

Test / Exam Name: Principles And Functions
Of Management

Subject: Business Studies

Instructions

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- Q1.** Give anyone reason why principles of management do not provide readymade solution to all managerial problems. **1 Mark**
- Q2.** Give the meaning of 'responsibility' as an element of delegation. **1 Mark**
- Q3.** Kamal is working as a gang boss in the assembly unit of 'Sokia Ltd.', a laptop manufacturing company. He supervises the work of ten trained workers who perform the various activities related to the assembly of the laptops. One day when he was supervising the work of his workers, he told Ashok, a worker that his work could be improved. Ashok interpreted the comments of Kamal as that his work was not good.
Identify the type of barrier to effective communication in this case. **1 Mark**
- Q4.** Give the meaning of 'accountability' as an element of delegation. **1 Mark**
- Q5.** 'Management is the process of getting things done.' State the meaning of the term 'process' used in this statement. **1 Mark**
- Q6.** Why did Fayol introduce the concept of 'Gang Plank' in the principle of 'ScalarChain'? **1 Mark**
- Q7.** What does the principle of 'Initiative' indicate? **1 Mark**
- Q8.** Alliance Ltd. is engaged in manufacturing plastic buckets. The objective of the company is to manufacture 100 buckets a day. To achieve this, the efforts of all departments are coordinated and interlinked, and authority responsibility relationship is established among various job positions. There is clarity on who is to report to whom.
Name the function of management discussed above. **1 Mark**
- Q9.** Give anyone reason why principles of management are not rigid prescriptions. **1 Mark**
- Q10.** What is meant by 'Principles of Management'? **1 Mark**
- Q11.** State how management principles are flexible. **1 Mark**
- Q12.** 'Is Management concerned only with doing the right task, completing activities and achieving goals without taking into consideration the cost benefit'? Give reason in support of your answer. **1 Mark**
- Q13.** _____ refers to retention of decision-making authority by higher management levels. **1 Mark**
A Decentralisation **B** Departmentalisation **C** Span of Control **D** Centralisation
- Q14.** Hina Sweets is a renowned name for quality sweets since 1935. Harsh the owner of Hina Sweets was worried as the sales had declined during the last three months. When he enquired from the Sales Manager, the Sales Manager reported that there were some complaints about the quality of sweets. Therefore Harsh ordered for sample checking of sweets.
Identify the step taken by Harsh that is related to one of the functions of management. **1 Mark**
- Q15.** Give the meaning of 'Delegation'. **1 Mark**
- Q16.** State the role of 'speed boss' in functional foremanship. **1 Mark**
- Q17.** State the role of 'gang boss' in functional foremanship. **1 Mark**
- Q18.** List any two personal objectives of management. **1 Mark**

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- Q19.** List any two social objectives of management. **1 Mark**
- Q20.** 'Alfanzo Ltd.' is achieving all its objectives in an effective and efficient manner. It is earning enough revenue to cover costs and the risks of the business. Now the company wants to increase the sales volume, the capital investment, the number of employees and the number of products also. **1 Mark**
By doing this, the management wants to achieve its following objective:
A Survival **B** Profit **C** Personal **D** Growth
- Q21.** Why is 'employment interview' conducted in the process of selection? **1 Mark**
- Q22.** _____ refers to the obligation of a subordinate to properly perform the assigned duty. **1 Mark**
A Authority **B** Responsibility **C** Accountability **D** Delegation
- Q23.** What is meant by 'management of people'? **1 Mark**
- Q24.** 'Management has its own vocabulary of terms and concepts. Managers need to communicate with one another with the help of a common vocabulary for the better understanding of their work situation.' **1 Mark**
Which characteristic of 'Management as a Science' is highlighted in the above statement?
A Principles based on experimentation **B** Systematised body of knowledge
C Universal validity **D** Personalised application
- Q25.** Principles of management equip the managers to foresee the cause and effect relationships of their decisions and actions so that the wastages associated with a trial and error approach can be overcome. **1 Mark**
Identify the point of significance of principles of management highlighted here.
- Q26.** What is meant by 'Motivation'? **1 Mark**
- Q27.** Why are the principles of management called universally applicable? **1 Mark**
- Q28.** Give one difference between policy and procedure. **1 Mark**
- Q29.** The management principles can be applied to all types of activities'. Which characteristic of management is highlighted by this statement? **1 Mark**
- Q30.** Koby Ltd. is an 87-year-old reputed consumer goods company. It is known for offering good quality electronic products at reasonable prices. It has branches all over India. It has a large shareholder base. The shareholders desire that some dividend is paid every year on their investments. Company's management understands that it is important to keep the shareholders happy and satisfied. As a matter of policy, they declare a certain amount of dividend every year out of profits rather than reinvesting the whole as retained earnings. **1 Mark**
Identify the factor affecting dividend decision being highlighted in the above situation.
- Q31.** State any one principle of scientific management. **1 Mark**
- Q32.** What is meant by 'Rule'? **1 Mark**
- Q33.** Differentiate between 'Recruitment' and 'Selection'. **1 Mark**
- Q34.** Differentiate between an 'Aptitude Test' and a 'Personality Test'. **1 Mark**
- Q35.** Differentiate between 'Formal Communication' and 'Informal Communication' on the basis of 'Meaning'. **1 Mark**
- Q36.** What is meant by 'accountability'? **1 Mark**
- Q37.** Give the meaning of 'Management by Exception'. **1 Mark**
- Q38.** Define 'efficiency'. **1 Mark**

- Q39.** What is meant by 'Delegation'? **1 Mark**
- Q40.** State any two functions to be performed at supervisory level of management. **1 Mark**
- Q41.** Hina and Harish are typists in a company having same educational qualifications. Hina is getting Rs. 3,000 per month and Harish Rs. 4,000 per month as salary for the same working hours. **2 Marks**
Which principle of management is violated in this case? Name and explain the principle.
- Q42.** 'Analysing deviations' and 'taking corrective actions' are the steps in the process of one of the significant functions of management. Identify the function and list the first three steps of the process of the function identified. **2 Marks**
- Q43.** Mohan, a manager, expects his subordinates to adapt to the new environs and working conditions without giving them time to settle down. Which principle of management is being overlooked and why? **2 Marks**
- Q44.** Give the meaning of 'Free Rein style of Leadership'. **2 Marks**
- Q45.** Mohan, a manager, does not distribute the work amongst his subordinates, either according to capability or proportionately. Which principle of management being overlooked and why? **2 Marks**
- Q46.** The Production Manager of Bharat Ltd. instructs a salesman to go slow in selling the product, whereas the Marketing Manager is insisting on fast selling to achieve the target. **2 Marks**
Which principle of management is being violated in this case? State any one of the consequences of violation of this principle.
- Q47.** State any three measures to overcome barriers to effective communication. **2 Marks**
- Q48.** Distinguish between 'Responsibility' and 'Accountability' on the basis of 'delegation'. **2 Marks**
- Q49.** Differentiate between 'Authority' and 'Responsibility' on the basis of 'origin'. **2 Marks**
- Q50.** What is meant by Motion Study? **2 Marks**
OR
Unnecessary movements are sought to be eliminated so that it takes less time to complete the job efficiently. Mention this technique and also explain it.

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