



MPE 2 AND 3 Questions - By A.N.Revathy

Management Principles for Engineers (SRM Institute of Science and Technology)

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
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

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. Policies 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 -----
- | | |
|---|---|
| A. information to outsiders | B. basis for recruitment and selections |
| C. purpose and direction of all persons | 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

40. Which one of the following is not a step in planning?

- (A) Establishing objectives (B) Developing premises
(C) Determining alternative courses (D) Identifying needs of employees

41. Which of the following provides direction, serves as standards for evaluating performance and motivates members of the organization?

- (A) Mission (B) Values (C) Objectives (D) Goals

42. Match the following:

Term	Explanation
------	-------------

- | | |
|---------------|--|
| a. Strategy | 1. Enduring statements of purpose that distinguish one business from other simple firms. |
| b. Vision | 2. Specific results that an organization seeks to achieve. |
| c. Mission | 3. What do we want to become? |
| d. Objectives | 4. Means by which long term objectives will be achieved. |

Codes:

a b c d

- (A) 4 3 1 2
(B) 4 2 3 1
(C) 1 3 2 4
(D) 1 2 3 4

43. An outline of the fundamental purpose of an organization is called its:

- (a) mission statement. (b) objectives. (c) policy. (d) all of the above.

44. Specific, short-term statements detailing how to achieve an organization's goals is known as its:

- (a). vision. (b). mission statement. (c). objectives. (d) operational 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
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.....

- 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
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?
 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
48. The number of subordinates a superior can effectively handle is called
 (A) Organising people (B) Span of control (C) Direction (D) Coordination
49. Need-Hierarchy Theory was propounded by
 (A) Peter F. Drucker (B) Abraham Maslow
 (C) Mc - Faland (D) Elton Mayo
50. Which organisational structure is considered most complex?
 (A) Functional structure (B) Divisional structure
 (C) Strategic Business Unit (SBU) structure (D) Matrix structure
51. An example of an effective standard for a control system would be:
 (a) deciding to hire 5 new employees. (b) renting new premises.
 (c) planning to increase sales of product A from 5,000 to 10,000 per month by December of next year.
 (d) improving the quality of production.
52. Motivation is related to:
 (a) planning. (b) controlling. (c) leading. (d) tactical decisions.
53. Empowerment is related to:
 (a) planning. (b) organizing. (c) directing. (d) controlling.
54. The most effective leader is one who:
 (a) makes managerial decisions without consulting others
 (b) works with managers and employees to make decisions
 (c) has the leadership style most appropriate to the situation and the employee involved.
 (d) none of the above

Part B

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.

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.

Part C

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.

Unit III

1. 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 out 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