

Class: T.Y.B.Com		
Subject: Commerce-VI		
Question Bank		
1		Manpower represents _____ in management.
	A	Material resource
	B	Poor resource
	C	Financial resource
	D	Human resource
2		Organizations functions through _____.
	A	Machines
	B	Employees
	C	Raw materials
	D	dealers
3		E- selection is _____.
	A	Costly
	B	Time consuming
	C	Economical and time saving
	D	economical
4		Broad components of job analysis are: job specification & _____.
	A	Job description
	B	Job design
	C	Job details
	D	Job duties
5		Investment on training and development is _____ for the future period.
	A	An investment
	B	A waste of money
	C	Unnecessary expenditure
	D	loss
6		_____ means that performance appraisal is influenced by the past performance.
	A	Horn effect
	B	Hale effect
	C	Spill over effect
	D	Continuous effect
7		_____ is a methods of training in which employees are transferred from job to job.
	A	Coaching
	B	Counseling

	C	Job rotation
	D	In basket
8		_____ helps in improving employee mental health and well being.
	A	Counseling
	B	Mentoring
	C	Career guidance
	D	Performance appraisal
9		Grievance procedure should be _____.
	A	Lengthy and time consuming
	B	Fair and prompt
	C	Difficult to understand and follow
	D	Difficult and lengthy
10		Salary and bonus payment are _____ factors of motivation.
	A	Monetary
	B	Non monetary
	C	General
	D	not
11		Motivation is _____ of management process.
	A	Conclusion
	B	Essence
	C	Drawback
	D	compulsory
12		Theory X is based on _____ assumptions of human nature.
	A	positive
	B	Negative
	C	General
	D	natural
13		_____ means reducing the size of the organization.
	A	Attrition
	B	Downsizing
	C	Downgrading
	D	Lay off
14		Absenteeism leads to _____.
	A	Disturbance to normal flow of work
	B	Cost reduction
	C	Reduction in sales
	D	Benefits to employer

15		_____ has proved to be more tolerant.
	A	Gen X
	B	Gen Y
	C	Gen Z
	D	Both Gen X & Y