

# 18PDH102T - Management Principles for Engineers

## QUESTION BANK – ALL UNITS

**Dear students, this question bank is a mere guidance to preparation and not an exhaustive bank of all questions of this course**

### PART – A

#### UNIT 1

1. A function that includes motivating employees and directing others

- (a) Planning                      (b) Organizing                      (c) Leading                      (d) Controlling

2. The ability of analyze and diagnose complex situations

- (a ) Human Skills                      (b) Technical Skills                      (c) Conceptual Skills                      (d) Personal Skills

3. The manager who designs and initiates changes and strategies

- (a) Disseminator                      (b) Figurehead                      (c) Spokesman                      (d) Entrepreneur

4. Who is the person you have to give importance under the company's checklist before making call to the consultant.

- (a) Managers                      (b) Employees                      (c) Customer                      (d) All the above.

5. Organisation is the process of

- (a) Identifying and grouping of work to be performed  
(b) Defining and delegating the responsibility and authority  
(c) Both 'A' and 'B'  
(d) None of the above

6. Management is the practice of

- A. recruiting and motivating talented people to work for your organisation.  
B. increasing a firm's revenues and cutting costs to maximize profits.  
C. directing, organizing, and developing people, technology, and financial resources.  
D. mastering political behaviours so that the fittest survive and rise to the top.

7. Sylvia is a manager at an accounting services firm. She is designing a four-step process based on the functions of management, which include:

- (A) Organizing, staffing, leading, and checking  
(B) Planning, organizing, leading, and controlling  
(C) Planning, distributing, mobilizing, and leading  
(D) Planning, developing, organizing, and controlling

8. Productivity is a ratio of outputs (products or services) to \_\_\_\_\_.

- A. profits generated                      B. sales price  
C. inputs consumed                      D. behaviour effectiveness

9. What interpersonal role is being performed by the manager who is awarding a gold watch to a retiring employee?

- A. Figurehead.                      B. Liaison.                      C. Spokesperson.                      D. Disseminator.

10. "Doing the right things" is referred to as \_\_\_\_\_.

- A. effectiveness                      B. Efficiency                      C. Productivity                      D. profitability

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

11. Management is :  
(a) an art                      (b) a science    (c) both an art and a science    (d) neither an art nor a science
12. The person at the top of the organizational hierarchy is least likely to be called;  
(a) President                      (b) General Manager                      (c) Executive officer    (d) First-line supervisor.
13. The primary measure of the effectiveness of a manager is :  
(a) the number of employees supervised  
(b) the total size of the organization  
(c) the results obtained  
(d) how busy the person is .
14. In comparison to top level managers, a first -line supervisor will spend more time in :  
(a) direction of subordinates                      (b) policy making  
(c) public relations                      (d) long range planning
15. Managers are typically integrators of  
a. people.                      b. tasks.                      c. technology.                      d. All of the above.
16. In the changing nature of Organizations there is a Concern for \_\_\_\_\_  
(A) Diverse Workforce                      (B) Networked Relation                      (C) Team Work                      (D) Work-Life Balance
17. In Organizational hierarchy for the Top level manager, the more important is \_\_\_\_\_ skills  
(A) Technical                      (B) Human                      (C) Conceptual                      (D) Design
18. New Organization is \_\_\_\_\_ Oriented  
(A) Individual                      (B) Command                      (C) Rule                      (D) Involvement
19. The nature of Management is \_\_\_\_\_  
(A) Continuous Process                      (B) Purposeful Activity                      (C) Getting Things Done                      (D) All of these
20. What does a fire department, hospital, business, service club, and church all have in common?  
A. They all have shareholders.  
B. They all are organisations.  
C. They all are closed systems.  
D. They all are growth oriented.
21. Productivity ultimately depends on both  
A. efficiency and effectiveness.                      B. infrastructure and culture.  
C. people and money.                      D. satisfaction and revitalization
22. Designing a structure to assist in goal accomplishment is known as  
A.planning                      B.Organising                      C.co-ordinating                      D. Commanding
23. An organisation is a social unit of people that is structured and managed to meet a need or to pursue\_\_\_\_\_.  
(A) Common Purpose                      (B) Environmental Factor  
(C) Modern Technology                      (D) Social Phenomenon

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

24. A traditional organisation is command-oriented whereas a modern organisation is \_\_\_\_\_.  
(A) Involvement-oriented (B) technology-oriented  
(C) Money-oriented (D) position-oriented
25. Management is an art of doing things in the \_\_\_\_\_.  
(A) most expensive way (B) best and cheapest way  
(C) shortest way (D) most difficult way
26. Vision and mission of an organisation refers to \_\_\_\_\_.  
(A) the goals and objectives (B) allocation and operations  
(C) tasks and people (D) Monitoring activities
27. Which is part of Mintzberg's Management Roles?  
(A) Champion (B) Winner (C) Spokesman (D) Secretary
28. Who would be most likely to use the roles of figurehead, spokesperson, and negotiator?  
A. A sales manager. B. A production manager.  
C. A product development manager. D. A first-line supervisor.
29. Productivity is a ratio of outputs (products or services) to \_\_\_\_\_.  
A. profits generated B. sales price  
C. inputs consumed D. behaviour effectiveness
30. What is not characteristic of the work of a typical manager?  
A. The workday is fragmented with a great variety of unrelated tasks.  
B. Their most important communication is written, including reports and e-mail.  
C. They spend much of their time reacting to unplanned issues and problems initiated by others.  
D. They often feel like a puppet with others pulling the strings, yet they move in their chosen direction.
31. Which of the following typifies an organization?  
A. The first National Bank B. The United Methodist Church  
C. The local Primary School D. All of the above
32. Ensuring that everything is carried out according to plan is part of the process of?  
A. Planning B. Controlling C. organizing D. co-ordinating
33. The everyday tasks of management include  
A. Planning and Creativity B. Planning and Leading  
C. Publicity and loss adjustment D. Plotting and leading
34. Pick the answer choice that represents an example of organizing:  
(a) Tom is a lawyer at a large PR company and is preparing all of his co-workers for depositions that they will have to face.  
(b) Tom is a project manager at an IT company and is determining how he should distribute resources and allocate roles.  
(c) Tom is a manager at a large PR company and he is trying to determine which people he should hire to work on his company's new promotional line.  
(d) Tom is a director at a large IT company and he is trying to determine how his employees have performed in the past quarter.

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

35. Directing function of management embraces activities of :  
(a) supervising subordinates  
(b) guiding and teaching the subordinates  
(c) providing leadership and motivation to subordinates  
(d) all of these
36. Establishing standards, comparing actual results with standards and taking corrective actions are the steps included in the process of  
(a) planning (b) controlling (c) directing (d) organizing
37. Which of the following management functions are closely related?  
(a) planning and organizing (b) staffing and control  
(c) planning and control (d) planning and staffing
38. In management process, the most misinterpreted word is  
(A) Organizing (B) Delegating (C) Controlling (D) Planning
39. The word\_\_\_\_\_denotes a function, a task, a discipline.  
(A) Management (B) Leadership (C) Motivation (D) None of the above
40. Who is to be blamed primarily for the inefficiency in organizations?  
(A) The Unions (B) The Managers (C) The Organization as a whole (D) The workers
41. Staffing needs  
(A) Man power planning (B) Authority (C) Communication (D) Coordination
42. Training is the process of  
(A) Motivation (B) Increasing knowledge and skill  
(C) Testing (D) Employee recommendations
43. Studying the future and arranging the means for dealing with it is part of the process of  
A. organising B. Commanding C. Controlling D. planning
44. The transforming effect on how we work, live, communicate and travel is influenced by  
A. technology B. Diversity C. Ethics D. globalisation

### UNIT 2

1. Unity of Command means \_\_\_\_\_  
A. Order from employees B. Order from one manager  
C. Plan of action D. Remuneration
2. Unexpected problems require \_\_\_\_\_  
A. Programmed decisions B. Structured decisions  
C. Non-programmed decisions D. Information systems
3. Which one is not a part of decision making process?  
A. Defining problem B. Implementing solution  
C. alternative solutions D. Information literacy

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

4. Budget is

- A. Qualitative statement
- B. Quantitative statement
- C. Primary program
- D. SMART

5. MBO stands for

- A. Management by Organising
- B. Management by Order
- C. Management by Objectives
- D. Management by Offer

6. What is the definition of an objective?

- A. A defined specified outcome to be achieved in the long-term
- B. A clear set of goals to be attained given a set number of resources
- C. A clearly defined and measurable outcome to be achieved over a specified timeframe
- D. A set standard of performance agreed by workers and managers

7. What is the definition of a scenario in scenario planning?

- A. An imagined sequence of future events
- B. An unpredictable event
- C. A planned for event
- D. An unplanned for event

8. In Management by Objective (MBO), the manager and subordinate jointly

- A. Identify Common goals
- B. Defines each individual's major areas of responsibility
- C. Assess the contribution of each of its members
- D. All of the above

9. Which of the following is incorrect?

- A. planning is the part of the management process that attempts to define the organization's future.
- B. the approach to planning can differ greatly from manager to manager.
- C. planning is a onetime event.
- D. planning is thinking out in advance the sequence of actions to accomplish a proposed course of action.

10. Canada Trust's statement "To be the best Personal Financial Company" is an example of a:

- A. goal.
- B. objective.
- C. mission statement.
- D. all of these.

11. Which of the following objectives would be most difficult to measure?

- A. social responsibility.
- B. profitability objectives.
- C. financial objectives.
- D. quality objectives.

12. Management by Objective (MBO) is also known as

- A. Management by results
- B. Management by goals
- C. Management by planning
- D. Management by evaluation

13. Which of the following is not a benefit of planning?

- A. coordination of effort.
- B. preparation for change.
- C. development of standards.
- D. none of these (all are benefits).

14. A mission statement is a statement of the organizations:

- A. accounts and responsibilities
- B. net worth
- C. purpose
- D. structure

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

15. Planning encourages management to think systematically about what has happened, what is happening, and \_\_\_\_\_.

- A. when it is happening
- B. what might happen
- C. should something happen
- D. should something stop

16. Which among the following involves in planning process?

- A. Selection of objective
- B. determine the way to achieve objective
- C. both A and B
- D. None of the above

17. Find the odd one out

- A. goals
- B. Objective
- C. Polices
- D. motivation

18. .... are the prescribed guidelines for conducting an action

- A. Rules
- B. Method
- C. Budget
- D. policy

19. Planning process begins with

- A. setting objectives
- B. identity alternatives
- C. developing planning premises
- D. selecting alternatives

20. What is the full form of MBO?

- A. Management By Opportunity
- B. Method By opportunity
- C. Management By Objectives
- D. Method By Objective

21. Which among the following is a single use plan?

- A. Objectives
- B. Policies
- C. Rules
- D. Budget

22. Policies are sometimes defined as a

- A. Shortcut for thinking
- B. Action plan
- C. Substitute for strategy
- D. Substitute for management authority

23. First step in planning process is to

- A. Set an objectives
- B. Evaluate alternative
- C. Determine strength & weakness
- D. Analyse the alternative

24. ----- is also known as Management by results.

- A. Management by subordinate
- B. Management by objectives
- C. Management by art
- D. Management by planning

25. ----- technology includes computer hardware, software, database management system and data communication system.

- A. Information
- B. computer
- C. marketing
- D. system

26. .... are the prescribed guidelines for conducting an action

- A. Rules
- B. Method
- C. Budget
- D. policy

27. The purpose and the aim for which the organisation is set up and operate is called

- A. objective
- B. strategy
- C. policy
- D. procedure

28. planning provides .....

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

- A. information to outsiders  
C. purpose and direction of all persons
- B. basis for recruitment and selections  
D. None of these
29. .... as a special type of plan prepared for meeting the challenges of competitors and other environmental forces.  
A. policies      B. objectives      C. strategy      D. procedure
30. .... are goals established to guide the efforts of the company and each of its components  
A. objectives      B. Strategy      C. policies      D. procedure
31. MBO offers the basis for assessing the .....  
(a) operations      (b) performance      (c) equality      (d) None these
32. A sequence of activities to implement the policy is ---  
A. Programme      B. Budget      C. Plan      D. Procedure
33. Planning is -----process  
A. directing      B. Thinking      C. forecasting      D. none of these
34. .... are goals established to guide the efforts of the company and each of its components  
(a) objectives      (b) strategy      (c) policies      (d) procedure
35. \_\_\_\_\_ is a time table of work ?  
A. Budget      B. Project      C. Programmes      D. Schedules
36. Budget is an instrument of  
A. planning only      B. control only      C. both planning and control      D. none of these
37. Find the odd one out  
A. forecasting      B. bench marking      C. staff planners      D. policies
38. -----indicates the exact manner in which the integrated series of activities will have to be performed.  
A. Procedures      B. Planning      C. Organising      D. staffing
39. Objectives are the \_\_\_\_\_ of management action.  
A. Design      B. End points      C. Starting points      D. Planning

### UNIT 3

1. Which of the following would be included in the "controlling function"?  
A. measuring results against corporate objectives.      B. explaining routines.  
C. setting standards.      D. giving assignments.
2. Which is NOT a quality of an ethical leader?  
A. Selflessness      B. Setting example      C. Manipulation      D. Resilient
3. Concurrent control is \_\_\_\_\_  
A. Real-time control      B. Foreseeing      C. Future tasks      D. Constraining

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

4. According to Maslow, some needs grow stronger when unsatisfied. Maslow called these:

- A. being needs.      B. efficiency needs.      C. growth needs.      D. primary needs.

5. ERG theory is a theory in psychology proposed by

- A. Clayton Alderfer.      B. Henry Fayol      C. Abraham Maslow      D. Bill Gates

6 The old control technique(s) which was (were) used through years is (are)

- A. personal observation      B. break-even analysis  
C. budgetary control      D. All of the above

7 Limitation(s) of control is (are)

- A. external factors      B. fixing of responsibility      C. variation and its causes      D. All of the above

8. Positive motivation makes people willing to do their work in the best way they can and improve their \_\_\_\_\_.

- A. Productivity      B. Personality      C. Performance      D. All of the above

9. Direction is a \_\_\_\_\_ function performed by all the managers at all levels of the organization.

- A. Managerial      B. Organizational      C. Both (A) and (B)      D. None of the above

10. The heart of administration is the \_\_\_\_ function.

- A. Directing      B. Organizing      C. Controlling      D. Cooperating

11. Leadership is a process

- A. of influencing people      B. of giving orders that subordinates must accept  
C. to talk and write clearly and forcefully.      D. all of the above

12. The following are the elements of control

- A. authority and knowledge      B. guidance and direction  
C. constraint and restraint      D. All of the above

13. Code of conduct is an example of -----

- (a) Controllable premise      (b) Semi-controllable      (c) Uncontrollable      (d) None of the above.

14. What is the term for power derived from status or position in an organisation?

- A. Referent      B. Expert      C. Reward      D. Legitimate

15. All of the following are traits and characteristics of effective leaders except

- A. Charisma.      B. Strong motivation and high energy  
C. Trustworthiness and character.      D. Being so self-confident they believe they can handle anything.

16. Observe the following management principles and pick the odd one out.

- A. Unity of command      B. Unity of direction      C. Maximum output      D. Equity

17. Which of following is not among the levels of management?

- A. Top level management      B. Intermediate Level  
C. Middle level management      D. Lower level management

18. The term hierarchy implies.....



## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

- A. departmentalisation      B. a definite ranking order      C. specialisation      D. organization
19. Unity of command implies  
A. A subordinate should receive orders from all the superiors  
B. individuals must sacrifice in the larger interest  
C. be accountable to one and only one superior  
D. being united
20. Management is needed at levels.....  
A. Top level      B. Middle level      C. lower level      D. all levels
21. Positive motivation makes people willing to do their work in the best way they can and improve their-----  
A. Skills      B. Standards      C. Performance      D. Position.
22. Organizing deals with  
A. Division of work  
B. Decentralizing activities  
C. Centralization activities      D. Grouping of identical work
23. Leadership is a function of all the following factors except  
A. Work group      B. Product or service      C. Leader      D. Situation
24. Organization structure primary refers to:  
A. How activities are coordinated & controlled      B. How resources are allocated  
C. The location of department & office space      D. The policy statements developed by the firm
25. The requirement of effective control system is  
A. Flexible      B. Objectives      C. Suitable      D. Dependent
26. Motivational process and not the motivators as such is associated with the  
A. Need hierarchy theory      B. Two-factor theory      C. Expectancy theory      D. ERG theory.
27. The term hierarchy implies.....  
A. departmentalisation      B. a definite ranking order  
C. specialisation      D. None of these
28. Which among the following is not a quality for a leader?  
A. Charming personality      B. Lazy attitude      C. Ability to take decision      D. Communication skill
29. Formal organization is -----  
A. Created by the management      B. A result of social interaction  
C. To satisfy cultural needs      D. To gain insights
30. Organization establishes relationship between  
A. People, work and resources      B. Customer, work and resources  
C. People, work and management      D. Customer, work and management
31. The back bone of any organization is  
A. information      B. employee      C. management      D. capital

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

32. Coordinating people and human resources to accomplish organizational goals is the process of:

- A. Planning      B. Directing      C. Management      D. Leadership

33. Which of the following does not follow the scalar chain?

- A. Functional structure      B. Divisional structure  
C. Formal Organisation      D. Informal Organisation

34. \_\_\_\_\_ are variable rewards granted to employees according to variations in their performance.

- A. Remuneration      B. Perks      C. Fringe Benefits      D. Incentives

35. \_\_\_\_\_ is the Decision Making body of an organization.

- A. Decentralization      B. Administration      C. Functional Organisation      D. Leadership

36. \_\_\_\_\_ is a set of forces that energize, direct and sustain behaviour.

- A. Motivation      B. Expectancy      C. Empowerment      D. Socialization

37. \_\_\_\_\_ is considered as the key word in understanding organization structure.

- A. Delegation      B. Change      C. Process      D. Control

38. Control is the function of \_\_\_\_\_

- (a) Top level management      (b) Lower level management  
(c) Middle lever management      (d) All managers

39. Which among the following is not a principle of delegation?

- A. Functional Definition      B. Unity of command  
C. Remuneration      D. Authority level principle

40. Which among the following is a factor determining centralisation?

- A. Integration      B. Desire for independence  
C. Availability of managers.      D. Control techniques

41. Organising is \_\_\_\_\_

- A. A remedy for all types of problems      B. ensure accurate forecasting  
C. None of these      D. Both A & B

42. The term hierarchy implies \_\_\_\_\_

- A. departmentalisation      B. a definite ranking order      C. specialisation      D. None of these

43. Authority refers to \_\_\_\_\_

- A. Getting work done      B. right to get work done  
C. being in a managerial position      D. scalar chain

44. It is a function of management which refers to the process of integrating the activities of different units of organisation to achieve the organisation goals. This is called

- A. Actuating      B. Controlling      C. co-ordination      D. planning

45. Which among the following is not the principles of organisation?

- A. Unity of objectives      B. Specialisation      C. Span of control      D. Initiative

46. Which of the following is right about authority?

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

- A. authority is informal.                      B. not to achieve organisational goal  
C. there is existence of right.              D. cannot be delegated

47. Organising process involves.....

- A. division of work    B. grouping of identical work              C. both a & b              D. None of these

### UNIT 4

1. Diversification' can be best classified as

- (a) **potential opportunities**                      (b) potential threats  
(c) potential strengths                      (d) potential weaknesses

2. Low cost foreign competition, classified as

- (a) potential opportunities                      **(b) potential threats**  
(c) potential strengths                      (d) potential weaknesses

3. Large inventories can be best classified as

- (a) potential opportunities                      (b) potential Threats  
(c) potential Strengths                      **(d) potential Weaknesses**

4. To find out what an organization's strategy is, you should:

- (a) Read the mission statement  
**(b) Look at what the organization actually does**  
(c) Read the strategic plan  
(d) Ask the CEO

5. Which of the following statements is not true when describing a successful strategy?

- (a) It provides some property that is unique or distinctive  
(b) It provides the means for renewing competitive advantage  
(c) It addresses changes in the external environment  
**(d) It guarantees long term survival**

6. In the context of strategic management resources can be defined as:

- (a) The knowledge and skills within the organization  
(b) Something that an organization owns or controls that cannot be copied  
**(c) Something that an organization owns, controls or has access to on a semi-permanent basis**  
(d) The physical assets of the organization

7. In the context of strategic management, stakeholders can be defined as:

- a) An individual or group with a financial stake in the organization  
b) An external individual or group that is able to impose constraints on the organization  
c) Internal groups or individuals that are able to influence strategic direction of the organization  
**d) An individual or group with an interest in the organization's activities and who seeks to influence them**

8. In the case where an organization acquires its supplier, this is an example of:

- (a) Horizontal integration                      (b) Forwards vertical integration  
**(c) Backwards vertical integration**              (d) Downstream vertical integration

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

9. When a firm seeks the benefits of global integration and local adaptation, it is best described as which type of strategy?  
(a) **Transnational** (b) Global (c) Multi-national (d) Global-local
10. Knowledge which is difficult to define and codify is known as:  
(a) Explicit (b) Tangible (c) **Tacit** (d) Random
11. Competitive advantage based on the creation of opportunities using internal resources is characterized by which approach/view?  
(a) The positioning approach (b) The outside-in approach  
(c) **The resource-based view** (d) The knowledge-management approach
12. 'Reputation' in the context of an organization's resources can provide competitive advantage because:  
(a) **It is difficult to copy**  
(b) It is based on word-of-mouth  
(c) It is a threshold resource  
(d) It is explicit
13. What does stars symbolize in BCG matrix?  
(a) Growth (b) Decline (c) **Maturity** (d) Introduction
14. A strategic manager that seeks to reach acceptable profit targets as opposed to making as much profit as possible is making decisions of which type?  
(a) Satisfactory (b) **Satisficing** (c) Irrational (d) Optimal
15. Organisational Capability includes  
(a) Managerial Experience (b) Strategic Planning and Management System  
(c) Superior Information (d) **All of the above**
16. Strategic Management involves  
(a) The determination of the organisation's mission, strategic policies and strategic objectives  
(b) Cost  
(c) The determination of price of the product and service  
(d) Planning with high cost
17. 'Reputation' in the context of an organisation's resources can provide competitive advantage because  
(a) **It is difficult to copy** (b) It is based on word-of-mouth  
(c) It is a threshold resource (d) It is explicit
18. McDonalds is deciding whether to expand into manufacturing kitchen equipment in China. At what level is this decision likely to be made?  
(a) Business (b) **Corporate** (c) Functional (d) International
19. The authors believe there are three tests that can be applied to judge whether a strategy is 'good'. These are:  
(a) **Fit, distinctiveness, sustainability** (b) Fit, internal resources, external environment  
(c) Distinctiveness, internal resources, fit (d) Sustainability, distinctiveness, external environment

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

20. Diversification into many unrelated areas is an example of:

- (a) **Risk management** (b) Good management  
(c) Uncertainty reduction (d) Sustainability

21. Typically, profits are highest in which stage of the industry life-cycle?

- (a) Introduction (b) Growth (c) **Maturity** (d) Decline

22. Which of the following industries is least likely to follow the conventional life-cycle model?

- (a) Software development (b) Coal mining (c) Insurance broking (d) **Hairdressing**

### 23. Match the following

List-I (Strategy)      List-II (Features)

- |                  |                           |
|------------------|---------------------------|
| (A) Stability    | 1. Sustainable growth     |
| (B) Growth       | 2. Horizontal integration |
| (C) Retrenchment | 3. Liquidation            |
| (D) Combination  | 4. Restructuring          |

(a) (A) (B) (C) (D)

1 3 2 4

C. (A) (B) (C) (D)

4 3 2 1

(b) **(A) (B) (C) (D)**

**1 2 3 4**

D. (A) (B) (C) (D)

4 2 1 3

24. In the context of strategic management resources can be defined as

- (a) **The knowledge and skills within the organisation**  
(b) Something that an organisation owns, controls or has access to on a semi-permanent basis  
(c) The physical assets of the organisation  
(d) None of the above

25. \_\_\_\_\_ means reducing the size of the organisation. It is restructuring of the organisation whereby non-core activities are disposed off. Where there is surplus staff, trimming will be essential.

- (a) **Downsizing** (b) Exit Policy (c) Golden Handshake (d) All of these

## UNIT 5

1. "We wish to be good citizens of every community in which we operate." This is

- (a) **Ethical Code** (b) Political and Social Code (c) Legal Rule (d) Legal Act

2. Which statement is/are true?

- (a) Ethics is not synonymous to religious morality or moral theology  
(b) Ethics is the principle that guide the human behaviour  
(c) The terms 'ethics' and 'morality' are not synonymous terms  
(d) **All of the above**

3. What are Organisational Values?

- (a) Rules imposed by the Management Team

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

**(b) Beliefs or guiding principles that are core to the organisation and help steer the right actions**

- (c) The collective value of the organisation's assets
- (d) A statement setting out the organisation's strategy

4. What do we mean by ethics?

- (a) Moral judgements
- (b) Determinants of what is right or wrong
- (c) Rules or standards governing a profession
- (d) Elements of all of the above**

5. Which of the following does not contribute to the development of a manager's standard of ethics?

- (a) competitor behaviours**
- (b) society's norms and values
- (c) individual life experiences
- (d) environmental situations

6. Top management is interested how human resource management is contributing to

- (a) Value of organization**
- (b) Training of employees
- (c) Profit making
- (d) None of the above

7. Which is the objectives of training?

- (a) To arouse loyalty towards the institution
- (b) Awareness of the problems
- (c) Increase in employee morale, confidence skill and productivity
- (d) All of the above**

8. Which of the following point is not important for training?

- 1. Reduction in supervision
- 2. Reduction in cost
- 3. Increased stability
- 4. Convenience in co-ordination
- 5. Improvement in industrial relations
- 6. Individual development and growth.
- (a) 1, 3, 4, 5 and 6
- (b) 1, 3, 5 and 6
- (d) All of these**

9. Which of the following is the benefits of the training and development?

- (a) Creates an appropriate climate for growth and communication
- (b) Improve the morale of the work force
- (c) Helps people identify with organisational goals
- (d) All of the above**

10. Which of the following statement is true?

- 1. Human resource management is a strategic management function.
- 2. Under Human resource management employee is treated as a resource.
- 3. Human resource management is the management of employee's skills talents and abilities.
- 4. Human resource management function is treated as only an auxiliary.

- (a) 1, 2, 3 and 4
- (b) 1, 2 and 3**
- (c) 2, 3 and 4
- (d) None of these

11. Objectives of training is

- (a) Increased morale
- (b) Increased productivity
- (c) Favourable reaction to change
- (d) All of the above**

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

12. The object of employees appraisal is

- (a) To help determine promotions and transfers
- (b) To identify areas which require further training
- (c) To reduce grievances
- (d) All of the above**

13. Off the Job Training Method consists

- (a) Role Playing Method
- (b) Case Study Method
- (c) Programmed Training
- (d) All of the above**

14. The objective of the selection decision is to choose the individual who can most successful perform the job from the pool of

- (a) Qualified candidates**
- (b) Qualified correspondent
- (c) Unqualified candidates
- (d) Non-qualified report

15. Methods for training and development involve various job techniques such as expanded responsibility, job rotation, assistant to positions and other

- (a) Techniques**
- (b) Projects
- (c) Firms
- (d) System

16. On the Job Training Method means

- (a) Development of institute
- (b) To arrange conference
- (c) Providing study matters
- (d) To work on the site**

17. Recruitment deals with

- (a) Identification of existing source of applicants and developing them
- (b) Creation of new sources of applicants
- (c) Identification of existing source of applicants and developing them
- (d) All of the above**

18. The interview is used as a method for determining?

- (a) The personality of the candidate.
- (b) The degree of fit between the applicant and the demands of the job.**
- (c) His/her age.
- (d) Physical attributes.

19. Recruitment is the process of searching for prospective employees and stimulating them to apply for \_\_\_\_\_ in organisation.

- (a) Jobs**
- (b) Cost
- (c) Wage
- (d) Product

20. \_\_\_\_ is a shared system of meaning among employees.

- (a) Organizational systems
- (b) Collective sensemaking
- (c) Organizational culture**
- (d) Cultural sensitivity

21. Which of the following is NOT a characteristic of an organization's culture?

- (a) Outcome orientation
- (b) Assertiveness**
- (c) Innovation and risk taking
- (d) Attention to detail

22. The term "organizational culture" is considered \_\_\_\_, while "job satisfaction" is \_\_\_\_.

- (a) evaluative, objective
- (b) subjective, descriptive
- (c) descriptive, evaluative**
- (d) objective, subjective

## 18PDH102T - Management Principles for Engineers

### QUESTION BANK – ALL UNITS

23. Which of the following is NOT a function of culture?

- (a) Enhances the stability of the social system
- (b) Conveys a sense of identity
- (c) **Acceptance of diversity**
- (d) Generation of commitment

24. Employees will view the behaviour of \_\_\_\_ as a benchmark for defining appropriate behaviour.

- (a) their immediate supervisor
- (b) government officials
- (c) **top management**
- (d) new employees

25. \_\_\_\_ recognizes that people have an inner life that nourishes and is nourished by meaningful work that takes place in the context of community.

- (a) Organizational culture
- (b) **Workplace spirituality**
- (c) Formalization
- (d) Institutionalization

26. A \_\_\_\_ is defined as a culture that emphasizes building on employee strengths, rewards more than it punishes, and emphasizes individual vitality and growth.

- (a) **positive organizational culture**
- (b) centralized organizational culture
- (c) bureaucracy
- (d) matrix organization

27. Which of the following is NOT associated with organizations with high ethical standards?

- (a) high in risk tolerance
- (b) high in innovation
- (c) focus on means
- (d) **high aggressiveness**



**18PDH102T - Management Principles for Engineers**  
**QUESTION BANK – ALL UNITS**

**PART – B**

**Unit 1**

1. Explain Organization as an Open System.
2. Discuss the role of an individual in an Organization.
3. Compare and contrast Traditional organisation and The Modern Organisation
4. List the types of Managers and explain in brief.
5. Briefly describe the features of Management
6. Define Management .What is meant by management process?
7. Mention the Skills required at Managerial Levels.
8. Define Organization and write about the changing nature of Organization.
9. Mention any four importance of management.
10. Management is Art as well as science. Explain.

**UNIT II**

1. Explain the significance of “Planning” in the process of management.
2. Explicate the types of decisions with examples.
3. Define the role of IT in modern workplace.
4. What is MBO? Elucidate how MBO helps an organisation?
5. Write briefly about planning tools techniques and processes.
6. Discuss the importance of planning
7. Distinguish between programmed and non-programmed decision making.
8. State the nature of planning.
9. Explain the various types the plans.
10. How decision making process is carryout in industries.
11. “SMART” model establishes organizational objectives effectively. Elucidate.
12. Explain the planning process with a diagram.

**18PDH102T - Management Principles for Engineers**  
**QUESTION BANK – ALL UNITS**

**UNIT III**

1. Differentiate between planning and controlling
2. Describe the 3 types of control.
3. What is control? Why is it important?
4. What are the traits of an ethical leader?
5. What are the various control techniques commonly used in Business Organisations?
6. What are the Sources of position power and personal power used by managers?
7. What are the essential qualities of a good leader?
8. Write the steps in control process.
9. State the purpose of controlling.
10. Describe Leadership traits?
11. Mention the importance of leadership.
12. Give the required guidelines to make effective controlling.
13. Write short note on ERG Theory.
14. Distinguish between formal and Informal organization.
15. Highlight different types of control (Draw a Diagram).
16. "Motivation affects employees" justify.
17. An ethical leader can make an impact on the business. Justify.
14. State the nature of organizing.
15. Write the simple example to illustrate control process?
16. Distinguish between planning and organizing.
17. State the advantage of functional structure.

**UNIT 4**

1. Write about SWOT analysis for a business organization.
2. Write short notes on BCG matrix.

## **18PDH102T - Management Principles for Engineers**

### **QUESTION BANK – ALL UNITS**

3. Write short notes on competitive advantage
4. Write short notes on core competencies
5. Differentiate between competitive advantage and core competency
6. What According to Peter Drucker, are the operating objectives of a business?
7. Write short notes on the three levels of strategies in a business environment.

### **UNIT 5**

1. What is the importance of people in an organization?
2. What is the importance of diversity in an organization?
3. Write short notes on diversity and the importance of people in an organization
4. Draw the Steps in strategic HR planning.
5. What is organizational culture?
6. Write short notes on levels of organizational culture.
7. Write short notes on ethical dilemma.
8. Write about the four views of ethical behavior.
9. What are Cultural issues in ethical behavior?
10. what are Factors influencing ethical behaviour

# **18PDH102T - Management Principles for Engineers**

## **QUESTION BANK – ALL UNITS**

### **PART – C**

#### **UNIT 1**

1. Write in brief the types of Managers and explain Mintzberg's managerial roles.
2. Describe the four functions of management.
3. Illustrate with an example "Manager as a negotiator and Spokesperson". Explain in brief Henry Mintzberg's Managerial Roles.
4. Write and discuss
  - (i) The scope of management
  - (ii) The importance of management.
5. Explicate the functions of management with diagram.
6. Explain the characteristics of a successful or healthy organization.
7. A. Henry Fayol's 14 principles of Management are statements that are based on a fundamental truth. These principles of management serve as a guideline for decision-making and management actions. Expound these 14 principles with clarity.
- 8 Explain Henry Fayol's 14 principles of management.
9. Explain the evolution of management thought.

#### **Unit II**

1. With suitable example illustrate the steps involved in the process of decision making.
2. Explain in detail various types of plans.
3. "Decision-making involves the selection of a course of action from among two or more possible alternatives" explain and illustrate this statement in detail.
4. Give an account of various steps involved in planning.
- 5 What is planning? What are the importances of planning?
6. "Whenever you see a successful business, someone once made a courageous decision." — Peter F. Drucker. What are the steps involved in decision making process? Explain with example.
7. What is decision making? Execute the steps involved in the process of decision making for buying an apartment.
8. What is decision making? Execute the decision making process in choosing a training company to prepare for GATE examination.
9. Execute the decision making process in choosing a top B- School to study a management course.
10. State the importance and nature of planning.

# **18PDH102T - Management Principles for Engineers**

## **QUESTION BANK – ALL UNITS**

### **Unit III**

17. A. According to Maslow “It is quite true that man lives by bread alone — when there is no bread. But what happens to man’s desires when there is plenty of bread and when his belly is chronically filled?”

2.What is the Hierarchy of Needs according to Maslow? Explain with illustrations.

3. “At its best, leadership development is not an “event.” It’s a capacity-building endeavor. It’s a process of human growth and development.”List our the qualities of an ethical leader.

4. What is controlling? Write the importance of controlling.. Give the steps of the Control Process.

5. What is organisation structure? Describe with neat sketch the types of organisation structures.

6. Write about the nature of leadership. Enumerate the traits of an ethical leader.

7 Describe in detail the control process with a diagram.

8. What is organizing? What are the importance’s of organising?

9 What is controlling? Describe the steps of the Control Process with an example of a simple customer service activity in a service industry.

10 What is leading? Explain the traits of a successful leader and the nature of leadership?

11. (A) Define organizing? Explain the nature and importance of organizing?

16. What is Motivation? Explain any one of the theories of motivation.

### **UNIT 4**

1. Explain Porter’s model of five strategic forces affecting industry competition with example

2. Describe Porter’s model of five strategic forces affecting industry competition. Explore the influence of internet on Porter’s model of five forces model.

3. Explain the strategic management process with suitable diagram.

4. Explain the strategies used by organizations (or)

Explain the Growth and diversification strategies & Restructuring and divestiture strategies used by organizations

### **UNIT -5**

1. Explain the process of attracting a quality workforce for an organization.

2. Explain the various techniques in developing a quality workforce in an organization.

3. Explain about the various aspects of ethics in an organization including ethical dilemma

4. Write about Internal environment and organizational culture including leadership and culture.