

Question 13 :

Select the correct fact from the following in relation to the relevant factor used for calculating amount of compensation using the monthly wage.

- ☐ The relevant factor increases with the age of dead / injured worker
- ☒ The relevant factor decreases with the age of dead / injured worker
- ☐ The relevant factor remains same with the age of dead / injured worker
- ☐ Decreases with the monthly wage of the worker



Question 32 :

Can banking be treated as an industry?

- ☒ Yes as a public utility service
- ☐ No as there is no production Activity in banking
- ☐ No as Banking comes under finance ministry
- ☐ No as finance sector has different regulator

Question 27 :

_____ is a cause of accident due to worker.

- ☐ Floods
- ☒ Untrained workers
- ☐ Poor house keeping
- ☐ Poor electrification

Question 26 :

_____ level management
give finishing touch to the plans and
policies to top management

- ☐ top
- ☒ Upper middle
- ☐ Lower
- ☐ Operating force

Question 25:

Accountability arises from _____

- ☐ authority
- ☒ responsibility
- ☐ span of control
- ☐ coordination

Question 21 :

Organisation establishes relationship between ____

- ☒ People, work and resources
- ☐ Customer, work and resources
- ☐ People, work and management
- ☐ Customer, work and management

Question 15:

Minimum Wage comprises of — components.

☐ Five

☐ Two

☒ Three

☐ Four

Question 17 :

Management is responsible for

- ☐ Overtime work
- ☐ Fear of accident
- ☐ Lack of confidence
- ☒ Unguarded moving parts

Question 8 :

Work permit is not required in case of

- ☐ Complex machinery
- ☒ Emergency
- ☐ Work at height
- ☐ Operational pipe lines

Question 24 :

In Organization,_____ provides personal relationship at workplace.

- ☐ conflict
- ☒ Group
- ☐ disput
- ☐ all of the above

Question 27

Control systems typically focus on all except...

- ☐ quality of the product
- ☐ resources consumed
- ☐ employee performance
- ☒ quality of planning process

Question 22

Motivation factors while matching people with job can include _____.

- ☐ Salary
- ☐ Security
- ☐ Status & Satisfaction
- ☒ All of the Above

Question 25

Faulty electrical equipments may cause

- ☐ Fire hazard
- ☐ Industrial accidents
- ☐ Loss of property
- ☒ All of the above

Question 26

Group members must give first priority to —

- ☐ personal interest
- ☒ organizational interest
- ☐ leader interest
- ☐ common interest

Question 21

Safety management does not ensure

- ☐ Safe work place
- ☒ Time management
- ☐ Standardization of operation
- ☐ Investigation of accident

Question 28:

Identify the informal group from below

- ☐ Committees
- ☐ project teams
- ☐ task forces
- ☒ interest group

Question 23

In organization, planning for safe working conditions are responsibilities of all except _____

☐ Worker

☒ customer

☐ supervisor

☐ Factory Head and Manager

Question 30

The following are used as safety devices in machines _____

- ☐ emergency stop
- ☐ safety inter locks
- ☐ limit switches
- ☒ All of the above

Question 29

Retrenchment does not include

- ☒ Voluntary retirement of the worker
- ☐ Termination of services on reaching the age of superannuation
- ☐ Termination of services on the ground of continued ill health
- ☒ All of the above

Question 31

Suppose we have to do production for 3 months with 100, 200, 250 units in January, February, march month respectively. The labour cost per unit is 2.25 and 2 Rs in January, February, march month. Find average labour cost incurred per month in manpower budget

☐ 300

☒ 400

☐ 500

☐ 600

Question 35

According to Factory Act, a worker is entitled for over time under which of the following cases?

- ☐ Working more than nine hours a day
- ☐ Working more than 48 hours a week
- ☐ Working more than 40 hours a week
- ☒ Both of A & B

Question 36

Adherence to the provisions of minimum wages Act is verified by _____

☐ Labour Commissioner

☒ Factory Inspector

☐ Both of A & B

☐ works committee

Question 32

Monitoring day to day activities and progress is the function of

- ☐ Top level management
- ☒ Middle level management
- ☐ upper middle level management
- ☒ Lower level management

Question 33

Maintenance in hazardous area should not be started without_____

- ☒ having food
- ☐ enough tools
- ☒ work permit
- ☐ None of the above

Question 34

Directing is a managerial function performed by _____ at largest scale

- ☐ lower level management
- ☐ subordinates
- ☒ top level management
- ☐ middle level management

Question 37 :

A supervisor is most likely to be able to directly affect an employees:

- ☒ task assignments
- ☐ work habits
- ☐ personal aspirations
- ☐ attitudes and values

Question 38

In case of death of a worker in a factory, the amount of compensation to the dependent of worker is calculated by which of the following method?

- ☒ Forty percent of monthly wage of worker multiplied by relevant factor
- ☐ Fifty percent of monthly wage of worker multiplied by relevant factor
- ☐ Monthly wage of worker multiplied by relevant factor
- ☐ None of A, B & C

Question 39

The award by commissioner appointed as per the provision of Workmen compensation Act has divided the compensation among the number of dependents. Some of the dependents are not satisfied with the division. Suggest the authority for appeal against the compensation award.

- ☐ Industrial tribunal
- ☐ Labour court
- ☒ High court
- ☐ Any of A, B & C

Question 40

_____ is the act of watching and directing work and subordinates

- ☐ Follow up
- ☒ supervision
- ☐ motivation
- ☐ leadership

Question 3 :

While matching job in organizing the manager must consider _____ facts into an account

☐ Why people works

☐ Why people works for you

☒ A & B Both

☐ Why people Supervise

Question 1:

Controlling function includes the following processes. 1. Analyzing the actual performance 2. Finding out the reasons for discrepancies 3. Evaluating the performance 4. Establishing the standards of work performance. The correct sequence in which these processes are usually carried out is:

☐ 1,2,3,4

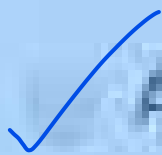
☐ 1,4,2,3

☒ 4,1,3,2

☐ 1,4,3,2

Question 4 :

_____ can be delegated from superior to subordinate



Authority



Responsibility



Accountability



Coordination

Question 2:

— provision of Factory Act provides for "Artificial Humidification"?



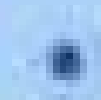
Wellfare



Health



Safety



All of A, B & C

Question 7 :

A factory employing about 50 workers continuously for more than one year is facing slow down. In view of the situation, the factory lays off the workers for a period of 15 days after which the factory is expecting fresh orders after 15 days. In this situation, the workers of the factory are liable to _____

☐ Full salary for the entire fifteen days of lay off

☒ Half of total wage they were paid before lay off

☐ No wage is payable as they are going to be joined shortly

☐ The lay off period will be treated as

Question 15

Minimum Wage comprises of — components

- ☐ Five
- ☐ Two
- ☒ Three
- ☐ Four

Question 12:

Fire hazards are a type of _____

- ☐ Human hazards
- ☐ Natural hazards
- ☒ Workplace hazards
- ☐ None of the above

Question 10

A worker will get overtime wages at the rate of twice his ordinary rate of wage, if he works more than ____ hours in any week.

- ☒ 48
- ☐ 50
- ☐ 45
- ☐ 40

Question 9

Which of the following management involves selection, placement, training, transfer, safety, health for the functional area of management

☐ Development management

☒ Personnel management or Human Resource Management

☐ Transport management

☐ Purchase management

Question 5

Management is called as an _____ as well as _____

- ☒ Art, Science
- ☐ Idea, Science
- ☐ Objective, Society
- ☐ Union, Society

Question 16

Which physical resources can be organized at supervisory level?



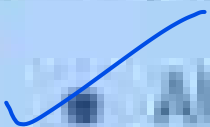
Man



Machinery



Material



All of the Above

Question 6

The authority to settle workmen compensation issues as per the provision of workmen compensation Act is _____

☐ Presiding Officer

☐ Factory Inspector

☒ Commissioner of Work men's compensation

☐ all of the above

Question 14

The Henry Fayol has formulated _____ number of principles of management

☐ 6

☐ 10

☒ 14

☐ 12

Question 8 :

Work permit is not required in case of

☐ Complex machinery

☒ Emergency

☐ Work at height

☐ Operational pipe lines

Question 13:

Exchange of ideas, opinions, information etc. between two or more persons is _____

☐ organizing

☒ Communication

☐ Planning

☐ Staffing

Question 11

Oral communication process flows in the ____ manner

- ☐ sender-receiver-message
- ☒ sender-message-receiver
- ☐ message-sender-receiver
- ☐ All of the above

Question 17

Management is responsible for _____

☐ Overtime work

☐ Fear of accident

☐ Lack of confidence

☒ Unguarded moving parts

Question 21

Organisation establishes relationship between —

☒ People, work and resources

☐ Customer, work and resources

☐ People, work and management

☐ Customer, work and management

Question 18

The written statement which include all detailing about work to be performed by worker is called as—

☐ human needs

☐ job needs

☒ job description

☐ balance sheet

Question 20

While working around work station having moving and rotary parts, the protective cloths used shall be

☒ Tightly fit

☐ Loose fit

☐ White in colour

☐ None of the above

Question 19

Which of the following statements is wrong?

☐ Administration relates to top level function.

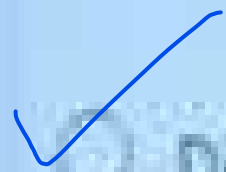
☐ Management is an execution function.

☒ Management decides what is to be done and when it is to be done.

☐ Administration needs concept.

Question 10

The process by which actual performance of subordinates is guided towards common goals of the enterprise is called as _____



Directing



Controlling



Staffing



Division of work

Question 7 :

Safety management is needed for _____

- ☒ Managing workplace safety
- ☐ Improving efficiency
- ☐ Increasing production
- ☐ None of the above

Question 15

According to Factory Act, the working women in factory can avail the facility of Creches for their children with age below _____ years.

☐ Three

☐ Five

☒ Six

☐ four

Question 17

Planning is ____ the objectives and choosing a course of action to achieve those objectives

- ☐ determining
- ☒ achieving
- ☐ vanishing
- ☐ All of the Above

Question 20

In comparison to top level manager, a first-line supervisor will spend more time in :

- ☒ direction of subordinates
- ☐ policy making
- ☐ public relations
- ☐ Long range planning

Question 18 :

_____ is a cause of accident?

- ☒ unstable mental condition
- ☐ Adequate lighting
- ☐ lack of knowledge of laws
- ☐ All of the above

Question 19:

Fire hazards are a type of _____

- ☐ Human hazards
- ☐ Natural hazards
- ☒ Workplace hazards
- ☐ None of the above

Question 23 :

The maximum daily hours of work in a day with normal wage allowed in factories is —

—

☐ 8

☒ 9

☐ 10

☐ 11

Question 21

Oral communication process flows in the ____ manner

☐ sender-receiver-message

☒ sender-message-receiver

☐ message-sender-receiver

☐ All of the above

Question 22 :

_____ requires intuition and good judgment

- ☐ Planning
- ☒ Decision making
- ☐ Communication
- ☐ Controlling

Question 25 :

Control systems typically focus on all except...

- ☐ quality of the product
- ☒ resources consumed
- ☐ employee performance
- ☒ quality of planning process

Question 24:

Safety management is needed for

- ☒ Managing workplace safety
- ☐ Improving efficiency
- ☐ Increasing production
- ☐ None of the above

Question 28

While matching job in organizing the manager must consider _____ facts into an account

☐ Why people works

☐ Why people works for you

☒ A & B Both

☐ Why people Supervise

Question 27:

A worker in a factory works as skilled employee for half day and semi skilled employee for rest of the day as per the requirement of work place. Which of the following wage can be correct for the worker?

- ☐ Wage of semi skilled worker for the whole day
- ☐ Wage of skilled worker for the whole day
- ☐ Wage of skilled worker for half day and wage of semi skilled worker for remaining half day
- ☒ Both of B & C

Question 33:

"No smoking" - This factor is an example of _____

☐ project

☐ schedule

☒ rules & discipline

☐ programme

Question 34

In case of occurrence of fire an employee should _____

- ☐ Run randomly out of the building
- ☐ Wait for supervisor's instructions
- ☐ Help other employees
- ☒ Safely reach to the predetermined safe area

Question 30

_____ is not an effect of accident on industry

- ☐ Loss of property
- ☐ Financial loss due to compensation to be paid to the workers
- ☒ Injury to the worker
- ☐ Stoppage of production

Question 26

Identify the informal group from below

- ☐ Committees
- ☐ project teams
- ☒ task forces
- ☒ interest group

Question 32

Position, designation, seniority in job defines _____

☐ Centralization

☒ Authority

☐ Initiative

☐ Scalar chain

Question 29

Which of the following is the first step of organizing process?

- ☐ formulating plans and policies
- ☐ Establish enterprise objectives
- ☒ Identify and classify activities
- ☐ delegation of activities

Question 38

Communication barrier(s) in the international environment is (are)

- ☐ Loss by transmission
- ☐ Loss by poor retention
- ☐ Poor listening
- ☒ All of the above

Question 31

Internal Premises of planning does not include _____

☐ sales forecast

☐ ability of organization in the form of machines, methods

☒ technological changes

☐ behavior of employee and owners

Question 36

Manpower budget is related to

- ☐ planning of manpower requirement
- ☐ planning of manpower supplies
- ☒ Both A & B
- ☐ planning of manpower tools

Question 37 :

lower level of management has highest percentage of _____

- ☐ Administration
- ☒ Management
- ☐ Organization
- ☐ All of the above

Question 35

The fire drill should be conducted on a

☐ Holiday

☐ National holiday

☒ Working day

☐ None of the above

Question 40

motivation when person is inspired by its own _____

☒ Internal

☐ External

☐ negative

☐ All of these

Question 39

In order to calculate the compensation amount of a worker injured permanently with total disablement, select the correct methodology from the following

☐ Forty percent of monthly wage of worker multiplied by relevant factor

☐ complete monthly wage of worker multiplied by relevant factor

☒ Fifty percent of monthly wage of worker multiplied by relevant factor

☐ None of A, B & C

Question 1 :

Choose the correct statement 1)Operator plans the capacity of machine 2)Supervisor is working as Engineer, manager as well as team leader

- ☐ Both correct
- ☐ Both wrong
- ☐ only 1 is correct
- ☒ only 2 is correct

Question 4 :

_____ is a cause of accident due to management

- ☐ Lack of concentration
- ☒ Poor house keeping
- ☐ Mischievous behavior
- ☐ Over confidence

Question 3

Accidents in mining may be because of

- ☒ Collapsing of soil layers
- ☐ suffocation
- ☐ Poisonous gases
- ☐ All of the above

Question 2

_____ can be delegated from superior to subordinate

- ☒ Authority
- ☐ Responsibility
- ☐ Accountability
- ☐ Coordination

Question 6

One of the sign of effective non-verbal communication is:

- ☐ acceptance
- ☐ written presentation
- ☐ oral presentation
- ☒ body language

Question 9

laying disciplinary standards through way of disciplinary action is an example of which type of motivation

- ☐ intrinsic motivation
- ☐ positive motivation
- ☒ negative motivation
- ☐ extrinsic motivation

Question 10

The schedule III of workmen compensation Act enlists _____

- ☐ Temporary injuries
- ☒ Occupational Diseases
- ☐ None of A & B
- ☐ Both of A & B

Question 7:

Suppose we have to do production for 3 months with 100, 200, 250 units in January, February, march month respectively. The labour cost per unit is 2, 2.5 and 2 Rs in January, February, march month. Find average labour cost incurred per month in manpower budget

300

400

500

600

Question 11 :

Minimum Wage comprises of — components.

☐ Five

☐ Two

☒ Three

☐ Four

Question 12:

A supervisor is teaching an employee to use an equipment safely. Which of the following skills is very important to the supervisor?

☒ Technical skills

☐ Conceptual skills

☐ Strategic skills

☐ Design skills

Question 15:

According to Factory Act, a worker is entitled for over time under which of the following cases?

☐ Working more than nine hours a day

☐ Working more than 48 hours a week

☐ Working more than 40 hours a week

☒ Both of A & B

Question 5 :

Work permit is not required in case of

☐ Complex machinery

☒ Emergency

☐ Work at height

☐ Operational pipe lines

Question 8:

Planning premises can be _____

- ☐ internal or external
- ☐ tangible or intangible
- ☐ controllable or non-controllable
- ☒ All of the Above

Question 19

The Henry fayol has formulated _____
number of principles of management

☐ 6

☐ 10

☒ 14

☐ 12

Question 16 :

_____ is a cause of accident?

- ☒ unstable mental condition
- ☐ Adequate lighting
- ☐ Lack of knowledge of laws
- ☐ All of the above

Question 18

_____ and _____ plans are the types of planning in management process

☐ Stability and initiative

☒ Operational and strategic

☐ Directing and motivation

☐ forward and reverse

Question 20

Which of the following is not a principle of management?

☐ Fair Remuneration

☐ Order

☒ Budget

☐ Scalar chain

Question 13:

Which of the following is not a correct advantage of line organization?

- ☐ simple
- ☐ flexible
- ☐ speedy action
- ☒ specialist advice

Question 14 :

In case of death of a worker in a factory, the amount of compensation to the dependent of worker is calculated by which of the following method?

☒ Forty percent of monthly wage of worker multiplied by relevant factor

☐ Fifty percent of monthly wage of worker multiplied by relevant factor

☐ Monthly wage of worker multiplied by relevant factor

☐ None of A,B & C

Question 17:

—year did the Industrial Dispute act come into operation.

1960

✓ 1947

2019

1965

Question 21 :

Organisation establishes relationship between ____

- ☒ People, work and resources
- ☐ Customer, work and resources
- ☐ People, work and management
- ☐ Customer, work and management

Question 23 :

Retrenchment does not include____

- ☐ Voluntary retirement of the worker
- ☐ Termination of services on reaching the age of superannuation
- ☐ Termination of services on the ground of continued ill health
- ☒ All of the above

Question 22 :

Which of the following is not a correct advantage of line organization?

- ☐ simple
- ☐ flexible
- ☐ speedy action
- ☒ specialist advice

Question 24 :

In case of death of a worker in a factory, the amount of compensation to the dependent of worker is calculated by which of the following method?

☒ Forty percent of monthly wage of worker multiplied by relevant factor

☐ Fifty percent of monthly wage of worker multiplied by relevant factor

☐ Monthly wage of worker multiplied by relevant factor

☐ None of A, B & C

Question 26 :

_____ level management
give finishing touch to the plans and
policies to top management

- ☐ top
- ☐ Upper middle
- ☒ Lower
- ☐ Operating force

Question 28 :

Identify the informal group from below

- ☐ Committees
- ☐ project teams
- ☐ task forces
- ☒ interest group

Question 25:

Accountability arises from _____

- ☐ authority
- ☒ responsibility
- ☐ span of control
- ☐ coordination

Question 32 :

Can banking be treated as an industry?

- ☒ Yes as a public utility service
- ☐ No as there is no production Activity in banking
- ☐ No as Banking comes under finance ministry
- ☐ No as finance sector has different regulator

Question 34 :

Which of the following is not a principle of management?

- ☐ Fair Remuneration
- ☐ Order
- ☒ Budget
- ☐ Scalar chain

Question 33 :

Suppose we have to do production for 3 months with 100, 200, 250 units in January, February, march month respectively. The labour cost per unit is 2, 2.5 and 2 Rs in January, February, march month. Find average labour cost incurred per month in manpower budget

☐ 300

☒ 400

☐ 500

☐ 600

Question 35 :

_____ is an example of unsafe working condition.

- ☐ Poor discipline at workplace
- ☒ Oily surface
- ☐ Lack of safety awareness
- ☐ Untrained worker

Question 27 :

_____ is a cause of accident due to worker.

- ☐ Floods
- ☒ Untrained workers
- ☐ Poor house keeping
- ☐ Poor electrification

Question 31:

_____ is a cause of accident?

- ☒ unstable mental condition
- ☐ Adequate lighting
- ☐ lack of knowledge of laws
- ☐ All of the above

Question 36 :

Several means are available for the determination of performance:

- ☐ observations
- ☐ reports
- ☐ statistical data
- ☒ all of these

Question 29 :

A supervisor is teaching an employee to use an equipment safely. Which of the following skills is very important to the supervisor?

- ☒ Technical skills
- ☐ Conceptual skills
- ☐ Strategic skills
- ☐ Design skills

Question 30 :

_____ communication is expressed through body- facial expression, etc

☐ verbal

☒ Nonverbal

☐ written

☐ upward

Question 38 :

The area having to do with identifying personal characteristics and situational factors leading to managerial success is that of:

- ☐ communication
- ☐ motivation
- ☒ leadership
- ☐ development

Question 39 :

Get the odd one out with respect to safety equipment

- ☐ Hand gloves
- ☐ Helmet
- ☐ Goggle
- ☒ Pullover

Question 40 :

find odd thing out with respect to type of motivation

- ☐ pension
- ☐ profit sharing
- ☒ job security
- ☐ employee stock option

Question 37 :

There are following function of supervisor except:

- ☐ Issuing orders
- ☐ motivation
- ☐ followup
- ☒ recruitment of staff

Question 7

_____ is a distinct process comprising of functions such as planning, organising, staffing, directing and controlling.

- ☒ Management
- ☐ Organization
- ☐ Administration
- ☐ Decentralization

Question 2:

The element that is a linking process of managerial functions is :

- ☐ planning
- ☐ controlling
- ☒ communicating
- ☐ representing

Question 3:

_____ communication is expressed through body facial expression, etc.

☐ verbal

☒ Nonverbal

☐ written

☐ upward

Question 4

if death results an from the injury, the amount of compensation to the employee equal to

- ☒ 40% monthly wages multiplied by the relevant factor
- ☐ 150% monthly wages multiplied by the relevant factor
- ☐ 100% monthly wages multiplied by the relevant factor
- ☐ None of the above

Question 1

A blanketing effect is essential for

- ☐ Fire involving ordinary combustible matter
- ☒ Fire in flammable liquids
- ☐ Fire involving gaseous substances
- ☐ Fire involving metal

Question 15

An arbitrator is appointed by —————

- ☐ Employer
- ☐ Lawyer
- ☒ Government
- ☐ All of the Above

Question 5:

Which of the following statements is wrong?

- ☐ Administration relates to top level function
- ☐ Management is an execution function
- ☒ Management decides what is to be done and when it is to be done
- ☐ Administration needs conceptual and human skills

Question 12:

Establishment of standards , comparing actual results with standards and taking corrective action are the steps in-

- ☐ Planning
- ☒ Controlling
- ☐ Directing
- ☐ Organizing

Question 6

A supervisor is teaching an employee to use an equipment safely. Which of the following skills is very important to the supervisor?

- ☒ Technical skills
- ☐ Conceptual skills
- ☐ Strategic skills
- ☐ Design skills

Question 14

_____ level management give finishing touch to the plans and policies to top management

- ☒ top
- ☐ Upper middle
- ☒ Lower
- ☐ Operating force

Question 11

Scalar organization is the other name given to

- ☐ line and staff organization
- ☒ line organisation
- ☐ functional organization
- ☐ project organization

Question 13 :

With _____, the top management can focus on strategic issues for finding new avenues and opportunities

- ☐ Processes
- ☒ Centralisation
- ☐ Decentralisation
- ☐ coding

Question 8

_____ can be delegated from superior to subordinate

- ☒ Authority
- ☐ Responsibility
- ☐ Accountability
- ☐ Coordination