UNIT  **1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| Who said  “Management is the function of executive leadership anywhere”. | Universal, goal oriented, multidimensional, continuous process are some characteristics of- | Optimum  utilization of resources can be ensured by- | Motivating the people and building the team spirit to improve the life standard of worker is possible due to- | -------------is the art of getting work done through people. |
| Recall/ Remembering | Understanding | Application | Understanding | Recall/ Remembering |
| a)Ralph C. Devis | a) Management. | a) Controlling. | a) Leadership | a) Controlling . |
| b) Mary Parker Follet | b) Organization | b) Inventory Control. | b) Management | b) Counselling |
| c) F.W. Taylor | c) Administration | c) ) Management | c) Administration | c) Administration |
| d) Joseph L. Massie | d) ) All above. | d) Planning. | d) Organization | d) Management. |
| Ans: (a) | Ans: (a) | Ans: (c) | Ans: (b) | Ans: (d) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| Management is a creative  and……………..proce ss. | Management is ----  --   1. art of getting things done   through people     1. art of knowing what you want to do in best and cheaper way.      1. necessary to run the factory in efficient way.      1. is a inbuilt part of any organization. | ----------concerned with decision making, policy making | The difference between administration and  management is that- | A tool manufacturing firm wants to improve its performance from good to best. Suggest the steps they should follow- |
| Recall/ Remembering | Understanding | Recall/ Remembering | Understanding | Application |
| a) Systematic | a) 1&2 | a)Management | a) Administration is largely determinative while management is essentially executive | a)1. optimum utilisation of resources and reduce wastage 2. Building team spirit to achieve goal. |
| b) ) Continuous | b) 1&3 | b)Administration | b) Management is largely determinative while administration is essentially executive | b)1. Changing the management. 2. Employing expert and skilled employees. |
| c) Long | c) 2&4 | c) Organisation | c) Management is performed at higher level of management while administration is performed at lower level. | c)1. Adopting latest technology. 2. Using suitable manufacturing techniques. |
| d) None of the above | d) 2&3 | d)General Manager | d)Administration is a part of management. | d) 1. Increasing the wages of employees 2. Increases profit margin |
| Ans: (b) | Ans: (a) | Ans: (b) | Ans: (a) | Ans: (a) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| Fedrick Winslow  Taylor’s  Mechanism of  Scientific  Management  includes- | Unity of Command” principle of effective direction means- | The founder of Scientific management is- | No one on the organisation should have more than one boss’ is a statement of- | “Subordinate should take orders from only one superior for avoiding confusion, mistake and delay” This feature is categorized as- |
| Recall/  Remembering | Understanding | Recall/  Remembering | Understanding | Understanding |
| a) Scientific task setting | a) There should be unity amongst subordinates | a) Henri Fayol | a) Principle of specialization | a) Division of  Work |
| b)  Sstandardization  of tools and equipments | b) A superior can supervise a limited number of subordinates | b) F.W.Taylor | b) Principle of  authority | b) Espirit de corps |
| c) ) Planning the task | c) There should be unity amongst superiors | c) Elton Mayo | c) Principle of unity of  command | c) Unity of Direction |
| d) All of the  above | d) Subordinates should be responsible to one  superior | d) Peter Drucker. | d) Principle of span of control | d) Unity of  Command |
| Ans: (d) | Ans: (d) | Ans: (b) | Ans: (c) | Ans: (d) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| The founder of  Modern Management was: | Under mechanism of  scientific  management,  scientific task setting includes- | “Each  management  objective should have only one plan and efforts shall be taken to peruse a common goal”  This feature categorized as: | The factors coming under philosophy of  scientific  management are- | Authority,  discipline, unity of command, and unity of direction are- |
| Recall/ Remembering | Understanding | Understanding | Understanding | Application |
| a) Elton Mayo | a) Time study | a) Division of  Work | a) Co-operation | a) Taylor's four principles of  management |
| b) Peter Drucker. | b) Motion study | b) Espirit de corps | b)  Standardization of tools and equipments | b). Principles of  the human relations movement. |
| c) Henri Fayol | c) Method study | c) Unity of Direction | c) Harmony | c). Elements of Weber's ideal bureaucratic structure. |
| d) F.W.Taylor | d) All of the  above | d) Unity of  Command | d). All of the  above | d) Four of Fayol's  fourteen principles of  management |
| Ans: (c ) | Ans: (d ) | Ans: (c) | Ans: (d) | Ans: (d) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| Planning, organizing, directing and controlling are the: | Guiding and supervising the efforts of subordinates towards the attainment of the organization’s goals describes the function of: | Staffing function of management comprises the activities of : | Which managerial function clarifies the boundaries of authority and responsibility within a department? | The following are the sub-functions of Directing except: |
| Recall/  Remembering | Understanding | Application | Understanding | Recall/  Remembering |
| a) ) Objectives of management. | a) Planning | a) Selecting the suitable person for positions | a) Planning | a) Staffing |
| b) ) Goals of management. | b) Controlling | b) Defining the requirements with regard to the people for the job | b) Organizing | b) Communication |
| c) ) Functions of  management | c) Staffing | c) Training and developing staff to accomplish their task more | c) Controlling | c) Leadership |
| d) All of the above | d) Directing | effectively d ) All of the above | d) Directing | d) Motivation |
| Ans: (c) | Ans: (d) | Ans: (d) | Ans: (b) | Ans: (a) |

**Assessment Type: Summative: End of CO: in LMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| 1.Setting up or establishment of standards:  2.Measuring the actual performance 3.Comparing the actual performance with established standards  4. Take corrective actions if needed These are the steps  of - | Which function is regarded as the essence of management? | Directing function of management embraces activities of: | The relationship between leadership and management is most accurately stated as: | To the extent that an executive is carrying out the functions of planning,  organizing, staffing, directing and controlling, he is involved in: |
| Recall/ Remembering | Understanding | Recall/  Remembering | Understanding | Application |
| a) Planning | a) Planning | a) Issuing orders to subordinates | a) Leadership is a subset of  management | a) Administrative activities |
| b) Controlling | b) Staffing | b) Guiding and teaching the subordinates | b) There is no relationship between  leadership and management | b) Financial activities |
| c) Evaluating | c) Coordination | c) Providing leadership and motivation to subordinates | c) Management is a  subset of leadership | c) Managerial activities |
| d) Organizing. | d)Organizing | d) All of the  above | d) Both are different things. | d) Non managerial activities. |
| Ans: ( b ) | Ans: ( c ) | Ans: (d) | Ans: ( a) | Ans: (c) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
|  |  |  |  |  |
| Recall/  Remembering | Understanding | Application | Understanding | Recall/  Remembering |
| a) ) . | a) | a) | a) | a) |
| b) | b) | b) to be done | b) | b) |
| c) | c | c) effectively | c) | c) |
| d) | d) | d ) | d) | d) |
| Ans: (c) | Ans: (d) | Ans: (d) | Ans: (b) | Ans: (a) |

**Assessment Type: Summative: End of CO: in LMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
|  | Strategic Planning and Tactical planning are the types of planning under the criteria- | Arrange the following steps of planning in correct sequence: 1.Establish  Objectives  2. Identification of  alternatives 3. selection of alternative 4. Developing derivative/supporti ve plan  5. ) Measuring and controlling the process |  | : |
| Recall/ Remembering | Understanding | Recall/ Remembering | Understanding | Application |
| a) | a)Coverage of  activity | a) 1,2,4,3,5 | a) | a) |
| b) | b) Approach adopted | b) 1,2,3,4,5 | b) | b) |
| c) | c) Importance of contents | c) 1,2,3,5,4 | c) | c) |
| d) g. | d) Degree of formalization | d)1,2,4,3,5 | d). | d |
| Ans: ( b ) | Ans: ( c ) | Ans: (b) | Ans: ( a) | Ans: (c) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| The following is not a principle of organisation | The process of dividing the work and then grouping them into units and subunits for the purpose of administration is known as; | Span of Control means- | Organisatioanl structure should  not be static means- | .......... of the enterprise influence the organization structure |
| Understanding | Understanding | Understanding | Understanding | Recall/  Remembering |
| a) Principle of exception | a)  Departmentation | a)The number of subordinates that a managers can supervise directly | a) It should be dynamic | a) Objectives |
| b) Principle of balance | b) Organisation structure | b) Time required to control process | b) Subject to change from time to time | b) Infrastructure |
| c) Principle of complexity | c) Formation of expert  Committee | c) Power given to supervisors | c) shall be flexible. | c) Location of enterprise |
| d) Principle of coordination | d) Dividing in Sections | d ) None of the above | d) All of the  above | d) Mission of enterprise |
| Ans: ( c) | Ans: ( a) | Ans: (a) | Ans: (d) | Ans: (a ) |

**Assessment Type: Summative: End of CO: in LMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| Plan that outlines who reports to whom and who is responsible for what is called as- | The following is not a principle of organisation: | The organization chart will not show: | No one on the organisation should have more than one boss’ is a statement of: | Principle of Delegation is related with- |
| Recall/ Remembering | Recall/ Remembering | Recall/ Remembering | Understanding | Recall/ Remembering |
| a) Organisational Chart | a) Principle of exception | a) How the work is divided | a) Principle of specialization | a) Delegation of Power |
| b) Organisational Chart | b) Principle of balance | b) Chain of  command | b) Principle of authority | b) Delegation of Authority |
| c) Organisational Structure | c) Principle of complexity | c) The informal organization | c) Principle of unity of  command | c) Delegation of Responsibility |
| d) Organisational Plan | d) Principle of coordination | d) The nature of the work performed by the components | d) Principle of span of control | d) Delegation of work. |
| Ans: ( c ) | Ans: ( c ) | Ans: ( b) | Ans: ( c ) | Ans: ( b ) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| Span of management means: | In which of the following organisation structure, each specialist is supposed to give his functional advice to all other foremen and workers: | Suggest the suitable organisation structure for a big steel plant: | The process of dividing the work and then grouping them into units and subunits for the purpose of administration is known as: | The following is also known as Military organisation: |
| Understanding | Understanding | Application | Understanding | Recall/  Remembering |
| a) ) A good organization should consist of departments. | a) Line  organisation | a) Line organisation | a)  Departmentation | a) Line organisation |
| b) ) Authority of each person must be clearly defined | b) Functional  organisation | b) Functional  organisation | b) Organisation structure | b) Functional organisation |
| c) ) Each subordinate should have one superior | c) Line and staff organisation | c) Line and staff organisation | c) Committee | c) Line and staff organisation |
| d) A manager can supervise a limited number of executives | d) All of the  above | d ) Flexible organization. | d) Sub unit. | d) None of the above |
| Ans: ( d ) | Ans: ( b ) | Ans: ( c) | Ans: (a ) | Ans: (a ) |

# Assessment Type: Summative: End of CO: in LMS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| Which of the following is the oldest type of organization? | The following is not a principle of organisation: | The organization chart will not show: | No one on the organisation should have more than one boss’ is a statement of: | The following is not a type of organisation structure: |
| Recall/ Remembering | Recall/ Remembering | Recall/ Remembering | Understanding | Recall/ Remembering |
| a) Functional organization | a) Principle of exception | a) How the work is divided | a) Principle of specialization | a) Functional organisation |
| b) Line organization | b) Principle of balance | b) Chain of  command | b) Principle of authority | b) Line organisation |
| c) Line and staff organization (d | c) Principle of complexity | c) The informal organization | c) Principle of unity of  command | c) Line and staff organisation |
| d) Project Organization. | d) Principle of coordination | d) The nature of the work performed by the components | d) Principle of span of control | d) Flexible organisation |
| Ans: ( b ) | Ans: ( c ) | Ans: ( b) | Ans: ( c ) | Ans: ( d ) |

# Assessment Type: Summative: End of CO: in LMS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| In a big super speciality hospitals, the following type of organization is commonly used: | Suggest the type of organization suitable for small toy manufacturing company having 50 employees: | Which type of organization is suitable for large manufacturing concerns capable of expansion in Future: | Suggest the type of organization suitable for large Automobile industry producing 1000 cars per week.: | ……………….. is the obligations of a subordinate for the performance of any job allotted by the superior. |
| Recall/ Remembering | Understanding | Recall/ Remembering | Understanding | Application |
| a) Line organisation | a) Line  Organization | a) Line  Organization | a) Line  Organization | a Authority |
| b) Functional organisation | b Functional organisation | b Functional organisation | b) Line & Staff Organization | b) Responsibility |
| c) Line and staff organisation | c) Line and staff organisation | c) Line and staff organisation | c) Functional Organization | c)Both (a) & (b) |
| d) None of the above. | d) sole entrepreneurship  . | d) Board of Directors. | d) Flexible type. | d) None of the above |
| Ans: ( b ) | Ans: ( a ) | Ans: ( c ) | Ans: ( b) | Ans: (b) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| Management needs; | “Person's knowledge and proficiency in any type of process or technique” is the following type of managerial skill: | Mr. Ram is joined a tractor manufacturing company as Production  manager. Suggest the suitable skills required to perform his job efficiently. 1.Technical skill   1. Human relation 2. Financial   management  4.Conceptual skill | Suggest the skills required for line supervisor: 1.Technical skill  2. Conceptual skill 3. Human relationship  4. Financial skill | “Ability to conceptualize the environment, the organization, and his own job, so that he can set appropriate goals for his organization, for himself and for his team.” This statement focused on following managerial skill; |
| Understanding | Understanding | Application | Application | Application |
| a) Conceptual & Human Skills | a) Technical Skill | a) 1,2,3,4 | 1,3 | a) Technical Skill |
| b) Technical & Human Skills | b) Commercial  Skill | b) 1,2 | 1,2 | b)Conceptual Skill |
| c) Financial & Human Skills | c) Conceptual  Skill | c) 1,2,4 | 2,3 | c)Commercial  Skill |
| d)Commercial & Human Skills | d) Human  Relation Skill | d ) 1,2,3 | 1,4 | d) Financial Skill |
| Ans: ( a ) | Ans: ( a ) | Ans: ( c) | Ans: (a ) | Ans: (b ) |

**Assessment Type: Summative: End of CO: in LMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| ...............is also  known as operational management. | Creation of demand, customer satisfaction, market share, generation of profits, | Financial management deals with: | Man power recruitment and training is the responsibility of: | “To produce goods and services of right quality and quantity at the right time and right  manufacturing cost” is the objective of: |
| Recall/ Remembering | Recall/ Remembering | Recall/ Remembering | Understanding | Recall/ Remembering |
| a) Middle level  management | Financial  management | Procurement and utilization of funds | Board of Directors | Personnel management |
| b) Production management | Marketing management | Financial planning and forecasting | Personnel management | Information management |
| c)Personnel management | Personnel management | Optimum funds  utilization | Government | Production management |
| d) Information management | Advertisement management. | All of the above | HR manager | Top level  management |
| Ans: ( b ) | Ans: ( b ) | Ans: ( d) | Ans: ( b ) | Ans: ( c ) |

Unit 2

|  |  |  |
| --- | --- | --- |
| Set 1: Question No 1 | Set 1: Question No 2 | Set 1: Question No 3 |
| The process of any management activity starts from or the foremost step in management is, | How is the nature of planning? | Supervisors are supposed to be involved in, |
| Recall/ Remembering | Understanding | Application |
| 1. Directing | 1. It is past oriented | a) Long term / strategic planning |
| 1. Controlling | b) It is future oriented | b) Short term / operational planning |
| 1. Planning | c) It is future oriented and do not consider the past. | c) Medium term / tactical planning |
| 1. staffing | d) It is future oriented but take the clues from the past also. | d) None of the above |
| Ans: <c> | Ans: <d> | Ans: <b> |

|  |  |  |
| --- | --- | --- |
| Set 2: Question No 1 | Set 2: Question No 2 | Set 2: Question No 3 |
| Which of the following is the functions of the supervisor? | Planning is a ............... | Supervisor is involved at shop floor level in, |
| Recall/ Remembering | Understanding | Application |
| 1. Creating organisational objectives and policies | 1. One time process | a) completing daily production targets |
| 1. Creating strategic plans | b) Continuous process | b) Completing sales targets |
| 1. Identifying departmental objectives and evolving tactical plans | c) Mental and continuous process | c) completing dispatches |
| 1. To guide and instruct workers for day to day activity. | d) Physical and one time process | d) None of the above |
| Ans: <d> | Ans: <c> | Ans: <a> |

|  |  |  |
| --- | --- | --- |
| Set 1: Question No 1 | Set 1: Question No 2 | Set 1: Question No 3 |
| Hierarchy of planning is | Operational plans are | Who has a key role in performance at shop floor |
| Recall/ Remembering | Understanding | Application |
| 1. Long term plans, action plans, operational plans | 1. Soft side of the planning | a) Top managers |
| 1. Action plans, operational plans, long term plans | b) Hard side of the planning | b) Departmental heads |
| 1. Operational plans, long term plans, action plans | c) None of above | c) Supervisors |
| 1. None of the above | d) Both. | d) Vendors |
| Ans: <a> | Ans: <b> | Ans: <c> |

|  |  |  |
| --- | --- | --- |
| Set 2: Question No 1 | Set 2: Question No 2 | Set 2: Question No 3 |
| Following department is not included in shop floor | For material planning following system is not used | Supervisors face everyday some contingencies and should do appropriate |
| Recall/ Remembering | Understanding | Application |
| 1. Purchase | 1. MRPI | a) Situational planning |
| 1. Sales | b) MRPII | b) Tactical planning |
| 1. Quality control | c) ERP | c) Strategic planning |
| 1. Production | d) Tally | d) None of the above |
| Ans: <b> | Ans: <d> | Ans: <a> |

|  |  |  |
| --- | --- | --- |
| Set 1: Question No 1 | Set 1: Question No 2 | Set 1: Question No 3 |
| Characteristics of budget are | Which of the Following statement is wrong? | Which of the following statement is correct? |
| Recall/ Remembering | Understanding | Application |
| 1. It is mainly a forecasting and controlling device. | 1. Budget is made only for materials | a**)** Budgetary Control is a method of managing costs through preparation of budgets. |
| 1. It is prepared in advance | b) Budget is made for each purpose of business | b) Budgetary control includes Establishment of budgets for each purpose of the business. |
| 1. It is in connection with a definite future period. | c) All functional budgets become part of the master budget | c) All are correct |
| 1. All are true | d) Budgeting is future oriented | d) Budgetary control enables the management to perform business in the most professional manner |
| Ans: <d> | Ans: <a> | Ans: <c> |

|  |  |  |
| --- | --- | --- |
| Set 2: Question No 1 | Set 2: Question No 2 | Set 2: Question No 3 |
| Which of the following Material budgeting does not ensures | Following is not the part of material budgeting | Following is not included in information in HR budget |
| Recall/ Remembering | Understanding | Application |
| 1. High risk of inventory planning | 1. Direct material budget | a) Forecasting on number of employees |
| 1. Highest purchase lead time | b) Store keeping budget | b) Recruitment budget |
| 1. Low transportation cost | c) Material consumption budget | c) Employee travel budget |
| 1. Better vendor relations | d) Material purchase budget | d) Overtime |
| Ans: <a> | Ans: <b> | Ans: <c> |

|  |  |  |
| --- | --- | --- |
| Set 1: Question No 1 | Set 1: Question No 2 | Set 1: Question No 3 |
| Organizations are association of | Organization means or connotes | Who is /are involved in manpower planning |
| Recall/ Remembering | Understanding | Application |
| 1. machines | 1. Structure | a**)** supervisor & section head |
| 1. men | b) Structure & process | b) Supervisor and departmental head |
| 1. Men with common goal | c) Process | c) Super visor and production head |
| 1. None of the above | d) None of the above | d) Supervisor, section head, departmental head, production head, HR |
| Ans: <c> | Ans: <b> | Ans: <d> |

|  |  |  |
| --- | --- | --- |
| Set 2: Question No 1 | Set 2: Question No 2 | Set 2: Question No 3 |
| What are the tasks of the supervisor | Supervisors have no role in the following | Following is not the component of the shop floor |
| Recall/ Remembering | Understanding | Application |
| 1. Assigning jobs to worker | 1. Selection of plant & machinery | a) Machinery |
| 1. Maintain discipline at shop floor | b) Machine planning | b) Stores |
| 1. Communicate between management and workers | c) Material planning | c) Smoking zone |
| 1. All the above | d) selection of PPE | d) Quality section |
| Ans: <d> | Ans: <a> | Ans: <c> |

|  |  |  |
| --- | --- | --- |
| Set 1: Question No 1 | Set 1: Question No 2 | Set 1: Question No 3 |
| Components of the skill are | People skills refer to | Competency mapping includes |
| Recall/ Remembering | Understanding | Application |
| 1. Knowledge | 1. Creating good relationships and ability to handle people. | a**)** competency map |
| 1. Expertise & physical fitness | b) Writing nicely | b) competency profiling |
| 1. Attitude | c) Operating a computer | c) Both of the above |
| 1. All the above | d) None of the above | d) None of the above |
| Ans: <d> | Ans: <a> | Ans: <c> |

|  |  |  |
| --- | --- | --- |
| Set 2: Question No 1 | Set 2: Question No 2 | Set 2: Question No 3 |
| Following is not a monitory factor of motivation | Motivation is required for | In need hierarchy following need is at the second place |
| Recall/ Remembering | Understanding | Application |
| 1. Salary and wages | 1. Higher efficiency | a) Safety & security |
| 1. Appreciation | b) Reduced absenteeism | b) Social needs |
| 1. Incentives and perks | c) Improved morale | c) Physiological needs |
| 1. Facilities | d) All the above | d) Ego needs |
| Ans: <b> | Ans: <d> | Ans: <a> |

|  |  |  |
| --- | --- | --- |
| Set 1: Question No 1 | Set 1: Question No 2 | Set 1: Question No 3 |
| Group relationships are | Following is not an interpersonal skill | Group is any number of people who does not manifest following |
| Recall/ Remembering | Understanding | Application |
| 1. One to many (intra group) | 1. Communication skills | a**)** Have a common purpose or objective. |
| 1. Many to many (inter group) | b) Computer operating | b) Interact with each other to accomplish their objectives. |
| 1. Both of the above | c) Listening skills | c) Are not aware of one another. |
| 1. None of the above | d) Empathy | d) Perceives them to be part of the group. |
| Ans: <c> | Ans: <b> | Ans: <c> |

|  |  |  |
| --- | --- | --- |
| Set 2: Question No 1 | Set 2: Question No 2 | Set 2: Question No 3 |
| People come together as a work group to, | Following is not the characteristic of team functioning | Select the wrong attribute for group behaviour |
| Recall/ Remembering | Understanding | Application |
| 1. Solve problems | 1. Autonomy | a) Friendly |
| 1. Attain goals | b) Cohesion | b) Recognize and respect individual difference |
| 1. Facilitate coordination | c) Confrontation | c) Non cooperative |
| 1. All the above | d) Collaboration | d) Include others in decision making process |
| Ans: <d> | Ans: <a> | Ans: <c> |

Unit 3

1. What is meant by understanding team?
2. Specialty of team
3. Number of team members
4. Requirements of team
5. All
6. Why understanding team is needed?
7. To assign team work
8. To control activities of team
9. To satisfy needs of team
10. All
11. What are the benefits to supervisor of understanding team.
12. To take perfect decision
13. Promotion
14. Status
15. Increments
16. Due to link with maintenance department, supervisor\_\_\_
17. Can given intimation of breakdown
18. Can avoid production stoppages
19. Both are correct
20. Both are incorrect
21. Due to link of supervisors with stores and inventory
22. Material can be arrived in time
23. Accumulation of material is avoided
24. 1 is correct
25. Both correct
26. 2 is correct
27. Both wrong
28. Due to link of supervisor with quality control\_\_\_\_
29. Errors can be understood
30. Errors can be rectified
31. 1 is correct
32. Both correct
33. 2 is correct
34. Both wrong
35. Communication with all department is \_\_\_\_
36. Open loop
37. Closed loop
38. Oral
39. Non verbal
40. Why directions by supervisor are necessary?
41. To avoid mistakes
42. Peoples get directions
43. Time is saved
44. All
45. Directions by supervisors cannot avoid following problems
46. Wastages of time
47. Rework
48. Machine capacity
49. Repetitive mistakes
50. Deviation in work is possible when there are no\_\_\_\_\_
51. Directions
52. Instructions
53. Control
54. All
55. Following are the features of complete instructions
56. Instructions at proper time
57. By proper person
58. Simple and clear
59. All
60. Instructions by supervisor should be\_\_\_
61. Clear
62. Simple
63. On time
64. Specific
65. 1,2 correct, 3,4 wrong
66. 1 2 wrong, 3 4 correct
67. All correct
68. All wrong
69. Good supervisor is not the following
70. Counsellor
71. Advisor
72. Mentor
73. Teacher
74. Why counselling by supervisor is needed
75. Loss of confidence
76. Dull working conditions
77. Need support
78. All
79. Following is not quality of supervisor as counsellor
80. Emotional
81. Stable
82. Motivator
83. Listener
84. To give future predictions
85. Understanding present is not important
86. Logical thinking is needed.
87. Only 1 correct
88. Only 2 correct
89. Both correct
90. Both wrong
91. Future losses can be minimized by\_\_\_\_
92. Future predictions
93. Planning
94. organizing
95. Staffing
96. To avoid confusion taken by higher management, decision must be\_\_\_\_\_
97. Elaborated
98. Canceled
99. Forced
100. Reversed
101. How decision can be elaborated
102. By written document
103. By conducting meeting
104. By counselling
105. All
106. What are not ways to lay disciplinary standards
107. Disciplinary actions
108. Training for discipline
109. Policy decisions in discipline
110. Forgiving for few times
111. Steps in controlling process are \_\_\_\_
112. Setting performance standards
113. Measurement of actual performance
114. Comparing actual performance with standards
115. All the above
116. What is chronology of steps in control process
117. Setting performance
118. Comparing actual performance
119. Taking corrective actions
120. Measurement of actual performance
121. 1-4-2-3
122. 1-2-4-3cou
123. 1-3-2-4
124. 2-1-4-3
125. Out of following which is not the quantitative standards
126. Cost
127. Time
128. Relations
129. Amount
130. Out of following which is not the qualitative standards
131. Relations
132. Goodwill
133. Motivation
134. Time
135. Which is the method of measuring actual performance
136. Sample checking
137. Counting
138. Personal observation
139. All the above
140. Critical point control method is concerned with\_\_\_
141. Taking corrective actions
142. Measurement of actual performance
143. Analysing deviations
144. Non of the above
145. After identifying the deviations\_\_\_
146. Causes are analysed
147. Actions are taken on workers
148. Measurements are taken
149. Performance standards are calculated
150. If machinery is obsolete then what is the correct action
151. Do technological upgradation of machinery
152. Replace it
153. Sell it
154. Destroy it
155. If the cause of deviation is defective process, then the correct action is
156. Replace the process by new work
157. Postpone the work
158. Change the specification standards
159. None of the above
160. If material used is defective then how to correct it
161. Change the material
162. Cancel the process
163. Take action on the supplier
164. Change the quality standards of the material
165. If machinery used is defective then how to take corrective action on it?
166. Repair the existing machine
167. Sell out the machinery
168. Upgrade the machinery
169. None of the above
170. If physical condition of work is defective then how to take the correct actions
171. Improvement in physical conditions
172. Change the operator
173. Take action on the architecture
174. None of the above
175. For controlling overall organizational performance following technics are used
176. Observations
177. Performance evaluation
178. Spot inspections
179. All
180. Following is not the quantitative control technic
181. Ratio analysis
182. Breakeven analysis
183. Observations
184. Audits
185. What are the types of audits
186. Internal
187. External
188. Management
189. All
190. For effective controlling by supervisors’ essential parameters are
191. Timely and forward looking
192. Flexible
193. Comprehensive
194. All
195. 1. Controlling should never be flexible

2. objectives of control should be clear

1. only 1 correct
2. only 2 correct
3. both correct
4. both wrong
5. The benefits obtained from the control system should be\_\_\_ then the cost involved in implementing it
   1. more
   2. less
   3. equal
   4. none of the above
6. Correct OR Wrong

1. Control system should be periodically reviewed

2. control system should be flexible

* 1. only 1 correct
  2. only 2 correct
  3. both correct
  4. both wrong

1. Why workers do resistance to managerial control
   1. too many controls
   2. incomplete measurements
   3. unreasonable standards
   4. all of the above
2. Too many controls \_\_\_workers
   1. motivate
   2. assist
   3. irritate
   4. benefit
3. Employees always dislike control because
   1. they don’t want controls
   2. they want to control management
   3. controls are too many, incomplete in nature, unreasonable, discloses unpleasant facts
   4. none of the above
4. Which is not the control technic
   1. past oriented and future oriented
   2. market control
   3. production control
   4. clan control
5. Inspections of job is\_\_\_
   1. past control
   2. future control
   3. clan control
   4. new control
6. Funds flow analysis is
   1. past control
   2. future control
   3. clan control old control
7. Prices of products are due to which control?
   1. past control
   2. future control
   3. market control
   4. clan control
8. \_\_\_\_ is established by generating trust, tradition and shared belief
   1. past control
   2. future control
   3. market control
   4. clan control
9. Controls due to government rules are\_\_\_
   1. past
   2. future
   3. market
   4. bureaucratic
10. Financial and accounting based controls are \_\_\_\_
    1. future
    2. old
    3. market
    4. clan
11. \_\_\_ provide that information which is not available with old techniques
    1. Old
    2. New
    3. Clan
    4. Market
12. Which are needs of directions by supervisors?
    1. Harmony of objective
    2. Direct supervision
    3. Unity of command
    4. All
13. In giving directions when supervisor says “goal of workers and organization are same”. Then such directions are called\_\_\_
    1. Unity of command
    2. Harmony of objective
    3. Direct supervision
    4. Follow through
14. Correct OR Wrong

1. Direction should not be face to face.

2. there should be unity of command in directions

* 1. Only 1 correct
  2. Only 2 correct
  3. Both are correct
  4. Both are wrong

1. Supervisors gives directions, check this performance and help the workers. This is called
   1. Unity of command
   2. Follow through
   3. Harmony of objectives
   4. Efficient communications
2. Face to face suggestions are\_\_\_
   1. More effective
   2. Less effective
   3. Not necessary
   4. Avoided
3. Correct OR Wrong.

1. Order should be clear and complete.

2. order should be non-compatible

* 1. Only 1 correct
  2. Only 2 correct
  3. Both correct
  4. Both wrong

1. When instructions are in written form\_\_\_
   1. Subjects are importance
   2. Details are not involved
   3. No geographical distance with subordinates
2. 1 and 2 correct
3. 2 and 3 incorrect
4. 1 and 3 correct
5. 1 and 3 incorrect
6. Match the pairs:
   * 1. Harmony of objectives A) do what I say otherwise
     2. Force B) do what I say because I am good to you
     3. Paternalism C) you do as I say
     4. Bargain D) if we perform together, each will

Benefited.

* 1. 1-D, 2-A, 3-B, 4-C
  2. 1-D, 2-A, 3-C, 4-B
  3. 1-A, 2-D, 3-B, 4-C
  4. 1-B, 2-C, 3-D, 4-A

1. “Do what I say or otherwise” is \_\_\_\_ instruction.
   1. Force
   2. Paternalism
   3. Bargain
   4. Harmony
2. “Do what I say because I am good to you” is \_\_\_\_ instruction.
   1. Force
   2. Paternalism
   3. Bargain
   4. Harmony
3. “You do as I say “is \_\_\_\_\_ instruction.
   1. Force
   2. Paternalism
   3. Bargain
   4. Harmony
4. “If we perform together each will achieve his goal” is \_\_\_\_ instructions.
   1. Force
   2. Paternalism
   3. Bargain
   4. Harmony
5. Good instruction is\_\_\_\_\_
   1. Reasonable
   2. Enforceable
   3. Clear
   4. All
6. Good instruction is\_\_\_\_
   1. Understandable
   2. Complete
   3. Appropriate tone
   4. All
7. Good instruction is not \_\_\_
   1. Reasonable
   2. Oral
   3. Complete
   4. Clearly defined
8. Correct OR Wrong.

1. Directions starts from top and goes to bottom

2. Direction is not continuing process

* 1. Only 1 correct
  2. Only 2 correct
  3. Both correct
  4. Both wrong

|  |  |  |
| --- | --- | --- |
| Set 1: Question No 1 | Set 1: Question No 2 | Set 1: Question No 3 |
| Set 1- No1: What are the benefits to supervisor of understanding team. | Set 1- No2: Directions by supervisors cannot avoid following problems | 1. Set 1- No3: Instructions by supervisor should be\_\_\_ 2. Clear 3. Simple 4. On time 5. Specific |
| Recall/ Remembering | Understanding | Application |
| 1. To take perfect decision | 1. Wastages of time | a) 1,2 correct, 3,4 wrong |
| 1. Promotion | b) Rework | b) 1 2 wrong, 3 4 correct |
| 1. Status | c) Machine capacity | c) All correct |
| 1. Increments | d) Repetitive mistakes | d) All wrong |
| Ans: <a> | Ans: <b> | Ans: <c> |

|  |  |  |
| --- | --- | --- |
| Set 2: Question No 1 | Set 2: Question No 2 | Set 2: Question No 3 |
| Set 2- No1: What is chronology of steps in control process   1. Setting performance 2. Comparing actual performance 3. Taking corrective actions 4. Measurement of actual performance | Set 2- No2: In giving directions when supervisor says “goal of workers and organization are same”. Then such directions are called\_\_\_ | Set 2- No3: Correct OR Wrong  1. Direction should not be face to face.  2. there should be unity of command in directions |
| Recall/ Remembering | Understanding | Application |
| 1. 1-4-2-3 | a) Unity of command | a) Only 1 correct |
| 1. 1-2-4-3 | b) Harmony of objective | b) Only 2 correct |
| 1. 1-3-2-4 | c) Direct supervision | c) Both are correct |
| 1. 2-1-4-3 | d) Follow through | d) Both are wrong |
| Ans: <a > | Ans: <b> | Ans: <b> |

|  |  |  |
| --- | --- | --- |
| Set 1: Question No 1 | Set 1: Question No 2 | Set 1: Question No 3 |
| Set 1- No1: What are the types of audits | Set 1- No2: Out of following which is not the qualitative standards | Set 1- No3: Too many controls \_\_\_workers |
| Recall/ Remembering | Understanding | Application |
| 1. Internal | 1. Relations | a) motivate |
| 1. External | 1. Goodwill | b) assist |
| 1. Management | 1. Motivation | c) irritate |
| d)All | 1. Time | d) benefit |
| Ans: <d> | Ans: <d> | Ans: <c> |

|  |  |  |
| --- | --- | --- |
| Set 2: Question No 1 | Set 2: Question No 2 | Set 2: Question No 3 |
| Set 2- No1: Communication with all department is \_\_\_\_ | Set 2- No2: When instructions are in written form\_\_\_  1. Subjects are importance  2. Details are not involved  3. No geographical distance with subordinates | Set 2- No3: Instructions by supervisor should be\_\_\_   1. Clear 2. Simple 3. On time 4. Specific |
| Recall/ Remembering | Understanding | Application |
| a) Open loop | a) 1 and 2 correct | a) 1,2 correct, 3,4 wrong |
| b) Closed loop | b) 2 and 3 incorrect | b) 1 2 wrong, 3 4 correct |
| c) Oral | c) 1 and 3 correct | c) All correct |
| d) Non verbal | d) 1 and 3 incorrect | d) All wrong |
| Ans: <a > | Ans: <a> | Ans: <c> |

|  |  |  |
| --- | --- | --- |
| Set 1: Question No 1 | Set 1: Question No 2 | Set 1: Question No 3 |
| Set 1- No1: How decision can be elaborated | Set 1- No2: Why counselling by supervisor is needed | Set 1- No3: To avoid confusion taken by higher management, decision must be\_\_\_\_\_ |
| Recall/ Remembering | Understanding | Application |
| 1. By written document | a) Loss of confidence | a) Elaborated |
| 1. By conducting meeting | b) Dull working conditions | b) Canceled |
| 1. By counselling | c) Need support | c) Forced |
| d) All | d) All | d) Reversed |
| Ans: <d> | Ans: <d> | Ans: <a> |

|  |  |  |
| --- | --- | --- |
| Set 2: Question No 1 | Set 2: Question No 2 | Set 2: Question No 3 |
| Set 2- No1: How decision can be elaborated | Set 2- No2: What are not ways to lay disciplinary standards | Set 2- No3: What are the benefits to supervisor of understanding team. |
| Recall/ Remembering | Understanding | Application |
| 1. By written document | a) Disciplinary actions | 1. To take perfect decision |
| 1. By conducting meeting | b) Training for discipline | 1. Promotion |
| 1. By counselling | c) Policy decisions in discipline | 1. Status |
| 1. All | d) Forgiving for few times | 1. Increments |
| Ans: <d > | Ans: <d> | Ans: <a> |

|  |  |  |
| --- | --- | --- |
| Set 1: Question No 1 | Set 1: Question No 2 | Set 1: Question No 3 |
| Set 1- No1: Why understanding team is needed? | Set 1- No2: What is chronology of steps in control process   1. Setting performance 2. Comparing actual performance 3. Taking corrective actions 4. Measurement of actual performance | Set 1- No3: Critical point control method is concerned with\_\_\_ |
| Recall/ Remembering | Understanding | Application |
| 1. To assign team work | 1. 1-4-2-3 | a) Taking corrective actions |
| b)To control activities of team | b) 1-2-4-3 | b) Measurement of actual performance |
| c)To satisfy needs of team | c) 1-3-2-4 | c) Analysing deviations |
| d)All | d) 2-1-4-3 | d) Non of the above |
| Ans: <d> | Ans: <b> | Ans: <c> |

|  |  |  |
| --- | --- | --- |
| Set 2: Question No 1 | Set 2: Question No 2 | Set 2: Question No 3 |
| Set 2- No1: Steps in controlling process are \_\_\_\_ | Set 2- No2: Following is not the quantitative control technic | Set 2- No3:  1. Controlling should never be flexible  2. objectives of control should be clear |
| Recall/ Remembering | Understanding | Application |
| 1. Setting performance standards | a) Ratio analysis | a) only 1 correct |
| 1. Measurement of actual performance | b) Breakeven analysis | b) only 2 correct |
| 1. Comparing actual performance with standards | c) Observations | c) both correct |
| 1. All the above | d) Audits | d) both wrong |
| Ans: <d> | Ans: <c> | Ans: <b> |

Unit 4

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| **1) Safety Programmes is a continuous process to achieve adequate** | **2) Four E’s of Safety….** | **3) Which equipment is used for protection of lungs?** | **4) Electrical insulation should be tested** | **5) Repair work should be done after switching the** |
| Recall/ Remembering | Understanding | Application | Understanding | Application |
| a)Profit | a)Engineering,  Education, Enlistment,  Enforcement. | a) Hard Hats | a) Frequency | a) Power on |
| b)Sales | b) Engineering,  Education, Enlistment,  Environment. | b) Shields | b) Monthly | b) Power off |
| c)Safety | c) Environment,  Education, Enlistment,  Enforcement. | c)Gas Masks | c) Periodically | c) Shut down |
| d)Loss | d) Engineering,  Economic ,Enlistment,  Enforcement. | d)Apron | d) Daily | d) All of the above |
| Ans: < c > | Ans: < a > | Ans: < c > | Ans: < c > | Ans: < b > |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| **6) You should wear eye, head and face protection if you are working with which of the following tools** | **7) The most dangerous place to use electrical equipment’s is** | **8) Which equipment is used for protection of eyes?** | **9) One way to learn to operate your equipment properly and safely is to read.** | **10) Safe and proper equipment operation generally includes** |
| Recall/ Remembering | Understanding | Application | Understanding | Application |
| a)portable abrasive wheel tools | a)Near a ladder | a)Face mask | a)safety datasheet | a)Inspection and maintenance |
| b)Electric tools | b)Outdoors | b)Goggles | b)Manufacturer’s instructions | b)Warming it up |
| c)Pneumatic tools | c)Near water | c)Gas mask | c)OSHA’s general duty clause | c)Knowing how to contact emergency |
| d)Liquid fuel tools | d)Near other electric equipment’s | d)Asbestos clothing | d)none of above | d)All of above |
| Ans: < c > | Ans: < c > | Ans: < b > | Ans: < b > | Ans: < a > |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| **1-Industrial safety management if that branch of management which is concerned with \_\_\_\_\_\_ hazards from the industries.** | **2-The following is(are) physical hazard agent(s)** | **3. Which device is used to push material into the cutting area .** | **04) First aid is…** | **05) Which of the following precautions is/are necessary in electrical work ?** |
| Recall/ Remembering | Understanding | Application | Understanding | Application |
| a) Reducing | a) Falls | a) Push Button | a) **Temporary and immediate care given to the victim** | a) The equipment’s should be earthed properly |
| b)Controlling | b) Inhalation | b) Push Stick | b) Permanent care given to victim | b) Cable should be completely insulated |
| c)Eliminating | c) Electricity | c) Push Bar | c) Both a and b | c) Cable should have any joints |
| d) All of the above | d) All of the above | d) None of Above | d) Neither a nor b | d) Both a and b |
| Ans: < d > | Ans: < d > | Ans: < b > | Ans: < a > | Ans: < d > |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| **6) SMS Means ----** | **7) Long form of PPE** | **8) If you wanted to convey the most severe type of hazard, which word would you use?** | **9) Safety promotes** | **10) Which of the following is not concerned with general safety norms** |
| Recall/ Remembering | Understanding | Application | Understanding | Application |
| a) Safety management society | a) Personal Productive Equipment | a) Warning | a) Sales | a) Perform Job Safely |
| b) Safety Management System | b) Production Planning Engineering | b) Notice | b) Productivity | b) Follow rules and regulation |
| c) Safety Moving System | c) . Personal Protective Equipment | c) Danger | c) Research | c) Incident not reported to supervisor |
| d) None of above | d) None of above | d) Caution | d) Profit | d) Eliminate fire hazards. |
| Ans: < b > | Ans: < c > | Ans: < c > | Ans: < b > | Ans: < c > |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| **1) SOP means** | **2) Safe operating procedure is revised .** | **3) Who is responsible to take care of health and safety of worker?** | **4) SOP is a -----document** | **5) Who ensure to follow safe procedure?** |
| Recall/ Remembering | Understanding | Application | Understanding | Application |
| a) Safe operating procedure | a) No | a) Worker | a) Oral | a) Employers |
| b) Standard operating Process | B) Yes | b) Safety committee | b) Written | b) Workers |
| c) Safe operation procedure | c) Can’t say | c) Manager | c) None of above | c) Managers |
| d) Standard operation policy | d) None of these | d) All of above | d) Visual | d) All of the above |
| Ans: < a > | Ans: < b > | Ans: < c > | Ans: < b > | Ans: < d > |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| **1) Issue means** | **2) In permit to work system a document is** | **3) Confined space includes** | **4) Inspection is an example of** | **5) In work permit system , who is responsible for keeping area and staff safe?** |
| Recall/ Remembering | Understanding | Application | Understanding | Application |
| a) Pre job check | a) Oral | a) Storage bins | a) Hot work permit | a) Issuer, Executer, Field operator |
| b) Post job check | B) Written | b) Silos | b) Cold work permit | b) Manager, Engineer, Worker |
| c) During Job check | c) Visual | c) Tanks | c) Electrical permit | c) Supervisor, Officer, Engineer |
| d) None of Above | d) None of these | d) Grounds | d) Ground disturbance permit | d) None of the above |
| Ans: < a > | Ans: < b > | Ans: < c > | Ans: < b > | Ans: < a > |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| **\_\_\_\_ is a sudden and unfortunate happening which causes damage or loss of property , material or human** | **General causes of accidents are as follows** | **Which of the following may be the cause of accident?** | **Taking shortcuts and lack of adequate knowledge are causes of accidents because of \_\_\_\_\_\_** | **Why should near misses be reported?** |
| Recall/ Remembering | Understanding | Application | Understanding | Application |
| a) Accident | a) Accidents due to dangerous machines | a) Overconfidence of the employee | a) Workers | a) To educate employees |
| b) Activity | b) Unsafe physical conditions | b) Proper training | b) Management | b) To test the first aider |
| c) Process | c) Moving objects | c) Sound knowledge | c) Faculty layout | c) To ensure complete recovery |
| d) Movement | d) All of the above | d) None of the above | d) Natural disaster | d) To stop a more serious event occurring |
| Ans: < a > | Ans: < d > | Ans: < a > | Ans: < a > | Ans: < d > |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| **An accident is** | **I can help prevent accidents by** | **In case of accident, the victim should immediately be** | **Accidents are** | **If i have an accident or injury I should** |
| Recall/ Remembering | Understanding | Application | Understanding | Application |
| a) An unsafe act | a) Using my own equipment’s | a) Asked to take rest | a) preventable | a) Fix what I broke |
| b) An unsafe condition | b) Doing only what I am trained to do | b) Enquires about the accident | b) Costly | b) Tell my supervisor |
| c) Unplanned , something that happens by chance | c) Riding in car pools | c) Attended to | c) Part of life | c) Keep working and not worry about it |
| D )None of the above | d) Helping others with their jobs | d) Left to himself without treatment | d) Both a and b | d) Report it within a week |
| Ans: < c > | Ans: < b > | Ans: < c > | Ans: < d > | Ans: < b > |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| 1) The responsibility of fire prevention belongs to | 2) I can prevent electrical fire by | 3) Fire extinguishers have a short use period of about | 4) Which of the following colours allows you to identify a foam fire extinguisher? | 5)The acronym for putting out a fire using a fire extinguisher is PASS. What does PASS stand for: |
| Recall/ Remembering | Understanding | Application | Understanding | Application |
| a) Manager | a) Non turning on lights | a) 8-15 sec | a) Blue | a) Pull, Aim, Squeeze, Spread |
| b) Supervisor | b) Never plugging anything into a outlet | b) 1-2 min | b) Red | b) Pull, Accuracy, Squeeze, Spread |
| C) Everyone | c) Both a and b above | c) 2-3 hours | c) Yellow | c) Pin, Aim, Squeeze, Sweep |
| d) Fire department | d) Not overloading electrical circuit | d)4-5 days | d) Cream | d) Pull, Aim, Squeeze, Sweep |
| Ans: <c > | Ans: < d > | Ans: < a > | Ans:< d > | Ans: <d > |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| 6) Which of the following types of materials is responsible for fuelling a Class A fire? | 7) In the event of a fire, everyone is responsible for: | 8) What type of permit is needed in order to carry out work that could potentially result in a fire breaking out on the work site? | (9) What class of fire was a Combustible Metal.? | (10) Who has the authority to pull the fire alarm after discovering a fire on the worksite? |
| Recall/ Remembering | Understanding | Application | Understanding | Application |
| (a) Oils that you typically cook with | (a) Informing the supervisor of what is happening. | (a)A fire permit | (a)Class A fire | (a) Only the manager can activate the fire alarm |
| (b) Flammable liquids | (b) Pulling the fire alarm if they see a fire. | (b) A hot permit | (b)Class D fire | (b) Anyone who has seen a fire can activate the fire alarm. |
| (c) Electrical Equipment | (c) Making sure everyone gets to the fire assembly point safely | (c) A work permit | (c) Class F fire | (c) Only the health and safety rep can activate the fire alarm |
| (d) Wood, plastic, paper, and other kinds of solid materials | (d) None of the above | (d) No permit is needed | (d)Class B fire | (d) Only the owner can activate the fire alarm. |
| Ans: < d > | Ans: < b > | Ans: < b > | Ans: <b > | Ans: < b > |

**Unit 5**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| Indian factory act come in to force on ---------- | As per Indian factory act, The person who has control over the affairs of factory is known as ------- | As per Indian Factory act, Employer has to provide canteen facility, if there are ---- number of employees. | -- is not statuary welfare facility under Factory act | arrangements of drinking water is mentioned under------ section of Factory act |
| Remember | Remember | Understanding | Understanding | Understanding |
| a) 1st May 1960 | a) Employee | a) 50 | a) Canteen | a) 15 |
| b) 1st April 1949 | b) worker | b) 100 | b) Medical | b) 11 |
| c) 15th August 1947 | c) occupier | c) 200 | c) Transport | c) 10 |
| 26th January 1950 | None of the above | 250 | None of the above | 18 |
| Ans: B | Ans: C | Ans: D | Ans: C | Ans: D |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| The occupier of a factory is required to send written notice to the Chief Inspector of Factories at least --------- days before he begins to occupy the premises as factory. | As per the Factories Act,1948 any engine, motor or other appliance which generates or otherwise provides power is termed as -------------- | As per section 16 of the Factory Act, 1948 the minimum space to be allocated to each worker employed in the factory is --------------- | An adult worker is allowed to work for -------- hours in a week. | Section 2 (m) of the Factory Act 1948 Says about -- |
| Application | Remember | Remember | Remember | Remember |
| a) 7 | a) Prime Mover | a) 12.2 cu.met | a) 35 | a) Factory |
| b) 15 | b) Machinery | b) 13.2 cu.met | b) 48 | b) Manufacturing Process |
| c) 10 | c) Equipment | c) 4.2 cu.met | c) 40 | c) Workers |
| d) 30 | d) All of the Above | d) 15.2 cu.met | d) 45 | d) All of the Above |
| Ans: B | Ans: A | Ans: C | Ans: B | Ans: B |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 11 | Summative: Q 12 | Summative: Q 13 | Summative: Q1 4 | Summative: Q 15 |
| The maximum daily hours of work in a day with normal wage allowed in factories is ----------- | --------- is the chairman of Site Appraisal Committees | ------- authority enforces the Factory Act 1948 | -------- means a person who has completed his fourteenth year of age but has not completed his eighteenth year | ------- means a person who has completed his eighteenth year of age |
| Remember | Remember | Remember | Remember | Remember |
| a) 8 | a) The Chief Inspector of the State | a) The Heavy Industries Department of Central Government | a) adult | a) Minor |
| b) 9 | b )The Inspector of The District | b) Human Resources Department | b) adolescent | b) adolescent |
| c) 10 | c) Occupier | c) The Labour Department of the State Government | c) workmen | c) Adult |
| d) 11 | d) None of the above | d) All of the Above | d) None of the above | d) None of the above |
| Ans: B | Ans: A | Ans: C | Ans: B | Ans: C |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| Industrial legislation necessary for | Industrial legislation safeguard the ----------against exploitation | Factories act came into force from | Which industrial act safeguards interests of workers regarding their health, safety and welfare? | It is an Act to provide for the compensation for injury by accident |
| Recall/ Remembering | Application | Recall/ Remembering | Application | Application |
| Social welfare of worker | Top management | 1948 | Workmen’s compensation act. | Indian factories act |
| Economic benefits of workers | Workers | 1950 | Minimum wages ac | Minimum wages act |
| Improve efficiency of industry | Middle Management | 1972 | Indian factories act. | Workmen’s compensation act |
| All above | All above | 1976 | Industrial dispute act | Industrial dispute act |
| Ans: D | Ans: C | Ans: A | Ans: C | Ans: C |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| Section 27 under the Industrial dispute act is about ........ | --- year did the Industrial Dispute act come into operation. | -------- is a machinery for the settlement of Industrial Disputes in India | ------- machinery has been mentioned in the Industrial Dispute act accountable for the speedy and amicable settlement of industrial disputes | \_\_\_\_\_\_\_\_ means an interim or a final determination of any industrial dispute or of any question relating there by any labour court. |
| Understand | Understand | Understand | Remember | Remember |
| a) Manufacturing process | a) 1960 | a) National Commission on Labour | a) Adjudication | a) Banking Company |
| b) Penalty for instigation/ Provocation | b) 1947 | b) Wage Board | b) Conciliation | b) Conciliation Proceeding |
| c) occupier | c) 2019 | c) Industrial Tribunal | c) Arbitration | c) Closure |
| d) None of the above | d) 1965 | d) Standing Labour Committee | d) Appropriate government | d) Award |
| Ans: B | Ans:B | Ans:C | Ans:B | Ans:D |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| a) Industrial Dispute means, Dispute between ----- | a) The ------- authorities are set up for settling the industrial Dispute. | a) ‘Award’ under Industrial Disputes Act, 1947 is------- | a) How many members does a conciliation board consist of as per the appropriate government? | a) ------------- includes any court constituted under any law relating to investigation and settlement of industrial disputes in force in any State |
| Understand | Remember | Understand | Understand | Remember |
| a) Employer and workmen | a) labor court | a) interim determination of industrial dispute | a) Chairman and 2 or 4 other members | a) Labour court |
| b) workmen and workmen | b) Industrial Tribunal | b) final determination of industrial dispute | b) Chairman and 1 more member | b) District court |
| c) Employer and Employer | c) Conciliation Board | c) arbitration award under Section 10A | c) Chairman and 5 or 6 other members | c) Supreme court |
| d) All of the Above | d) All of the Above | d) Both A & B | d) Chairman and 10 other members | d) None of the above |
| Ans:D | Ans:D | Ans:D | Ans:A | Ans:A |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 11 | Summative: Q 12 | Summative: Q 13 | Summative: Q1 4 | Summative: Q 15 |
| No person employed in a public utility service shall go on strike in breach of contract within \_\_\_\_ of giving such a notice. | Section \_\_\_\_ of industrial dispute act covers the compensation provided to workers who are in continuous service for not less than one year. | ------- is the time period in which all the awards of the arbitration are to be published from the date of its receipt by the appropriate government | **Where do the labour court, tribunal and national tribunals submit their awards of the dispute?** | **How much compensation does the workman deserve at the time of retrenchment?** |
| Understand | Understand | Remember | Remember | Remember |
| a) 2 weeks | a) 25 | a) 15 days | a) Appropriate government | a) Equivalent to 15 days average pay |
| b) 6 weeks | b) 25A | b) 7 days | b) Central government | b) 6 months |
| c) 1 week | c) 25-FFF | c) 180 days | c) Employer | c) Equivalent to 30 days average pay |
| d) 4 weeks | d) 26 | d) 30 days | d) Conciliation | d) None of the above |
| Ans:B | Ans:C | Ans:D | Ans:A | Ans:A |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| if death results from the injury, the amount of compensation to the employee equal to | if workmen Loss of both hands or amputation at higher sites then he /she will get compensation ----- percentage of loss of earning capacity | If workmen have permanent total disablement, he /she will get compensation amount ----- percentage of monthly wages. | A workmen have Loss of both eyes, then He/ She will get compensation ------ Percentage of loss of earning capacity | Most common and usual form of direct compensation paid in organizations is ----- |
| Remember | Understanding | Remember | Remember | Understanding |
| a) 40% monthly wages multiplied by the relevant factor | a) 25 | a) 50 | a) 30 | a) base pay and benefits |
| b) 150% monthly wages multiplied by the relevant factor | b) 100 | b) 25 | b) 50 | b) variable pay and benefit |
| c) 100% monthly wages multiplied by the relevant factor | c) 50 | c) 100 | c) 40 | c) base and variable pay |
| d) None of the above | d) None of the above | d) None of the above | d) 100 | d) All of the above |
| Ans: A | Ans: B | Ans: A | Ans: B | Ans: C |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| Characteristic of a good compensation system is ------- | Major factors influencing compensation of worker are ----- | Under this Act, employer shall not be liable to pay compensation in respect of any injury not resulting in death or permanent total disablement caused by an accident | Under Workmen’s Compensation Act, 1923 | While working at the construction of a multi-storeyed building of a company, a worker employed by a ‘contractor’, supplied by a ‘sirdar’, faced an accident and became temporarily disabled. For paying compensation to the worker, who shall be held responsible as per law?  the above |
| Understanding | Understanding | Remember |  | Application |
| a) Higher the qualification of worker, higher is compensation | a) skill | a) Under the influence of drink or drug | a) Individual manager subordinate to an employer cannot act as managing agent. | a) The contractor who employed the worker |
| b) Higher the efficiency of worker, higher is compensation | b) effort | b) Due to the wilful disobedience of the workman to an order expressly given or to a rule expressly framed for the purpose of securing the safety of workmen | b) Managing agent includes an individual manager subordinate to an employer. | b) The sirdar who supplied the worker |
| c) Higher the rank of worker, higher is compensation | c) working condition | c) Due to the wilful removal or disregard by the workman of any safety guard or other device he knew to have been provided for the purpose of securing the safety of workman | c) Only employer can act as managing agent. | c) Both (A) and (B) |
| d) All of the above | d) All of the above | d) All the above | d) The appropriate government shall appoint managing agent. | d) None of |
| Ans: D | Ans: D | Ans: D | Ans: D | Ans: A |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 1 | Summative: Q 2 | Summative: Q 3 | Summative: Q 4 | Summative: Q 5 |
| The maximum daily hours of work in a day with normal wage allowed in factories is ----------- | Minimum rates of wages may be fixed by ----- | Basic compensations given to employees as salaries or wages are called ------- | ---------- is the total cash and non-cash payments that you give to an employee in exchange for the work they do for your business. | In graduated time rates system, if basic salary is Rs.2000 and dearness allowance is 150% then total remuneration will be Rs. ----- |
| Remember | Remember | Understanding | Understanding | Understanding |
| a) 8 | a) Hour | a) Basic pay | a) Salary | a) 3000 |
| b) 9 | b) Day | b) wages | b) Compensation | b) 5000 |
| c) 10 | c) Month | c) salary | c) Payment | c) 2000 |
| d) 11 | d) All of the above | d) variable pay | d) All of the above | d) 2150 |
| Ans: B | Ans: D | Ans: A | Ans: B | Ans: B |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 6 | Summative: Q 7 | Summative: Q 8 | Summative: Q 9 | Summative: Q 10 |
| ----- is the maximum wage period for the payment of wages | -------- deductions is not authorized payment of wages act | -------- of the wages payable is the maximum limit of fine to be imposed on an employee | ------- means all remuneration expressed in terms of money | According to the definition of "Week" under the Minimum wage Act, it is a period of 7 days beginning at midnight on\_\_\_\_\_\_ |
| Understanding | Remember | Remember | Understanding | Understanding |
| a) 15 days | a) Deduction for Fines | a) 5% | a) Salary | a) Sunday |
| b) 21 days | b) Deduction for payment of Income tax | b) 1% | b) wages | b) Monday |
| c) 1 day | c) Deduction for Payment of insurance | c) 3% | c) Mobadla | c) Friday |
| d) 1 month | d) Deduction for payment of uniform and property | d) 10% | d) All of the above | d) Saturday |
| Ans: D | Ans: D | Ans: C | Ans: B | Ans: B |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summative: Q 11 | Summative: Q 12 | Summative: Q 13 | Summative: Q1 4 | Summative: Q 15 |
| Leave with wages is allowed for employees if they work for \_\_\_\_\_days in a month | Under Minimum Wages Act an Adult means a Person who has completed age of -------- years | Statutory Minimum wage is fixed under | Under the Minimum Wages Act, 1948 the appropriate government shall fix the minimum rates of wages payable to the employees employed in an employment specified in | Which of the following is not a method for fixing Minimum Wages under the Minimum Wages Act, 1948? |
| Remember | Understanding | Remember | Understanding | Remember |
| a) 28 | a) 18 | a) Payment of Wages Act, 1936 | a) Schedule I part I | a) Notification Method |
| b) 20 | b) 15 | b) Equal Remuneration Act, 1976 | b) Schedule I part II | b) Committee Method |
| c) 30 | c) 16 | c) Workmen’s Compensation Act, 1923 | c) Schedule I, Part I, II and the employments and added under section 27 | c) Bargaining Method |
| d) 31 | d) 19 | d) Minimum Wages Act, 1948 | d) Schedule I and II | d) None of the above |
| Ans: B | Ans: A | Ans: D | Ans: C | Ans: C |