

QB365 Question Bank Software Study Materials

Principles of Management 50 Important 1 Marks Questions With Answers (Book Back and Creative)

12th Standard

Commerce

Total Marks : 50

Multiple Choice Question

50 x 1 = 50

- 1) Management is what a _____ does?
(a) Manager (b) Subordinate (c) Supervisor (d) Superior
- 2) Management is an _____
(a) Art (b) Science **(c) Art and Science** (d) Art or Science
- 3) Scientific management is developed by _____.
(a) Fayol **(b) Taylor** (c) Mayo (d) Jacob
- 4) Dividing the work into small tasks is known as _____.
(a) Discipline (b) Unity **(c) Division of work** (d) Equity
- 5) With a wider span, there will be _____ hierarchical levels.
(a) More **(b) Less** (c) Multiple (d) Additional

6) Match the Following :

Management	Administration
Taylor	Unity of Command
Henry Fayol	Managing
CEO	Harmony, Not Discord

(a)	(b)	(c)	(d)
A B C D	ABC D	ABC D	ABC D
iiiiiviii	i ii iiiiv	i iviiiiii	iiiii iv

- 7) The observation of people at work that would reveal the one best way to do a task is known as
(a) scientific management (b) creative management (c) human resource management (d) classical management
- 8) The first management principles were developed by
(a) Victor Meldrew (b) Charles **(c) Henry Fayol** (d) Taylor
- 9) "Division of work, authority and responsibility, unity of command" were proposed as part of the fourteen principles of management by
(a) Fayol (b) Meldrew (c) Taylor (d) Charles
- 10) How are principles of management formed?
(a) In a laboratory **(b) By experience of mangers** (c) By experience of mangers (d) By experience of producers
- 11) Henry Fayol was a
(a) Social scientist (b) Accountant (c) Production engineer **(d) Mining engineer**
- 12) Which of the following is not a principle of management given by Taylor?
(a) Functional foremanship (b) Science, not rule of the thumb (c) Maximum, not restricted output
(d) Harmony, not dischord

- 13) A reporting relationship in which an employee receives order from, and reports to only on supervisor is known as
 (a) Unity of direction **(b) Unity of command** (c) Centralization (d) Planning
- 14) Which of the following is not a function of management?
 (a) Staffing (b) Planning (c) Controlling **(d) Cooperation**
- 15) Find the odd one out.
 (a) board of directors (b) chief executive **(c) foremen** (d) shareholders
- 16) Management should find 'one best way' to perform a task. Which technique of scientific management is defined in this sentence.
 (a) Time study (b) Motion study (c) Fatigue study **(d) Method study**
- 17) Observe the following management principles and pick the odd one out. Justify your answer.
 (a) unity of command (b) unity of direction **(c) maximum output** (d) equity
- 18) Which of the following is not the functional areas of management?
 (a) Production management (b) Marketing management (c) Personnel management **(d) Information management**
- 19) Modern managers are:
 (a) Action oriented (b) Able to build a sense of shared values (c) Able to manage changes efficiently
(d) All of the above

20) Match List I with II and select the correct answer using the codes given below.

LIST I	LIST II
i) Body of knowledge	1) Training programmes
ii) Management Tools	2) Professionals
iii) Separate Displine	3) Professionals
iv) Specialisation	4) Theory and philosophy

(a)	(b)	(c)	(d)
(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)
1 2 3 4	4 3 1 2	3 4 2 1	2 3 1 4

21)

List I	List II
i) Code of conduct	1) Directing and controlling
ii) Professional Association	2) Human resources
iii) Functional	3) Managerial profession
iv) Behavioural school	4) Social responsibilities

(a)	(b)	(c)	(d)
(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)
1 2 3 4	3 4 2 1	4 3 1 2	2 3 1 4

22)

List I	List II
i) Management	1) Managerial functions
ii) Administration	2) Planned goals
iii) Co-ordination	3) Top level
iv) Cyclical process	4) Lower level

(a)	(b)	(c)	(d)
(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)
4 3 1 2	1 2 3 4	2 3 1 4	3 4 2 1

23)

List I	List II
i) Rule of Thumb	1) Mutural trust
ii) Mental Revolution	2) Extension of principle

iii) Group action	3) Attitude of workers
iv) Cooperation	4) Personal judgements

(a)	(b)	(c)	(d)
(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)
1 2 3 4	4 3 1 2	3 4 2 1	2 3 1 4

24)

	List I		List II
i)	Division of work	1)	Obligation for performance
ii)	Authority	2)	Smooth functioning of an organisation
iii)	Responsibility	3)	Right of a superior
iv)	Discipline	4)	Increasing productivity

(a)	(b)	(c)	(d)
(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)
1 2 3 4	4 3 1 2	2 3 1 4	3 4 2 1

25) Management is now developed into a specialised body of _____ and _____.

(a) **management theory, philosophy** (b) art, science (c) science, psychology (d) none of these

26) _____ have approach concentrates on the entire organisation.

(a) **Systems** (b) Contingency (c) Man Power (d) None of these

27) _____ approach emphasises dynamic nature of management process in an ever-changing business environment.

(a) Systems (b) Man power (c) **Contingency** (d) Management

28) The art of management is fully reflected in the _____ capacity of a manager.

(a) professional association (b) separate discipline (c) **decision-making** (d) co-ordination

29) _____ is all about plans and actions.

(a) **Management** (b) Accountant (c) Administration (d) Specialisation

30) _____ requires a complete change in the outlook of both management and workers

(a) Group discussion (b) Rule of Thumb (c) Cooperation (d) **Mental revolution**

31) _____ implies the concentration of decision making authority at the top management

(a) **Centralization** (b) Remuneration (c) Scalar chain (d) Equity

32) _____ refer to the chain of superiors ranging from top management to the lowest rank.

(a) Authority (b) Responsibility (c) **Line of authority** (d) Remuneration

33) _____ is the study of how to create an organizational structure that leads to high efficiency and effectiveness.

(a) Scientific management (b) Planning (c) **Allocation management** (d) None of these

34) _____ is part and parcel of our day to day life.

(a) **Management** (b) Industry (c) Commerce (d) Economics

35) _____ is growing in all countries.

(a) Knowledge (b) **Management literature** (c) Both (d) None of these

36) Authority refers to _____

(a) getting work done (b) scalar chain (c) **right to get work done** (d) being in a managerial position

37) _____ helps to finish to task on time.

(a) Planning (b) Motivation (c) **Team spirit** (d) Remuneration

- 38) _____ order ensures the fluid operation of a company through authoritative procedure
(a) Social order (b) Material order (c) Human order (d) None of these
- 39) _____ is essential for the smooth functioning of all organizations.
 (a) unity of command (b) unity of direction **(c) Discipline** (d) Remuneration
- 40) _____ focuses on Managing people and their work.
(a) Management (b) Administration (c) Command (d) Control
- 41) _____ is concerned with framing policies and setting objectives
 (a) Planning (b) Organising **(c) Administration** (d) Authority
- 42) Pick out the odd one
 (a) Board of directors (b) CEO (c) MD **(d) Finance**
- 43) Managers of various units like _____ called management of the organization.
 (a) Production (b) Marketing (c) Reach and Development **(d) All of these**
- 44) The father of Modern Management is _____
 (a) Alfred (b) Adam Smith **(c) Henry Fayol** (d) None of these
- 45) _____ means the right of a Superior to give enhance order to his subordinates
(a) Authority (b) Responsibility (c) Equity (d) Initiative
- 46) The process of administering an organization by a group of people is known as the _____
 (a) Unity of command (b) Authority **(c) Administration** (d) Management
- 47) 'Management is a multipurpose organ that manages a business and manages Manager, and manages worker and work'. Who said these words?
 (a) George Odiorne (b) Henry Fayol **(c) Peter F. Drucker** (d) F.W. Taylor
- 48) Pick out the odd one.
 (a) Division of work (b) unity of command (c) unity of direction **(d) Renumeration**
- 49) Which is not correctly matched?
 (a) Management - planning (b) Administration - Group of people (c) Initiative - New innovation
(d) Equity - Equal pay to All

50) Match the following:

Management	Divide according to their skills
Scientific Management	Art and science
Scalar chain	Taylor
Division of work	Highest to lowest rank

- (a)**

A	B	C	D
i	ii	iii	iv

 (b)

A	B	C	D
i	ii	iii	iv

 (c)

A	B	C	D
iv	iii	ii	i

 (d)

A	B	C	D
iii	ii	iv	i