

QUESTIONS BANK
CLASS- S.Y.B.Com (Semester-III)
Commerce -III

● **Multiple Choice Questions.**

1. The art of getting his work done by a formally organized human group
- #a. Organization b. Coordination c. Planning d. Staff recruitment
2. This process is used to achieve the pre-planned objective
- a. Organization # b. Coordination c. Planning d. Staff recruitment
3. The planning process involves
- a. Organization formation b. Tools and labor c. Getting the job done #d. All of the above
4. Planning is a process.
- #a. Social b. Political c Academic d. International
5. In the efforts of human groups are guided.
- a. Organization b. Coordination c. Planning #d. Management
6. Management is a process of nature.
- A . Personal b. Collective c. Social #d. None of this
7. The purpose of management can be accomplished very well through a group of individuals.
- a. . Traditional #b. Modern c. Present d. Future
8. Management is in the form of
- #a. Invisible b. Scene c. National d. Political
9. Personal Skills This attribute is
- #a. Art b. Shastra c. Business d. Management
10. If principles are used in management, it is called

#a. Art b. Classical c . Business d. Organization

11. To manage, the manager has to acquire knowledge, it is called

#a. Art b. Classical c . Profession d. Organization

12. affects business management.

a. Economic b. Political c Technical # d. Of the above

13. Management is a concept in the form of

a. Moving b. Stable c Motionless # d. None of this

14. This is a ubiquitous process.

a. Organization b. Planning c Messaging #d. Management

15. There are levels of management.

a. Four #b. Three c. Two d. Five

16. Managing separately from is a feature of modern business.

a. Owner b. Government c Trade unions #d. Workers

17. It is used as a means to an end.

a. Management b. Organization c Messaging d. Recruitment of workers

18. The manager does what he does through his decision making process, this statement was made by

a. Henry Fayal b. W. F. Taylor c. Peter Drucker d. Mayo

19. The manager must have this quality.

#a. Leadership b. Slavery c. A. And b. d. None of the above

20. The responsibility of controlling the workers in the group lies with

a. Director b. Auditor #c. Admin d. Consultant

21. Due to which the business succeeds in competing.

A . Management b. Organization c. Coordination # d. Control

22. Financial and non-financial motivation motivates.....

a. Management b. Government c Trade unions # d. Workers

23. In business there is instability due to

a. Decreased consumer demand b. Changes in demand
c. Boom cycle #d. All of the above

24. Good management brings benefits.

a. Lower production costs b. Supply of quality goods
c. Team spirit #d. All of the above

25. Luther Gulik presents the functions of management.

a. Three b. Five c.. Seven d.. Six

26. According to Bridge, management has functions.

a. Two b. Three a. Four d. Five

27. Warren Haynes has described the functions of management.

a. Six b. Eight a. Five d. Four

28. Kuntz O'Donnell outlines the functions of management.

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

29. Two or more persons working for the same purpose is called

a. Planning #b. Organization a. Control d. Messaging

30. Creating team spirit in business is a principle.

a. Planning b. Organization a. Control #d. Espirit de crop

31. This is the principle of organization

a. Team spirit b. Division of labor c.. Responsibility for work #d. All of the above

32. The principle of is to select the right person for the right job.

#a. Staff recruitment b. Organization a. Planning d. Control

33. This is the most important function of the organization.

- a. Recruitment b. Selection # c. A. And b. E. None of this
34. The act of giving instructions from time to time to accomplish business objectives is called
- a. Organization b. Messaging # c. Operation d. Planning
35. In this process the manager can actually get the work done by the employees.
- a. Organization b. Communication c. Operation d. Planning
36. Operation This function involves the component.
- a. Ordering b. To give instructions c. Guidance # d. All of the above
37. The environment that is created to bring thoughts into action is called
- #a. Motivation b. Leadership c. Communication d. Control
38. A person who motivates to work to achieve the objectives of the organization is called
- a. Leadership b. Communication # c. Motivator d. Controller
39. A person who works for others is called
- a. Leadership b. Communication # c Motivator d. Controller
40. This is not a principle in Henry Fayel's theory.
- a. Division of labor b. Authority and responsibilities c. Discipline #d.none of these
41. The final task of management
- a. Planning b. Organization # c. Control d. Communication
42. Individual performance is evaluated in the function of management.
- a. Planning b. Organization #c. Control d. Messaging
43. Choosing one of the two or more options is called
- #a. Planning b. Organization c. Decision d. Communication
44. The task of the manager to get a copy of the conclusion and judgment is Yes.
- a. Planning b. Organization # c. Decision making d. Communication

45. Henry Fayal classifies managerial skills
- a. Imagination b. Human relations c. Technical skills #d. All of the above
46. presented the theory of classical management.
- a. F. W. Taylor #b. Henry Fayal c. Elton Mayo d. Frank Gilbreath
47. The Principles of Management This Principle was presented by
- #a. F. W. Taylor b. Henry Fayal c. Elton Mayo d. Frank Gilbreath
49. The division of labor is based on the principle
- a. Division of Labor b. Labor aggregation c. Labor complications #d. All of the above
50. Giving orders to employees by a single officer means
- a. Unanimity in the order b. Guidance unanimity c.. Sattasopan #d. None of the above
51. A place for all and having everything in its place means
- a. Order b. Control c. Planning d. Economy
52. The fathers of the human point of view are
- a. F. W. Taylor b. Henry Fayal c. Elton Mayo d. Frank Gilbreath
53. Hathan was the first experiment in the city.
- a. Mumbai b. Chicago c.. London d. Paris
54. The word ithas is the word.
- a. Indian # b. Greek c. Roman d. English
55. Indian ethas means
- a.. Indian culture b. Tradition c. Rudi #d. All of the above
56. These are the characteristics of Indian Ethan
- a. Physical development b. Self control c. Lack of ego #d. All of the above
57. In Indian ethos, functional field ethics is used in
- a. Production b. Marketing c. Human Resources # d. All of the above

58. The primary importance in Indian ethos is given to
- a. Loyalty b. Culture c. Rudi # d. Tradition
59. has stated five dimensions of management.
- a. F. W. Taylor b. Henry Fayal # c. Peter Drucker d. Frank Gilbreath
60. In the Hathaway experiment experiments have been done.
- a. Two b. Four c. Five d. Seven
61. This is a task to be done in the future.
- a. Organization b. Decision c. Messaging #d. Planning
62. Planning is a process.
- #a. Intellectual b. Social c.. Psychological d. National
63. Planning is based on
- #a. Estimate b. Efficiency c. action d. Loyalty
64. Planning involves matters.
- a. Predicting b. Setting objectives c. policies #d. All of the above
65. This is the first step of planning.
- a.. Finding an alternative #b. Setting goals c. Text proof d. Evaluation of options
66. This is the last step of planning.
- a.. Finding an alternative b. Setting goals c. Text proof # d. Evaluation of options
67. The statistics and facts used for planning are called
- A. Assumed Principles b. Budget c. Leaflet #d. Statistical
68. These are the elements of continuous planning.
- A. Basic Objectives b. Policy c. Procedure # d. All of the above
69. These are one-time planning elements.
- A. Program b. Project a. Budget # d. All of the above

70. Objectives are not planning objectives.

A. Major b. Long-term c. Short-term #d. Political

71. There are planning strategies.

A. Top managerial b. Buy and sell c. Financial # e. All of the above

72. More clarity and accuracy can be obtained if the policy of the business organization is of

A. Written b. Oral c. Written and oral #d. None of this

73. Guidance on how to do the prescribed work is done by

#A. Procedure b. Method c. Rule d. Strategy

74. is used to get work done by the employee.

A. Procedure b. Method #c. Rule d. Strategy

75. A situation requires to take definite action.

A. Procedure b. Method c. Rule #d. Strategy

76. Competitors have to think about their programs and their plans etc. in

A. Procedure b. Method c. Rule # d. Strategy

77. Observing future events is taken by work.

#. Forecast b. Planning a. Strategy d. Rules

78. The set of all plans made to act or work is

A. Forecast b. Work schedule #c. Project d. Program

79. The plan of action prepared for the fulfillment of the objectives is

A. Forecast # b. Work schedule c. Project d. Program

80. is a blueprint for scientific research and analysis.

A. Forecast b. Work schedule # c. Project d. Program

81. The order of events is given in.

A. Forecast # b. Work schedule c. Project d. Program

82. means the plan of action for the future to achieve the objectives of the business organization.

#A. Forecast b. Work schedule c. Project d. Estimates

83. This is the importance of planning.

A. Elimination of waste b. Increase efficiency
c. Content control # d. All of the above

84. increases the efficiency of workers and business organization.

#a. Control b. Messaging c. Procedure d. Planning

85. The process of establishing the smooth functioning of the business and coherence in all the functions of the business

#a.. Coordination b. Control c.. Planning d. Organization

86. It is important to have in all management functions.

#a.. Coordination b. Control c.. Planning d. Organization

87. Managers and assistants work together to achieve the goal, it is called

#a.. MBO b. MBE c. M.I.S. d. None of the above

88. M.B.O. The first step is

#a.. Objective determination of the organization b. Aim for managers
c.. Review of the work of managers d. Consult with managers

89. The concept of management according to objectives was presented by

a. F. W. Taylor b. Henry Fayal c. Peter Drucker d. Frank Gilbreath

90. The management technique used in exceptional situations is.

a. MBO b. MBE c. M.I.S. #d. None of the above

91. Where workers do not have quality work, managers use this technique

a. MBO b. MBE c. M.I.S. #d.. None of the above

92. allows senior manager to focus on important issues.

a. MBO b. MBE c. M.I.S. # d.. None of the above

93. The act of obtaining information for making decisions on a scientific basis is called

a. MBO b. MBE # c. M.I.S. d.. None of the above

94. M.I.S. process involves work.

a. Aggregation of information from internal and external environment

b. Classification of information

c. Market segmentation according to the situation

d. All of the above

95. . The components of IIT. are

a.. Software and hardware b. Information and processing

c.. People and groups #d. All of the above

96. The tasks that managers perform to reach a conclusion and judgment are

a.. Planning b. Leadership # c. Decision making d. Organization

97. The first step in the decision making process is

a.. Analysis of questions b. Development of alternative solutions

#c.. Problem identification d. Choosing the best option

98. This technique is used to decide the difficult question that arises.

a. Planned b. Unplanned c. Benefactor # d. Remedial

99. The decision in which future action is predicted is called

a.. Possible decision b. Linear program c.. Game theory d. Analogy situation

100. The technique of stimulating the brain is the technique.

a. Planned b. Unplanned c.. Benefactor # d. Remedial

101. means to create mutual affection in a person.

a. Planning b. Organization c. Messaging d. Leadership

112. These are the advantages of a formal organization

- a. Objective confirmation b. Objective coordination
- c.. Managerial skills # d. All of the above

113. The spontaneous group of like-minded people working in the business sector is

- a. Untreated b. Formal c.. Matrix d. Line

114. The formation of the organization will be done by the employees coming together spontaneously.

- a. Untreated b. Formal # c. Matrix d. Line

115. The size of the organization can be shown with the help of graphs.

- a. Untreated b. Formal c.. Matrix # d. Line

116. Workers working in the organization have rights.

- a. Untreated #b. Formal c. Matrix d. Line

117. There is no system of control in this organization.

- #A. Untreated b. Formal c.. Matrix d. Line

118. There is no limit to the extent of organization type.

- #a. Untreated b. Formal c. Matrix d. Line

119. In organization type all rights are concentrated in the hands of the chief manager.

- a. Untreated b. Formal c. Matrix #d. Line

120. In line organization benefits are obtained.

- #a. Line b. Functional c. .A nd b d. None of the above

121. A person working as per the order given by the Chief Manager is called

- #a. Line Officer b. Program Officer c. Project Officer d. Business officer

122. The person appointed to give technical advice to the Divisional Managers on various matters is called

- a.. Line Officer b. Program Officer c. Project Officer #d. Expert Officer

123. This is the function of expert officers.

- A. Advising b. To guide c. To assist #d. All of the above

124. In line and staff union more emphasis is laid on this.

- a. Division b. Specialization #c. Division of work d. Granting rights

125. Organization means project organization.

- a. Matrix b. Line c. Employee d. Virtual

126. Matriculation is a combination of functional and division according to in the organization.

- a.. Objects b. Price c. Demand d. All of the above

127. In the organization type, the employees have to work under the control of both the Chief Manager and the Project Manager.

- #a. Matrix b. Line c. Employee d. Virtual

128. This organization is called if there is a flow of work from the original organization to the project organization.

- a. Matrix b. Line c. Employee d. Virtual

129. The method of organizing a business at a very fast pace according to the changing conditions of the business is

- a. Matrix b. Line c. Employee #d. Virtual

130. Virtual organization consists of business organizations.

- a. Supplier b. Distributor c. Production company #d. All of the above

131. The nature of work has reached level due to virtual organization.

- a.. Rural b. Urban c. National #d. International

132. The process of communication through electronics is done in organization.

- a. Matrix b. Line c. Employee #d. Virtual

133. Account division in the organization process is

- a. Specialization b. Division c. Nationalization d. All of the above

134. The division based on the number of employees is called

- #a. By number
- b. According to the work
- c. According to the object
- d. As per procedure

135. The division of work into organizations is called

- A. By number
- # b. According to the work
- a. According to the object
- d. As per procedure

136. The division of a product into a single business is called

- a. By number
- b. According to the work
- # c.. According to the object
- d. As per procedure

137. In a business which has a large number of processes, if it is divided into separate sections, it is called

- a. . By number
- b. According to the work
- c. According to the object
- #d. As per procedure

138. The subdivision of a particular geographical region is called

- a. By number
- b. Geographical
- c. According to the object
- d. As per procedure

139. According to sales and segmentation..... is the type of segmentation.

- a. According to the customer
- b. In time
- c. According to the procedure
- # d.. By geographical area

140. If the work is started in three shifts in the business, it is called

- A. According to the customer
- # b. In time
- c. According to the procedure.
- d. By geographical area

141. How many servants a manager effectively controls is called

- a. Office
- b. Control room
- # c. Admin Room
- d. Decision room

142. The principle of management room was proposed by

- a.. Gracules
- b. Henry Fayal
- c. F. W. Taylor
- d. Elton Mayo

143. There are elements of control of granules

- a. 5
- b. 10
- c. 15
- d. 20

155. Salary and wages are a component of motivation.

- A. non-monetary #b. monetary a. Social d. All of the above

156. Job security and safety is a element of motivation.

- #A. non-monetary b. monetary a. Social d. All of the above

157. Motivation helps the business

- a. High efficiency b. Adequate use of simple materials
c. Reconciliation work environment #d. All of the above

158. Economic factors include

- #a.. Profit sharing b. Granting rights c.. Receipt of work d. Promotion

159. Non-economic component includes

- a.. Enrichment # b. Special stimuli c. Bonus d. Wages

160. Motivation is required to meet social and psychological needs.

- a.. Post-Economics b. Economic c.. Social #d. All of the above

161. means contact between two persons.

- a.. Motivation b. Advertising c.. Leadership d. Control

162. These are physical or environmental barriers.

- A. noise b. Mutual distance c.. Choosing the wrong medium # d. All of the above

163. These are linguistic barriers to communication.

- a.. Multiple languages #b. Non-meaning of the word
c. Technical language d. All of the above

164. Temperature and humidity are barriers in communication.

- a. Linguistic # b. Physical c.. Psychological d. Cultural

165. Gossiping is a type of barrier in communication.

- a.. Linguistic b. Physical # c.. Psychological d. Cultural

166. Social psychological barrier includes barrier.
- a.. Prejudice corrupted approach b. Emotions c.. Haste #d. All of the above
167. Unrealistic idea is the obstacle of cognition.
- a. Linguistic b. Physical # c.. Psychological d. Cultural
168. The cultural barrier to communication includes
- a. Color b. Body language c. Space #d. All of the above
169. Time is the kind of obstacle to communication.
- a. Linguistic # b. Physical c. Psychological d. Cultural
170. Organizational communication involves barriers.
- a. Status b. More info c. Faulty planning #d. All of the above
171. Aggressive communication system is a type of communication.
- A . Linguistic b. Physical # c.. Organizational d. Cultural
172. This is not a psychological barrier.
- a. Effectiveness of mind b. Unrealistic ideas #c.. Body language d. Mutual quality
173. Messaging is the foundation of
- #a. Decision b. Planning c. Organization d. Appointment
174. This function of management promotes democracy in business.
- A. Organization b. Planning # c.. Messaging d. Control
175. To increase managerial efficiency is required.
- a. Organization b. Planning c. Messaging # d. Control
176. In messaging, functions in the form of are performed.
- a. Work planning b. Valuation c.. Supervision and guidance #d. All of the above
177. Messaging is a process of
- a. Unilateral b. Bilateral c. Tertiary # d. None of this.

178. is the process of influencing people and motivating them to achieve a collective goal.

- #a. Leadership b. Appointment c. Organization d. Messaging

179. The concept of leadership is in nature.

- a. Permanently b. Temporary c. Optional # d. Complicated

180. Leadership requires

- #a.. Followers b. Entrepreneur c. Government d. Workers

181. The concept of leadership is related to work.

- a. Team b. Individual c. Group d. Social

182. A leader must have skills to lead.

- A. Advertising b. Anthropological c. Administrative #d. All of the above

183. Leadership that does not involve colleagues in the decision-making process is called leadership.

- a. Democracy b. Dictatorship # c. Bureaucracy d. Free

184. Leadership that takes decisions by discussing with your colleagues while implementing the goals of the organization is called leadership.

- #a. Democracy b. Dictatorship c. Bureaucracy d. Free

185. Leadership which strictly adheres to rules, laws and formalities while making decisions of the organization is called leadership.

- a. Democracy b. Dictatorship # c. Bureaucracy d. Free

186. The type of leadership in which a leader delegates all tasks to his assistants is called leadership.

- #a. Democracy b. Dictatorship c. Bureaucracy d. Free

187. Leadership that accepts the right responsibility by considering the assistants in the decision making process is called leadership.

- a. Parent leadership b. Busy c.. Social d. None of the above

188. To fulfill the objective of the organization in any situation, such leadership is called leadership.

- a. Parent leadership b. Busy c. Social d. As the case may be

189. To run the business of the organization like a social circle, such leadership is called leadership.

- a. Parent leadership b. Busy # c. Social d. As the case may be

190. To use all the leadership like dictatorship, democracy, palya to get the cooperation of the assistant is called leadership.

- a. Parent leadership b. Busy c. Social d. As the case may be

191. means to force events to be adjusted according to plan.

- a. Planning b. Organization c. Management d. Control

192. To check whether the action taken in the business is going according to the given plan and principle is

- a. Planning b. Organization c. Management #. Control

193. Control is the function of management.

- a. Primary #b. The last a. Social d. None of this

194. This is the first step in control.

- a. Repair measures # b. Performance appraisal c. Follow up d. To fix as

195. Pre-planning of total work to be done for a specific period of time in the business is

- #a. Schedule b. Budget c. Sales Form d. Profit sheet

196. The concept of is important to complete the production work at minimum cost.

- A. Control b. Organization # c. Coordination d. Messaging

197. Proper control has a effect on the business.

- a. Quality control b. Price control c. Expenditure control #d. All of the above

198. Control is required to complete the work in time

- a. Dimensions b. Venue c. Yesterday #d. Quality
199. The report determines whether the control action was successful.
- a. Budgetary b. Hishobapasanis # c. Admin d. Legal
200. The control process has type dimensions.
- a.. Production b. Rank c. Yesterday d. All of the above
- 201 Top level managers need to have maximum skills.
- a. Conceptual b. Technical c. Directed #d. none of the above
- 202 Junior level managers need to have maximum skills.
- a. Technical b. Conceptual c. Non-technical #d. None of the above
- 203 Time Study under Classical Management.
- a. Frank Gilbreath , b. Frederick Taylor c. Henry Group d. None of the above
- 204 Peter Drucker explained that this is the only result of management.
- a. Time b. Speed c. Space #d. None of the above
- 205 f. W. Taylor supported this revolution.
- a. Intellectual b. Physical c. Social # d. None of the above
- 206 Henry Fayal presents the principles of management
- #A. 14 b. 7 c. 21 d. None of the above
- 207 The principle of equality specifies
- a. Social justice b. Heterogeneity c. Personal justice #d. None of the above
- 208 Selection of the right person for the right job represents the work of management.
- #a. Staff recruitment b. Leadership c. Motivation d. None of the above
- 209 In management, different levels of management are shown.
- A . Level b. Skills c. Title # d. None of the above
- 210 The concept of management is

A. Moving b. static c. Separate #d. None of the above

211 Planning should always be

A. Stable b. Changing c. Complicated # d. None of the above

212 SWOT analysis is a important component.

a. Planning b. Organization c.. Direction # d. None of the above

213 The business manager in general plans.

a. Optional b. Single c. General #d. None of the above

214 Quality Circle is a group of workers.

a . Self b. Fool c. Confused # d. None of the above

215 is a time-journalistic action.

#a. Working Schedule b. Budget c. Process d. None of the above

216 The decision making process is a process.

#a. Intellectual b. Productive c. Mathematical d. None of the above

217 developed a technique that stimulates the brain.

a. Asborn b. Taylor c. Fayal d. None of the above

218 The father of MBO is

#a. Drucker b. Taylor c. Alan d. None of the above

219 Planning requires re-planning as per demand.

A. Permanent #b. Strategic c. Continuous d. None of the above

220 In management, the manager devotes most of his time to very important activities.

A. MBE #b. .MBO c.. MIS d. None of the above

221 Rights and responsibilities have to be

a. Equality b. Heterogeneity # c. Balance d. None of the above

222 Formal organizations use the noun.

a. grape Vine b. upward #C. Coming down d. None of the above

223 line organization shows a lack of

a. Command b. Decision #a. specialization. d. None of the above

224 Matrix organization was first established in the aerospace industry.

a. China b. India c. U.S. d. None of the above

225 many assistants can be effectively covered by a supervisor.

a. Control b. MBO c. MIS # d. None of the above

226 The control room has practical actions.

a. Limited b. Less c. Global # d. None of the above

227 This takes place in the top manager and assistant.

#a.. Decentralization of power b. Granting rights

c. . Departmentalization d. None of the above

228 This organization has many levels of management.

a. . High b. Teenage c. Medium #d. None of the above

229 Items are supplied as per customer expectations in this division.

a. Production b. Customer c. Well # d. None of the above

230 The chief manager who gives technical advice on various topics is called

#a.. Expert Officer b. Mediator c.. Manager d. None of the above

231 Participation in management is a motivation.

#a. Non-financial b. Economic c.. Personal d. None of the above

232 The leader must have the ability to take responsibility for the group and

a. Withdrawal # b. Initiatives c. Money d. None of the above

233 Technical language creates a barrier

a. In cognition b. In management c. In the organization # d. None of the above

234 Notification contains messenger and

- a. Acceptor b. Giving up c.. Admin d..None of the above

235 works under control at minimal cost.

- a. Budgetary b. Expenses c. Profit #d. None of the above

236 is used to reduce the burden of senior managers.

- #A. Decentralization b. Centralization c. Supervision d. None of the above

237 Sheet is the expected result.

- #A. Estimate b. MBO C. Work schedule d. None of the above

238 Physical, intellectual and social qualities together are called

- #a. Personality b. Clever c. Initiatives d. None of the above

239 style of leadership creates a family atmosphere in the organization.

- #a . Palya leadership b. Engaged leadership c.. Social leadership d. None of the above

240 means to force events to be adjusted according to plans.

- a. Control b. Planning c.. Organization #d. None of the above

241 are considered the fathers of classical management.

- a. . Frank Gilbreath, b. Frederick Taylor c. Henry Group d. None of the above

242 is called the father of modern management.

- a. Frank Gilbreath, b. Frederick Taylor c. Henry Group d. Henry Fayal

243 The concept of time study was introduced by

- a. Frank Gilbreath, b. Frederick Taylor c. Henry Group d. Henry Fayal

244 Hawthorne Theory The concept was proposed by

- #A. Elton Mayo b. Frederick Taylor c. Henry Group d. Henry Fayal

245 by M.B.O. This concept was introduced.

- A. Frank Gilbreath, b. Frederick Taylor # c. Peter Drucker d. Henry Fayal

