

School of Distance Education

UNIVERSITY OF CALICUT
SCHOOL OF DISTANCE EDUCATION
BBA (2019 Admission)
Semester I
Core Course

BBA1B01 Management Theory and Practices

QUESTION BANK

1. Scientific Management were more concerned with the problems at the levels
 - a) Higher levels
 - b) Middle
 - c) Operating
 - d) None
2. Father of Modern Management theory is
 - a) Henry Fayol
 - b) F.W.Taylor
 - c) Henry Gantt
 - d) None
3. suggests that each communication going up or coming down must flow through each position in the line of authority
 - a) Communication Pattern
 - b) Horizontal communications
 - c) Scalar chain
 - d) None of these
4. Management can be considered as
 - a) Exact science
 - b) Inexact science
 - c) Pseudo science
 - d) B or C
5. is that phase of business enterprise that concerns itself with

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the overall determination of institutional objectives and the policies necessary to be followed in achieving those objectives.

- a) Management
- b) administration
- c) Both of these
- d) None

6.has defined the basic problem of managing as the art of “knowing exactly what you want men to do and then see that they do it in the best and cheapest way”

- a) Henry Fayol
- b) F.W. Taylor
- c) Mary parker Follet
- d) None of these

7. According to functional foremanship, the speed boss, Inspector, foreman and gang boss are entrusted with the..... aspect of work.

- a) Planning
- b) Organizing
- c) Doing
- d) None of these

8.is undertaken to find out the one best way of doing the thing

- a) Job Analysis
- b) Merit rating
- c) Job enrichment
- d) None

9. The principle of Unity of command is contrary to Taylors.....

- a) Rule of thumb
- b) Unity of Direction
- c) Functional foremanship
- d) None of these

10. According toprinciple, each group of activities with the same objective must have one head and one plan

- a) Unity of Direction
- b) Unity of command
- c) Either of these
- d) None

11. Everything which goes to increase the importance of subordinates role is.....

- a) Decentralization
- b) Centralization
- c) Either A or B
- d) None

12. The Book “ Functions of Executive” was written by

- a) P.F. Drucker
- b) Chester Barnard
- c) Herbert Simon
- d) None

13. school of Management recognizes the existence of a centralized body of knowledge for the Management.

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- a) System approach b) Empirical
c) Contingency d) Operational
14.school of thought has developed on the idea that there is no single best method to find solutions to Managerial problems
- a) System approach b) Empirical
c) Contingency d) Operational
15. Koontz and O'Donnel are the advocates ofapproach to management
- a) System approach b) Empirical
c) Contingency d) Operational
16. According toapproach, management is a logical process and it can be expressed in terms of mathematical symbols and relationships.
- a) Empirical b) Management science
c) Contingency d) Operational
17.approach of management heavily concentrates on 'People' aspect of management.
- a) Human relations b) System
c) Empirical d) Management science
18.is the art of knowing exactly what you want men to do and then seeing that how they do it in the best and cheapest way.
- a) General management b) Scientific Management
c) Administration d) None
19.is introduced to secure the benefits of division of labour or specialization at the supervising level under scientific management
- a) Operating management b) Functional foremanship
c) Either a or b d) None
20.helps to determine a fair days work and rest period to complete it
- a) Work study b) Time study
c) Motion study d) All of these
21. The main objective ofstudy is to determine and eliminate

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- a) Vertical co-ordination b) Horizontal co-ordination
c) Diagonal co-ordination d) None
77. ----- aims at visualizing and identifying deviation before they actually occur.
a) Predictive control b) Concurrent control
c) Operational Control d) All of these
78. In -----type of organization, workers receive instructions from various specialists.
a) Line b) Functional
c) Informal d) None
79. If duties and authority are shown in the organizational structure of the enterprise, then it is called
a) Informal delegation b) Formal delegation
c) Written delegation d) None of these
80. is an example of internal source of recruitment
a) Advertisement b) Trade unions
c) Employment exchange d) Promotion
81. is the process of inducting an employee into the social set up of work.
a) Placement b) Induction
c) Absorption d) None of these
82. ----- is the act of increasing the knowledge and skills of an employee for doing a job.
a) Training b) Induction
c) Placement d) Orientation
83. means issuing orders, instructions and commands.
a) Directing b) Unity of command
c) Authority d) All of these
84. is a statement of expected results expressed in quantitative terms for a period
a) Plan b) Budget
c) Schedule d) None of these

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85. ----- means an individual should receive orders and instructions from only one superior
- a) Unity of command b) Span of control
c) Scalar chain d) None of these
86. is the activity of influencing people to strive willingly for group of objectives.
- a) Motivation b) Leadership
c) Communication d) None of these
87. A leader should have
- a) Technical Knowledge b) Empathy
c) Initiative d) All of these
88. Autocratic style of leadership is also known as
- a) Authoritarian b) Participative
c) Free rein d) None of these
89.is the act of recreating a core business process with the goal of improving product output, quality, or reducing costs.
- a) Planning b) CSR
c) Business process reengineering d) None of these
90. The term "Open-Book Management" (OBM) was coined by
- a) Henry Fayol b) Michael Hammer
c) Jack Stack d) None of these
91. Which are the factors influencing business ethics
- a) Personal code of ethics b) Legislation
c) Government rules d) All of these
92.is a situation where a moral conflict arises.
- a) Ethical issues b) conflicts
c) Demotivation d) None of these
93.is a problem in the decision making process between two possible options, neither of which is absolutely acceptable from an ethical perspective.

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- a) Negative Motivation b) Ethical Dilemma
c) Decentralization of authority d) One way communication
94.is how companies manage their business processes to produce an overall positive impact on society.
- a) Management b) BPR
c) MBO d) CSR
95. Leadership is also referred as fatherly leadership
- a) Autocratic b) Participative
c) Free rein d) Paternalistic
96.Means a process of stimulating people to action to accomplish desired goals
- a) Motivation b) Leadership
c) Communication d) None of these
97.Communication is also known as Grape wine
- a) Formal b) Informal
c) Lateral d) None of these
98. The word MBO stands for
- a) Management by Organisation b) Management by Operation
c) Management by Objectives d) None of these
99. developed MBO
- a) Henry Fayol b) Rensis Likert
c) Michael Porter d) Peter F Drucker
100. MBO gives emphasis on
- a) Top Management b) Middle Management
c) Objectives d) Lower Management
101. MBO establishes a
- a) Community of interest b) Centralized organization
c) Rigid organisation structure d) All of these

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102. KRA in MBO stands for
- a) Kerala Rural Academy b) Key Result Areas
c) Key Resources Availability d) None of these
103. The word 'Ethics' is derived from Greek word
- a) Ethios b) Ethikos
c) Ethoes d) None of these
104. Ethics is a
- a) Pure science b) Normative Science
c) Inexact Science d) None of these
105. Ethics means
- a) Character b) Manner
c) Custom d) All of these
106. deals with the right actions of individuals
- a) Sincerity b) Rules
c) Ethics d) All of these
107. Ethics is a
- a) Social science b) Science of conduct
c) Normative Science d) All of these
108. The word 'moral' is derived from the Latin word
- a) Moralis b) Morilitic
c) Monatic d) None of these
109. Human nature is
- a) Learned b) Programmed
c) Inherited d) All of these
110. is a process designed to focus on customer expectations, preventing problems, building commitment to quality amongst all managers and staffs, and promoting open and transparent decision making.
- a) Planning
b) TQM
c) Marketing
d) None of the above
111. The word "quality" suggestsin every aspect of the organization
- a) Goodness b) Plan

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- a) Business ethics b) Code of conduct
c) All of these d) None
130.is the guiding principle for decision making in an economics based view of management
a) Profit maximization b) Wealth Maximisation
c) Value maximization d) None
131.is a process that allows people to make decisions based on their deeper values which will be economically, socially and environmentally sound.
a) Holistic approach b) Ethics management
c) Code of conduct d) None of these
132. Ais a written document, inspirational in contents and specify clearly what is acceptable or unacceptable behavior at workplace and beyond, when the employees represent their organizations outside.
a) Code of conduct b) Business Ethics
c) All of these d) None of these
133.specifies methods for reporting violations, disciplinary action for violations and the structure of the due process to be followed
a) Business Ethics b) Code of ethics
c) All of these d) None
134.is a set of values, beliefs, goals, norms and ways of solving problems by the members of the organization.
a) Corporate culture b) Organizational culture
c) Both of these d) None of these
135. Which among the following are advantages of managing business ethics in the workplace?
a) Cultivate strong team work and productivity
b) Avoid criminal acts
c) Lower fines
d) All of these
136. Ais a buzz word to employees to observe ethical norms and forms the basis for rules of conduct.
a) Code of ethics b) Business Ethics
c) All of these d) None

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137.would be charged with implementing and administering an ethical management programme.
- a) Top management
 - b) Ethics management committee
 - c) Middle management
 - d) None of these
138. When new employees are to be recruited,.....training should be arranged for them.
- a) Apprenticeship
 - b) Induction
 - c) Vestibule
 - d) None of these
139.is a new framework for decisions making on all levels that is based on resource management of the whole
- a) Holistic Management
 - b) Ethics management
 - c) Code of conduct
 - d) None of these
- 140.....term includes employees, customers, suppliers and the wider community
- a) Stock holder
 - b) Stake holder
 - c) Both of these
 - d) None of these
141. Ethics in workplaces can be managed through the use of
- a) Codes of ethics
 - b) Codes of conduct,
 - c) Roles of ethics
 - d) All of these
142. The first step in holistic process of management is
- a) Define the whole under management
 - b) Develop a written goal statement
 - c) Assess current situation
 - d) Brainstorming to achieve goal.

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ANSWER KEY

- 1) c 2) a 3) c 4) d 5) b 6) b 7) c 8) a
9) c 10) a 11) a 12) b 13) d 14) c 15) d 16) b
17) a 18) b 19) b 20) a 21) c 22) a 23) b 24) a
25) b 26) b 27) a 28) b 29) b 30) c 31) d 32) b
33) a 34) c 35) b 36) d
37) d 38) c 39) d 40) c 41) b 42) D 43) c 44) d
45) a 46) a 47) a 48) b 49) c 50) A 51) b 52) b
53) a 54) b 55) b 56) b 57) b 58) B 59) a 60) d
61) b 62) b 63) c 64) b 65) b 66) C 67) a 68) c
69) a 70) a 71) c 72) a 73) a 74) B 75) b 76) d
77) b 78) a 79) a 80) b 81) a 82) B 83) d 84) a
85) a 86) b 87) d 88) a 89) c 90) c 91) d
92) a 93) b 94) d 95) d 96) a 97) b 98) c 99) d
100) c
101) a 102) b 103) b 104) b 105) d 106) c 107) d
108) a 109) c 110) b 111) c 112) d 113) d 114) c 115) d
116) a 117) a 118) a 119) d 120) b 121) c 122) c 123) a
124) a 125) d 126) b 127) b 128) a 129) a 130) a 131) a
132) a 133) b 134) a 135) d 136) a 137) b 138) b 139) a
140) b 141) d 142) a

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