

Udhna College
F.Y.B.Com – Semester – 1
Modern Business Practices
MCQ Question Bank

Question	Option 1	Option 2	Option 3	Option 4	Correct Option
Getting Work done through others means ____.	Management	Planning	Directing	Leadership	1
Which of the following are Characteristics of Management?	Universal	Dynamic	Function	All of the above	4
Which of the following are not Advantages of Management?	Effective Function	For Business Success	Universal	None of the Above	4
Which of the following is not limitation of Management?	Human Activity	Dynamism	Developing Science	None of the Above	4
Managerial Functions stated by whom?	Henry Fayol	Luther Gulhick	Keith Devis	None of the Above	2
Which of the following is a Managerial Function?	Reporting	Budgeting	Co-ordinating	All of the Above	4
____ presented Managerial Roles.	Keith Devis	Henry Fayol	Henry Mintzberg	Frederic Taylor	3
There are ____ Managerial Roles.	9	10	11	12	2
To Introduce a new product means ____ roles.	Entrepreneurial Role	Spokesman Role	Leadership Role	Figurehead Role	1
Which of the following is Decisional roles?	Leader Role	Negotiator Role	Spokesman Role	Liaison Role	2
Who is Father of Modern management?	Frederic Taylor	Henry Fayol	Keith Devis	Henry Mintzberg	2
Analysis of Henry Fayol is from the viewpoint of ____ Management.	Bottom	Middle	Top	All of the Above	3
Which of the following is Principle of Management according to Fayol?	Division of Work	Standardization	Change of a Mentality	Time Management	1

According to Fayol, Which of the following is Management function?	Leadership	Directing	Controlling	Budgeting	3
Henri Fayol divided Industrial Activities into ____ groups.	5	6	7	8	2
Who is Father of Scientific Management?	Frederic Taylor	Henry Fayol	Keith Devis	Henry Mintzberg	1
Which of the following is limitation of Taylor's work?	Exploiting workers	Specialisation	Ignore Human element	All of the above	4
____ means implementation of policies.	Management	Administration	(a) and (b) both	None of the above	2
Which of the following is characteristics of administration?	Level of authority	Key function	Nature	All of the above	4
Which of the following is Importance of administration?	Assist co-ordination	New changes	Conflict management	All of the above	4
____ is function of thinking.	Management	Administration	(a) and (b) both	All of the above	1
Administration is a ____ function.	Top	Middle	Lower	None of the above	3
Administration efficiency is function of ____'s dynamism.	Management	Planning	Directing	Leadership	1
____ introduce core competency concept in management theory.	Vijay Govindarajan	C. K. Prahlad	Frederic Taylor	Henry Fayol	2
Who introduced theory of 'Three-box Solution'?	Vijay Govindarajan	C. K. Prahlad	Frederic Taylor	Henry Fayol	1
Which of the following is advantages of 'Three-box Solution' theory?	Balance in activities	To face challenges	Managing innovation process	All of the above	4
Which of the following is a Characteristic of a Planning?	Continuous process	Flexible	Choice of alternative	All of the above	4
According to Henry Mintzberg, to performing social or ceremonial duties, is,	Figurehead Roles	Monitor Roles	Spokesman Roles	Entrepreneurial Roles	1
In Managerial Roles, which role indicate to direct and motivate employees?	Figurehead Roles	Leadership Roles	Monitor Roles	Spokesman Roles	2

According to Mintzberg, manager act as link between two subordinates is,	Monitor Roles	Spokesman Roles	Disseminator Roles	Liaison Roles	3
In Managerial Roles, to introduce new product and improve existing product means,	Monitor Roles	Entrepreneurial Roles	Resource Allocator Roles	Negotiator Roles	2
According to Mintzberg, manager give information to outsiders means,	Liaison Roles	Monitor Roles	Disseminator Roles	Spokesman Roles	4
In Managerial Roles, take corrective action during dispute means,	Disturbance Handler Role	Resource Allocator Roles	Negotiator Roles	Disseminator Roles	1
According to Mintzberg, Information links both inside and outside organisation means,	Monitor Roles	Spokesman Roles	Liaison Roles	Disseminator Roles	3
In Managerial Roles, allocate various types of organisational resources means,	Disturbance Handler Role	Negotiator Roles	Entrepreneurial Roles	Resource Allocator Roles	4
In Managerial Roles, Negotiate with various interest groups in the organisation means,	Disturbance Handler Role	Negotiator Roles	Entrepreneurial Roles	Leadership Roles	2
Planning of day to day activities of the existing business is,	Reform oriented planning	Developmental Planning	Existing business planning	Production Planning	3
Planning for developing new product is,	Product Planning	Production Planning	Financial Planning	Human resource planning	1
Which Planning termed as Heart of business success?	Product Planning	Developmental Planning	Reform oriented planning	Financial Planning	4
_____ planning formulate for satisfy the future manpower requirement.	Financial Planning	Human resource planning	Reform oriented planning	Production Planning	2
Which planning aims at the development of business enterprise?	Developmental Planning	Human resource planning	Reform oriented planning	Product Planning	1
More than 5 years planning is included in,	Long term planning	Medium term planning	Short term planning	None of the Above	1
Planning for 2 months, includes in,	Long term planning	Medium term planning	Short term planning	None of the Above	3
Reforming business activity by removing its deficiency is,	Financial Planning	Reform oriented planning	Human resource planning	Developmental Planning	2

Which planning is made by top level management?	Strategic planning	Operational planning	(A) and (B) both	None of the above	1
Which planning required expert services?	Strategic planning	Operational planning	(A) and (B) both	None of the above	1
Which planning involve less risk?	Strategic planning	Operational planning	(A) and (B) both	None of the above	2
Product planning means,	Developing new product	Make changes in product	A and B both	None of the above	3
With planning, Activities become ____ .	Purposeful	Orderly	A and B both	None of the above	3
Planning is Important for,	Reduce wastage	Improve accuracy	Secure co-operation	All of the above	4
Strategic planning is,	Long term planning	Deals with routine question	A and B both	None of the above	1
Operational planning is responsibility of ____ management.	Top	Bottom	Middle	All of the above	2
Degree of a risk is a higher in ____.	Medium-term planning	Short term planning	Long term planning	Operational planning	3
Which of the following is type of operational planning?	Single use plan	Standing plan	Specific plan	A and B both	4
____ planning is expensive.	Strategic planning	Operational planning	Standing plan	Formal plan	1
Which of the following decisions are repetitive by nature?	Basic decision	Routine decision	Non-programmed decision	Policy decision	2
Which decision required investment of a funds on a large scale?	Operative decisions	Normal decision	Strategic decisions	Routine decision	3
Decision made in individual capacity for personal matters is known as,	Organisational decision	Personal decision	Normal decision	Group decision	2
Which of the following is process of Decision making?	Defining problem	Developing solution	Collecting data	All of the above	4
____ is the base of Decision making.	Alternatives	Future	Planning	Uncertainty	1
System of a co-operative activities of two or more persons means ____ .	Reporting	Organising	Budgeting	Staffing	2
Which of the following is process of organisation?	Determining the objective	Defining problem	Collecting data	Selecting solution	1

Number of subordinates, manager can effectively control is,	Organising	Control technique	Span of control	Control	3
Which of the following is factors affecting span of control?	Training	Planning	Nature of work	All of the above	4
Everything that goes to reduce the importance of subordinates is,	Decentralization	Centralisation	Planning	Co-ordination	2
Generally, In what size of organisation centralisation is adopted?	Small size organisation	Large size organisation	A and B both	None of the above	1
Decision making power is delegated to all level of Management in,	Directing	Centralization	Decentralisation	Controlling	3
When work is repetitive, ____ is useful.	Centralisation	Decentralization	Controlling	Motivating	1
Burden of work on superiors is reduced in,	Centralisation	Motivation	Coordination	Decentralization	4
In time of Emergency, ____ becomes more useful.	Decentralization	Control	Centralisation	Directing	3
Development of Leadership is possible in .	Control	Directing	Decentralization	Centralization	3
Which of the following is advantage of Centralization?	Quick Decision	Improve Motivation	Stability	Flexibility	1
Which of the following is Limitation of Centralization?	Problem in Control	Harmful in Emergency	Autocracy	Increased Administrative cost	3
Which of the following is advantage of Decentralization?	Quick Decision	Development of Leadership	Preserving Secrets	Provide Personal Leadership	2
Which of the following is Limitation of Decentralization?	Harmful in Emergency	Problem of Control	Difficulties in Co-Ordination	All of the above	4
____ is the executive function of guiding and overseeing subordinates.	Controlling	Directing	Leadership	Planning	2
Which of the following is characteristics of directing?	Motivating factor	Managerial function	Wide scope	All of the above	4
Which of the following is Guiding principles of Directing?	Unity of Command	Direct supervision	Harmony of Objectives	All of the above	4

____ is influencing people to follow in the achievement of common goal.	Leadership	Directing	Co-Ordination	None of the above	1
Which of the following is a characteristics of Leadership?	Exemplary Conduct	Motivation	Working relationship	All of the above	4
There are ____ techniques of Leadership.	2	3	4	5	2
Autocratic Leadership is also known as ____ .	Free Reign	Participative	Dictatorial	Consultative	3
Which method of Leadership proves best, When subordinates are illiterate?	Directional	Consultative	Free Reign	None of the above	1
Which of the following is features of Autocratic leadership?	Retention of power	Relying on orders	Strict supervision	All of the above	4
Which of the following is limitation of Autocratic leadership?	Raise productivity	Environment of a freedom	Higher labour turnover rate	Affect team spirit	3
Which of the following is advantage of Autocratic leadership?	Maintain secret	Develops co-ordination	Develops trust	Develop latent abilities	1
Leader consult his subordinates before taking decision, in ____ leadership.	Autocratic	Democratic	Free Reign	None of the above	2
Which of following advantages of Democratic leadership?	Raise productivity	Increase Job satisfaction	Develops trust	All of the above	4
Democratic Leadership is also known as ____ .	Consultative	Laissez Faire	Dictatorial	None of the above	1
Which of the following are not Characteristics of Management?	Universal	Human Process	Decision Making	None of the Above	4
Who gave 'POSDCORB'?	Luther Gulick	Keith Devis	Henry Mintzberg	Henry Fayol	1
Administration is relevant at ____ level.	Top	Middle	Bottom	(B) and (C) Both	4
Managerial roles present for first time in,	1978	1975	1965	1968	2
Managerial Roles can be divided into ____ Categories.	2	3	9	10	2
Which of the following is Informational Roles?	Monitor Role	Liaison Role	Leadership Role	Negotiator Role	1

Manager perform social or ceremonial duties in,	Figurehead Roles	Leadership Roles	(A) and (B) both	None of the Above	1
In Monitor Role, most of the information is in _____ form.	Written	Verbal	(A) and (B) both	None of the Above	2
Decision for improving existing product is related to,	Spokesman Role	Entrepreneurial Role	Resource Allocator Role	Disturbance Handler Role	2
Limitation of Managerial Roles criticised by,	Henry Fayol	Henry Mintzberg	Luther Gulick	Koontz & O'Donnell	4
Core Competence is,	Organisational Skill	Organisational Capability	(A) and (B) both	Only Option (A)	3
_____ means Specialisation.	Stability	Equity	Division of Work	Unity of Command	3
Three-Box Solution' Inspired by,	India	U.S.	Russia	China	1
_____ is regarded as world's leading expert in Strategy and Innovation.	Keith Devis	C. K. Prahlad	Vijay Govindrajan	Henry Mintzberg	3
In book, 'General and Industrial management', whom contribution was published?	C. K. Prahlad	Frederick Taylor	Henry Fayol	Vijay Govindrajan	3
Types of planning classified by,	Stuart Thompson	Vijay Govindrajan	Keith Devis	C. K. Prahlad	1
Which Planning can be termed as 'Heart' of business success?	Production Planning	Financial Planning	Short term Planning	Planning for Existing Business	2
Strategic planning is function of _____ Management.	Top	Middle	Bottom	None of the above	1
Decision made by manager on the basis of power delegated to him are,	Personal Decision	Organisational Decision	Planned Decision	Policy Decisions	2
Burden of work on supervisor is increased in,	Centralisation	Decentralisation	(A) and (B) both	None of the above	1
When Organization is big, _____ is useful.	Centralisation	Decentralisation	(A) and (B) both	None of the above	2
Consultative Leadership is known as,	Participative	Democratic	(A) and (B) both	None of the above	3
Which of the following is Characteristics of Co-Ordination?	Necessary at all levels	Harmony of Functions	Common Objectives	All of the Above	4

Co-Ordination between departments on the same level is,	Horizontal Co-ordination	Internal Co-ordination	External Co-ordination	Vertical Co-ordination	1
Co-Ordination between departments on the different level is,	Horizontal Co-ordination	Internal Co-ordination	External Co-ordination	Vertical Co-ordination	4
Co-Ordination between same organisation is,	Horizontal Co-ordination	Internal Co-ordination	External Co-ordination	Vertical Co-ordination	2
_____ is needed to achieve a common goal.	Co-ordination	Co-operation	(A) and (B) Both	None of the above	1
_____ includes _____ .	Co-ordination, Co-operation	Co-operation, Co-ordination	(A) and (B) Both	None of the above	1
which of the below is limited to particular work only?	Co-ordination	Co-operation	(A) and (B) Both	None of the above	2
Which of the below is permanent?	Co-ordination	Co-operation	(A) and (B) Both	None of the above	1
_____ is always Positive.	Co-operation	Co-ordination	Decision Making	All of the above	2
Which of the following is importance of Co-Ordination?	Balancing of Efforts	Assist other functions	Human Relation	All of the above	4
A person, who sets up small sized new business unit is, _____ .	Entrepreneur	Businessman	Individual	None of the above	1
Which of the following is a characteristics of entrepreneur?	To set up a business unit	To innovate	To bear risk of business	All of the above	4
Which of the following is a characteristics of entrepreneurship development?	Goal oriented activity	Result oriented activity	professional activity	all of the above	4
Entrepreneur mobilises _____ resources.	Financial	Physical	Managerial	All of the above	4
A business arrangement where one party allows another party to use a business name and sell its products or services is known as _____ .	Sole proprietor	Franchise	Limited company	None of these.	2
Innovative entrepreneurs facing special issues in raising _____ money.	Seed money	Venture fund	Growth capital	None of these	1

_____ is the last stage of entrepreneurship development.	Strategy	Management	Resources	Opportunity	1
In startup, the turnover for any financial year should not exceed_____.	25 crore	30 crore	35 crore	40 crore	1
SIDBI stands for_____.	Small industries Development Bank of India	Small industries Development Bank of Indonesia	Small industries Development business of India	Small industries Debt Bank of India	1
Entrepreneurs are_____.	High risk taker	Moderate risk taker	Avoidance	None of this	2
Which of the following is not a characteristics of entrepreneurship?	Risk taking	Innovation	Creative activity	Managerial training	4
Socio economic development of a nation is the result of _____.	Entrepreneur	Planning	Government	All of above	1
Role of startup is to_____.	Adopt innovation	Encourage research	Helps to expand the business	All of the above	4
In India, entrepreneurship development programme is_____.	Necessary	Unnecessary	Wastage of time	Wastage of money	1
Which of the Following are the incentives to small scale units and startup?	Provision of infrastructure facilities	Financial incentives	Tax relief	All of the above	4
Industrial policy of 1991,the investment limit for small scale and Engineering unit has been reduced from 3 to _____ crore	1	2	3	4	1
In India,startup provides direct employment opportunity to over_____ lakh person.	166	167	168	169	3
Startup provides indirect employment to _____ lakh person.	100	200	300	400	3