



## Dr.G.R.Damodaran College of Science

(Autonomous, affiliated to the Bharathiar University, recognized by the UGC) Re-accredited at the 'A' Grade Level by the NAAC and ISO 9001:2008 Certified CRISL rated 'A' (TN) for MBA and MIB Programmes

I B.Com (CS) [2017-2020]  
Semester-I

Core: Business Organisation and Management - 105B  
Multiple Choice Questions.

1. Management is an organ; organs can be described and defined only through their functions. This definition was given by \_\_\_\_\_.

- A. Peter F. Drucker.
- B. Terry.
- C. Louis Allan.
- D. Henry Fayol.

ANSWER: A

2. Management is the art and science of decision making and leadership.

- A. Harold Koontz.
- B. Donald J. Clough.
- C. Louis Allan.
- D. Terry.

ANSWER: B

3. The first man who advocated the view that the management should and can be taught is \_\_\_\_\_.

- A. Harold Koontz.
- B. Terry.
- C. Louis Allan.
- D. Henry Fayol.

ANSWER: D

4. Overall and strategic planning is done by the-----

- A. Top management
- B. Middle level management
- C. Supervisory level management
- D. All of the above

ANSWER: A

5. Luther Gullik classifies the function of management as \_\_\_\_\_.

- A. POSDCORB.
- B. POSTCARD.
- C. POSDCORA.
- D. POSDORBC.

ANSWER: A

6. The Era of Scientific management is \_\_\_\_\_.

- A. 1880-1930.
- B. 1880-1931.
- C. 1880-1932.

D. 1880-1933.

ANSWER: C

7. Father of principles of management\_\_\_\_\_.

- A. Mary Parkett.
- B. Lillian Gilberth.
- C. Henry Fayol.
- D. Elton Mayo.

ANSWER: C

8. Management and administration are\_\_\_\_\_.

- A. same.
- B. different.
- C. partly same and partly different.
- D. same and different.

ANSWER: C

9. If a general manager asks the sales manager to recruit some salesman on his behalf, it is an instance of-----

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- A. Division of authority
- B. Decentralisation of authority
- C. Delegation of authority
- D. Delegation of responsibility

ANSWER: C

10. Henry Fayol laid down\_\_\_\_\_.

- A. 12 principles.
- B. 13 principles.
- C. 14 principles.
- D. 15 principles.

ANSWER: C

11. Which function is regarded as the essence of management?

- A. Planning.
- B. Organizing.
- C. Staffing.
- D. Co-ordination.

ANSWER: D

12. F. W. Taylor is associated with\_\_\_\_\_.

- A. Scientific Management.
- B. Future management.
- C. Modern management.
- D. Principles of management.

ANSWER: A

13. Principles of Management was contributed by\_\_\_\_\_.

- A. Mary Parkett.
- B. Lillian Gilberth.
- C. Henry Fayol.
- D. Elton Mayo.

ANSWER: C

14. General and Industrial Management was written by\_\_\_\_\_.

- A. Harold Koontz.
- B. Terry.
- C. Louis Allan.
- D. Hendry Fayol.

ANSWER: D

15. Every subordinate should receive orders from and be accountable to only one superior is \_\_\_\_\_.

- A. Unity of direction.
- B. Unity of command.
- C. Centralization.
- D. Scalar chain.

ANSWER: B

16. The principle seeks to ensure unity of action is \_\_\_\_\_.

- A. Unity of direction.
- B. Unity of command.
- C. Centralization.
- D. Scalar chain.

ANSWER: A

17. Everything increases the importance of superiors role is \_\_\_\_\_.

- A. Unity of direction.
- B. Unity of command.
- C. Centralization.
- D. Scalar chain.

ANSWER: C

18. The chain of superiors from the highest authority to the lowest level in the organization is \_\_\_\_\_.

- A. Unity of direction.
- B. Unity of command.
- C. Centralization.
- D. Scalar chain.

ANSWER: D

19. A Piece Rate System written by \_\_\_\_\_.

- A. Harold Koontz.
- B. Taylor.
- C. Louis Allan.
- D. Hendry Fayol.

ANSWER: B

20. Allotment of work to each worker on the basis of the capacity of an average worker functioning in the normal working condition is \_\_\_\_\_.

- A. social task planning.
- B. scientific task planning.
- C. not a planning.
- D. scientific organizing.

ANSWER: B

21. A study relating to the fixing of the working hours with rest periods to recoup the energy while performing in job is called \_\_\_\_\_.

- A. fatigue study.
- B. time study.
- C. motion study.

D. work study.

ANSWER: A

22. The first and foremost function of management is \_\_\_\_\_.

- A. planning.
- B. organizing.
- C. controlling.
- D. coordination.

ANSWER: A

23. Long term planning is \_\_\_\_\_.

- A. 6 months.
- B. 1 year.
- C. 2 to 5 years.
- D. 5 to 15 years.

ANSWER: D

24. Medium term planning is \_\_\_\_\_.

- A. 6 months.
- B. 1 year.
- C. 2 to 5 years.
- D. 5 to 15 years.

ANSWER: C

25. Planning lays down the overall objective, strategies and polices for the total enterprise is \_\_\_\_\_.

- A. corporate planning.
- B. divisions planning.
- C. unit planning.
- D. department planning.

ANSWER: A

26. Planning focus on day-to-day actions of work units is \_\_\_\_\_.

- A. corporate planning.
- B. divisions planning.
- C. unit planning.
- D. department planning.

ANSWER: C

27. Strategic planning is \_\_\_\_\_.

- A. long term planning.
- B. medium term planning.
- C. short term planning.
- D. annual planning.

ANSWER: A

28. Operational planning is done at \_\_\_\_\_.

- A. high levels of management.
- B. lower level of management.
- C. subordinates.
- D. workers.

ANSWER: B

29. Operational planning is \_\_\_\_\_.

- A. long term planning.

- B. medium term planning.
- C. short term planning.
- D. annual planning.

ANSWER: C

30. The assumptions about future derived from forecasting and used in planning are known as \_\_\_\_\_.

- A. planning premises.
- B. freehold premises.
- C. business premises.
- D. corporate premises.

ANSWER: A

31. Goals, aims, purposes, missions and target is also known as \_\_\_\_\_.

- A. objective.
- B. strategies.
- C. polices.
- D. rules.

ANSWER: A

32. A chronological sequence of steps to be undertaken to enforce a policy and to attain an objective is known as \_\_\_\_\_.

- A. objective.
- B. strategies.
- C. procedures.
- D. rules.

ANSWER: C

33. The process of establishing a time sequence for the work is known as \_\_\_\_\_.

- A. objective.
- B. schedules.
- C. procedures.
- D. budgets.

ANSWER: B

34. A rigid plan, no scope for discretion \_\_\_\_\_.

- A. rule.
- B. schedules.
- C. procedures.
- D. budgets.

ANSWER: A

35. Specifying the manner of executing policy is known as \_\_\_\_\_.

- A. objective.
- B. schedules.
- C. procedures.
- D. budgets.

ANSWER: C

36. Goal or target to be achieved is known as \_\_\_\_\_.

- A. objective.
- B. schedules.
- C. procedures.
- D. budgets.

ANSWER: A

37. Penalty is levied for violation of \_\_\_\_\_.

- A. rules.
- B. procedures.
- C. policy.
- D. methods.

ANSWER: A

38. Plan that establish a required method of handling future activities is called \_\_\_\_\_.

- A. rules.
- B. procedures.
- C. policy.
- D. methods.

ANSWER: B

39. Set of clear instruction in a clear and logical sequence to perform a particular task \_\_\_\_\_.

- A. rules.
- B. programme.
- C. policy.
- D. methods.

ANSWER: B

40. Construction of fly over is an example of \_\_\_\_\_.

- A. rules.
- B. programme.
- C. project.
- D. methods.

ANSWER: C

41. Complete installation of computer within 3 months is an example of \_\_\_\_\_.

- A. rules.
- B. programme.
- C. project.
- D. schedule.

ANSWER: D

42. No smoking the factor is an example of \_\_\_\_\_.

- A. rules.
- B. programme.
- C. project.
- D. schedule.

ANSWER: A

43. Increase sales by 10% is an example of \_\_\_\_\_.

- A. objective.
- B. schedules.
- C. procedures.
- D. budgets.

ANSWER: A

44. Employees will be promoted on the basis of seniority is an example of \_\_\_\_\_.

- A. rules.
- B. procedures.

- C. policy.
  - D. methods.
- ANSWER: C

45. Installation of computer is an example of \_\_\_\_\_.

- A. rules.
- B. programme.
- C. project.
- D. schedule.

ANSWER: B

46. Supply of human and material resources and helps to achieve the objective of business is \_\_\_\_\_.

- A. planning.
- B. organisaiton.
- C. management.
- D. control.

ANSWER: B

47. Informal authority flows upwards to downwards or horizontally in \_\_\_\_\_.

- A. formal organization.
- B. informal organization.
- C. business organization.
- D. strategic organization.

ANSWER: B

48. Rules, duties and responsibilities or workers are given in writing in \_\_\_\_\_.

- A. formal organization.
- B. informal organization.
- C. business organization.
- D. strategic organization.

ANSWER: A

49. Which is created for technological purpose?

- A. formal organization.
- B. informal organization.
- C. business organization.
- D. strategic organization.

ANSWER: A

50. Which arises from mans quest for social satisfaction?

- A. formal organization.
- B. informal organization
- C. business organization.
- D. strategic organization.

ANSWER: B

51. Which type of organization is permanent and stable?

- A. formal organization.
- B. informal organization.
- C. business organization.
- D. strategic organization.

ANSWER: A

52. Which type of organization gives importance to terms of authority and functions?

- A. formal organization.
- B. informal organization.
- C. business organization.
- D. strategic organization.

ANSWER: A

53. Which type of organization gives importance to people and their relationships?

- A. formal organization.
- B. informal organization.
- C. business organization.
- D. strategic organization.

ANSWER: B

54. Which organizational relationship gives a greater job satisfaction and results in maximum production?

- A. formal organization.
- B. informal organization.
- C. business organization.
- D. strategic organization.

ANSWER: B

55. Which type of organization has no place in the organization chart?

- A. Formal organization.
- B. Informal organization.
- C. Business organization.
- D. Strategic organization.

ANSWER: B

56. Decision making is the selection based on some criteria from two or more possible alternatives is defined by\_\_\_\_\_.

- A. Farland.
- B. Mac Donald.
- C. Terry.
- D. M.C. Nites.

ANSWER: C

57. Deal with routing and repetitive problems is a \_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.
- C. major decision.
- D. minor decision.

ANSWER: A

58. Consider the following basic steps involved in the process of control: 1. Identifying the strategic control points 2. Establishment of the standards 3. Measuring performance against standards 4. Correcting deviations from the standards

- A. 1,4,3,2
- B. 1,2,3,4
- C. 2,1,3,4
- D. 2,3,1,4

ANSWER: B

59. The decision which is taken within the purview of the policy of the organization is\_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.



- C. major decision.
- D. minor decision.

ANSWER: A

60. The decision taken by lower level management is a \_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.
- C. major decision.
- D. minor decision.

ANSWER: A

61. Opening of new branch is an example of \_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.
- C. individual decision.
- D. non-economic decision.

ANSWER: B

62. The decision taken by high level of management is \_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.
- C. individual decision.
- D. non-economic decision.

ANSWER: B

63. Non-programmed decision is also called \_\_\_\_\_.

- A. routine decisions.
- B. structured decisions.
- C. strategic decisions.
- D. operative decisions.

ANSWER: C

64. Programmed decision is also known as \_\_\_\_\_.

- A. routine decisions.
- B. structured decisions.
- C. strategic decisions.
- D. operative decisions.

ANSWER: D

65. The decision which has long term impact on business is \_\_\_\_\_.

- A. programmed decision.
- B. non-programmed decision.
- C. Individual decision.
- D. non-economic decision.

ANSWER: B

66. The decision which relates to day-to-day operation of an organization is known as \_\_\_\_\_.

- A. major decision.
- B. organizational decision.
- C. personal decision.
- D. operative decision.

ANSWER: D

67. The decision which is implemented within the concerned department is known as \_\_\_\_\_.

- A. economic decision.
- B. departmental decision.
- C. non-economic decision.
- D. problem decision.

ANSWER: B

68. Decision taken by committee formed by the top management for specific purpose is\_\_\_\_\_.

- A. group decision.
- B. organizational decision.
- C. personal decision.
- D. operative decision.

ANSWER: A

69. Crisis decision is also known as\_\_\_\_\_.

- A. group decision.
- B. major decision.
- C. minor decision.
- D. spot decision.

ANSWER: D

70. Authority is the right to give orders and the power to exact obedience. defined by\_\_\_\_\_.

- A. Barnard.
- B. Fayol.
- C. Strong.
- D. Louise Allen.

ANSWER: B

71. Authority is the right to comment defined by\_\_\_\_\_.

- A. Barnard.
- B. Fayol.
- C. Strong.
- D. louis Allen.

ANSWER: C

72. The sum of the powers and rights entrusted to make possible the performance of the work delegated. is said by\_\_\_\_\_.

- A. Barnard.
- B. Fayol.
- C. Strong.
- D. Louis Allen.

ANSWER: D

73. The authority flows from top to bottom through the structure of an organization is\_\_\_\_\_.

- A. The acceptance of authority theory.
- B. The formal authority theory.
- C. The competence theory.
- D. The organization theory.

ANSWER: B

74. Which theory is also called traditional authority theory\_\_\_\_\_.

- A. The acceptance of authority theory.
- B. The formal authority theory.
- C. The competence theory.
- D. The organization theory.

ANSWER: B

75. The type of authority is invested with the persons by virtue of the office held by them is \_\_\_\_\_.
- A. The acceptance of authority theory.
  - B. The formal authority theory.
  - C. The competence theory.
  - D. The organization theory.

ANSWER: C

76. The process whereby a manger shares his work and authority with his subordinates is \_\_\_\_\_.
- A. Decentralization.
  - B. Responsibility.
  - C. Delegation.
  - D. decision making.

ANSWER: C

77. The subordinate is granted authority to perform all the functions in his department or division is \_\_\_\_\_.
- A. general delegation.
  - B. formal delegation.
  - C. specific delegation.
  - D. informal delegation.

ANSWER: A

78. The orders, instructions or direction are delegated to a particular person specifically is known as \_\_\_\_\_.
- A. general delegation.
  - B. formal delegation.
  - C. specific delegation
  - D. informal delegation.

ANSWER: C

79. When authority is delegated as per the organization structure it is called \_\_\_\_\_.
- A. formal delegation.
  - B. informal delegation.
  - C. general delegation.
  - D. specific delegation.

ANSWER: A

80. When an individual or a group agrees to work under the direction of an informal leader is called \_\_\_\_\_.
- A. formal delegation.
  - B. informal delegation.
  - C. general delegation.
  - D. specific delegation.

ANSWER: B

81. Delegation made by written orders and instruction is known as \_\_\_\_\_.
- A. oral delegation.
  - B. written delegation.
  - C. downward delegation.
  - D. sideward delegation.

ANSWER: B

82. The delegation of authority on the basis of custom, conventions or usage is known as \_\_\_\_\_.

- A. oral delegation.
- B. written delegation.
- C. downward delegation.
- D. sideward delegation.

ANSWER: A

83. Delegation of some of his duties by a subordinate to another subordinate of the same rank is called \_\_\_\_\_.

- A. oral delegation.
- B. written delegation.
- C. downward delegation.
- D. sideward delegation.

ANSWER: D

84. The process of dividing the large monolithic functional organization into small and flexible administrative units is called \_\_\_\_\_.

- A. staffing.
- B. delegation.
- C. departmentation.
- D. control.

ANSWER: C

85. Departmentation is a part of the \_\_\_\_\_.

- A. organization process.
- B. control process.
- C. planning process.
- D. staffing process.

ANSWER: A

86. Banks, insurance companies and distribution agencies are examples of \_\_\_\_\_.

- A. departmentation by function.
- B. departmentation by products.
- C. departmentation by territory.
- D. departmentation by customers.

ANSWER: C

87. Departmentation on the basis of activities grouped according to the type of customer is \_\_\_\_\_.

- A. departmentation by function.
- B. departmentation by products.
- C. departmentation by territory.
- D. departmentation by customers.

ANSWER: D

88. Directing function of management implies 1. Planning 2. Staffing 3. Leadership 4. Motivation

- A. 1 and 2
- B. 3 and 4.
- C. 2 and 4
- D. 2,3 and 4

ANSWER: B

89. The term span of management is also known as \_\_\_\_\_.

- A. span of business.
- B. span of control.

- C. span of activity.
- D. span of planning.

ANSWER: B

90. The number of subordinates that report directly to a single supervisor is \_\_\_\_\_.

- A. span of supervision.
- B. span of activity.
- C. span of business.
- D. span of organizing.

ANSWER: A

91. Few subordinates report directly to a manger is \_\_\_\_\_.

- A. wide span of management.
- B. large span of management.
- C. small span of management.
- D. narrow span of management.

ANSWER: D

92. Large number of subordinates report to a manager is \_\_\_\_\_.

- A. wide span of management.
- B. large span of management.
- C. small span of management.
- D. narrow span of management.

ANSWER: A

93. Direction is a managerial function performed by \_\_\_\_\_.

- A. top level management.
- B. middle level management.
- C. lower level management.
- D. subordinates.

ANSWER: A

94. Motivation means a process of stimulating people to action to accomplish desired goals is said by \_\_\_\_\_.

- A. Owen.
- B. Scott.
- C. Shartle.
- D. Flippo.

ANSWER: B

95. Motivation available at the time of performance of work is \_\_\_\_\_.

- A. negative motivation.
- B. positive motivation.
- C. extrinsic motivation.
- D. intrinsic motivation.

ANSWER: D

96. Participation, recognition and power are some of the examples of \_\_\_\_\_.

- A. financial motivation.
- B. non-financial motivation.
- C. extrinsic motivation.
- D. intrinsic motivation.

ANSWER: B

97. Maslows motivation theory is on the basis of human \_\_\_\_\_.

- A. satisfaction.
- B. needs.
- C. maintenance factors.
- D. rewards.

ANSWER: B

98. According to Maslow, physiological needs is a \_\_\_\_\_.

- A. high level needs.
- B. medium level needs.
- C. lower level needs.
- D. psychological needs.

ANSWER: C

99. According to Maslow, self-actualization needs is a \_\_\_\_\_.

- A. high level needs.
- B. medium level needs.
- C. lower level needs.
- D. psychological needs.

ANSWER: A

100. Self-confidence, independence, achievements, knowledge, status, recognition and appreciation examples of \_\_\_\_\_.

- A. safety needs.
- B. social needs.
- C. ego needs.
- D. self-actualization needs.

ANSWER: C

101. According to Maslow, the satisfied needs \_\_\_\_\_.

- A. motivate the workers.
- B. do not motivate the workers.
- C. highly motivate the workers.
- D. satisfy the workers.

ANSWER: B

102. Herzbergs Hygiene factors \_\_\_\_\_.

- A. motivate employees.
- B. do not motivate employees.
- C. dissatisfy employees.
- D. satisfy employees.

ANSWER: B

103. Example of Hygiene factors is \_\_\_\_\_.

- A. achievement.
- B. recognition.
- C. advancement.
- D. salary.

ANSWER: D

104. Example of motivational factors (Herzbergs ) is \_\_\_\_\_.

- A. salary.
- B. status.
- C. job security.

D. recognition.

ANSWER: D

105. Expectancy motivation theory is given by\_\_\_\_\_.

A. Vroom.

B. Maslow.

C. Herzberg.

D. Mc Gregor.

ANSWER: A

106. Porter and Lawler model of motivation is primary to\_\_\_\_\_.

A. workers.

B. directors.

C. managers.

D. supervisors.

ANSWER: C

107. Management By Objectives was introduced by\_\_\_\_\_.

A. Taylor.

B. Elton Mayo.

C. Peter Drucker.

D. Maslow.

ANSWER: C

108. A process whereby superiors and subordinates jointly set goals and assess contributions of Every one to the common goals is called\_\_\_\_\_.

A. MBE.

B. MBO.

C. MBS.

D. MBP.

ANSWER: B

109. MBO is a\_\_\_\_\_.

A. Technique of management.

B. Process of management.

C. Steps in management.

D. Procedure in management.

ANSWER: A

110. MBO is suggested by Peter F. Drucker in\_\_\_\_\_.

A. 1951.

B. 1952.

C. 1953.

D. 1954.

ANSWER: D

111. Under which control system only extra ordinary or exceptional deviations are reported to management for remedial action\_\_\_\_\_.

A. MBE.

B. MBO.

C. MBS.

D. MBP.

ANSWER: A

112. Leadership is the activity of influencing people to strive willingly for mutual objectives -The definition is given by \_\_\_\_\_.

- A. George R. Terry.
- B. Koontz and O Donnel.
- C. Allen.
- D. Robert C. Apple.

ANSWER: A

113. The leadership theory study leaders behaviour is \_\_\_\_\_.

- A. Followers theory.
- B. Trait theory.
- C. Behavioural theory.
- D. Managerial grid.

ANSWER: C

114. Leadership theory which explain the characteristics required for an effective leader is \_\_\_\_\_.

- A. Followers theory.
- B. Trait theory.
- C. Situational theory.
- D. Managerial grid.

ANSWER: B

115. Leadership theory explains the leadership styles available to leaders are \_\_\_\_\_.

- A. Followers theory.
- B. Trait theory.
- C. Situational theory.
- D. Managerial grid.

ANSWER: A

116. Leadership theory which explains that a leader is strongly affected by the situation in which he works is \_\_\_\_\_.

- A. Followers theory.
- B. Trait theory.
- C. Situational theory.
- D. Managerial grid.

ANSWER: C

117. Followers decide whether a person is a leader or not is according to \_\_\_\_\_.

- A. Trait theory.
- B. Behavioral theory.
- C. Followers theory.
- D. System theory.

ANSWER: C

118. While delegating, a superior delegates-----

- A. Only authority
- B. Authority and responsibility
- C. Authority, responsibility and accountability
- D. Authority and responsibility but not accountability

ANSWER: A

119. All decision-making power is centralized in the leader is under \_\_\_\_\_.

- A. autocratic style.
- B. liberal leader.



- C. democratic leader.
- D. institutional leader.

ANSWER: A

120. The leadership style considers subordinates do not have ability and immature is \_\_\_\_\_.

- A. autocratic style.
- B. liberal leader.
- C. democratic leader.
- D. institutional leader.

ANSWER: A

121. The leader makes decisions in consultation with his followers is \_\_\_\_\_.

- A. autocratic style.
- B. liberal leader.
- C. democratic leader.
- D. institutional leader.

ANSWER: C

122. Complete freedom for group or individual decision, with a minimum of leader participation is under \_\_\_\_\_.

- A. autocratic style.
- B. democratic style.
- C. free-rein style.
- D. creative style.

ANSWER: C

123. The leader hold his leadership because he is loyal to his followers is \_\_\_\_\_.

- A. autocratic style.
- B. democratic style.
- C. free-rein style.
- D. creative style.

ANSWER: B

124. A leader exercises his power over his followers because of his position held in the organizational hierarchy is \_\_\_\_\_.

- A. autocratic leader.
- B. intellectual leader.
- C. liberal leader.
- D. institutional leader.

ANSWER: D

125. The leader who excels as a leader because of his superior knowledge is \_\_\_\_\_.

- A. autocratic leader.
- B. intellectual leader.
- C. liberal leader.
- D. institutional leader.

ANSWER: B

126. A leader who serves as the head of the family and treats his followers like his family members is \_\_\_\_\_.

- A. paternalistic leader.
- B. intellectual leader.
- C. liberal leader.
- D. institutional leader.

ANSWER: A

127. A leader motivates his followers to work hard by offering them rewards is \_\_\_\_\_.

- A. positive style.
- B. negative style
- C. autocratic style.
- D. democratic style.

ANSWER: C

128. The leader have full power or authority to take a decision is under \_\_\_\_\_.

- A. positive style.
- B. negative style.
- C. autocratic style.
- D. democratic style.

ANSWER: C

129. The authority is decentralized in which leadership style?

- A. positive style.
- B. negative style.
- C. free-rain style.
- D. democratic style.

ANSWER: D

130. The followers themselves take decisions for which they get authority under \_\_\_\_\_.

- A. positive style.
- B. negative style.
- C. free-rein style.
- D. democratic style.

ANSWER: C

131. The leader acts as a liaison officer between the employees and the outside world is \_\_\_\_\_.

- A. positive style.
- B. free-rein style.
- C. autocratic style.
- D. democratic style.

ANSWER: B

132. The contribution of a leader is nothing under \_\_\_\_\_.

- A. positive style
- B. free-rein style
- C. autocratic style
- D. democratic style

ANSWER: B

133. The employees train themselves and they are self-motivated under \_\_\_\_\_.

- A. free-rein style.
- B. negative style.
- C. autocratic style.
- D. democratic style.

ANSWER: A

134. The managerial grid consist of how many possible leadership styles?

- A. 61.
- B. 71.

C. 81.

D. 91.

ANSWER: C

135. In managerial grid, the style which focuses wholly on production is\_\_\_\_\_.

A. task management.

B. impoverished style.

C. country club.

D. team management style.

ANSWER: A

136. In managerial grid, the style which focuses maximum concern of people and minimum concern of production is\_\_\_\_\_.

A. task management.

B. impoverished style.

C. country club.

D. team management style.

ANSWER: C

137. In managerial grid, the style which focuses moderate concern for both production and people is\_\_\_\_\_.

A. task management.

B. impoverished style.

C. middle of the road.

D. team management style.

ANSWER: C

138. In managerial grid, the style which is maximum concern for both people and production is \_\_\_\_\_.

A. task management.

B. impoverished style.

C. middle of the road.

D. team management style.

ANSWER: D

139. The last function of management is\_\_\_\_\_.

A. Planning.

B. Organizing.

C. Controlling.

D. Staffing.

ANSWER: C

140. Which function is basis of control?

A. Planning.

B. Organizing.

C. Controlling.

D. staffing.

ANSWER: A

141. The control takes place before the actual activity is known as\_\_\_\_\_.

A. concurrent control.

B. feed forward control.

C. feedback control.

D. preserving control.

ANSWER: B

142. Control exercised while the activity is in progress is \_\_\_\_\_.

- A. concurrent control.
- B. feed forward control.
- C. feedback control.
- D. preserving control.

ANSWER: A

143. Communication that flow from superior to subordinates is \_\_\_\_\_.

- A. downward communication.
- B. upward communication.
- C. horizontal communication.
- D. informal communication.

ANSWER: A

144. Informal communication is commonly known as \_\_\_\_\_.

- A. downward communication.
- B. upward communication.
- C. horizontal communication.
- D. Grapevine.

ANSWER: D

145. \_\_\_\_\_ is a force to drive a person to action.

- A. Motivation.
- B. Co ordination.
- C. Co-operation.
- D. Control.

ANSWER: A

146. The organization which was devised by FW Taylor was \_\_\_\_\_.

- A. functional organization.
- B. matrix organization.
- C. committee organization.
- D. line and staff organization.

ANSWER: A

147. The decisions which are frequent and repetitive in nature are called as \_\_\_\_\_.

- A. non programmed decisions.
- B. programmed decisions.
- C. major decisions.
- D. operative decisions.

ANSWER: B

148. Passing of authority to make decisions to the lowest possible level in the organizational hierarchy is known as \_\_\_\_\_.

- A. accountability.
- B. responsibility.
- C. decentralization.
- D. authority.

ANSWER: C

149. The extent to which power and authority are retained at the top is called as \_\_\_\_\_.

- A. centralization.
- B. decentralization.

- C. responsibility.
- D. accountability.

ANSWER: A

150. \_\_\_\_\_ Deals with appointing people and placing them at the appropriate jobs.

- A. Human resources.
- B. Recruitment.
- C. Staffing.
- D. Placement

ANSWER: C

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