

## CLASS TEST BASED ON MCQ

### UNIT-1

#### PRINCIPLES OF MANAGEMENT

1. "Management is the art of getting things done through others and with formally organized group" is given by:
  - a) F.W TAYLOR
  - b) HAROLD KOONTH
  - c) MARRY PARKER FOLLET
  - d) J.D MOONEY
2. Which is not a function of management of the following:
  - a) Planning
  - b) Staffing
  - c) Cooperating
  - d) Controlling
3. Management is :
  - a) An art
  - b) A science
  - c) Both art and science
  - d) Neither
4. Policy formulation is the function of:
  - a) Top level management
  - b) Middle level management
  - c) Operational management
  - d) All of the above
5. Coordination is:
  - a) Function of management
  - b) The essence of management
  - c) An objective of management
  - d) None
6. "aims to achieve the goal within time" is:
  - a) Efficiency
  - b) Coordination
  - c) Effectiveness
  - d) Both (a) and (c)

- 7.** Board of departments, directors and president are lies in which level of management:
- Top level
  - Lower level
  - Middle level
  - None
- 8.** They framing the plan and policies to achieve the objectives:
- operational level
  - middle level
  - top level
  - both (a) and (c)
- 9.** which level is work as a mediator:
- top level
  - lower level
  - middle level
  - none
- 10.** It assign the duties and responsibility to lower level management:
- Middle level
  - Top level
  - Lower level
  - Both (a) and (b)
- 11.** Another name of lower level management is:
- Top level management
  - middle level management
  - operational management
  - none
- 12.** The process of administrating an organization by group of people is known as\_\_\_\_\_
- Management
  - Organization
  - Administration
  - All of the above
- 13.** Policy implementation by:
- Top level
  - Middle level
  - Management
  - Both (a) and (b)
- 14.** The classical management era, began in which phase:
- Second phase

- b) First phase
  - c) Third phase
  - d) Fourth phase
- 15.** In 1950 and 1960 which phase is start:
- a) Fourth phase
  - b) Firth phase
  - c) Third phase
  - d) Second phase
- 16.** In which phase the human relation era comes:
- a) Second phase
  - b) First phase
  - c) Third phase
  - d) Fourth phase
- 17.** Focuses on optimum use of resources to achieve the goals is known as:
- a) Effectiveness
  - b) Operational management
  - c) Management
  - d) Efficiency
- 18.** In modern concept of management insists on three essential elements are:
- a) Management is the process
  - b) Management needs efficiency
  - c) Management requires effective performance
  - d) All of the above
- 19.** A good management consists of :
- a) Effectiveness
  - b) Efficiency
  - c) Both (a) and (b)
  - d) None
- 20.** Finding the right person for the right position at the right time is lies in which of the management function:
- a) Planning
  - b) Organizing
  - c) Staffing
  - d) Controlling
- 21.** Management is both science and art, management as a profession are:
- a) Importance of management
  - b) Objectives of management
  - c) Nature of management
  - d) Characteristics of management

- 22.** How many levels in Management ?
- a) 1
  - b) 2
  - c) 3
  - d) 4
- 23.** Management is tangible and intangible :
- a) Tangible
  - b) Intangible
  - c) Both (a) and (b)
  - d) None
- 24.** This is also known as the human resources function is:
- a) Organizing
  - b) Staffing
  - c) Planning
  - d) Controlling
- 25.** \_\_\_\_\_ helps to decide in advance what to do, when to do, how to do, and who is going to do it.
- a) Controlling
  - b) Staffing
  - c) Planning
  - d) Directing

26. What is the primary focus of management?

- a. Profit maximization
- b. Employee satisfaction
- c. Goal attainment
- d. Resource allocation

Answer: c

27. Which term refers to the process of getting things done through others?

- a. Leadership
- b. Supervision
- c. Coordination
- d. Management

Answer: d

28. Management is considered both an art and a science because:

- a. It involves creative skills and scientific principles
- b. It is subjective and objective
- c. It requires artistic intuition and logical analysis
- d. All of the above

Answer: d

29. What is the nature of management as a social system?

- a. Closed system
- b. Open system
- c. Mechanical system
- d. Linear system

Answer: b

30. Which function of management involves setting goals and objectives for the organization?

- a. Planning
- b. Organizing
- c. Leading
- d. Controlling

Answer: a

31. The concept of administration is more often associated with:

- a. Tactical decisions
- b. Strategic decisions
- c. Operational decisions
- d. Routine decisions

Answer: b

32. What is the primary objective of organizing as a management function?

- a. Motivating employees
- b. Achieving efficiency
- c. Controlling resources
- d. Setting goals

Answer: b

33. Which management function involves the arrangement and structuring of tasks and resources?

- a. Planning
- b. Organizing
- c. Leading
- d. Controlling

Answer: b

34. The evolution of management can be traced through various stages. Which stage emphasized scientific methods to improve efficiency?

- a. Classical
- b. Behavioral
- c. Contemporary
- d. Human Relations

Answer: a

35. Management as a profession implies:

- a. Formal education and training
- b. Ethical standards
- c. Membership in professional organizations
- d. All of the above

Answer: d

36. The process of controlling in management involves:

- a. Setting goals
- b. Measuring performance

- c. Allocating resources
- d. Both a and b

Answer: d

37. Which management function is concerned with guiding and influencing people to achieve organizational goals?

- a. Planning
- b. Organizing
- c. Leading
- d. Controlling

Answer: c

38. What is the importance of management in an organization?

- a. Enhancing employee satisfaction
- b. Maximizing profits
- c. Achieving goals effectively and efficiently
- d. All of the above

Answer: c

39. According to the contingency approach, the most effective management style depends on:

- a. The size of the organization
- b. The nature of the task
- c. The personality of the manager
- d. Both a and b

Answer: d

40. Which term is used to describe the process of influencing others to achieve organizational goals?

- a. Coordination
- b. Leadership
- c. Planning
- d. Controlling

Answer: b

41. In the context of management, what does the acronym SMART stand for in goal-setting?

- a. Specific, Measurable, Achievable, Relevant, Time-bound
- b. Strategic, Motivational, Action-oriented, Result-oriented, Time-sensitive
- c. Simple, Meaningful, Appropriate, Realistic, Timely
- d. Systematic, Measurable, Attainable, Reliable, Time-sensitive

Answer: a

42. Which concept refers to the idea that there should be a clear and unbroken line of authority from the top to the bottom of the organization?

- a. Unity of command
- b. Span of control
- c. Scalar chain
- d. Delegation

Answer: a

43. What is the primary focus of the behavioral approach to management?

- a. Efficiency
- b. Employee satisfaction
- c. Profit maximization
- d. Task allocation

Answer: b

44. Which management function involves the process of assigning tasks, grouping tasks into departments, and allocating resources?

- a. Planning
- b. Organizing
- c. Leading



d. Controlling

Answer: b

45. According to Frederick Taylor, what is the essence of scientific management?

- a. Employee motivation
- b. Time and motion studies
- c. Human relations
- d. Employee empowerment

Answer: b

46. The term "Span of Control" refers to:

- a. The number of employees supervised by one manager
- b. The hierarchy of authority in an organization
- c. The distribution of tasks among team members
- d. The decision-making process in an organization

Answer: a

47. Which management function involves monitoring and ensuring that activities are going as planned?

- a. Planning
- b. Organizing
- c. Leading
- d. Controlling

Answer: d

48. What does the term "Hierarchy of Authority" mean in management?

- a. The level of respect among employees
- b. The order of importance of tasks
- c. The chain of command in an organization
- d. The distribution of resources

Answer: c

49. Which stage of management evolution emphasized the importance of human behavior and motivation in the workplace?

- a. Classical
- b. Behavioral
- c. Contemporary
- d. Scientific

Answer: b

50. The term "Kaizen" is associated with:

- a. Total Quality Management (TQM)
- b. Contingency Theory
- c. Six Sigma
- d. Scientific Management

Answer: a

51. The concept of "Organizational Culture" refers to:

- a. The way employees dress in the workplace
- b. The shared values and beliefs of an organization
- c. The physical layout of the office
- d. The formal structure of an organization

Answer: b

52. Which management function involves developing strategies and determining the best course of action for achieving organizational goals?

- a. Planning
- b. Organizing
- c. Leading
- d. Controlling

Answer: a

53. What is the primary role of a manager in the leading function?

- a. Allocating resources
- b. Motivating and influencing employees
- c. Monitoring performance
- d. Setting goals

Answer: b

54. Which of the following is a characteristic of an open system?

- a. Limited interaction with the environment
- b. Self-sufficiency
- c. Continuous interaction with the environment
- d. Static structure

Answer: c

55. The concept of "Unity of Direction" suggests that:

- a. Each employee should have only one supervisor
- b. All activities should be directed toward the same objective
- c. Employees should work independently
- d. Decision-making should be centralized

Answer: b

56. What is the primary goal of Total Quality Management (TQM)?

- a. Maximizing profits
- b. Minimizing employee turnover
- c. Improving product and service quality
- d. Reducing production costs

Answer: c

57. The contingency approach to management suggests that:

- a. There is one best way to manage organizations
- b. Management principles are universal and can be applied in all situations
- c. The most effective management approach depends on the specific situation

d. Managers should focus only on financial aspects

Answer: c

58. Which function of management involves allocating resources and designing the organizational structure?

a. Planning

b. Organizing

c. Leading

d. Controlling

Answer: b

59. The Hawthorne Studies conducted by Elton Mayo highlighted the importance of:

a. Scientific management

b. Employee motivation

c. Leadership styles

d. Human relations

Answer: d

60. What does the term "Decentralization" mean in management?

a. Concentrating decision-making at the top level

b. Distributing decision-making authority throughout the organization

c. Eliminating decision-making

d. Allowing employees to make decisions individually

Answer: b

61. Which management function involves correcting deviations from the plan and ensuring that goals are achieved?

a. Planning

b. Organizing

c. Leading

d. Controlling

Answer: d

62.The evolution of management can be categorized into how many main stages?

- a. Three
- b. Four
- c. Five
- d. Six

Answer: b

63.What is the main focus of the human relations approach to management?

- a. Efficiency and productivity
- b. Employee satisfaction and social needs
- c. Scientific principles
- d. Total quality management

Answer: b

64.Which concept refers to the degree to which tasks are subdivided into separate jobs?

- a. Job satisfaction
- b. Job enrichment
- c. Job specialization
- d. Job rotation

Answer: c

65.Which management function involves the continuous monitoring and adjustment of processes to achieve desired results?

- a. Planning
- b. Organizing
- c. Leading
- d. Controlling

Answer: d

66.The term "Entrepreneurship" is closely associated with which management function?

- a. Planning
- b. Organizing
- c. Leading
- d. Controlling

Answer: a

67.Which term refers to the ability to understand, communicate, and work well with individuals and groups?

- a. Technical skills
- b. Human skills
- c. Conceptual skills
- d. Emotional intelligence

Answer: d

68.Which of the following is NOT a characteristic of scientific management?

- a. Time and motion studies
- b. Employee empowerment
- c. Standardization of work methods
- d. Division of labor

Answer: b

69.The concept of "Chain of Command" is closely related to which principle of management?

- a. Unity of command
- b. Scalar chain
- c. Span of control
- d. Decentralization

Answer: b

70. What does the acronym P-O-L-C stand for in the context of management functions?

- a. Planning, Organizing, Leading, Controlling
- b. Productivity, Optimization, Leadership, Collaboration
- c. Process, Organization, Learning, Change
- d. Principles, Objectives, Learning, Communication

Answer: a

71. Which concept suggests that managers at all levels in the organization should participate in decision-making?

- a. Delegation
- b. Decentralization
- c. Unity of command
- d. Chain of command

Answer: b

72. The concept of "Scientific Management" is associated with:

- a. Max Weber
- b. Henri Fayol
- c. Frederick Taylor
- d. Elton Mayo

Answer: c

73. Which term refers to the process of assigning tasks and responsibilities to employees?

- a. Planning
- b. Organizing
- c. Leading
- d. Controlling

Answer: b

74. The term "Management by Objectives (MBO)" is closely associated with:

- a. Frederick Taylor
- b. Peter Drucker
- c. Max Weber
- d. Elton Mayo

Answer: b

75. Which management approach emphasizes the importance of understanding the social and psychological aspects of work?

- a. Scientific Management
- b. Human Relations
- c. Classical Management
- d. Contingency Management

Answer: b

76. At which level of management do supervisors and team leaders operate?

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: c

77. Top-level management is primarily responsible for:

- a. Direct supervision of employees
- b. Making strategic decisions and setting organizational goals
- c. Implementing day-to-day operations
- d. Task coordination

Answer: b

78. Middle-level management is involved in:

- a. Developing long-term strategies
- b. Direct supervision of employees
- c. Translating top-level plans into actionable tasks



d. Routine operational tasks

Answer: c

79. Operational management is focused on:

- a. Making strategic decisions
- b. Implementing day-to-day operations
- c. Setting organizational goals
- d. Formulating long-term plans

Answer: b

80. Which level of management is responsible for translating organizational goals into specific tasks for employees?

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: c

81. What is the primary role of top-level management?

- a. Supervising employees
- b. Formulating long-term plans
- c. Translating plans into specific tasks
- d. Implementing day-to-day operations

Answer: b

82. First-line management is also known as:

- a. Top-level management
- b. Middle-level management
- c. Lower-level management
- d. Operational management

Answer: c

83. Which level of management is responsible for the overall coordination of tasks and resources within a department?

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: b

84. What is the primary focus of operational management?

- a. Formulating long-term plans
- b. Translating organizational goals into specific tasks
- c. Direct supervision of employees
- d. Making strategic decisions

Answer: c

85. At which level of management do CEOs, Presidents, and Vice Presidents typically operate?

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: a

86. Who is responsible for implementing the plans and strategies formulated by top-level management?

- a. First-line managers
- b. Middle-level managers
- c. Operational managers
- d. Top-level managers

Answer: a

87. Middle-level management acts as a link between:

- a. Top-level management and operational management

- b. First-line management and top-level management
- c. Operational management and first-line management
- d. Top-level management and employees

Answer: a

88. First-line managers are directly responsible for:

- a. Formulating organizational goals
- b. Making strategic decisions
- c. Implementing day-to-day operations
- d. Translating plans into specific tasks

Answer: c

89. Who is responsible for day-to-day supervision and task coordination?

- a. First-line managers
- b. Middle-level managers
- c. Operational managers
- d. Top-level managers

Answer: a

90. Operational management is primarily concerned with:

- a. Formulating long-term plans
- b. Translating organizational goals into specific tasks
- c. Direct supervision of employees
- d. Making strategic decisions

Answer: c

91. At which level of management is there a greater focus on technical skills?

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: d

92.The primary role of top-level management is to ensure:

- a. Employee satisfaction
- b. Efficient day-to-day operations
- c. Long-term success and strategic direction
- d. Routine task coordination

Answer: c

93.Who is responsible for translating the vision and mission of the organization into actionable plans?

- a. First-line managers
- b. Middle-level managers
- c. Operational managers
- d. Top-level managers

Answer: d

94.Which level of management is most directly involved in the implementation of organizational policies?

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: c

95.The coordination of tasks within a specific department is a primary responsibility of:

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: b

96. What is the primary purpose of the planning function in management?

- a. Employee motivation
- b. Setting organizational goals
- c. Controlling resources
- d. Influencing and guiding employees

Answer: b

97. Which function involves arranging tasks and resources to achieve organizational objectives efficiently?

- a. Leading
- b. Controlling
- c. Organizing
- d. Planning

Answer: c

98. The leading function of management involves:

- a. Allocating resources
- b. Monitoring performance
- c. Influencing and motivating employees
- d. Setting goals

Answer: c

99. What is the purpose of the controlling function in management?

- a. Setting goals
- b. Allocating resources
- c. Monitoring and ensuring goals are achieved
- d. Influencing and motivating employees

Answer: c

100. Which function of management involves correcting deviations from the plan and ensuring that goals are achieved?

- a. Planning

- b. Organizing
- c. Leading
- d. Controlling

Answer: d

101. The organizing function of management is concerned with:

- a. Motivating employees
- b. Setting goals
- c. Allocating resources and designing structure
- d. Monitoring performance

Answer: c

102. Which function involves guiding and influencing people to achieve organizational goals?

- a. Planning
- b. Organizing
- c. Leading
- d. Controlling

Answer: c

103. The process of decision-making and problem-solving is an essential aspect of which management function?

- a. Leading
- b. Controlling
- c. Planning
- d. Organizing

Answer: c

104. What does the controlling function help management achieve?

- a. Efficient resource allocation
- b. Goal attainment
- c. Employee satisfaction
- d. Improved planning

Answer: b

105. Which function involves continuous monitoring and adjustment of processes to achieve desired results?

- a. Planning
- b. Organizing
- c. Leading
- d. Controlling

Answer: d