

**COURSE: BA (PROG.)**

**SEMESTER: VI**

**PAPER: BUSINESS MANAGEMENT**

**ASSIGNMENT**

- Explain the meaning and importance of management
- Explain the various characteristics of management
- Explain Evolution of management theories (long+shortans)
- Explain the meaning and importance of planning
- Discuss the Planning process in detail
- Explain Decision making and its process
- Explain various types of decisions a manager takes
- Explain the meaning, importance and techniques of forecasting
- Explain the meaning importance and process of strategic planning
- Explain the factors affecting organisational structure

**INTERNAL TEST**

- Explain the relationship between authority responsibility and accountability
- Explain the Elements of delegations
- Distinguish between Centralization and decentralisation
- Explain the Various types of organisational structure
- Explain the Difference between recruitment and selection
- Explain the various Sources of recruitment
- Explain the Selection process

**MCQ Questions**

1. 1. Which of the following is not an importance of controlling function?

- (a) It ensures order and discipline.
- (b) It restricts co-ordination in action.
- (c) It helps in judging accuracy of standards.
- (d) It improves employee motivation.

Answer: b

2. Which of the following statements does not highlight the relationship between planning and controlling?

- (a) Planning and controlling are separable twins of management.
- (b) Planning without controlling is meaningless, controlling without planning is

blind.

(c) Planning is prescriptive, controlling is evaluative.

(d) Planning and controlling are interrelated and interdependent.

Answer: a

3. Om Prakash has set up a small business unit for the manufacturing of detergent. In order to market the detergent in the local residential areas, he has appointed a team of ten salesmen. Each salesman is expected to sell at least 200 units of the detergent within a week's time. Identify the point of importance of controlling being highlighted in the above case.

(a) Controlling helps in judging accuracy of standards.

(b) It ensures efficient use of resources.

(c) It helps in improving employee motivation.

(d) It facilitates co-ordination in action.

Answer: c

4. Process of entrusting responsibility & authority & creating accountability of person who work has been given:-

(a) Delegation

(b) Centralization

(c) Decentralization

(d) Informal organization

Answer: a

5. \_\_\_\_\_ structure is suitable when the size of the organization is large

(a) Organisational

(b) Divisional

(c) Functional

Answer: c

6. \_\_\_\_\_ is the learning experience that seeks relatively permanent change in an individual that will improve his ability to perform on job.

(a) Training

(b) Development

(c) Attitude formation

(d) Job analysis

Answer: a

7. Which of the following is not a process of selection?

(a) Testing

(b) Checking references

(c) Attitude formation

(d) Medical examination

Answer: c

8. Process of attracting qualified person to apply for the jobs that are open is referred to as

- (a) Training
- (b) Recruitment
- (c) Human resource management
- (d) Transfer

Answer: b

9. Informal communication is also called:-

- (a) Wheel communication
- (b) Grapevine
- (c) Verbal
- (d) Visual

Answer: b

10. \_\_\_\_\_ is the process of influencing the behaviour of people making them strive voluntarily towards achievement of goals

- (a) Motivation
- (b) Communication
- (c) Leadership
- (d) Directing

Answer: c

11. \_\_\_\_\_ is an example of esteem needs:-

- (a) Status
- (b) Self-fulfillment
- (c) Hunger
- (d) Pension

Answer: a

12. Which of the following is not a feature of motivation?

- (a) It is an integral feeling
- (b) Reduces absenteeism
- (c) Complex process
- (d) Can be positive or negative

Answer: b

13. Earning of a profit is considered to be subsidiary objective of the business:-

- (a) True
- (b) False
- (c) None of these

Answer: b

14. Which of the following is not a function of management?

- (a) Management is all pervasive
- (b) Management is multi-dimensional
- (c) Identification of threats & warnings
- (d) Location of business

Answer: c

15. Concentration of authority at one level is called:-

- (a) Decentralisation
- (b) Delegation
- (c) Accountability
- (d) Centralisation

Answer: b