

QUESTION BANK

**MANAGEMENT PRINCIPLES
AND
PRACTICES**

FILL UP THE BLANKS

1. The Practice of Management written by _____.
2. Management is what a manager does _____.
3. To manage is to forecast and plan, to organize, to compound, to co-ordinate and to control. This definition was given by _____.
4. Management is the art of getting things done through and with an informally organized _____.
5. Management is the art and science of decision making and leadership _____.
6. Luther Gulick classifies the function of management as _____.
7. Father of Administrative management _____.
8. Pioneer of Human Relations is _____.
9. Henry Fayol laid down _____.
10. Espirit de corps means _____.
11. F.W. Taylor is associated with _____.
12. Management is _____.
13. Henry Fayol was a French _____.
14. General and Industrial Management was written by _____.
15. Every subordinate should receive orders from and be accountable to only one superior is _____.
16. Control system of an organisation has no influence over the _____.
17. The chain of command from the highest authority to the lowest level in the organization is _____.
18. Allotment of work to each worker on the basis of the capacity of an average worker functioning in the normal working condition is _____.
19. Study of the movements of both the workers and the machine to eliminate wasteful movement is _____.
20. A study relating to the fixing of the working hours with rest periods to recoup the energy while performing in a job is called _____.
21. The first and foremost function of management is _____.
22. _____ is the harmonising or synchronising of individual efforts with the purpose of achieving group goals.
23. _____ is an obligation to perform certain functions and achieve certain results.
24. Plan that establishes a required method of handling future activities is called _____.
25. Set of clear instruction in a clear and logical sequence to perform a particular task _____.
26. Employees will be promoted on the basis of seniority is an example of _____.
27. Steps to be taken for selecting sales persons is an example of _____.
28. An identified group of people contributing their efforts towards the attainment of goals is called an _____.
29. A system of co-operative activities of two or more persons is called _____.
30. Supply of human and material resources and helps to achieve the objective of business is _____.
31. Formal authority flows from upwards to downwards in _____.
32. Informal authority flows upwards to downwards or horizontally in _____.
33. Rules, duties and responsibilities of workers are given in writing in _____.

34. Decision making is the selection based on some criteria from two or more possible alternatives is defined by _____.
35. The selection of best alternative from many alternatives is known as _____.
36. The decision which is taken within the purview of the policy of the organization is _____.
37. The decision taken by lower-level management is a _____.
38. The decision deal with novel and non-repetitive problems is _____.
39. Opening of new branch is an example of _____.
40. The decision taken by high level of management is _____.
41. Non-programmed decision is also called _____.
42. Programmed decision is also known as _____.
43. The decision which has long term impact on business is _____.
44. The decision which relates to day-to-day operation of an organization is known as _____.
45. The decision which does not incur any expenses is known as _____.
46. The decision which is implemented within the concerned department is known as _____.
47. Decision taken by a committee formed by the top management for specific purpose is _____.
48. Crisis decision is also known as _____.
49. A decision taken to meet unexpected situations is known as _____.
50. The authority flows from top to bottom through the structure of an organization is _____.
51. The type of authority is invested with the persons by virtue of the office held by them is _____.
52. The process whereby a manager shares his work and authority with his subordinates is _____.
53. The subordinate is granted authority to perform all the functions in his department or division is _____.
54. The orders, instructions or direction are delegated to a particular person specifically is known as _____.
55. When authority is delegated as per the organisation structure it is called _____.
56. When an individual or a group agrees to work under the direction of an informal leader is called _____.
57. Delegation made by written orders and instruction is known as _____.
58. Departmentation on the basis of activities grouped according to the type of customer is _____.
59. The process of dividing the large monolithic functional organization into small and flexible administrative units is called _____.
60. Departmentation is a part of the _____.
61. Banks, insurance companies and distribution agencies are examples of _____.
62. Departmentation on the basis of the production process is called _____.
63. The term span of management is also known as _____.
64. The number of subordinates that report directly to a single supervisor is _____.
65. Few subordinates report directly to a manager is _____.
66. Large number of subordinates report to a manager is _____.
67. Making assignments, issuing orders and instructions, providing guidance and inspiration to subordinates for the achievement of organizational objective is called _____.
68. Motivation based on force of fear is called _____.
69. Wages, salaries, bonus, vacation pay, insurance are examples of _____.
70. Participation, recognition and power are some of the examples of _____.
71. _____ means that each section has its own workers to perform activities within the department.
72. According to Maslow, self-actualization needs is a _____.

73. Expectancy motivation theory is given by ____.
74. Management By Objectives was introduced by ____.
75. Leadership behaviour is influenced by certain qualities of a person is ____.
76. The leadership theory study leaders behaviour is ____.
77. All decision-making power is centralized in the leader is under ____.
78. The leader makes decisions in consultation with his followers is ____.
79. Complete freedom for group or individual decision, with a minimum of leader participation is under ____.
80. A leader exercises his power over his followers because of his position held in the. organizational hierarchy is ____.
81. The leader who excels as a leader because of his superior knowledge is ____-.
82. A leader who serves as the head of the family and treats his followers like his family members is ____.
83. A leader motivates his followers to work hard by offering them rewards is ____.
84. A leader forces his followers to work had and penalizes them is ____.
85. Leader acts more as bosses then leadership style is ____.
86. The leader acts as a liaison officer between the employees and the outside world is ____.
87. The last function of management is ____.
88. Fixation of standards, measurement of performance, comparison, and correction of deviation are the steps in ____.
89. Planning is looking ahead and control is ____.
90. Control exercised while the activity is in progress is ____.
91. Exchange of ideas, opinions, information etc. between two or more persons is ____.
92. Communication is a ____.
93. The person who sends a message is known as ____.
94. The act of making ones ideas and opinions known to others is said by ____.
95. The act of translating the message into words, pictures, symbols, signs or some other form is known as ____.
96. The person who receives the message is called ____.
97. Converting symbols, signs or pictures into meaning is known as ____.
98. communication that flow from superior to subordinates is ____.
99. Informal communication is commonly known as ____.
100. Communication of policies, procedures and programmes is example of ____.
101. Reports, suggestions, appeals, grievances, etc is example of ____.
102. Inter-departmental committee meeting is an example of ____.
103. Rumours and gossips are ____.
104. Exchange of messages through spoken words is ____.
105. Lectures, group discussions, interviews, social gathering are example of ____.
106. Letters, circulars, memos, bulletin, manuals, reports are example of ____.
107. The problems in communication channels is known as ____.
108. The integration of objectives and activities of an organization is ____.
109. Co-ordination between the activities of various departments and individuals working within the organization is known as ____.
110. Scalar chain means ____.
111. The oldest type of organization ____.

112. The organization which was devised by FW Taylor was _____.
113. Devices which shows the organizational relationships _____.
114. When the supervisor commands subordinates and has close supervision is called _____.
115. Praise, recognition and power are _____.
116. X and Y theory was introduced by _____.
117. Time-event network is _____.
118. Management is _____.
119. Decision making helps in the smooth function of the _____.
120. transmission of thoughts from person to another is _____.

SHORT ANSWER TYPE QUESTIONS

1. Define Management .
2. Mention the role of Managers(any two).
3. What are the various functions of Management?
4. What is Scientific Management?
5. Define Administration.
6. What is time study?
7. What is motion study?
8. What is authority?
9. What is responsibility?
10. What is unity of command?
11. How does effectiveness differ from efficiency?
12. What is Scalar Chain?
13. What is meant by Esprit de corps?
14. Explain the significance of management.
15. Explain in brief the planning function of management.
16. The term management has no universal definition. Do you agree? Support your Answer with valid reasoning.
17. Explain the contingency approach to management.
18. What are the economic objectives of an organization?
19. Organization is a system comprising of many sub systems. Elucidate.
20. The term management has no universal definition. Do you agree? Give valid reasoning.
21. Differentiate between Unity of command Vs Unity of direction.
22. What do you understand by Administrative management?
23. What are Conceptual skills and Technical skills?
24. Organization is a system comprised of many sub-systems. Elucidate.
25. Management is an art or science. Explain.
26. Explain management as a process.
27. Critically evaluate Taylor's Scientific Theory of Management.
28. Explain the concept of bounded rationality.
29. Differentiate between delegation and decentralization.
30. Explain Weber's Bureaucracy Theory.
31. Differentiate between management and administration.
32. Why is management called as an ongoing and never-ending process?

33. What do you understand by management by objectives?
34. Differentiate between Effectiveness Vs Efficiency.
35. Differentiate between System approach Vs Contingency approach.
36. Explain “The term management has no universal definition”.
37. Define planning.
38. What are the objectives of planning?
39. Define mission
40. Define an objective.
41. What is meant by strategy?
42. Define policies.
43. What is procedure?
44. How can rules be defined?
45. What is programme?
46. What are the advantages of planning?
47. State any four limitations of planning.
48. Define corporate planning.
49. What are the advantages of objectives?
50. Define MBO in planning.
51. What are the benefits of MBO?
52. What are the weakness of MBO?
53. List any four quantitative forecasting techniques.
54. What do you mean by a strategy?
55. Define planning premises.
56. Explain the term decision and decision making.
57. Explain the process of manpower planning.
58. Explain the limits of on the job training.
59. What are the essentials of a good staffing policy?
60. What are the principles of staffing?
61. “Motivation is the core of management”. Comment. What practical suggestion would you offer to the management to motivate its staff in an industrial organization
62. Critically evaluate MC Gregor’s theory X and Theory Y of motivation “Herzberg’s Two Factor Theory is not universally applicable”. Explain this statement by critically evaluating Herzberg’s two factor theory of motivation.
63. Explain the distinguishing features of Ouchi’s Theory Z.
64. What are determinants of high morale? Suggest some measures which would raise the level of morale in an organization.
65. Bring out the distinction between Maslow and Herzberg theories of motivation. What is the role of money in motivating the managers?
66. “A good leader is one who understands his subordinates, their need and their sources of satisfaction”. Comment on this statement and highlight the traits of effective leaders.
67. “A good leader is one who understands his subordinates, their need and their sources of satisfaction”. Comment on this statement and highlight the traits of effective leaders.
68. Mention some of the needed skills for leaders / managers to be effective.
69. Briefly identify the major styles from Blake and Mouton’s Managerial Grid.
70. What is leadership? Explain its features.

71. What are the important traits of an effective leader?
72. Explain Likert's system of management.
73. "Management is Different from Leadership". Explain.
74. Why is control needed in a business organization?
75. Explain the limitations in the process of effective control.
76. Planning and controlling are inseparable in the management process. Do you agree? Give reasons.
77. What do you understand by feed forward control?
78. Explain the objectives of budgetary control.
79. Differentiate between Strategic and Tactical Planning
80. Differentiate between Standing Plans and single use plans .
81. Differentiate between Informal Vs Formal Organization.
82. Explain the concept of matrix application.
83. Explain the Relationship between planning and control.
84. Identify and describe the different types of communication flows.
85. Explain the concept of Transactional Analysis.
86. What do you understand by life position as a part of transactional analysis?
87. Differentiate between Motivational and Hygiene factors.
88. Differentiate between Autocratic and Free- rein leadership styles.
89. Define organizing.
90. State the advantages of organization.
91. Define the term " Scalar Chain."
92. What are the types of departmentation
93. What is span of control
94. What is staff authority?
95. What is decentralization?
96. What are the advantages of decentralization?
97. What are the disadvantages of decentralization?
98. What is meant by delegation of authority?
99. What is job analysis?
100. What is job rotation?
101. Define Recruitment.
102. What is selection?
103. What is orientation?
104. What is Management by objectives?
105. What are the roles of manager?
106. Define Training.
107. What are the methods of training?
108. Define PERT?
109. Define CPM?
110. Define Job Specification ?

LONG QUESTION ANSWER

1. Explain Henri Fayol's 14 principles of management.
2. Describe about the evolution of management thought.
3. Explain about the major tendencies favouring the development of a unified global theory of management.
4. Describe the relative importance of each type of skills to lower , middle and upper level managers.
5. Explain the various functions of management.
6. Compare the various managerial attitudes involved in MNC's.
7. What is planning?
8. Explain the steps involved in planning.
9. What are different types of plans? Explain.
10. Define MBO. Describe the benefits and weakness of MBO and ways to overcome them.
11. Define strategic planning? What are the steps involved in strategic planning?
12. Define forecasting. Explain the various forecasting techniques used for decision making process.
13. Define decision- making and explain the process of decision –making that affects the efficiency of the business decisions.
14. State and explain the basic steps involved in a typical selection procedure.
15. What do you understand by organization chart? Explain the basis of the departmentalization.
16. What is Managing by objective (MBO) ?What are the steps involved in MBO? Mention its benefits.
17. Distinguish between formal and informal organization.
18. Explain the line organization with a neat sketch.
19. Explain the concept of decentralization .
20. Explain the importance of performance appraisal.
21. Explain any four methods of performance appraisal.
22. What do you understand by "leadership style"? Describe the different styles of leadership.
23. Explain why management by wandering around considered as effective communication. What are the barriers to effective communications?
24. Explain the term motivation.
25. Explain any two motivational theories.
26. Critically examine Maslow's need priority model. How far up the hierarchical ladder do most people progress?
27. What are the barriers of effective communication .
28. Explain porter and Lawler theory of motivation and Adam's equity theory of motivation.
29. Explain any four non-budgetary control techniques with suitable examples.
30. Explain the effects of globalization and liberation in improving organisation growth.
31. Explain the steps involved in the quality control process with advantages and disadvantages.
32. What is the difference between direct control and preventive control? Give an overview of popular overall direct control measures.
33. Explain the use of computers in handling information to increase productivity.
34. Explain the term productivity and the means of increasing productivity in an organisation.
35. What are the four basic activities that comprise the management process? How are they related to one another?

36. "Management is the art of getting things done". Do you agree with the statement? Give reasons.
37. . Discuss the contribution of Taylor and Fayol to the field of Management.
38. What do you understand by a system? Discuss management as a system bringing out its basic features as such.
39. To manage is to forecast and plan to organize, to command, to coordinate and to control". Elaborate this statement.
40. What functions and duties are related with top and middle level management in modern industrial units?
41. Explain the levels of management. Enumerate and discuss their functions as well.
42. Explain the fourteen principles of management.
43. 'MBO represents rational and systematic approach to management' elucidate the statement in the light of features and objectives of MBO.
44. 'Planning is the primary requisite of any organization'. Do you agree? Support your Answer with examples.
45. "All organizations need management". Comment on this statement.
46. MBO adopts a goal oriented approach rather than a work oriented approach. Discuss.
47. What is decentralization of authority? What are its advantages and disadvantages?
48. 'The basic reason for emergence of informal groups is that the formal organization does not satisfy all the needs of the employees'. Elucidate.
49. How will you classify the levels of management in an organization? Describe the functions performed by different levels of management.
50. "Planning is mere ritual in the fast-changing environment." How far do you agree with this statement? Why? Explain the relationship of planning and controlling
51. 'Decision making is the essence of managing.' Comment and explain the features of a rational decision
52. What is departmentation? Explain the various basis of departmentation.
53. Explain span of management. Do you agree with the view that the principle of "Unity of command" is not of much relevance these days?
54. . What are the various stages in the process of rational decision making? Discuss with reference to a business decision.
55. "Centralization is not necessarily bad, nor is decentralization necessarily good". Elucidate the statement.
56. "Policies are guide-posts for managerial action". Discuss the statement and give at least two examples form any business management
57. "Centralization is not necessarily bad, nor is decentralization necessarily good". Elucidate the statement.
58. What is decentralization of authority? What are its advantages and disadvantages?
59. What is effective management? How does effectiveness differ from efficiency?
60. Discuss the various characteristics and functions of management.
61. What are the four basic activities that comprise the management process? How are they related to one another?
62. Describe the process of management and explain how it can be used to accomplish results in any organization.
63. Enumerate the managerial skills and state their relative importance about different levels of management in an origination

64. Discuss the advantages and disadvantages of internal and external sources of recruitment.
65. "Staffing is the responsibility of every manager and not of the personnel department alone". Elucidate.
66. Manpower planning is one of the most important decisions taken at the managerial level. Do you agree? Give reasons.
67. "Staffing is the process of identifying, assessing, placing, evaluating and developing individuals at work". Explain the statement highlighting the significance of staffing in modern business organizations.
68. What guidelines need to be followed for making an interview successful?
69. Bring out the distinction between Maslow and Herzberg theories of motivation. What is the role of money in motivating the managers?
70. "Motivation is the core of management". Comment. What practical suggestion would you offer to the management to motivate its staff in an industrial organization.
71. "Leaders make a real difference in an organization's performance" build an argument in support and against of this statement.
72. Explain Maintenance factors and motivational Factors under Herzberg's two factor theory of motivation.
73. "Herzberg's Two Factor Theory is not universally applicable". Explain this statement by critically evaluating Herzberg's two factor theory of motivation.
74. What are the problems associated with motivating employees?
75. Identify the leadership styles describing the situations under which each style is useful.
76. "Leaders make a real difference in an organization's performance" build an argument in support and against of this statement.
77. A good leader is one who understands his subordinates, their need and their sources of satisfaction". Comment on this statement and highlight the traits of effective leaders.
78. What are the important traits of an effective leader.
79. Explain Likert's system of management.
80. "Management is Different from Leadership". Explain.
81. Explain the concept of managerial grid.
82. What is budgetary control? Explain its limitations. How can budgetary control be made more effective?
83. Control guides operations, improves motivation and morale, and facilitates coordination. Explain the statement highlighting the importance of control in a business organization.
84. In a good organization structure, everybody knows the part he must play and how his role relates to those of others. Good organization structure cannot, however, be a substitute of control. Elucidate.
85. Control guides operations, improves motivation and morale, and facilitates coordination. Explain the statement highlighting the importance of control in a business organization.
86. Resistance to control can be overcome by establishing simple, understandable objectives and positive controls in consultation with people concerned. Elucidate.
87. Control is needed to measure progress, to uncover deviations and to indicate corrective action. Discuss highlighting the steps in the process of control.
88. What do you understand by matrix origination? Under what circumstances is it most useful? Differentiate it from project organization

89. Many executives want to delegate their function but do not know just how to do it? Suggest some guidelines to help such executives in deciding what to delegate and what not to delegate?
90. Explain span of management. Do you agree with the view that the principle of “Unity of command” is not of much relevance these days?
91. Sunrise Steel Ltd. has decided to diversify its activities and undertake production of ‘mobiles’. The CEO of the company seeks your advice on whether to group the activities by product or by function. What advice will you tender and why?
92. ‘Decision making is the essence of managing.’ Comment and explain the features of a rational decision.
93. What are the Advantages and disadvantages of Internal Sources of Recruitment?
94. What are the Advantages and disadvantages of external Sources of Recruitment?
95. Explain the characteristics of management.
96. Explain the importance and objectives of management.
97. Explain different functions of management.
98. Explain PERT and CPM techniques of controlling.
99. Explain principles of scientific management and difference between administrative and scientific management.
100. Briefly explain different functions of management.