stress”?
- Q24) Define Conflict?
- Q25) what is the Sources of Stress?
- Q26) Explain Effects Of Conflict?

Q3) Write Short Note On:

- 1) Principles of Management
- 2) Planning
- 3) Functions of Leader
- 4) Line and Staff Managers

- 5) Process of Management
- 6) Management As Science
- 7) F.W.Taylor Scientific management.
- 8) Henri Fayol's Principles of management.
- 9) Introduction to OB

- 10) Goals of organizational behavior
- 11) Needs of organizational behavior
- 12) Process of Decision Making
- 13) Group Decision
- 14) Importance of Decision
- 15) Nature and importance of Motivation
- 16) Concept of Motivation
- 17) Characteristics of Motivation
- 18) Maslow's need Hierarchy theory
- 19) Types of Group
- 20) Characteristics of Groups
- 21) Effects of Groups
- 22) Nature and Benefits from Team
- 23) Work Stress
- 24) Nature of Stress
- 25) Strategies to overcome Stress
- 26) Johari Window
- 27) Process of Conflict

Q4)Short Answer Questions:

- 1) Explain need of Management?
- 2) Explain Goals of the Management?
- 3) Explain Importance of Management?
- 4) Explain Managerial levels Hierarchy of Management?
- 5) Explain Scientific Management?
- 6) Explain Administrative Management?
- 7) Explain characteristics of decision making?

- 8) Explain Process of decision making?
- 9) Explain Tools of Decision making?
- 10) Define organizational Behavior with suitable Diagram?
- 11) What is inter-personal level organization Behavior?
- 12) What is the prediction in organizational behavior?
- 13) Define “Motivation”. Explain Motivation Process in detail?
- 14) Explain Herzberg’s Two Factor Theory of Motivation?
- 15) Write note on McGregor’s Theory X and Theory Y?
- 16) Define Group. Explain types of groups in organization?
- 17) Explain the stage model involved in the formation of group?
- 18) What do you mean by Team Building? Discuss the Importance of Team Building?
- 19) Explain the importance of effective Team Work?
- 20) Define Stress. Explain types of Stress?
- 21) Explain Type A and Type B Assessment of personality?
- 22) What is the Effects of Stress?
- 23) Define conflict? Explain types of conflict?
- 24) Explain Conflict Management Strategies?

Q5) Long Answer Questions:

- 1) Define Management? Describe Managerial Functions?
- 2) Describe the roles of line Managers and Staff Managers?
- 3) Explain Leadership? And Qualities of effective leadership?
- 4) Why there is a hierarchical structure of management? Describe in details any Two.
- 5) Explain Scientific Management? Explain F.W.Taylor Scientific management?
- 6) Explain Henri Fayol’s Fourteens Principles of management?
- 7) Define Decision? Explain in brief Decision making Environment?
- 8) Explain Types of Decision making?
- 9) Explain in brief Decision making process and Tools?

- 10) Explain organizational Behavior? Describe the fundamental concepts of OB?
- 11) Explain the scope and need of the organizational Behavior?
- 12) Describe various theories of work Motivation?
- 13) Explain Theory X and Theory Y and what is Maslow's theory of Motivation?
- 14) Define Motivation. Explain Maslow's need hierarchy theory of Motivation?
- 15) Explain the Process of Motivation?
- 16) Define group? Explain in detail five stage model of Group Development?
- 17) Define Team? Explain Types of Team?
- 18) Explain steps to creating/Developing effective Teams?
- 19) Explain Nature and Benefits from Team?
- 20) Define Stress? Explain Stress management Strategies?
- 21) What are the different sources of stress and its effects on human behavior?
- 22) Explain Type A and Type B assessment of personality?
- 23) Explain conflict management and strategy to overcome conflicts?
- 24) What is the conflict management and explain types of conflict and process of conflict?
- 25) Explain Effects of conflict and Johari Window model?