Paper Code - 3152

B B A Sem – I (New Course)
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Principles of Management

કુલ સમય :– ૬૦ મીનીટ **કુલ પ્રશ્નો :** ૫૦ **વિદ્યાર્થીએ ટીક કરવાના પ્રશ્નો :** ૩૫
નોંધ : **વિદ્યાર્થીએ માત્ર ૩૫ પ્રશ્નો જ ટીક કરવાના રહેશે. જો વધારે ટીક કરેલ હશે તો પ્રથમ ૩૫ પ્રશ્નો જ ગણતરીમાં લેવામાં આવશે.**

1. **The Practice of Management written by _____.**
   A. Peter F. Drucker. B. Terry. C. Louis Allan. D. Henry Fayol.
2. Management is an organ; organs can be described and defined only through their functions. This definitionwas given by _____.
   A. Peter F. Drucker. B. Terry. C. Louis Allan. D. Henry Fayol.
3. Management is what a manger does_____.
   A. Peter F. Drucker. B. Terry. C. Louis Allan. D. Henry Fayol.
4. Management is the art of getting things done through and with an informally organized_____.
   A. Harold Koontz. B. Terry. C. Louis Allan. D. Henry Fayol.
5. Henry Fayol laid down_____.
   A. 12 principles. B. 13 principles. C. 14 principles. D. 15 principles.
6. F.W. Taylor is associated with_____.
   A. Scientific Management. B. Future management.
   C. Modern management. D. Principles of management.
7. Management is_____.
   A. an art. B. a science. C. an art and a science. D. an art not science.
8. The first and foremost function of management is _____.
   A. planning. B. organizing. C. controlling. D. coordination.
9. Goals, aims, purposes, missions and target is also known as _____.
   A. objective. B. strategies. C. policies. D. rules.
10. Formal authority flows from upwards to downwards in_____.
    A. formal organization. B. informal organization. C. business or organization. D. strategic organization.
11. Management by Objective (MBO) is also known as
    A Management by results B Management by goals
    C Management by planning D Management by evaluation
12. Management by Objective (MBO) is a
    A Sets of rules B Series of procedure C Way of thinking about management D All of the above
13. In Management by Objective (MBO), the manager and subordinate jointly
    A Identify Common goals B Defines each individual's major areas of responsibility
    C Assess the contribution of each of its members D All of the above
14. The following is not true for MBO
    A It acts an effective Performance appraisal tool B The superior evaluate the individual concerned
    C It forces the management to plan the activities in a systematic way
    D Better management and improved communication
15. The following is (are) the disadvantage(s) of Management by Objective (MBO).
    A Inflexibility B Lack of relevant skill C Lack of individual motivation D All of the above
16. The following is also known as Military organization
    A Line organization B Functional organization C Line and staff organization D None of the above
17. In line organisation, the business activities are divided into following three types
    A.Accounts, Production, Sales B Production, Quality, Sales
    C Production, Quality, Maintenance D Production, Maintenance, Sales
18. Which organisation structure is generally followed by big steel plants?
    (A) Line organization (B) Functional organization C) Line and staff organization (D) All of the above
19. The controlling function is performed by
    (a) Top level management (b) Lower level management
    (c) Middle level management (d) All of the above
20. The need for the controlling function is felt in
    (a) Business organizations (b) Political organizations (c) Social organizations (d) All of the above
21. Name the function of management which involves setting objectives and developing appropriate courses of action to achieve these objectives.
    (a) Directing (b) Organising (c) Planning (d) Staffing
22. Which of the following is not a benefit of planning?
    (a) Planning reduces overlapping and wasteful activities. (b) Planning is a mental exercise.
    (c) Planning provides directions. (d) Planning reduces the risks of uncertainty.
23. Which of the following statements is not true with reference to planning?
    (a) Planning is a pre-requisite for controlling. (b) Planning does not lead to rigidity.
    (c) Planning enables a manager to look ahead and anticipate changes.
    (d) Planning facilitates co-ordination among departments and individuals in the organisation.

24. What is known as the primary function of management?
(a) Controlling (b) Organising (c) Planning (d) Staffing

25. Which of the following is not a feature of planning?
(a) Planning is futuristic. (b) Planning is pervasive.
(c) Planning establishes standards for controlling. (d) Planning focuses on achieving objectives.

26. Pervasiveness of planning indicates that planning
(a) is a top management function. (b) extends throughout the organisation.
(c) is a future-oriented activity. (d) is the first element of management process.

27. Planning provides direction is a
(a) Importance of planning (b) Limitation of planning (c) Characteristics of planning (d) Method

28. guides for decision making :-
(a) Rule (b) Policy (c) Procedure (d) Method

29. Which one of the following is not a limitation of planning?
(a) Dynamic environment (b) Costly process (c) Rigidity (d) Top management approach

30. Which one of the following is a step of planning?
(a) Analysis of organisation structure (b) Analysis of environment
(c) Analysis of employee behavior (d) Analysis of employee morale

31. Decision-making is the case of __
(a) Planning (b) Organising (c) Staffing (d) Directing

32. Which type of organization has no place in the organization chart?
A. formal organization. B. informal organization. C. business or organisation. D. strategic organization.

33. The selection of best alternative from many alternatives is known as_____.
A. selection. B. decision-making. C. organizing. D. budgeting.

34. The decision taken by lower-level management is a _____.
A. programmed decision. B. non-programmed decision. C. major decision. D. minor decision.

35. The decision taken by high level of management is _____.
A. programmed decision. B. non-programmed decision. C. individual decision. D. non-economic decision.

36. The decision which relates to day-to-day operation of an organization is known as ____.
A. major decision. B. organisational decision. C. personal decision. D. operative decision.

37. Decision taken by a committee formed by the top management for specific purpose is ____.
A. group decision. B. organisational decision. C. personal decision. D. operative decision.

38. The authority flows from top to bottom through the structure of an organization is ____.
A. The acceptance of authority theory. B. The formal authority theory.
C. The competence theory. D. The organisation theory.

39. The subordinate is granted authority to perform all the functions in his department or division is ____.
A. general delegation. B. formal delegation. C. specific delegation. D. informal delegation.

40. The orders, instructions or direction are delegated to a particular person specifically is known as ____.
A. general delegation. B. formal delegation. C. specific delegation. D. informal delegation.

41. Delegation made by written orders and instruction is known as ____.
A. oral delegation. B. written delegation. C. downward delegation. D. sideward delegation.

42. Departmentation is a part of the ___.
A. organisation process. B. control process. C. planning process. D. staffing process.

43. The term span of management is also known as ____.
A. span of business. B. span of control. C. span of activity. D. span of planning.

44. Management By Objectives was introduced by _____.
A. Taylor. B. Elton Mayo. C. Peter Drucker. D. Maslow.

45. Which level of management is responsible for establishing a vision for the organization, developing broad plans and strategies, and directing subordinate managers?
A first level managers B middle managers Cexecutive managers D second level managers

46. Which type of managers are responsible for reporting to middle managers?
A employees B.managers C executive managers D second level managers

47. Successful management ensures that
A Goals Are Achieved With Least Cost B Timely Achievement Of Goals
CBoth Of The Above D None of the above

48. Management exists at the ___ level of the organization.
A. Lower B.Middle C.Top D.All of the above

49. Planning, organizing, directing and controlling are the:
A. Goals of management. B.Functions of management. C.Results of management. D.All of the above.

50. Guiding and supervising the efforts of subordinates towards the attainment of the organization's goals describes the function of

A. Organizing B.planning C.directing D.controlling