



**F.Y. B.Voc (RM)**

**1102- Principles of Management- I**

**Question Bank**

**Q. 1 Fill in the blanks:**

- \_\_\_\_\_ is an individual or a group of activity that accept responsibilities to run an organization.  
A. Management  
B. Dedication  
C. Profession  
D. Education
- Management as a science, arts and \_\_\_\_\_.  
A. Management  
B. Skills  
C. Profession  
D. Technology
- The basic motive of every profession is to serve the clients with \_\_\_\_\_.  
A. Education  
B. Format  
C. Dedication  
D. Forecasting
- AIMA stands for \_\_\_\_\_.  
A. All India Management Association  
B. All Indian Managers Association  
C. All Institutional Management Association  
D. All Institutional Managers Association
- \_\_\_\_\_ Education is characteristics of professional management.  
A. Formal  
B. Informal  
C. Institutional  
D. Psychological
- \_\_\_\_\_ is the secondary function of Management.  
A. Organizing  
B. Planning  
C. communication  
D. Decision Making
- Communication involves a \_\_\_\_\_ and continuing process of telling, listening and understanding.  
A. Interpersonal  
B. Personal  
C. Systematic  
D. Leading
- Human relations skills are also called \_\_\_\_\_ skills.  
A. Interpersonal  
B. Formal  
C. Communication  
D. Decision Making
- \_\_\_\_\_ skills are requires specialized knowledge and proficiency in the machines of a particular.  
A. Technological  
B. Systematic  
C. Technical  
D. Strategic

10. \_\_\_\_\_ and \_\_\_\_\_ are important determinants of business that affect its success.
- A. Quantity and Productivity                      C. Production and selling  
 B. Quality and Productivity                      D. Quantity and Selling
11. \_\_\_\_\_ bridges the gap from where we are standing today and where we want to go.
- A. Planning    C. Organizing  
 B. Staffing    D. Leading
12. Focuses on objectives of the company is the importance of \_\_\_\_\_.
- A. Staffing    C. Planning  
 B. Decision Making                                  D. Motivating
13. Time period of up to 10 yrs. In \_\_\_\_\_ planning.
- A. Strategic    C. Organizational  
 B. Long term    D. Short term
14. \_\_\_\_\_ is an important aid in effective and efficient planning.
- A. Planning    C. Management  
 B. Controlling    D. Forecasting
15. Applies mathematical models to past and present information to predict future outcomes is possible by \_\_\_\_\_.
- A. Quantitative    C. Qualitative  
 B. Repetitive    D. Continue
16. \_\_\_\_\_ is an accurate, flexible, efficient, and timeless.
- A. Planning    C. Forecasting  
 B. Organizing    D. Staffing
17. \_\_\_\_\_ is the process of identifying and selecting a course of action to solve a specific problem.
- A. Decision Making                                      C. Management  
 B. Relations Skills                                      D. Technical Skills
18. Programmed decisions are concerned with the problems of \_\_\_\_\_ or routine type matters.
- A. Repetitive    C. Continue  
 B. Qualitative    D. Quantitative
19. \_\_\_\_\_ are related to the general functions of the organization.
- A. Continue Decisions                                  C. Repetitive Decisions  
 B. Routine Decisions                                  D. Strategic Decisions
20. After making the decisions, the manager should \_\_\_\_\_.
- A. Choose another Alternative                      C. Implement  
 B. Motivating    D. Compromising
21. \_\_\_\_\_ is the linked to an external environment.
- A. Organizational                                      C. Institutional  
 B. Communication                                      D. Implement
22. First step of organization is to \_\_\_\_\_.
- A. Determination of the total work load          C. Exception  
 B. Departmentalization                              D. Implement the decision
23. Facilities \_\_\_\_\_ is the importance of organization.

- A. Management by Exception  
B. Management by Responsibility
- C. Management by Authority  
D. Management by Division
24. \_\_\_\_\_ leads to an economical, effective, and efficient functioning of the enterprise.  
A. Organization  
B. Staffing  
C. Planning  
D. Controlling
25. \_\_\_\_\_ as a means of structuring an organization can be found in both public and private organization.  
A. Centralization  
B. Departmentalization  
C. Decentralization  
D. Divisional Departmentalization
26. In geographic departmentalization and organization is organized along \_\_\_\_\_ lines.  
A. Geographic Lines  
B. Strategic Lines  
C. Psychological Lines  
D. Logical Lines
27. The firm develops independent lines of business that operates by separate companies is called as \_\_\_\_\_.  
A. Divisional Departmentalization  
B. Centralization  
C. Departmentalization  
D. Decentralization
28. Strategic level, Technical level, and supervisory level these three levels of \_\_\_\_\_.  
A. Departmentalization  
B. Divisional  
C. Geographic Lines  
D. Planning
29. High operational efficiency is the advantage of \_\_\_\_\_.  
A. Process Departmentalization  
B. Strategic Planning  
C. Geographic Lines  
D. Forecasting
30. Linked of management is of \_\_\_\_\_.  
A. Six M's  
B. Ten M's  
C. Eight M's  
D. Four M's
31. \_\_\_\_\_ is accountable for the performance of assigned duties.  
A. Responsibility  
B. Direction  
C. Authority  
D. Communication
32. \_\_\_\_\_ is the power to give order and get it obeyed in other words it is power to take decision.  
A. Responsibility  
B. Direction  
C. Authority  
D. Communication
33. \_\_\_\_\_ is an exchange of facts, ideas, opinions, emotions by two or more persons.  
A. Communication  
B. Planning  
C. Direction  
D. Motivating
34. According to research findings, \_\_\_\_\_ of managerial time is spent on communication.  
A. 65 to 75%  
B. 85 to 95%  
C. 75 to 85%  
D. 95 to 105%

## Q.2 Answer in one sentence

1. What is Management?
2. Write the definition of planning.
3. Define the term forecasting.
4. How many techniques of forecasting?

5. Write the meaning of Operational Planning.
6. What is Decision making?
7. Write in short the concept of Quantitative Forecasting.
8. State the meaning of Qualitative Forecasting.
9. Explain the term short Term Planning.
10. Which three levels of Departmentalization?
11. What are the elements of Direction?
12. Write the four steps of organization.
13. Write the types of organization.
14. Write the elements of Organizational structure.
15. What is Authority?
16. Write the definition of Responsibility.
17. Define the Delegation of Authority.
18. What are the elements of Delegation?
19. What is Action Process?
20. What is Interpersonal Process?
21. Write the definition of Staffing.
22. Define the recruitment.
23. Write the definition of Direction.
24. What is Communication?
25. Write the types of communication.
26. Which three techniques of Directing?

### **Q.3 Short Notes**

1. Management as a Science
2. Features of Arts
3. Characteristics of Professional Management
4. Need of Management study
5. Process of Management
6. Levels of Management
7. Challenges before Management
8. Explain the Managerial Skills
9. Nature of Planning
10. Centralization and Decentralization
11. Levels of Departmentalization
12. Responsibility and Authority
13. Steps of Organization
14. Management is a Arts, Science and Profession
15. Types of Planning
16. Importance of Planning
17. Forecasting and Techniques of Forecasting

#### **Q. 4 Short Answer Questions**

1. Types of Decision Making
2. Process to make a Decision
3. Types of Departmentalization
4. Elements of Organizational Structure
5. Difference between Authority and Responsibility
6. Difficulties in Delegation of Authority
7. Importance of Staffing
8. Sources of Recruitment
9. Elements of direction
10. Principles of Direction
11. Process of Communication
12. Barriers to Communication
13. Techniques and Importance of Directing

#### **Q.5 Long Answer Questions**

1. State the meaning and definition of Management and explain the process of Management.
2. Management as a Science, Arts and Profession and also explain the features of Profession.
3. Write the meaning and definition of planning and also write the importance and nature of planning
4. State the meaning of decision making. Explain the process and types of decision making.
5. Meaning and definition of organization. Explain the principles of organization.
6. Write the definition of Organization and also explain the importance of organization.
7. What Centralization and Decentralization? Explain the advantages and disadvantages of Centralization.
8. Define the decentralization and write the advantages and disadvantages of Decentralization.
9. Meaning and definition of Staffing. Explain the needs and importance of Staffing.
10. Meaning and definition of direction. Write the elements and principles of direction.
11. Write the meaning of communication and also explain the process and importance of communication.