

- Q. 4 "Management is both a science and an art". Discuss this statement, giving suitable examples.
- Q. 5 Which of the two descriptions of management (functions or roles) do you find more helpful? If you have experience of rural development, try to identify how this has influenced your answer.
- Q. 6 What are the Characteristics of Management?
- Q. 7 Define: Administration.
- Q. 8 Define Management. How does it differ from Administration?
- Q. 9 "Administration & management are similar concepts" what is your opinion on this statement? Why?
- Q. 10 Explain various levels of management with their functions.
- Q. 11 Explain the following : (a) Authority & responsibility, (b) span of control
- Q. 12 Explain the advantages of centralization over decentralizations.
- Q. 13 List out any eight Principles of management. Explain any four of them in detail.
- Q. 14 What are the functions of management?
- Q. 15 What is planning? Why plan fails?
- Q. 16 What are the requirements of a good plan?
- Q. 17 Define & describe planning as a function of management.
- Q. 18 What do you understand by organizing function? Explain the principle of organizing.
- Q. 19 What is decision making?
- Q. 20 "Management starts from planning and ends up with controlling". Discuss this statement, giving suitable examples.

Multiple Choice Questions

- Q. 1 serve important roles in organizations.
(a) Supervisors (b) Subordinates
(c) Managers (d) Employees
[Ans. : (c)]
- Q. 2 Managerial roles involve specific types of behavior, conduct and that a manager must demonstrate to be successful.

- (a) Activity (b) Task
(c) Decisions (d) Actions
[Ans. : (d)]
- Q. 3 Which of the following is not included in the three general manager roles identified by Henry Mintzberg?
(a) Figurehead roles (b) Interpersonal roles
(c) Information roles (d) Decision roles
[Ans. : (d)]
- Q. 4 Manager is responsible for activities of his/her
(a) Employee (b) Ordinates
(c) Subordinates (d) Supervisor
[Ans. : (c)]
- Q. 5 role involves receiving collecting of information and distributing them as required.
(a) Interpersonal (b) Information
(c) Decisional (d) Managerial
[Ans. : (b)]
- Q. 6 Decision roles include.....
(a) Negotiator (b) Monitor
(c) Disseminator (d) Spokesperson
[Ans. : (a)]
- Q. 7 According to Peter Drucker, is what the modern world is all about".
(a) Controlling (b) Management
(c) Directing (d) Innovation
[Ans. : (b)]
- Q. 8 Administrative is also called as.....
(a) Middle level management
(b) Low level management
(c) Top level management
(d) None of the above
[Ans. : (c)]
- Q. 9 Executive is also called as.....
(a) Top level management
(b) Low level management
(c) Middle level management
(d) None of the above
[Ans. : (c)]
- Q. 10 Supervisory is also called as.....
(a) Top level management
(b) Middle level management
(c) Low level management
(d) None of the above
[Ans. : (c)]
- Q. 11 Top management includes.....
(a) President (b) Superintendents
(c) Branch managers (d) General foreman
[Ans. : (a)]
- Q. 12 Which of the following does not belong to middle management?
(a) President (b) General foreman
(c) Branch managers (d) Superintendents
[Ans. : (a)]
- Q. 13 Middle management is concerned with implementation of policies and plans chalked out by the
(a) Lower management
(b) Top management
(c) Upper middle management
(d) None of the above
[Ans. : (b)]
- Q. 14 Top management does not belong to
(a) Board of directors
(b) Managing directors
(c) Chief executives
(d) Branch managers
[Ans. : (d)]
- Q. 15 Lower management includes.....
(a) President (b) Foreman
(c) Managing directors (d) Chief executives
[Ans. : (b)]
- Q. 16 Operating force does not include
(a) Workers
(b) Rank and file workman
(c) Skilled workers
(d) Employee
[Ans. : (d)]
- Q. 17 Is the function of management.
(a) Organizing (b) Managing
(c) Execution (d) None of the above
[Ans. : (a)]
- Q. 18 Identification of activities is the part of which management function?
(a) Planning (b) Organizing
(c) Directing (d) Controlling
[Ans. : (b)]
- Q. 19 Which of the following is not the element of direction?
(a) Supervision (b) Motivation
(c) Authority (d) Leadership
[Ans. : (c)]

Q. 20 is one of the managerial skills.

- (a) Technical skill (b) Managing skill
(c) Communication skill (d) None of the above

[Ans. : (a)]

Q. 21 Is not the element of managerial skills.

- (a) Conceptual skill (b) Human relation skill
(c) Technical skill (d) Communication skill

[Ans. : (d)]

Q. 22 is related with the purchase of various materials required by the organization.

- (a) Material management
(b) Purchasing
(c) Taxation
(d) Costing

[Ans. : (b)]

Q. 23 involves giving information about products to buyers through different media.

- (a) Marketing (b) Costing
(c) Advertising (d) Financial accounting

[Ans. : (c)]

Q. 24 The managerial function of organizing may be called as the

- (a) Process of managing
(b) Process of controlling
(c) Process of management
(d) None of the above

[Ans. : (c)]

Q. 25 Lower manager is also called as

- (a) Foreman (b) Inspector
(c) Director (d) Supervisor

[Ans. : (d)]

Q. 26 Executory level is nothing but the

- (a) Middle level management
(b) Top level management
(c) Lower level management
(d) None of the above

[Ans. : (a)]

Q. 27 Which term best describes the process of obtaining, deploying, and utilizing a variety of essential resources to contribute to an organization's success?

- (a) Planning (b) Organizing
(c) Staffing (d) Management

[Ans. : (d)]

Q. 28 Which title is given to an individual who is in charge of and coordinates the activities of a group of employees engaged in related activities within a unit of an organization?

- (a) Manager (b) Employee
(c) Vender (d) Contractor

[Ans. : (a)]

Q. 29 Which management function involves setting goals and objectives and creating specific plans for completing them?

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

[Ans. : (a)]

Q. 30 Which level of management is responsible for establishing a vision for the organization, developing broad plans and strategies, and directing subordinate managers?

- (a) First level managers
(b) Middle managers
(c) Executive managers
(d) Second level managers

[Ans. : (c)]

Q. 31 Which level of management is responsible for implementing programs that are intended to carry out the broader objectives of an organization set by executives?

- (a) Supervisory managers
(b) Middle managers
(c) First level managers
(d) Chief financial managers

[Ans. : (b)]

Q. 32 Which management principle states that each individual should report to only one boss in order to avoid conflict and/or confusion?

- (a) Division of command
(b) Chain of command
(c) Unity of direction
(d) Unity of command

[Ans. : (d)]

Q. 33 Which management principle states that orders and instructions should flow down from top to bottom or from a higher level manager to a lower one?

- (a) Division of work
(b) Chain of command
(c) Unity of direction
(d) Unity of command

[Ans. : (b)]

- Q. 34** A manager who possesses knowledge of the processes, equipment, and potential problems of an industry would possess what type of managerial skill?
 (a) Technical (b) Administrative
 (c) Interpersonal (d) Organizational
[Ans. : (a)]
- Q. 35** The ability of a manager to interface and work effectively with individuals and groups is descriptive of what type of managerial skill?
 (a) Technical (b) Administrative
 (c) Interpersonal (d) Organizational
[Ans. : (c)]
- Q. 36** By exceeding the monthly marketing budget set for a company, a manager would fail to meet which type of performance measure?
 (a) Quantity
 (b) Quality and workmanship
 (c) Cost and budget control
 (d) Customer satisfaction
[Ans. : (c)]
- Q. 37** If a manager leads a team to exceed their monthly goal of new clients, which type of performance results have they attained?
 (a) Quantity
 (b) Quality and workmanship
 (c) Cost and budget control
 (d) Customer satisfaction
[Ans. : (a)]
- Q. 38** For a manager, which should take priority- the job task or the employees performing the job?
 (a) The job task always takes priority over employees.
 (b) Employees always take priority over the job task.
 (c) Neither, a manager should balance interest in the job task with the needs of the employees performing the job.
 (d) Neither, administration of the business takes priority over the job task and the employees.
[Ans. : (c)]
- Q. 39** Economic uncertainty, regulatory requirements, and new competitors are examples of what type of factors that affect managers?
 (a) Intrapersonal factors
 (b) Internal factors
 (c) Interpersonal factors
 (d) External factors
[Ans. : (d)]
- Q. 40** Which management function involves measuring results, comparing results to expectations, and taking corrective action?
 (a) Planning (b) Organizing
 (c) Leading (d) Controlling
[Ans. : (d)]
- Q. 41** Which type of issues are first level managers routinely influenced by?
 (a) Long range issues (b) Short range issues
 (c) Strategic issues (d) Shareholder issues
[Ans. : (b)]
- Q. 42** Which of the following characterize a manager as being effective?
 (a) They use a minimum amount of resources for the amount of outputs produced.
 (b) They devote a large amount of time to planning.
 (c) They achieve their goals.
 (d) They interview, select, and train people who are most suitable to fill open jobs.
[Ans. : (c)]
- Q. 43** Which of the following characterize a manager as being efficient?
 (a) They use a minimum amount of resources for the amount of outputs produced.
 (b) They devote a large amount of time to planning
 (c) They achieve their goals.
 (d) They interview, select, and train people who are most suitable to fill open jobs.
[Ans. : (d)]
- Q. 44** Which management principle states that work should be divided so that each person will perform a specialized portion?
 (a) Division of work (b) Chain of command
 (c) Unity of direction (d) Unity of command
[Ans. : (a)]
- Q. 45** What two major end results are managers seeking on a daily basis?
 (a) A product or service
 (b) Management and efficiency
 (c) Energy and utilities
 (d) Facilities and equipment
[Ans. : (a)]
- Q. 46** In management, the various roles that managers are called on to perform are defined in which process?



- (a) Management process
- (b) Executive process
- (c) Business process
- (d) Supervisory process

[Ans. : (a)]

Q. 47 Which types of managers are responsible for reporting to middle managers?

- (a) Employees
- (b) Managers
- (c) Executive managers
- (d) Second level managers

[Ans. : (b)]

Q. 48 Which part of the management process includes measuring results, comparing results to expectations, and taking corrective action to bring results in to line?

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

[Ans. : (d)]

Q. 49 Which influential thought leader is known for his common sense approach to selfimprovement as demonstrated through the book he authored, How to Win Friends and Influence People?

- (a) Dale Carnegie
- (b) Frederick W. Taylor
- (c) W. Edwards Deming
- (d) Steven Covey

[Ans. : (a)]

Q. 50 Which influential thought leader is known as the father of scientific management?

- (a) Dale Carnegie
- (b) Frederick W. Taylor
- (c) W. Edwards Deming
- (d) Peter F. Drucker

[Ans. : (b)]

Q. 51 The term "core competency," was coined by which of the following influential business thinkers?

- (a) W. Edwards Deming
- (b) C.K. Prahalad
- (c) Ken Blanchard
- (d) Frederick W. Taylor

[Ans. : (b)]

Q. 52 Which influential thought leader is known for his theory on organizational forms?

- (a) John Maxwell
- (b) Tom J. Peters
- (c) Henry Mintzberg
- (d) John P. Kotter

[Ans. : (c)]

Q. 53 The ability of a manager to interface and work effectively with individuals and groups is descriptive of what type of managerial skill?

- (a) Technical
- (b) Administrative
- (c) Interpersonal
- (d) Organizational

[Ans. : (c)]

Q. 54 Which type of managers are responsible for reporting to middle managers?

- (a) Employees
- (b) Managers
- (c) Executive managers
- (d) Second level managers

[Ans. : (b)]

Q. 55 In management, the various roles that managers are called on to perform are defined in which process?

- (a) Management process
- (b) Executive process
- (c) Supervisory process
- (d) Business process

[Ans. : (a)]

Q. 56 Which management function involves setting goals and objectives and creating specific plans for completing them?

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

[Ans. : (c)]

Q. 57 Which of the following characterize a manager as being effective?

- (a) They use a minimum amount of resources for the amount of outputs produced.
- (b) They interview, select, and train people who are most suitable to fill open jobs.
- (c) They achieve their goals.
- (d) They devote a large amount of time to planning.

[Ans. : (c)]

Q. 58 Which management principle states that work should be divided so that each person will perform a specialized portion?

- (a) Unity of direction
- (b) Chain of command
- (c) Division of work
- (d) Unity of command

[Ans. : (a)]