

**BUSINESS STUDIES**

**CLASS 12<sup>th</sup>**

**MCQ QUESTIONS**

**DIRECTION: Questions 1 to 25 are multiple choice questions. Choose the correct answer from the given options:**

1. Mr. Gaurav is working as the Finance Manager of XYZ Ltd. At what level of management is he working?

- a) Middle Level
- b) Lower Level
- c) Top Level
- d) All options

2. Your uncle is serving as a foreman in a factory. At what level of management is he working?

- a) Lower level
- b) Middle level
- c) Top level
- d) All options

3. Which force binds all other functions of management?

- a) Coordination
- b) Production
- c) Finance
- d) Staffing

4. Planning, Organising, Staffing, directing and controlling is the sequence of functions in a process. Name it.

- a) Management
- b) Production
- c) Finance
- d) Staffing

5. Name the process that synchronises the activities of different departments.

- a) Coordination
- b) Staffing
- c) Production
- d) Finance

6. Which is the reason that brings out the importance or the necessity for coordination:

- a) Specialisation
- b) Growth in the size
- c) Functional differentiation
- d) All options

7. In which level of coordination are the activities of workers to ensure work progress as per plans?

- a) Lower level
- b) Middle level
- c) Top level
- d) None

8. In which level needs coordination to integrate activities of the organisation for accomplishing the organisational goals?

- a) Top level
- b) Middle level
- c) Lower level
- d) None

9. Which are the characteristics of coordination?

- a) Coordination is a continuous process
- b) Coordination integrates group efforts
- c) Coordination ensures unity of action
- d) All options

10. Lack of coordination results in:

- a) Delay
- b) Overlapping
- c) Duplication
- d) All options

11. The meaning of coordination is to balance its various activities are:

- a) Finance
- b) sale and purchase
- c) Production
- d) All options

12. Finding out deficiencies in implementation of plans, identify the functions of this management:

- a) Controlling
- b) staffing
- c) directing
- d) coordination

13. Recruitment and selection of the personnel, identify the functions of management:

- a) Staffing
- b) Directing
- c) Controlling
- d) coordination

14. Who is considered as the father of scientific management?

- a) Henry fayol
- b) Gilbreth
- c) FW Taylor
- d) Harold Koontz

15. Who is known as father of general management?

- a) Henry fayol
- b) Gilbreth
- c) FW Taylor
- d) Harold Koontz

16. Harmony, Not Discord principle is concerned with\_\_\_\_\_

- a) Management should share the gains of company with workers
- b) Investigation of Task
- c) Scientific inquiry
- d) Observation and Analysis

17. Unity of direction is concerned with\_\_\_\_\_

- a) One Head One Plan
- b) One Head Different Plans
- c) Planning by Production manager
- d) Planning by Employees

18. Espirit De Corps mean:

- a) Gang Plank
- b) Gang boss
- c) Order
- d) Union is strength

19. Gang plank is concerned about:

- a) Contact not allowed
- b) Indirect contact
- c) Direct Contact
- d) Contact before application

20. Which of the following is not considered with FW Taylor?

- a) Method study
- b) Motion study
- c) Time study
- d) Scalar chain

21. Functional foremanship is concerned with:

- a) Marketing
- b) Division of work
- c) Insurance
- d) Gang plank

22. The main objective of functional foremanship is

- a) Not to provide free time to workers.
- b) Seperate planning functions from executive functions.
- c) To seperate top level management from CEO
- d) Not to divide the work

23. The main objective of motion study is:

- a) To provide more work to the workers
- b) To seperate plan
- c) To eliminate the unproductive movements
- d) To eliminate the rest hours of workers

24. Science not rule of thumb principle is given by:

- a) Henri Fayol
- b) LM Prasad
- c) FW Taylor
- d) LH Haney

25. What is the main motive of fatigue study?

- a) Calculation of standard time
- b) Calculation of standard output
- c) Calculation of frequent rest interval to be given to the employees
- d) Direct contact

**DIRECTION: For questions 26 to 35 two statements are given: one labelled Assertion (A) and the other labelled Reason (R). Select the correct answer to these questions from the codes (a), (b), (c) and (d) as Given below:**

- (a) Both A and R are true and R is the correct explanation of A.**
- (b) Both A and R are true but R is not the correct explanation of A.**
- (c) A is true but R is false.**
- (d) A is false but R is true.**

26. Assertion (A): McDonalds made major changes in its 'Menu' to survive in the Indian market.  
Reason (R) : Dynamic function is one of the characteristics of management.

27. Assertion (A): Management as an art and science are not mutually exclusive, but complement each other  
Reason (R) : Managers work better if their practices are based on principles of management.

28. Assertion (A): Top Level Managers are responsible for policy formation in an organisation.  
Reason (R) Policy Making is not an objective of management.

29. Assertion (A): One person can practice as doctor only when he is having MBBS degree.  
Reason (R) : One of the main features of profession is well defines body of knowledge.

30. Assertion (A): Policies and strategies are formulated as function of management.  
Reason (R) : Controlling is that function of management which formulates policies and strategies.

31. Assertion (A): Management principles increase managerial efficiency  
Reason (R) : Management principles provide useful insights of managers.

32. Assertion (A) People and materials must be in suitable places at appropriate time for maximum efficiency  
Reason (R) : Stability of personnel is one of the principle of management

33. Assertion (A) Management accounting provides management with information for decision making.  
Reason (R) : Management accounting is a branch of cost accounting.

34. Assertion (A): Taylor and his associate Frank Gilbreth were able to reduce motions in brick layering

from 18 to just 5.

Reason (R) : Workers should be encouraged to develop and carry out their plans for improvements according to Taylor.

35. Assertion (A): Panchayats in our country have been given more powers to decide and spend funds granted to them by the government for the welfare of villages.

Reason (R) : In general large organisations have more decentralisation than small organisations.

**DIRECTION: Questions 36 to 40 are case-study based questions. Read the following cases and answer all the questions given below:**

ABLEX Ltd. is a big and well-reputed company. The biggest challenge for the company is managing many employees at the same time. As the company has various departments like human resources, marketing, finance, etc, it is very necessary for the company to maintain unity in different departments. All the employees work hard for the organisation. Despite their different interest, they all perform various activities together so as to achieve the objectives of the company. The career of employees is shown a developmental path through proper training modules and job enrichment. Ajay is a manager who assigns all duties and responsibilities to his employees in the department. He uses all sources to develop proper communication with them and leaves no attempt to motivate them.

36. "As the company have various departments like human resource, marketing, finance etc., it is necessary for the company to maintain unity in different departments." Which characteristic of coordination is highlighted here?

- a) It integrates group efforts
- b) It is a continuous process
- c) It ensures unity or action
- d) It is pervasive

37. At which level of management do Ajay works?

- a) Top level management
- b) Middle level management
- c) Lower level management
- d) Supervisory level management

38. "The career of employers is shown a developmental path through proper training modules and job enrichment". Which type of objective is fulfilled here?

- a) Economic objectives
- b) Social Objectives
- c) Organisational Objectives
- d) Personal Objectives

39. Which function of management does Ajay perform in the company ABLEX ltd.?

- a) Directing
- b) Planning
- c) Organising
- d) Staffing

40. Coordination is not a separate function, but it is the \_\_\_\_\_ of management.

- a) Process
- b) Essence
- c) Step
- d) None