

1	The Practice of Management is written by _____.	Peter F. Drucker.	Terry.	Louis Allan.	Henry Fayol.	Answer1
2	Management is an Art because it is _____.	individualistic	based on knowledge	not a science	not a profession	Answer1
3	Principles of management are _____.	rigid	flexible	revolutionary	non-revolutionary	Answer2
4	Authority and responsibility must _____	be equal	be unequal	flow together	flow one by one	Answer1
5	Espirit de corps means _____.	union is strength.	service is our motto.	buyer beware.	product is our strength.	Answer1
6	Contemporary management is unsuitable for _____ business.	large	medium	nano	small	Answer4
7	Study of the movements of both the workers and the machine to eliminate wasteful movement is _____.	fatigue study	time study	motion study	work-study	Answer3
8	Planning function is _____ looking.	backward	straight	forward	linear	Answer3
9	Planning function encourages _____.	innovation	renovation	authority	responsibility	Answer1.
10	_____ is a plan to have an edge over competition.	policy	procedure	plan	strategy	Answer4
11	Management By Objectives was introduced by _____.	Taylor	Elton Mayo	Peter Drucker	Maslow	Answer3
12	The main function of staff is to _____.	execute	direct	command	advice	Answer4
13	In line structure, the relationship is _____.	cordial	vertical	horizontal	lateral	Answer2
14	Staffing is concerned with _____.	manpower	machinery	raw material	finance	Answer1
15	Recruitment is the process of _____.	generating suitable candidate for job	placement of right man for right job	training	interviewing	Answer1
16	The function of directing begins at _____.	top level	middle level	lower level	employee level	ANswer1
17	Motivation brings down _____.	stock level	performance level	finance turnover	Labour turnover	Answer4
18	The leader acts as a liaison officer between the employees and the outside world is _____.	paternalistic style	free-rein style	autocratic style	democratic style	Answer2
19	Informal communication is based on _____ relationship.	formal	economical	social	informal	Answer4
20	Controlling is a _____ function	executive	economical	managerial	social	ANswer3
21	Controlling begins with _____.	planning	organising	staffing	directing	ANswer1
22	Budgetary control is a _____.	control through budget	self-control	MBO	MBR	ANswer1
23	_____ is the essence of management.	controlling	directing	coordinating	planning	Answer3
24	Co-ordination is necessary at _____ level.	top level	middle level	lower level	All Level	Answer4
25	Coordination makes use of _____ skills in dealing with people	behavioural	analytical	communication	decision -making	Answer1

1	What is management by Objectives?
2	What is POSDCORB?
3	Explain management as a process.
4	Explain the Evolution of management.
5	Write a note on Contingency approach to management
6	Explain Mintzberg's role of managers.
7	What are the limitations of planning?
8	Explain the relationship between authority and responsibility.
9	Explain MBO. Explain the features of MBO.
10	What are the importance of decision making?
11	What are the steps in planning process?
12	Explain the factors required in decision-making
13	Write a note on organization structure?
14	Explain the features of organization structure
15	What are the advantages of Matrix organization?
16	Explain the merits and demerits of functional organisation.
17	What are the characteristics of Formal organisation?
18	Explain the steps in the process of organisation.
19	What do you mean by direction? Discuss the principles of Direction.
20	Define Leadership. Explain its necessity in a business organisation.
21	Explain the principles of controlling.
22	What are the features of leadership?
23	Explain the principles of controlling.
24	Explain green Management.