

SAI SHIVA EDUCATIONAL TRUST'S
ARUN MUCHHALA INTERNATIONAL COLLEGE OF HOTEL MANAGEMENT
FYBsc Sem 2 Principles of Management Sample Paper

1. Informal communication supports in establishing ____
 - a. Relationships
 - b. Equality
 - c. Organisations
 - d. Behaviour

2. A formal organisation is shown on the ____ chart
 - a. Vertical
 - b. Organisation
 - c. Horizontal
 - d. Circular

3. Departmentation facilitates ____ control as standards of performance are laid down separately for each department
 - a. Man power
 - b. Motivation
 - c. Administrative
 - d. Preparation

4. Management should encourage harmony and general ____ among employees.
 - a. Good feelings
 - b. Peace
 - c. Discipline
 - d. Loyalty

5. ____ Organisation is suitable for a staffs that needs detailed guidance.
 - a. Flat
 - b. Tall
 - c. Wide
 - d. Circular

6. Planning involves the creation and maintenance of a ____
 - a. Plan
 - b. Staff
 - c. Department
 - d. Hierarchy

7. The process of ____ refers to identifying and grouping of activities to be performed

- a. Planning
- b. Staffing
- c. Organising
- d. Controlling

8. Planning is based on_____.

- a. Staffing
- b. Organising
- c. Forecasting
- d. Actuating

9. _____ span of control is more expensive as compared to wide span of control

- a. Wide
- b. Flat
- c. Narrow
- d. Horizontal

10. Conceptual skills are mostly required by the ___ -level management

- a. Bottom
- b. Middle
- c. Lower
- d. Top

11. Art means application of ___ & skill to get the desired results.

- a. Ergonomics
- b. Knowledge
- c. Science
- d. Commerce

12. The Bottom Level Management consists of the _____

- a. Assistant managers
- b. Board of Directors
- c. Executives
- d. Staffs

13. Organizing is a _____ process enabling people to work most effectively together in accomplishing objectives.

- a. Continuous

- b. Temporary
- c. Step-by-step
- d. Actuating

14. ____ Communication is a key part of delegation

- a. One-way
- b. Two-way
- c. Three-way
- d. Four-way

15. The essence of MBO is ____ goal setting

- a. Social
- b. Self
- c. Participative
- d. Personal

16. A Mission statement talks about the ____ leading to its future.

- a. Present
- b. Vision
- c. Company
- d. Administration

17. Communications - is the process of passing ____

- a. Function
- b. Information
- c. Adaptation
- d. Motivation

18. Science is a systematic body of ____ relating to a specific field of study

- a. knowledge
- b. Economics
- c. Arts
- d. Quiz

19. A ____ is someone who coordinates and oversees the work of other people

- a. Labor
- b. Manager
- c. Staff

d. Employee

20. ___ is done for Future.

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

21. Science teaches to 'know' and ___ teaches to 'do'

- a. Art
- b. Economics
- c. Commerce
- d. Maths

22. The entire Organization should be moving towards a common ___ in a common direction.

- a. Delegation
- b. Function
- c. Objective
- d. Direction

23. Human Relations skills are also called ___ skills.

- a. Interpersonal
- b. Logical
- c. Mechanical
- d. Artificial

24. The ___ step of the management planning process is to identify specific company Goals

- a. Third
- b. Second
- c. First
- d. Last

25. A Formal organisation uses ___ channels of communication.

- a. Formal
- b. Informal
- c. Unions
- d. Community

26. Good ____ makes a difficult task easier by avoiding wastage of scarce resource.
- Staffing
 - Management
 - Motivation
 - Directing
27. The concepts of ____ and responsibility are closely related.
- Equity
 - Authority
 - Unity
 - Order
28. The ____ level management determines the objectives, policies and plans of the organisation.
- Bottom
 - Middle
 - Top
 - Lower
29. Management is a ____ job.
- Regular
 - Natural
 - Easy
 - Challenging
30. In ____ communication, Spoken verbal words are used.
- Written
 - Oral
 - Vertical
 - Horizontal
31. The ____ Statement focuses on the future
- Individual
 - Group
 - Vision
 - Mission
32. In ____ Organisation Structure, there is a loose control because there are many subordinates.
- Flat
 - Tall

- c. Narrow
- d. Vertical

33. ____ involves monitoring, comparing, and correcting work performance.

- a. Planning
- b. Controlling
- c. Staffing
- d. Organising

34. In ____ Organisation Structure, the coordination is good.

- a. Wide
- b. Flat
- c. Tall
- d. Horizontal

35. Written Communication is most ____ form of communication being used in business.

- a. Easiest
- b. Common
- c. Unusual
- d. Cheap

36. ____ involves the creation and maintenance of a plan

- a. Motivation
- b. Organising
- c. Planning
- d. Staffing

37. The process of ____ refers to identifying and grouping of activities to be performed

- a. Planning
- b. Staffing
- c. Organising
- d. Controlling

38. ____ is based on forecasting.

- a. Staffing
- b. Organising
- c. Planning
- d. Actuating

39. Narrow span of control is more ___ as compared to wide span of control
- Cheap
 - Economical
 - Expensive
 - Cheaper
40. ___ skills are mostly required by the top-level management
- Logical
 - Technical
 - Human
 - Conceptual
41. Informal communication helps in building ___
- Relationships
 - Morales
 - Organisations
 - Behaviour
42. A formal organisation is shown on the ___ chart
- Vertical
 - Organisation
 - Horizontal
 - Circular
43. ___ facilitates administrative control as standards of performance are laid down separately for each department
- Coordination
 - Motivation
 - Departmentation
 - Preparation
44. Management should encourage ___ and general good feelings among employees.
- Harmony
 - Peace
 - Discipline

- d. Loyalty
45. ____ Organisation is suitable for a staffs that needs detailed guidance.
- a. Flat
 - b. Tall
 - c. Wide
 - d. Circular
46. Efficient management leads to better ____ production
- a. Manual
 - b. Scientific
 - c. Economical
 - d. Efficient
47. Planning essentially involves choice among ____ alternatives.
- a. Less
 - b. Some
 - c. Few
 - d. Various
48. ____ means of dividing the large and monolithic functional organisation into smaller flexible administrative units.
- a. Organizing
 - b. Departmentation
 - c. Planning
 - d. Coordinating
49. Fayol defined ____ as lowering the importance of the subordinate role.
- a. Stabilization
 - b. Capitalization
 - c. Decentralization
 - d. Centralization
50. Science is the root and ____ is the fruit.
- a. Civic
 - b. Art
 - c. Maths
 - d. Commerce