

GOVERNMENT COLLEGE (A)RAJAMAHENDRAVARAM

(Re-Accredited by NAAC with “A+”Grade)

(W.e.f 2024-2025 Admitted Batch)

1 Year BBA - (RO)-semester-II

BASICS OF BUSINESS MANAGEMENT

QUESTION BANK

UNIT – I Management

ESSAYS (6 Marks)

1. Define Management? Explain its Nature and Characteristics.
2. Explain the Scope of Management.
3. Describe Henry Fayol’s Principles of Management.
4. Explain the Functions of Management.

SHORTS (2 Marks)

1. Define Management
2. Significance of Management
3. Scientific Management
4. Levels of Management

MULTIPLE CHOICE QUESTIONS: (1 Mark)

1. Who is known as the father of scientific management?
 - a) F.W. Taylor
 - b) Max Weber
 - c) Henry Fayol
 - d) George
2. How many Principles in Henry Fayol’s Principles of Management?
 - a) 11
 - b) 13
 - c) 14

- d) 15
3. Management is called a process because.....
- (a) it is applicable to the manufacturing process
 - (b) it is relevant for social organization
 - (c) it involves a series of action
 - (d) All of above
4. Top management consists of
- (a) financial managers
 - (b) sales manager
 - (c) personnel manager
 - (d) Board of Directors and chief executives
5. Unity of command implies
- (a) A subordinate should receive orders from all the superiors
 - (b) individuals must sacrifice in the larger interest
 - (c) be accountable to one and only one superior
 - (d) None of these
6. Which of the following is not true?
- (a) management is a social process
 - (b) management is universal
 - (c) management is an art
 - (d) management is always bureaucratic

Answers : 1(a) 2(c) 3(c) 4(d) 5(c) 6(d)

ONE WORD ANSWERS (1 Mark)

1. Management is
2. How are Principles of management formed by
3. Henry Fayol was a
4. Who is known as the Father of Modern Theory of Management
5. Who is known as the father of Scientific Management
6. Management is function.

ANSWERS

- 1 art and Science
- 2 experiences of management
- 3 Mining engineer
- 4 Henry Fayol

UNIT – II PIANNING

ESSAYS (6 Marks)

1. Define Planning and explain the Nature/Characteristics of Planning?
2. Explain different types of Plans.
3. Describe different types of Decisions.
4. Explain the Process of Decision Making.

SHORTS (2 Marks)

1. Financial Planning
2. Process of Planning
3. Rational Decision Making
4. Difference between individual and group decision making

MULTIPLE CHOICE QUESTIONS: (1 Mark)

1. planning is
 - a) forward looking
 - b) backward looking
 - c) both forward and backward looking
 - d) none of the above
2. -----is described as interpretative planning
 - (a) Procedure
 - (b) Strategy
 - (c) Policies
 - (d) none of the above
3. Planning is -----process
 - (a) directing
 - (b) thinking
 - (c) forecasting

- (d) none of these
4. Identify the odd one from the following
- a) Notice
 - b) memos
 - c) orders
 - d) complains
5. Policies are -----
- (a) Short-range plan
 - (b) Medium –term plan
 - (c) Long –range plan
 - (d) All
6. Which among the following is a factor determining centralization
- A) Integration
 - B) Desire for independence
 - C) Availability of managers
 - D) Control techniques

Answers : 1(c) 2(b) 3(b) 4(d) 5(d) 6(a)

ONE WORD ANSWERS (1 Mark)

1. is a time table of work
2. Planning process began with
3. Planning involves
4. Planning provides.....
5. Operational Planning is undertaken at
6. Which type of planning focuses on setting long term goals

ANSWERS

- 1 Schedules
 - 2 Setting objectives
 - 3 Future course of action
 - 4 Purpose and direction of all persons
 - 5 Lower level
 - 6 Strategic planning
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UNIT – III ORGANIZING

ESSAYS (6 Marks)

1. Define Organizing and describe the Nature of Organizing.
2. Explain the Principles of Organizing
3. Define Span of Management and Explain its need, types
4. Describe various types of Organizational Structure.

SHORTS (2 Marks)

1. Delegation
2. Decentralization
3. Departmentation
4. Span of Management

MULTIPLE CHOICE QUESTIONS: (1 Mark)

1. First step in organizing is
 - a) establishing authority relationship
 - b) co-ordination of activities
 - c) grouping of jobs into departmentation
 - d) division of work
2. Which among the following is true for formal organisation
 - a) it is not clear
 - b) to satisfy the members
 - c) to fulfill the firm's goal
 - d) importance to persons and feelings
3. Organisational decisions are made by -----
 - (a) Directors
 - (b) Managers
 - (c) Managing directors
 - (d) None of these

4. Organisation means a formalized intentional structure of -----
(a) Roles
(b) Rooms
(c) Routes
(d) None
5. Which among the following is not the principles of organisation?
A) Unity of objectives
B) Specialization
C) Span of control
D) Initiative
6. In a line Organisation which among the following will not work directly under the general manager?
A) Sales Manager
B) Foreman
C) Works manager
D) Personnel manager

Answers : 1(d) 2(c) 3(b) 4(a) 5(d) 6(b)

ONE WORD ANSWERS (1 Mark)

1. Formal Organization is
2. Delegation is
3. Span of management refers to
4. Line organization is also called
5. First step in organization is
6. Functional Structure also called as

ANSWERS

- 1 Created by Management
 - 2 Assigning the work
 - 3 Number of subordinates under a superior
 - 4 Military Organization
 - 5 Division of work
 - 6 Bureaucratic Structure
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UNIT – IV DIRECTING

ESSAYS (6 Marks)

1. Define Directing, Explain the Functions of Directing.
2. Explain Maslow's Need Hierarchy Theory.
3. Explain various leadership styles.
4. Define Leadership and describe its Characteristics.

SHORTS (2 Marks)

1. Directing
2. Motivation
3. Qualities of a leader
4. Importance of leadership

MULTIPLE CHOICE QUESTIONS: (1 Mark)

1. Which among the following is not an element of direction?
A) Supervision
B) organising
C) Motivation
D) Leadership
2. Which among the following is a characteristics of motivation?
A) Internal feeling
B) Simple process
C) One time process
D) Not a goal oriented process
3. Which leadership Theory suggest that "leaders are born not made" ?
A) Trait theory
B) Situational theory
C) Great man theory
D) Behavioural theory
4. Which among the following is not in the 5 types of needs proposed by maslow?

- A) Psychological needs
 - B) Social needs
 - C) Esteem needs
 - D) Safety needs
5. Which type of leader allow complete delegation of authority ?
- A) Creative leaders
 - B) Persuasive leaders
 - C) Laissez faire leaders
 - D) Intellectual leaders
6. Which among the following is not a quality for a leader?
- A) Charming personality
 - B) Ability to take decision
 - C) Communication skill
 - D) Lazy attitude

Answers : 1(b) 2(a) 3(c) 4(a) 5(c) 6(d)

ONE WORD ANSWERS (1 Mark)

1. The motivation theory which classifies need in hierarchical order is developed by
2. Grapevine is
3. Ability of a leader to look things from others point of view is
4. Leadership style which takes decisions with subordinate is
5. The heart of management is ----
6. Telling people what to do is ---

ANSWERS

- 1 Abraham Maslow
 - 2 informal communication
 - 3 Empathy
 - 4 Laissez -faire leadership
 - 5 Directing
 - 6 Directing
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UNIT – V CO-ORDINATION AND CONTROLLING

ESSAYS (6 Marks)

1. Define Co-ordination and explain the importance of Co-ordinating.
2. Explain Nature, importance of Controlling.
3. Describe the basic Control Process?
4. Define Controlling and explain various types of Control Techniques.

SHORTS (2 Marks)

1. Meaning of Co-ordinating.
2. Meaning of Controlling.
3. Nature of Controlling.
4. Budgetary Control.

MULTIPLE CHOICE QUESTIONS: (1 Mark)

1. Control is the function of ----
 - (a) Top level management
 - (b) Lower level management
 - (c) All managers
 - (d) None
2. Effective control depends on -----
 - (a) Organisation structure
 - (b) proper direction
 - (c) Flow of communication
 - (d) All
3. BEP is a function of ----
 - (a) sales volume
 - (b) cost
 - (c) profit
 - (d) sales volume, cost and profit
4. Which of the following is not said to be a feature of coordination?
 - A) Managerial responsibility
 - B) provides different functions
 - C) Relevant of group efforts

- D) Not a separate function
5. Which among the following is not an element of co-ordination
- a) integration
 - b) balancing
 - c) proper timing
 - d) directing
6. Effective control depends on ----
- (a) Organisation structure
 - (b) proper direction
 - (c) Flow of communication
 - (d) All

Answers : 1(c) 2(d) 3(d) 4(b) 5(d) 6(d)

ONE WORD ANSWERS (1 Mark)

1. Co-ordination is
2. It is a function of management which refers to the process of integrating the activities of different units of organisation to achieve the organisation goals. This is called
3. Controlling function of Management is
4. Code of conduct is an example of
5. MBO refers to
6. co-ordination refers to the description of the behavior and relationships of the organisation

ANSWERS

- 1 The essence of Management
- 2 co-ordination
- 3 forward as well as backward looking
- 4 controllable premises
- 5 Management by objectives
- 6 Procedural
