Paper Code - 3052

B B A Sem – I (Old 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. 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

2. Organizing is a process by which the manager.
[A] Establishes order out of chaos [B] Removes conflict among people over work or responsibility sharing
[C] Creates an environment suitable for teamwork [D] All

3. The Practice of Management written by _____.
[A] Peter F Drucker [B] Terry [C] Louis Allen [D] Hendry Feyo

4. Father of Principles of Management is
[A] Mary Parkett [B] Lillian Gilberth [C] Henry Fayol [D] Elton Mayo

5. Management and administration are.
[A] Same [B] Different [C] Partly same and partly different [D] Same and different

6. Henry Fayol laid down.
[A] 12 Principles [B] 13 Principles [C] 14 Principles [D] 16 Principles

7._____function is regarded as the essence of management.
[A] Organizing [B] Planning [C] Co-ordination [D] None

8.Management is a creative and _____ process.
[A] Continuous [B] Technical [C] Customers. [D] None of the above

9. Positive motivation makes people willing to do their work in the best way they can and improve their _
[A] Productivity [B] Personality [C] Possibility [D] All

10. Delegation of authority results in_____.
[A] Avoiding responsibility [B] Centralisation of Power at the top level
[C] Costliness of decision [D] Enabling the managers to distribute their work load

11. Henry Fayol is concentrated on
[A] Top level management [B] Middle level management [C] Lower management [D] Workers

12 Which of the following is not an element of delegation?
[A] Responsibility [B] Decentralization [C] Accountability [D] Authority

13. A system of co-operative activities of two or more persons is called _____.
[A] Department [B] Co-ordination [C] Organization [D] Control

14. The first and foremost function of management is
[A] Planning [B] Organizing [C] Controlling [D] Co-ordinating

15. The responsibility flows
[A] In all directions [B] Downwards [C] Upwards [D] None

16. Medium term planning is
[A] 1 months [B] 1 year [C] 2 to 5 years [D] 5 to 15 yers

17. Planning function is mainly performed at
[A] Top management level [B] Middle management level
[C] Lower management level [D] None

18. Men, Money Material and Machines are included in
[A] Factor of production [B] Resources [C] Budget preparation [D] Cost analysis

19. Principles of specialization requires.....
A] Division of labour [B] Centralisation of work [C] Decentralisation of work [D] None

20. A Plan of relationship is called as
[A] Organization [B] Functions [C] Team [D] Group effort

21. Depart mention is parts of the
[A] Organization process [B] Control process [C] Planning process [D] Staffing process

22. Increase sales by 10% is an example of
[A] Objectives [B] Schedules [C] Procedure [D] Budgets

23 Management should find 'one best way' to perform a task. Which technique of scientific management is defined in this sentence?
[A] Time Study [B] Method Study [C] Fatigue Study [D] Motion Study

24. Principles of management are significant because these result in
[A] Taking initiative [B] Adapting to new technology
[C] Employee satisfaction. [D] Optimum utilisation of resources.

25. Top management consists of.....
[A] Financial managers [B] Sales manager
[C] Personnel manager [D] Board of directors and chief executives
26. A partner is an owner who has unlimited liability and is active in managing the firm.
[A] Senior partner. [B] General partner. [C] Silent partner. [D] Limited partner.
27. A is a business with two or more owners
[A] Corporation. [B] Conglomerate. [C] Partnership. [D] Public corporation
28. Which of the following is an advantage of a sole proprietorship?
[A] Ease of starting a business. [B] Being your own boss.
[C] Pride of ownership. [D] all of the above
29. The form of business organization that has the largest sales volume is the
[A] Partnership [B] Corporation. [C] Cooperative. [D] Multinational
30. Management exists at the ___ level of the organization.
[A] Lower [B] Middle [C] Top [D] All
31. Annual General Meetings should be held at
[A] Company [B] Registered office [C] Corporate office [D] None
32. _____ is a process of influencing people.
[A] Motivation [B] Leadership [C] Delegation [D] Controlling
33. A group of manager is considering strategy and differentiation at which level
[A] Corporate level [B] Operation level [C] Mission and Vision [D] Business level
34. An organisation general expression of its overall purpose is known as its
[A] Objective [B] Motive [C] Vision [D] Mission
35. In the sales department manager is an example of.
[A] Cost centre manager [B] Revenue centre manager
[C] Profit centre manager [D] Investment centre manager
36. Management is_____.
[A] An art. [B] A science. [C] An art and a science. [D] An art not science.
37. Principles of management provide
[A] readymade solutions to problems. [B] General guidelines.
[C] Methods and procedures. [D] Rules and regulations.
38. Who have proper authority to call for annual general meeting
[A] Promoter [B] Manager [C] Board of director [D] Secretary
39. MIS means
[A] Management information system [B] Management including system
[C] Management information support [D] None
40. Certificate of commencement of business is not required by
[A] A public company [B] A private company
[C] Both private and private companies [D] Private company subsidiary to a public company
41. Controlling is function of
[A] Supervision [B] Planning [C] Management [D] None
42. Profit motive is
[A] Primary [B] Secondary [C] Both [D] None
43. Which is not including in line function
[A] Mixing [B] Testing [C] Inspection [D] Sales
44. Totally Management under private unit it's called
[A] Private unit [B] Public unit [C] Both [D] None
45. Manager hold meeting with staff in
[A] Monthly [B] One time in year [C] Yearly [D] Depend upon organization
46. The first in designing your plan is.....
[A] Study your resources and limitation [B] Define your objectives
[C] Design the action plan [D] None
47. A Manager how to lead business.
[A] Team motivated [B] People bored [C] Potential can measure [D] None
48. Which unit increasing Motivation rapidly
[A] Strategy [B] Command [C] Control [D] others to follow
49. What is essential requirement for effective leadership?
[A] Increasing Profitability [B] Increasing market reach [C] Develop effective strategy [D] None
50. According to tax, leadership is often more associate with
[A] Consistency [B] Planning [C] Paper work [D] Changes