

Subharti University, Meerut

B.Voc in Hospital Management

Subject: Principles of Management

Sample Model Question Paper – MCQs

Time: 1 Hour **Marks:** 50

1. Management is the process of: a) Working alone b) Getting work done through others c) Giving orders d) Controlling staff
2. Father of Scientific Management is: a) Henri Fayol b) F.W. Taylor c) Peter Drucker d) Elton Mayo
3. Management is both: a) Science b) Art c) Science and Art d) None
4. Planning means: a) Past analysis b) Future course of action c) Staffing d) Control
5. Organizing involves: a) Goal setting b) Arranging resources c) Motivation d) Supervision
6. Staffing includes: a) Recruitment b) Training c) Placement d) All of these
7. Directing consists of: a) Leadership b) Motivation c) Communication d) All of these
8. Controlling ensures: a) Discipline b) Work as per plan c) Motivation d) Staffing
9. Henri Fayol gave: a) Scientific management b) 14 principles of management c) MBO d) Motivation theory
10. Unity of command means: a) Multiple bosses b) One boss c) No boss d) Team decision
11. Scalar chain refers to: a) Authority line b) Motivation c) Planning d) Control
12. Division of work results in: a) Confusion b) Specialization c) Delay d) Waste
13. Authority is the right to: a) Punish b) Give orders c) Reward d) Guide only
14. Responsibility means: a) Authority b) Accountability c) Power d) Control
15. Discipline is essential for: a) Order b) Cooperation c) Smooth functioning d) All of these
16. Centralization means: a) Distribution of authority b) Concentration of authority c) Delegation d) Staffing
17. Decentralization means: a) Authority at top b) Authority at lower levels c) No authority d) Control
18. Motivation is the process of: a) Forcing b) Inspiring c) Punishing d) Controlling
19. Leadership is the ability to: a) Order people b) Influence people c) Control people d) Supervise work
20. Communication is required for: a) Coordination b) Understanding c) Decision making d) All of these
21. Management objectives include: a) Profit b) Growth c) Service d) All of these
22. Levels of management are: a) One b) Two c) Three d) Four
23. Management is universal because it is applicable to: a) Business only b) Hospitals only c) All organizations d) Offices only
24. Planning reduces: a) Risk b) Uncertainty c) Confusion d) All of these
25. Organizing helps in: a) Coordination b) Authority relationship c) Division of work d) All of these
26. Staffing ensures: a) Right person for job b) Training c) Development d) All of these
27. Direction deals with: a) Human behavior b) Machines c) Materials d) Money

28. Control process includes: a) Setting standards b) Measuring performance c) Corrective action d) All of these
29. Management by Objectives was given by: a) Fayol b) Taylor c) Peter Drucker d) Mayo
30. Decision making is part of: a) Planning b) Organizing c) Staffing d) Controlling
31. Span of control refers to: a) Authority b) Number of subordinates c) Responsibility d) Planning
32. Delegation means: a) Sharing work b) Sharing authority c) Sharing responsibility d) All of these
33. Coordination is the essence of: a) Planning b) Management c) Control d) Staffing
34. Efficiency means: a) Doing work correctly b) Doing work economically c) Both a & b d) None
35. Effectiveness means: a) Doing right things b) Doing work fast c) Doing cheap work d) None
36. Management is goal-oriented because it aims to achieve: a) Objectives b) Profit c) Growth d) All of these
37. Authority and responsibility should be: a) Equal b) Separate c) Ignored d) Unrelated
38. Order principle means: a) Right person at right place b) Discipline c) Authority d) Unity
39. Equity means: a) Fairness b) Justice c) Equality d) All of these
40. Stability of tenure promotes: a) Efficiency b) Loyalty c) Experience d) All of these
41. Initiative encourages: a) Creativity b) Innovation c) Motivation d) All of these
42. Esprit de corps means: a) Discipline b) Team spirit c) Control d) Authority
43. Management is important in hospitals to ensure: a) Coordination b) Service quality c) Patient satisfaction d) All of these
44. Planning is continuous because: a) Environment changes b) Goals change c) Future is uncertain d) All of these
45. Organizing establishes: a) Authority relationship b) Responsibility c) Coordination d) All of these
46. Directing includes: a) Supervision b) Motivation c) Leadership d) All of these
47. Controlling helps in: a) Correcting deviations b) Achieving goals c) Improving performance d) All of these
48. Management principles are: a) Rigid b) Flexible c) Fixed d) Static
49. Management focuses on: a) Work b) People c) Results d) All of these
50. Success of management depends on: a) Planning b) Execution c) Control d) All of these