

BUSINESS STUDIES QUESTION BANK (Class-12th)

Year 2016-2024

UNIT-1 (Nature and Significance of Management)

1 Marks Questions

Year -2020

Q1. Management is:

- (a) An Art (b) Science (c) An Art and Science (d) None of these

Q2. Coordination is Established :

- (a) between groups (b) between departments (c) between management and workers (d) all the above

Q3. The foremost need of development in a country is of :

- (a) Physical development (b) Economic resources (c) Efficient management (d) None of the above.

Year -2021

Q4. Management is:

- (a) An Art (b) Science (c) An Art and Science (d) None of these

Q5. Management is an art of :

- (a) Doing work for self (b) Taking work from others (c) Both (a) and (b) (d) None of these

Q6. Management is an art of :

- (a) Doing work for self (b) Taking work from others (c) Both (a) and (b) (d) None of these

Q7. Management is essential for the organisations which are:

- (a) Not –Profit organization (b) Service organization (c) Social organization (d) All of these

Q8. In the nature of social responsibility of management applies :

- (a) Buyer beware (b) seller beware (c) None of the two

Q9. "Management is a Profession." this statement is of :

- (a) George R. Terry (b) American management association (c) Henry Fayol (d) None of these

Q10. "Management is the development of men and not the direction of things ." this statement is of

- (a) Lawrence A. Appley (b) R.C. Davis (c) Keith and Gubellini (d) All of the above

Q11. The foremost need of development in a country is of :

- (a) Physical development (b) Economic resources (c) Efficient management (d) None of the above

Q12. According to George Terry the functions of management are :

- (a) 2 (b) 4 (c) 6 (d) 10

Q13. Management is an art of :

- (a) Doing work for self (b) Taking work from others
(c) Both (a) and (b) (d) None of these

Q14. Management a _____ force .

- (a) Tangible (b) Intangible (c) Unnecessary (d) None of these

Year -2022

Q15. The foremost need of development in a country is of

- (a) Physical development (b) Economic resources (c) Efficient management (d) None of the above

Q16. Coordination is :

- (a) Voluntary (b) Necessary (c) Unnecessary (d) Wastage of time

Q17. Policy Formulation is the function of :

- (a) Top level Manager (b) Middle level Managers (c) Operational Management (d) All of these

Q18. Which is not a function of management :

- (a) Planning (b) Organisation (c) Co-operation (d) Controlling

Q19. "Management is the development of men and not the direction of things ." this statement is of

- (a) Lawrence A. Appley (b) R.C. Davis (c) Keith and Gubellini
(d) All of the above

Q20. Coordination is :

- (a) Function of Management (b) The essence of management
(c) An objectives of management (d)) None of these

Q21. How many levels of management are ?

- (a) 4 (b) 3 (c) 2 (d) 1

Q22. "Management is a Profession." this statement is of :

- (a) George R. Terry (b) American management association
(c) Henri Fayol (d)) None of these

Q23. The nature of Management is :

- (a) As an inborn ability (b) As an acquired ability
(c) Both (a) and (b) (d) All of these

Q24. Coordination is the _____ through which harmony is established among different activities of an organisation.

(a) Process (b) Activity (c) Function (d) None of these

Q25. The essence of management is :

(a) Co-ordination (b) Organisation (c) Staffing (d) All of these

Year -2023

Q26. How many levels of management are ?

(a) 4 (b) 3 (c) 2 (d) 1

Q27. Top level management included

(a) General manager (b) Director (c) both above (d) Foreman

Q28. Which of the following are not the characteristics of the management ?

(a) Management is process (b) management is profession

(c) management is art (d) Delegation of authority

2 Marks Questions

Year -2016

Q1. What do you mean by Management? **(2017)**

Q2. Management is an Art ,Explain . **(2017)**

Q3. What is Top Level Management ? **(2017)**

Q4. Explain two characteristics of management.

Q5. Name any two main management institutes of India .

Q6. What is low level management ? Explain .

Q7. 'Management cannot be seen.' Explain .

Year -2017

Q8. What is lower Level Management ?

Q9. Management is a science .Explain.

Q10. Give two importance of management .

Q 11. What is middle level management ?

Q12. What is coordination?

Year -2018

Q1. What do you mean by Management? **(2023)**

Q2. Discuss two functions of management in brief.

Q3. State any two Characteristics of Co-ordination .

Q4. Management is a Profession ,explain. **(2023)**

Q5. state any two functions of top level management .

Q6. Define co-ordination .

Q7. Management is an Art ,Explain .

Q8. At which level of organisation are the workers included

Q9. What is the objective of coordination ?

Year -2019

Q10. Describe any two characteristics of management ?

(2023)

Q11. Write the names of management functions given by Henry Fayol.

Q12. What is the difference between coordination and cooperation ?

Q13. Management is all pervasive . Explain.

Q14. Discuss three levels of management in brief .

Q15. How is Coordination a continuous process .

Q16. Management is a process. Explain .

Q17. State any two functions of Middle -level management.

Q18. What do you mean by coordination?

Year -2020

Q19. Management is not visible , it can only be felt .Explain.

Q20. Explain any Two objectives of Management. .

Q21. Coordination is a deliberate function, Explain.

Q22. State the functions of top level management .

Q23. Management is a Profession .Explain .

Year -2021

Q24. Management is an art. discuss in brief .

Q25. Why it is said that management is goal -oriented process ?

Q26. Management is a profession .

Q27. Define management.

Q28. Write two importance of management .

Q29. State any two functions of Top level Management.

Year -2022

Q30. Write two importance of management .

Q31. State the functions of top level management .

Q32. Define management.

Q33. Management is an art. discuss in brief .

Q34. Why it is said that management is goal -oriented process ?

Q35. Management is a Profession .Explain .

Year -2023

Q36. Management is science and art both , explain.

3Marks Questions

Year -2020

Q1. Management is both Art as well as Science .Explain it.

Q2. coordination is deliberate function, explain.

Q3. Management is both Art as well as Science .Explain it.

Year -2023

Q4.Describe three levels of management.

UNIT-2(Principles of Management)

Year -2020

1 Marks Questions

Q1.Henry fayol's Principles of management are :

(a)Five(b)Ten (c) Fourteen (d)None of these

Q2.Production in scientific management is :

(a)Maximum (b) Minimum (c) Not affected (d)None of above

Q3.Who is the father of scientific management ?

(a) H.S person (b) Diemer (c) F.W Taylor (d)Charles babbage

Q4.Henry Fayol's Principles of management are:

(2023)

(a) 5 (b) 10 (c) 14 (d)12

Year -2021

Q5.The Propounder of Administrative Management was :

(a) Fayol (b) Taylor (c) Terry (d) All of these

Q6. Wages given to workers in traditional management are :

(a) Low (b) high (c) maximum

Q7. Henry fayol was born in :

(a) Japan (b) France (c) Germany (d) America

Q8.principles of management are :

(2023)

(a)universal (b) Flexible (c) dynamic (d)All the above

Q9. The father of scientific management is :

(a) Gilbreth (b) Taylor (c) Robertson (d) Henry fayol .

Q10.How the Principles of management formed

(a) In a Laboratory (b) By Experience of manager (c) By Experience of customers (d) None of the above

Q11. Analysis in Scientific Management is :

(a) 25% (b) 50% (c) 75% (d) 100%

Year -2022

Q12. Henri fayol was a :

(a) Social Scientist (b) Mining Engineer (c) Accountant

(d)Product Engineer

Q13.Principles of management are not :

(a)universal (b) Flexible (c) Behavioral (d)Absolute

Q14.The Propounder of Administrative Management was :

(a) Fayol (b) Taylor (c) Terry (d) All of these

2 Marks Questions

Year -2016

Q1.what is meant by Unity of command? (2017)

Q2. Explain principle of equity .

Q3.Explain unity of direction .

Year -2017

Q4. Give two importance of management .

Q5. Explain principle of Initiative?

Q6.Explain unity of direction .

Year -2018

Q7.What is the principle of Espirit-De-Corps?

Q8.what is the principle of Division of work ?

Q9. what is the principle of Scalar chain ?

Year -2019

Q10. what is meant by Unity of Direction ?

Q11. what is the principle of Division of work ?

Q12.what is meant by Unity of command? **(2023)**

Year -2020

Q13. state any two features of scientific management.

Q14.what is the principle Initiative?

Q15. What is the main Objectives of Motion -study?

Year -2021,2022

Q16.what is the principle Initiative?

Q17.what is the principle of Division of work ?

Q18.what is the principle of Scalar chain ? .

Q19.what is the principle Initiative?

Q20. Explain the principle of Equity . **(2023)**

3Marks Questions

Year -2020

Q1.Explain the difference between unity of command and unity of direction.

Q2.what do you mean by Motion study , Time study and Fatigue study?

Q3.Explain the difference between Fayol and Taylor's contribution toward management .

Year -2023

Q4.state difference between Motion study and Time study.

Q5. What is Mental Revolution ?

Q6.Describe any three characteristics of scientific Management .

4Marks Questions

Year – 2016

Q1. Explain any four difference between Taylor and Fayol's views?

Q2.Give any two advantages of decentralisation.

Q3.What is mental revolution ? (2017)

Q4.Write meaning , definitions and features of scientific management ?

Year - 2017

Q1. Explain the Time study and Motion Study.

Year -2018

Q1.Write any four features of scientific management.

Q2.Explain the principles of scientific management.

Q3.what do you mean by Motion study , Time study and Fatigue study?

Year -2019

Q4.Explain in brief any two techniques of scientific management.

Q5.Write a note on Motion study and Fatigue study.

Q6.Explain in brief the techniques of scientific management.

Year -2022

Q7.Write any four features of Scientific Management.

Q8.state difference between Motion study and Time study .

Q9. Write any four features of Scientific Management.

UNIT-3(Business Environment)

Year -2022

1 Marks Questions

Q1.Which of the following is a factor of economic environment?

- (a)Economic condition (b) Economic Policies (c)Economic system
(d) All of the above

Q2.Which of the following is an example of social environment ?

- (a)Identification (b) Improvement in performance (c) Coping with rapid changes (d)All of these

Q3.Liberlisation policy in India has been :

(a) Successful (b) unsuccessful (c) Total failure (d) one of these
Q4. Which of the following does not characterize the business ?

(a) Uncertainty (b) Employment (c) Relativity (d) Complexity
of these

2 Marks Questions

Q1. State the two features of business environment .

Q2. What is Capitalistic Economic System ?

UNIT-4 (Planning)

Year -2020

1 Marks Questions

Q1. Planning is :

(a) Short term (b) Middle term (c) long term (d) All of the above

Q2. Planning is __ of all managerial activities .

(2020)

(a) Beginning (b) End (c) both a and b (d) All of these

Year -2021

Q3. Planning is :

(a) Necessary (b) Unnecessary (c) wastage of time (d) Wastage of Money.

Q4. Planning is for :

(a) past (b) Future (c) Present (d) All of these

Q5. Planning is __ of all managerial activities .

(a) Beginning (b) End (c) both a and b (d) All of these

Year -2021,2022,2023

Q6. Planning is :

(a) Short term (b) Middle term (c) long term (d) All of the above

Q7. A good plan is :

(a) Expensive (b) Time consuming (c) Flexible (d) Rigid

Q8. A plan is trap to capture the future .this statement is of :

(a) Newman (b) Hurley (c) Allen (d) Terry

Q9. Planning is for :

(a) past (b) Future (c) Present (d) All of these

Year -2023

Q10. The planning is step of management:

(a) First (b) Medium (c) Final (d) optional

Q11. Which of the following are the features of policies ?

(a) Written (b) Simple and clear (c) Policies are not objectives

(d) All of these

2 Marks Questions

Year -2021

Q1. Discuss two limitations of planning .

Q2. Explain two features of Planning .

Q3. How planning is futuristic?

4Marks Questions

Year -2023

Q1. Explain the various steps in the process of planning.

5Marks Questions

Year -2022

Q1. Distinguish between Policies and procedures.

Q2. Discuss the limitation of planning.

Q3. What is the features of planning ? Explain any five

Year -2023

Q4. Describe the six limitation of planning .

Q5. "Planning is looking a head and controlling is looking back ".discuss it

6Marks Questions

Year -2016

Q1. Define Planning ? What are its importance ?

or

What do you understand by planning process ? Explain.

Q 2. Explain the limitation of planning .

or

Explain with suitable examples the term objectives ,rules and procedure.

Q3. What is meant by plan ? define its features .

or

What are the elements of planning?

Q4. "Planning is meaningless without controlling?" Give your arguments to justify the statement.

Year -2017

Q5. Explain the meaning and importance of planning

or

What are the characteristics of a good plan ?

Q6 Describe briefly the steps involved in the process of planning.

or

Q7. Why is planning necessary for effective management ? Give six reasons .
Q8. Briefly explain the limitations of planning.

or

Explain the types of planning.

Year -2018

Q6.Explain the various steps in the process of planning. **(2019)**

Q7. Explain these under the planning :

a) Strategy b) Policies c) Procedures

Q8. What is the features of planning ? Explain any six .

Q9. Explain these under :

a) Methods b) Rules c) Programmes

Q10.Explain the importance of planning.

Q11. Discuss the limitations of Planning .

Year -2019

Q1. What is planning ? Describe any four features of planning . **(2022)**

Q2. Explain in brief any six types of plans .

Q3. What is planning ? Describe the limitation of planning .

Q4. State two differences :

(a) Objectives and policy

(b) Policy and Procedure

(c) Policy and Rule

Q5. . What is planning ? Describe the importance of planning

UNIT-5(Organising)

1 Marks Questions

Year -2020

Q1. Delegation can be done by: **(2023)**

(a)Authority (b) Responsibility (c) Accountability (d) none of the above

Year -2021

Q2.Organisation is automatically formed :

(a)Functional (b) Informal (c) Formal (d) Divisional

Q3.Authority cannot be delegated of :

(a) Routine work (b) Secret work (c) Ordinary work (d) Easy work

Year -2019

Q6.Explain the various steps in the process of palnning.

Q7. Explain these under the planning :

a) Strategy b) Policies c) Procedures

Q8. What is the features of planning ? Explain any six .

Q9. Explain these under :

a) Methods b) Rules c) Programmes

Q10.Explain the importance of planning.

Q11. Discuss the limitations of Planning .

Year -2020

Q4. According to koontz and O'Donnell the organization steps are :

(a) 4 (b) 6 (c) 7 (d) 8

Year -2021

Q5. In an Enterprises organization is established by ; (2023)

(a) Top management (b) middle (c) lower (d) board of director

Q6. Delegation can be done by

(a)Authority (b) Responsibility (c) Accountability (d) none of the above

Q7.Delegation results in _____ in Administration work load .

(a) Decrease (b) Increase (c) Alertness (d) Sluggishness

Q8.In large sized enterprise delegation is :

(a) voluntary (b) Necessary (c) compulsory (d) none of these

Q9.Organising process involved :

(a) Grouping of identical work (b) Division of work

(c) Assigning work to appropriate person (d) All of these

Q10. Authority can not be delegated of : (2023)

(a) routine work (b) secret work (c) ordinary work (d) easy work

Year -2022

Q11.Wrong organisation structure prevent business performance up to the extent that it destroys it .

(a) Drucker (b) Terry (c) Allen (d) Brech

Q12. On which of the following does decentralisation depend ?

(a) Centralisation (b) Specialisation (c) Scientific Management

(d) Delegation of Authority

Q13.Organisation is automatically formed :

(a)Functional (b) Informal (c) Formal (d) Divisional

Q14.Organisation is automatically formed :

(a)Functional (b) Informal (c) Formal (d) Divisional

Q15.There is no discipline in organization:

(a)Functional (b) Informal (c) Formal (d) Divisional

Year -2023

Q16. According to koontz and O'Donnell the organization steps are :

(a) 4 (b) 6 (c) 7 (d) 8

Q17. which of the following is not the principle of organization ?

(a) Principle of exception (b) Principles of flexibility

(c) Principle of specialization (d) Need Hierarchy theory

2Marks Questions

Year -2016

Q1. What is organisation structure ?

(2017)

Year -2017

Q1 Define delegation of authority .

Year -2018

Q1. what is meant by functional organisation structure .

Q2. what is meant by divisional organisation structure

Year -2019,2020

Q3. State any three limitation of formal organisation .

Q4. Define the term organisation structure .

Q5. Describe any two advantages of divisional organisation ?

Q6. What is departmentalisation as a step?

Year -2024

Q7. What is delegation of Authority?

Q8. What is organization?

3Marks Questions

Year -2016

Q. What is functional organisation structure ? Give its three advantages .

Q Can responsibility be delegated ?

(2017)

Year -2017

Q. What is the difference between formal and Informal organisation ? Discuss .

Q. Explain any three characteristics of organisation .

Q Distinguish between delegation of authority and decentralisation .

Year -2018

Q1. Explain in brief the process of delegation of Authority .

Q2. Explain any three advantages of formal organisation.

Q3. state any three differences between delegation of authority decentralisation.

Q4. Discuss three differences between formal and informal organisation

Year -2019

Q5. Explain the importance of delegation of authority .

(2020) (2021)

Q6. Explain the advantages of informal organisation .

Q7. Explain the importance of decentralisation.

Year -2020

Q8. Explain the elements of Delegation of Authority.

Q9. State any two advantages of formal organisation.

Q10. State any three circumstances in which functional organisation is more suitable .

Year -2022

Q11. Write any three features of decentralization .

Q12. Describe the steps involved in the process of organization .

Q13. What is functional organization structure ? Give two advantages of this structure.

Q14. Can accountability be delegated ? Explain in brief .

4 Marks Questions

Year -2023

Q1. What is the difference between the authority and Responsibility?

UNIT- 6(Staffing)

1 Marks Questions

Year -2020

Q1. Advertisement is the source of recruitment.

(a) Internal (b) External (c) Neither a) nor b)

Q2. Development of employees involve:

(a) Promotion (b) Transfer (c) Training (d) All of above

Q3. Methods of Training are :

(a) Job rotation training (b) On the job training

(c) Apprenticeship training (d) All the above

Q4. Which one of the following is not an external sources of Recruitment ?

(2020,2021,2023)

(a) Advertisement (b) Promotion (c) Educational institution

(d) Employment Exchange

Year -2021

Q5. The Appointment on the job is the ___ step of selection process .

(a) First (b) Middle (c) Last (d) None of the above

Q6. Which of following is not a staffing function?

- (a) Planning (b) Recruitment (c) Selection and Appointment
- (d) Training and the management development .

Year -2022

Q7.Human resources management includes :

- (a) Recruitment (b) Selection (c) Training (d) All of these

Q8.Recruitment is the process of attracting Potentials employees of the company.

- (a)Flippo (b)Dale S. Beach (c) Dalton E.Mcfarland (d) Newman

Q9.Which is the first stage of the selection process ?

- (a) Selection tests (b) Job offer (c) Preliminary screening (d) Selection

Q10. Staffing is the responsibility of :

- (a) Lower Management (b) middle (c)Top (d) All of these

Q11. Not the methods of training .

- (a) job Rotation (b) On the Job Training (c) Promotion opportunities
- (d) None of these

Q12.Which is the last stage of the selection process?

- (a) Selection decision (b) Job offer (c) Physical examination
- (d) Contract of Employment

Year -2023

Q13.Recruitment is a _____ step of selection process .

- (a) Artificial (b) Negative (c) positive (d) None of these

Q14.money spent on staffing is .

- (a) Wastage of money (b) Investment (c) Necessary (d) None of these

Q15. Recruitment in life of organization is :

- (a) Once (b) Twice (c) Occasionally (d) continuous

Q16. Staffing is responsibility of :

- (a) Finance Manager (b) Purchase Manager (c) Personal manager
- (d) marketing Manager

2Marks questions

Year -2022

Q1. What do you mean by HRM?

3 Marks Questions

Year -2020

Q1. Explain the Characteristics of training .

Q2.Explain any four steps involved in the process of selection of Of employees.

Year -2022

Q3. State any three reasons why staffing is needed in an organization.

Q4. Give any four differences between recruitment and selection .

Year -2023

Q1. Describe three methods of on the job training .

Q2. Describe benefits of external recruitment .

Q3. Difference between external and Internal sources of recruitment.

Q4. Define Staffing process.

4 Marks Questions

Year -2016

Q1 Explain briefly the meaning and importance of staffing ?

Q2 Explain the advantages and limitations of internal recruitment.

Q3. Clarify ,how staffing is term as a part of Human Resources Management (HRM)

Q4 Explain briefly any four external resources of recruitment of workers?

Year -2017

Q1. What are the advantages of external recruitment ?

Q2 .Explain ,in brief ,the process of recruitment .

Q3 Distinguish between recruitment and selection .

Q4 What are the limitations of Internal recruitment?

Q5 Explain the internal source of recruitment .

Q Difference between training and development .

Q Explain the qualities of Good leader .

Year -2018

Q1. Difference between recruitment and selection .

Q2. Difference between training and development.

Q3. Explain the process of recruitment of employees.

Q4. Explain the four characteristics of training.

Q5. Explain briefly on the Job-training .

Year -2019

Q6. State the importance of staffing .

Q7. Describe the importance of training .

Q8. What is Recruitment ? Describe the internal sources of recruitment.

Q9. Explain the process of selection of employees.

Q10. Explain briefly the meaning and importance of staffing .

(2020)

Q7.State two advantages and two disadvantages of Internal sources Recruitment.

Q11.what do you mean by Employee development. Why is it needed?

Year -2020

Q12. What is meant by Recruitment ?Explain any four external sources of recruitment .

Q13.Explain the limitations of external recruitment .

Q14. Explain any four methods of on-the-Job Training. **(2022)**

Year -2021

Q4.Explain the four characteristics of training.

Q11.Differentiate between Training and development.

Year -2022

Q12.Difference between recruitment and selection .

UNIT -7(Directing)

1 Marks Questions

Year -2020

Q1.Main elements of direction are :

(a) 2 (b) 3 (c) 4 (d) 6

Q2.Supervision is :

(a)Necessary (b) Unnecessary (c) Wastage of time (d) none of above

Q3.According to Maslow needs are satisfied at first: **(2021,2022)**

(a) Physiological (b) Safety (c) Social (d) Esteem

Q4.Direction is related to employees : **(2023)**

(a) Top level (b)Middle level (c) All levels (d) Lower level

Year -2021

Q5.. For efficient direction motivation is :

(a) Necessary (b) Unnecessary (c) Wastage of money (d) Wastage of time

Q6. during the process of communication there is an exchange of :

(a) ideas (b) Orders (c) Feelings (d) All the above

Q7.The minimum parties to communication .

(a) 2 (b) 4 (c) 8 (d) 16

Q8.Direction is :

(a) Pervasive (b) Performance -oriented (c) Continuous activity

(d) All of these

Year -2022

Q9. A.H. Maslow was the resident of :

(a) Germany (b) America (c) France (d) Japan

Q10. For effective communication is necessary :

(a) Clarity (b) courtesy (c) Verbal (d) All the above

Q11. "Directing is the Heart of Management ". Do you agree?

(a) Yes, Agree (b) No, Not agree

Q12. Supervision is the link between :

(a) Top and Middle management (b) Workers and Middle management (c) Workers and lower management (d) Workers and directors

Q13. types of communication are :

(a) Written (b) Verbal (c) Formal (d) All the above

Year -2023

Q14. Supervision is an element of .

(a) Leadership (b) Planning (c) Direction (d) None of these

Q15. Supervisor is of the workers :

(a) Friend (b) Guide (c) Philosopher (d) All of these

Q16. Motivated employees are rewarded:

(a) Negative (b) Positive (c) Intrinsic (d) None of these

Q17. the leader possess :

(a) Intelligence (b) Foresightedness (c) Self -confidence (d) All of these

Q18. Grapevine communication is _____

(a) Formal (b) Informal (c) written (d) None of these

Q19. Motivation means should be determined on the basis of :

(a) Group (b) Individuals (c) Job (d) All the above

2Marks Questions

Year -2022

Q1. Explain any two importance of direction.

Q2. Describe any two Characteristics of the leadership .

Year -2023

Q3. What is direction?

Q4. Write down the main difference between leader and Manager .

Q5. What is communication ?

Q6. Explain the meaning of motivation.

Q7. What is supervision ?

Q8. Give three example of monetary incentives .

3Marks Questions

Year -2022

Q1. Give any three differences between Monetary Incentives and Non-monetary incentives .

Q2. Explain the functions of supervisor .

Q3. State the characteristics of supervision.

Q4. What is meant by direction ? Give its importance.

4Marks Question

Year -2021

Q1. What is meant by directing ? why is it deemed an essential function of management ?

Q2. What is the meaning of motivation ? Explain its features .

Q3. What is meant by direction ? Explain the main elements of direction.

Q5. Explain the barriers of communication.

or

Q6. "Motivation plays an important role in the success of management" . Explain any four points of importance of motivation in the light of this statement.

Year -2023

Q7. What are the qualities of a good leader ?

Q8. What is the importance of communication in Management .

Q9. What do you mean by supervision ? Describe its importance .

5 Marks Questions

Year -2016

Q1 Explain the meaning, definitions and importance of direction.

Q2. What is grapevine communication? Explain its different networks.

Q3. "All managers are leaders but all leaders are not managers." Do you agree with this statement ?

Q4 Discuss Maslow's Need hierarchy theory of motivation.

Year -2017

Q1 Explain the essentials of an effective communication.

Q2 Discuss the monetary and non-monetary incentives .

Q3 "Direction is needed at all levels of management" . Discuss .

Q4 What is meant by supervision? Discuss the importance of Supervision.

Q5 Explain in brief the meaning and importance of motivation.

Year -2018

- Q1.Explain the meaning and importance of directing . (2021)
- Q2.Explain the various barriers of effective communication.
- Q3.What is the meaning of motivation ? Explain its importance .
- Q4.Discuss the advantages and limitations of informal communication.
- Q5.What are the qualities of good leader ?explain .
- Q6.Explain the advantages and limitation of formal communication.
- Q7. What is meant by direction ? Explain the main elements of direction .

Year -2019

- Q8.Describe in detail Maslow's need hierarchy theory of motivation. (2021)
- Q9.what is meant by supervision ? Describe the importance of supervision. (2020)
- Q10.explain the importance of communication . Any five importance.
- Q11.what is meant by leadership? Describe the qualities of a good leader as a manager.
- Q12.Describe the various steps involved in the process of communication.
- Q13.All managers are leaders, but all leaders are not managers. Do you agree with this statement . Give reasons in support of your answer.

Year -2020

- Q14.Explain any five kinds of non-financial incentives.
- Q15. Explain the characteristics of communication.
- Q16.What do you mean by communication? Explain its importance.
- Q17.What is meant by direction? Explain the principles of direction. .
- Q18.Define Supervision .Explain the characteristics of supervision.

Year -2021

- Q19.Functions of management
- Q20. Discuss the monetary and Non- monetary incentives .

UNIT-8(Controlling)

1Marks Questions

Year -2020,2021,2022

Q1. By employees control is :

(a) Opposed (b) Supported (c) Linked (d) None of these

Q2. Controlling is the ___ function of management .

(a) First (b) Second (c) Third (d) Last

Q3. Control is an activity :

(a) Costly (b) Cheap (c) Uneconomic (d) None of these

Q4. Management control is done :

(a) by lower level Manager (b) by middle level manager
(c) by top level manager (d) by all level manager

Year -2021

Q5. Controlling is a aspect of management :

(a) Theoretical (b) Practical (c) mental (d) Physical

Q6. Control is related to :

(2022)

(a) Results (b) Functions (c) Efforts (d) None of these

Q7. Controlling is a Managerial function:

(a) Compulsory (b) Necessary (c) Options (d) None of these

Q8. Effective controlling is :

(a) Static (b) Predetermined (c) Dynamics (d) All of these

Year -2022

Q9. Control is a managerial function :

(a) Compulsory (b) Necessary (c) Optional (d) None of these

Q9. Control is necessary :

(a) For Small Enterprise (b) For Medium sized enterprise
(c) For Large sized enterprise (d) For all of above .

Q10. Control is an activity :

(2023)

(a) Costly (b) Cheap (c) Uneconomic (d) none of these

2Marks Questions

Year -2022

Q1 Give meaning and definition of control .

5Marks Questions

Year -2020

Q1. What is the meaning of controlling? Explain the Characteristics of controlling .

or

State the difference between planning and controlling.

Q2.. What are the need and importance of controlling?

Q3 What is meant by control ? Explain different steps in the process of controlling . (2020,2021,2022,2023)

or

What are the benefits and limitations of budgetary control ?

Discuss it.

(2023)

Q4. State the main Characteristics of controlling .

(2021)

Year -2023

Q5.Explain the limitations of controlling.

Q6.Define control . Give its Characteristics .

Q7. Explain the following :

a) Sale Budget b) Production Budget c) Cash Budget

6Marks Questions

Year -2016

Q1 What is meant by Budgetary control ? state its advantages .

or

Explain the relationship between planning and controlling .

Q2.What is meant by controlling ?Explain the limitations of controlling?

Year -2017

Q1 What is meant by control? Explain different steps in the process of controlling

.

or

What are the need and importance of controlling?

Q2 Explain the characteristics of a good controlling system .

or

What are the benefits and limitations of budgetary control ? Discuss.

Year -2018

Q1. Explain the limitations of controlling.

or

Discuss the advantages and limitations of Budgetary -control .

Year -2019

Q4. Explain the features of controlling .

Year -2023

Q2. Explain briefly the process of controlling .

or

Clarify the difference between planning and controlling .

Q3. What is the meaning controlling ? Explain its importance.

or

Explain the types of budgets .

Q4. Explain the features of controlling .

or

Planning is looking ahead and controlling is looking back Discuss .

Q5.Explain the relationship between planning and controlling .

or

Explain the features of a good controlling system .

Q6. What is the meaning controlling ? Explain the limitations of controlling .

or

What is meant by Budgetary control ?Discuss the advantages of Budgetary - control.

Q7 Define controlling . What are important elements of an effective controlling system ? Explain.

or

What is meant by controlling ? Briefly explain the steps in the process of controlling.

Year -2017

Q1. What is meant by control? Discuss its nature .

or

Clarify the relation between Planning and Controlling.

UNIT-9(Financial Management)

1Marks Questions

Year -2020

Q1. Main functions of financial management are : (2022,2023)

(a) Financial Planning (b) Procurement of funds

(c) Allocation of net profit (d) All of these

Q2. Financial Management is _____ (2020,2022,2023)

(a) An Art (b) Science (c) An Art and science both (d)None of these

Q3. _____ is the determination of financial activities . (2022,2023)

(a) Financial Planning (b) Financial Decision (c) Financial Management

(d) Financial Arrangement

Q4. The determinants of bonus decision are : (2022)

(a) Amount of profit (b) Liquidity of funds (c) Age of the company

(d) All of these

Q4. Financial Manager takes decision as to : (2022,2023,2024)

(a) Finance (b) Investment (c) Dividend (d) All of these

Year -2022

Q5. Companies with higher growth pattern are likely to :

(a) Pay lower dividends (b) Pay higher dividend (c) Dividend are not affected by growth consideration (d) none of these

Q6. The source of fixed capital is not :

(a) Issue of debenture (b) Issue of shares (c) Creditors (d) Loan from industrial finance corporation of India.

Q7. The source of working capital is : (2024)

(a) Debtors (b) Bank Overdraft (c) Cash sale (d) All of these

Q8. which of most expensive capital of a company is?

(a) Debenture (b) Equity share capital (c) Preference share capital
(d) Retaining Earning

Q9. Fixed capital is required :

(a) For Payment of routine expenses (b) For Purchase of land
(c) For purchase of stock (d) For Payment to Creditors

Q10. Which of these is not a part of capital structure ?

(a) Equity share capital (b) Debenture (c) Short term borrowing
(d) Preference share capital

Q11. How the EPS Computed?

(a) EBIT/ Total investment (b) EBIT/Interest (c) Earning available for share holder / No. of Equity shares (d) No. of shares /Earning available for share

Q12. Which is not a Financial decision?

(a) Investment decision (b) Capitalisation decision (c) Financial decision (d) Dividend decision

Q13. The source of working capital is :

(a) Debtors (b) Bank overdraft (c) Cash sales (d) All of these

Q14. Interest coverage ratio (ICR) is computed :

(a) EBIT/Total Investment (b) EBIT /Interest (c) Total Investment /EBIT
(d) EBIT/EBIT

Year -2024

Q15. The sources of working capital is : (2024)

(a) Debtors (b) Bank over draft (c) Cash sale (d) All the above

Q16. The process of financial planning is : (2024)

(a) Determination of financial objectives (b) Determination of financial policies
(c) Determination of financial procedure

(d) All the above .

Q17. Characteristics of sound financial planning are :

(2024)

(a) Simplicity (b) Liquidity (c) Economy (d) All of these

2Marks Questions

Year -2016

Q1. what do you mean by fixed and working capital ?

Q2 .What is Zero Coupon Bond ?

Q3. State any two limitations of financial planning.

Q4. State any two functions of financial management .

Year -2017

Q5. What is capital structure ?

Q6.What is financial planning?

Year -2018

Q1. What is capital structure ?

Q2. What is Zero coupon bond ?

Q3. What is the meaning of fixed capital ?

(2019)

Year -2019

Q4.What is meant by working capital ?

Q5. What is the difference between fixed capital and working capital.

Year -2020

Q6. What do you mean by Investment decision ?

Q7. Describe two objectives of financial Planning .

Q8. What is meant by financial management?

(2022,2023)

Year -2023

Q9. Describe any two functions of financial Market .

Q10. What is business finance ?

3Marks Questions

Year -2016

Q Explain the objectives of financial management.

Q.What is Financial Leverage ?

Year -2017

Q1.Explain , in brief ,any three objectives of financial Management .

Q Explain the role of financial management .

Q Explain the importance of financial planning

Year -2018

Q1. Explain three points of importance of financial planning .

Q2. Explain briefly the need of working capital .

Year -2019

Q3. Explain the role of financial management .

Q4. state the objectives of financial management.

Q5. What do you mean by Investment decision ?

Year -2020

Q6. Explain any three factors affecting the dividend decision .

Q7. Explain the role of financial planning in financial management .

Q8. Explain any four factors affecting the capital structure of a company.

Year -2023

Q9. Why working capital needed ? Give any three reasons.

4Marks Questions

Year -2016

Q Explain the objectives of OTCEI.

Q Give any four differences between Primary and Secondary market.

Year -2020

Q1. What is meant by capital structure ? state any four factors affecting the choice of capital structure .

Year -2022

Q2. Difference between fixed and working capital.

Year -2023

Q3.. Describe the factors affecting the requirement of fixed capital.

Q4. What is the difference between over capitalisation and undercapitalisation?

5Marks Questions

Year -2016

Q1. Explain the role of financial planning in financial management.

Q2. What is working capital? Discuss the factors which effects the working capital requirements of a company.

Q3 What is meant by capital capital structure ? State factors effecting the choice of capital structure .

Year -2017

Q4 Explain the factors affecting the requirement of fixed capital.

Q 5 What is meant by Financial management ? What are its functions .

Year -2018

- Q1. Explain the factors affecting the choice of capital structure .
- Q2. state factors affecting the financing decision.
- Q3.Explain the role of Financial Management.
- Q4.Describe the factors affecting the requirement of fixed capital .

Year -2019

- Q5.Describe the factors affecting the requirement of fixed capital .
- Q6. Describe the factors affecting the choice of capital structure..
- Q7.What is meant by Dividend decision ? State they factors affecting the dividend decision.

UNIT-10(Financial Markets)

1 Marks Questions

Year -2020

Q1. Money spent on marketing is _____

- (a) wastage (b) Unnecessary expenditure (c) Burden on customer
- (d) Investment

Year -2022

Q2. Maturity period of commercial bill :

- (a) 1 to 15 days (b) 1 to 30 days (c) 1 to 6 months (d) 91 to 1 year

Q3. Write full form of NSEI .

Q4. Legally SEBI was established in :

- (a) In 1988 (b) In 1990 (c) In 1992 (d) In 1994

Q5.Maximum period of treasury bill is :

- (a) 1 years (b) 2 years (c) 5 years (d) 10 years

Q6. maturity market deals in :

- (a) Short -term funds (b) Medium -term funds
- (c) Long -term funds (d) None of these

Q7.Write full form of OTCEI:

Q8. The First stock exchange in india was established in

- (a) In 1857 (b) In 1875 (c) In 1887 (d) In 1987

Q9.Capital Market deals in :

- (a) Short -term funds (b) Medium -term funds
- (c) Long -term funds (d) None of these

Q10. The New issued shares deals :

- (a) secondary market (b) Primary market
- (c) Secondary and primary market both (d) none of these

Year -2023

Q11 Full Form of SEBI

Q12. The First stock exchange in india was established in

(a) In 1857 (b) In 1875 (c) In 1887 (d) In 1987

Q13. Money spent on marketing is _____

(a) wastage (b) Unnecessary expenditure (c) Burden on customer
(d) Investment

Q14. Money Market deals in :

(a) Short -term funds (b) Medium -term funds
(c) Long -term funds (d) None of these

Q15. Stock Exchange protect the interest of _____

Q16. Ringless trading is done :

(a) NSEI (b) OCTEI (c) Both above (d) None of these

2 Marks Questions

Year -2016

Q 1 What do you mean by capital Market ?

Q2 What is stock exchange ?

Q3 Write two names of share market at national level in India .

Q4 What is Blue Chip share ?

Q5 What do you mean by money market ?

Q6 What is trade on equity ?

Year -2017

Q7 What is Primary money Market ?

Q8. What is SEBI?

Q 9. Write the full form of OTCEI .

Q10 What is money market ?

Q11. What is financial market ?

Q12. state any two characteristics of financial market.

Year -2018

Q1. What is the meaning of share Market ?

Q2. What is Blue Chip Share ?

Q3. Write full form of SEBI.

Year -2019

Q4. What is Money Market ?

Q5. What is capital market ?

Q6. Write full form of NSEI .

(2020)

Year -2020

- Q7. What do you mean by financial Market ?
- Q8. State any three functions of stock Exchange .
- Q9. State the protective functions of SEBI.
- Q10. What is meant by stock exchange ?
- Q11. write down the nature of capital market .
- Q12. What do you mean by Capital market ?

(2022,2023)

Year -2023

- Q13. Explain any two functions of SEBI .
- Q14. What do you mean by secondary market ?
- Q15. Explain any three Characteristics of money market.

3 Marks Questions

Year -2023

- Q1. Explain the meaning of money market .state any three importance of money market.

4 Marks Questions

Year -2016

- Q. What is secondary market ? Explain its features.
- Q. Explain any four functions of capital market .
- Q . What is primary market ? what are its characteristics ?

Year -2017

- Q. What is the difference between NSEI and OTCEI?
- Q Discuss the functions of stock exchange .
- Q What is SEBI ? what are its functions?

Year -2018

- Q1. Explain briefly the objectives of SEBI .
- Q2. Explain four functions of Share Market .
- Q3. Explain the four characteristics of share market .

Year -2019

- Q4. Difference between Primary market and Secondary market.
- Q5. Discuss the objectives of NSEI.
- Q6. State the protective functions of SEBI.

Year -2020

Q7. Write any six points of difference between capital market and money market.

Q8. Define capital market . Explain the types of capital market . (2020)

Year -2022

Q9. Write the meaning and importance of capital Market .

Year -2023

Q10. What are objectives of NSEI?

Q11. Explain the functions of SEBI .

Q12. Describe the functions of capital market.

UNIT-11(Marketing)

1 Marks Questions

Year -2020

Q1. Which of the following is not an element of promotion Mix ?

- (a) Advertising (b) Unnecessary expenditure
- (c) Sale Promotion (d) Investment

Q2. Which of the following is packaging work ?

- (a) Protection (b) Convenience (c) Identification
- (d) All of the above

Q3. Physical distribution does not include :

- (a) Transportation (b) Financing (c) Warehousing (d) Stock control

Year -2022

Q4. Media of advertising is :

- (a) Sample (b) Premium (c) Calendar and diary etc. (d) demonstration

Q5. Result in immediate sale :

- (a) Personal selling (b) Advertising (c) sale Promotion (d) Public Relation

Q6. which of the following is not the sale promotion tool ?

- (a) samples (b) Prize in Packet (c) Coupons (c) Warranty

Q7. The advantages of Marketing is :

(2023)

- (a) To consumers (b) To businessmen (c) To manufacturers
- (d) To all

Q8 . The factors affecting Product Mix are :

- (a) Marketing (b) Production (c) Financial (d) all of these

Q9. marketing concept is ;

- (a) Production -oriented (b) Sales - oriented (c) Customer oriented
- (d) All of these

Q10. Distribution of free sample is included in :

- (a) Consumer' Protection (b) Dealer Promotion
- (c) Both (a) and (b) (d) None of these

Q11. For business , marketing is :

(2023)

(a) Compulsory (b) Necessary (c) Unnecessary (d) Luxury

Q12. Money spent on marketing is :

(a) Wastage (b) Unnecessary Expenditure (c) Burden on customer
(d) Investment

Q13 . Which of the following play an important role in introducing a new product to the customers?

(a) Publicity (b) Personal selling (c) Sale Promotion (d) Advertising

Q14. costliest means of Advertising is :

(a) Advertising (b) Personal selling (c) Sale promotion
(d) Public relations

Q15. Essentials of good Brand are :

(a) Short name (b) Easy to remember (c) Attractive design
(d) All of the above

Q16. Which of the following is a device of sales - Promotion ?

(a) free after sales service (b) Public relation
(c) Free distribution of samples (d) All of the above

Year -2023

Q17. Money spent on marketing is :

(a) Wastage (b) Unnecessary Expenditure (c) Burden on customer
(d) Investment

2Marks Questions

Year -2022

Q1. Write two elements of marketing.

Q2. What is Trademark ?

Q3. What is Product ?

Q4. What is market offering ?

Q5. What is meant by place mix ?

Year -2023

Q6 What is the difference between Market and sale ?

Q7. Explain any two functions of Marketing.

Q8. What is Marketing Mix?

3Marks Questions

Year -2016

Q7 what is the meaning and nature of product ?

Q8 Explain the meaning and features of Publicity.

Q9. Explain the qualities of a good brand name .

Q10. Write any three functions of marketing .

Year -2018

Q1. Explain any three functions of labelling.

(2022)

Q2. Explain any three advantages of packaging .

Q3.Explain the three characteristics of marketing.

Year -2019

Q4.State any three functions of Marketing .

Q5. State any three Functions of Packaging .

Q6.Briefly explain the qualities of a good Brand name.

Year -2020

Q7. Write a brief note on the role of marketing .

Q8. Explain any three methods of sale promotion.

Q9. state the essentials of a good brand .

(2022)

4 Marks Questions

Year -2017

Q1 What are the limitations of sale promotion ?

Q 2What are the advantages of advertising .

Q3 What are the advantages of sales promotion ?

Q 4What is personal selling ? Write its two advantages .

Year -2019

Q1 What are advantages of sale promotion.

Year -2018

Q1.Write a brief note on role of marketing .

Q2. Clarify the four difference between Advertising and Personal selling.

Q3.What is the meaning and characteristics of
personal selling ?

(2023)

Year -2019

Q4.Describe the four feature of Advertising.

Q5. Discuss any four limitations of Advertisement.

Q6. What do you mean by sale promotion ? What are its and limitations?

Year -2020

Q7."Advertising is unnecessary and wasteful " . Do you agree with this
statement ? Give reason for your answer.

Q8.What is meant by Channel of distribution ?

or

Expalin the types of channels of Distribution.

Q9. Explain the important factors to be considered in the pricing decision.

Q10. Define Labelling . Is Labelling compulsory ?

Explain its functions .

Year -2024

Q11. Describe the merits and limitation of sales Promotion.

5Marks Questions

Year -2016

Q .Expenditure on Advertisement is a Social Waste. Do you agree? discuss

Q. Explain briefly any six techniques of sales promotion.

Q. Explain the importance of personal selling.

Year -2017

Q "Advertising is unnecessary and wastefull". Do you agree with this statement ?

Give reasons for answer .

Q What do you understand by brand ? state the essentials of a good brand .

Qwhat is advertisement ? Explain its advantages .

Year -2018

Q1. What do you mean by sale promotion ?What are its and limitations?

Q2.What is Publicity ? Explain its role.

(2022)

Q3.Define Advertising . What are its benefits?

Year -2019

Q4.State any five points of difference between Marketing and selling.

Q5.State any five points of difference between Advertising and personal selling .

Year -2022

Q6.State any five methods of sale promotion.

Q7.What is meant by Packaging ? Give any five points explaining why packaging is important ?

UNIT -12(Consumer Protection)

1 Marks Questions

Year -2020

Q1.District forum can settle disputes :

(2022)

(a) upto 5 lakhs (b) upto 10 lakhs (c) upto 15 lakhs (d) upto 20 lakhs

Q2. Consumer Protection Act was passed :

(a) In 1786 (b) In 1886 (c) In 1986 (d) In 1996

Year -2022

Q3. When was consumer protection Act rectified ?

(a) August 9, 2019 (b) August 7, 2019 (c) August 9, 2019
(d) August 10, 2019.

Q4. Under the consumer protection Act ,complainant means (2023)

(a) Consumer (b) State Government (c) Central Government
(d) All the above

Q5. In India National consumer day is celebrated :

(a) 10 December (b) 24 December (c) 15 December (d) 31 December

Q6. Consumer dispute settlement agency is :

(a) District forum (b) State commission (c) National Commission
(d) All of these

Q7. Anjana wants to buy a gold ring . As an aware consumer how can she be sure about the quantity of gold ring she is going to buy ?

(a) Seeing Hallmark (b) Seeing gold (c) Seeing Shop (d) None of these

Q8. Consumer Protection Act passed on : (2023)

(a) 15 April, 1986 (b) 15 April, 1988 (c) 15 April, 1987
(d) 15 April, 1996

4Marks Questions

Year -2020

Q1. Write a brief note on the importance of consumer protection.

Q2. What do you mean by consumer protection Act 1986 ? Define salient features of consumer protection Act .

Q3. What do you mean by Consumer Protection? Discuss Remedies available to consumers.

Year -2023

Q4. What do you mean by consumer Protection? What are the rights of consumer?

Q5. Describe the importance of consumer Protection Act.

Q6. What are the responsibilities of consumer under consumer Protection Act.

5Marks Questions

Year -2016

Q1. Explain three tier judicial machinery or redressal agencies under the consumer protection Act 1986 (Amended 2000).

Q2. Explain any six rights a consumer under the consumer protection Act.

Q3. Explain, in brief, any six responsibilities of the consumer to safeguard their interest .

Year -2017

Q What do you mean by consumer protection? What are the rights of consumer?(2017)

Q. Explain the following rights of consumers.

(a)The Right of safety .

(b) The Right to consumer Education .

(c) The Right to be heard.

Year -2018

Q1.Explain ways and means of consumer protection available in India.

Q2.What are the main provisions of consumer Protection Act, 1986? Discuss.

Q3. What is consumer Protection ? Explain its importance .

Year -2019

Q4. What role do Non - Government Organisation play in consumer protection?

Q5. Explain the Rights of consumers under the consumer Protect Act , 1986.

Q6. Explain the responsibilities of the consumers to safeguard their interests.

Year -2022

Q7. Explain the responsibility of a consumer .

Q8. what do you mean by consumer Protection ?

or

what role do Non-governmental Organisation play?

Q9. Explain the Redressal Mechanism available to a consumer under the consumer the consumer protection Act.