

GOVERNMENT COLLEGE (AUTONOMOUS)
RAJAMAHENDRAVARAM
(Re-Accredited by NAAC with “A+” Grade)
I BBA(HONOURS) Semester – II
QUESTION BANK
MAJOR-1
PRINCIPLES OF MANAGEMENT

UNIT-1

ESSAY QUESTIONS 6 MARKS

1. Define management. Describe its nature and significance.
2. Is management an art or science? Explain.
3. Discuss the differences between management and administration.
4. Explain the functions of management.
5. Discuss the challenges in management of 21st century.
6. Explain the roles and managerial skills of a manager.

SHORT QUESTIONS 2 MARKS

1. Discuss management as a process.
2. Define management.
3. Explain the significance of staffing function.
4. Discuss management as a profession.
5. State the schools of management thought.
6. Define the role of a manager.

VERY SHORT QUESTIONS 1 MARK

1. Name the five functions of management
2. Define administration
3. Mention the role of a manager
4. Is management a science or an art?
5. Name the founder of a scientific management.

MULTIPLE CHOICE QUESTIONS 1 MARK

1. -----is known as father of scientific management.
a)F.W.Taylor b) Henry Fayol c)Mary parker follet d)Max weber
2. Management is-----
a)A science b)An art c)Both art and science d)None of the above
3. Which of the following is not a function of management?
a) Planning b) Staffing c)Co-operation d)Controlling
4. Management is essential for the organization which are:
a)Non-profit organization b)Service organization c)Social organization d)All of the above
- 5."The practice of management "was written by -----
a)Peter F.Drucker b)Terry c)Louis Allan d)Henry Feyol.
6. Luther Gullik classifies the functions of management as
a)POSDCORB b)POSTCARD c)POSDCORD d)POSDORBC

UNIT-2

ESSAY QUESTIONS 6 MARKS

1. Define planning. Explain its nature and importance.
2. Discuss the concept of MBO
3. Explain the types of decisions
4. Discuss the process of decision making
5. Discuss the different types of plans
6. Explain the concept and nature of decision making .

SHORT QUESTIONS 2 MARKS

1. Define planning
2. Define decision making
3. Define MBO
4. State any two advantages of planning

5. Explain any two types of decisions
6. Explain steps in planning

VERY SHORT QUESTIONS 1 MARK

1. Define an objective
2. State one feature of planning
3. State the primary function of management
4. Can you name any two types of plans
5. Abbreviate MBO

MULTIPLE CHOICE QUESTIONS 1 MARK

1. Name one of the basic concepts for smoothly running an organisation
 - a) Management
 - b) Planning
 - c) Coordination
 - d) None of the options is correct
2. Which of the following is NOT a characteristic of effective planning?
 - a) Flexibility
 - b) Rigidity
 - c) Goal-oriented
 - d) Time-bound
3. What is the primary purpose of planning in management?
 - a) To control employees
 - b) To allocate resources effectively
 - c) To increase employee workload
 - d) To enforce strict rules
4. Which of the following is a step in the planning process?
 - a) Implementing
 - b) Controlling
 - c) Leading

d) Organizing

5. In the SMART criteria for setting objectives, what does the "A" stand for?

a) Analytical

b) Achievable

c) Advanced

d) Adaptive

UNIT-3

ESSAY QUESTIONS 6 MARKS

1. Explain the nature of organizing and its significance in achieving organizational goals
2. Discuss the differences between line authority and staff authority with in organization.
3. Identify and describe the main types of organizing commonly found in modern organization
4. Define the concept of Organizing in the context of management
5. Distinguish between centralization and decentralization.
6. Briefly explain the primary purpose of organizing within an organisation.

SHORT QUESTIONS 2 MARKS

1. Explain the concept authority
2. Define accountability
3. Define delegation of authority
4. Describe the features of responsibility
5. Define organisation structure
6. Define centralization

VERY SHORT QUESTIONS 1 MARK

1. Define line authority
2. State one advantage of staff authority
3. Define committee
4. Name two types of traditional forms of organisation.
5. Define responsibility

MULTIPLE CHOICE QUESTIONS 1 MARK

1. What are the benefits of Delegation
 - a) Employee development
 - b) Better coordination
 - c) Facilitation of growth
 - d) Motivation of employees
 - e) All of the above
2. Accountability is derived from _____.
 - (a) Authority
 - (b) Formal position
 - (c) Responsibility
 - (d) All of the above
3. Organizing doesn't include _____.
 - a) By whom will be done
 - b) When will be done
 - c) What will be done
 - d) How will be done
4. Decision-making authority can be pushed down to a lower level and this is related to _____.
 - a) Centralization
 - b) Delegation
 - c) Decentralization
 - d) None of the options are correct
5. Organizational structure is a
 - a) Framework within which managerial and operating tasks are performed
 - b) Only managerial task are performed
 - c) Only operating tasks are performed
 - d) None of these

UNIT-4

ESSAY QUESTIONS 6 MARKS

1. Define staffing? Explain nature and purpose of staffing
2. Discuss the importance of staffing
3. Explain recruitment and selection process of employees in an organisation
4. Briefly discuss the theories of motivation
5. Define communication? Explain the barriers of communication
6. Explain the Maslow's Need Hierarchy theory

SHORT QUESTIONS 2 MARKS

1. Define staffing
2. State the purpose of staffing
3. Define directing
4. Explain the concept of motivation
5. Define recruitment
6. Define selection process

VERY SHORT QUESTIONS 1 MARK

1. Define communication
2. State one importance of staffing
3. Manpower planning
4. Nature of directing
5. Herzber's dual factor theory

MULTIPLE CHOICE QUESTIONS 1 MARK

1. What does manpower planning involve?
 - a) Training current employees
 - b) Forecasting future workforce needs
 - c) Filling job vacancies only
 - d) None of the above
2. What is the primary goal of recruitment?
 - a) Firing employees
 - b) Attracting and identifying potential candidates

- c) Reducing employee benefits
 - d) None of the above
3. What does the selection process involve?
- a) Forecasting future workforce needs
 - b) Assessing and choosing suitable candidates
 - c) Providing training to new hires
 - d) None of the above
4. What do theories of motivation aim to explain
- a) How to increase employee turnover
 - b) Why people behave in certain ways
 - c) How to decrease job satisfaction
 - d) None of the above
5. According to Maslow's theory, what do individuals seek to fulfil in a sequential order?
- a) Hygiene factors
 - b) Motivators
 - c) A hierarchy of needs
 - d) one of the above

UNIT-5

ESSAY QUESTIONS 6 MARKS

1. Define controlling? Explain its importance
2. Discuss the essentials and requirements of an effective control system
3. Briefly describe the techniques of managerial control.
4. Discuss the behavioural implications of control
5. Explain the concept and nature of controlling

SHORT QUESTIONS 2 MARKS

1. Define controlling in management
2. Describe the nature of controlling in organizational management.
3. Discuss how controlling considered an essential management function?
4. Explain the importance of feedback in the control process.

5. Describe the concept of controlling

VERY SHORT QUESTIONS 1 MARK

1. Define controlling

2. Name any two control techniques

3. State one advantage of control

4. Name five functions of management

MULTIPLE CHOICE QUESTIONS 1 MARK

1. The controlling function is performed by _____.

(a) Top-level management

(b) Lower level management

(c) Middle level management

(d) All of the above

2. Controlling function brings the management cycle back to the _____.

(a) Organising function

(b) Directing function

(c) Planning function

(d) None of the above

3. The need for the controlling function is felt in _____

(a) Business organisations

(b) Political organisations

(c) Social organisations

(d) All of the above

4. Which of the following is not important for controlling function?

(a) It ensures order and discipline.

(b) It restricts coordination in action.

(c) It helps in judging the accuracy of standards.

(d) It improves employee motivation

5 Controlling function finds out how far _____ deviates from standards.

(a) Actual performance

(b) Improvement

(c) Corrective actions

(d) Cost
