शुभ सकाळ ।



सेव लाडक्या । मत्र-मैत्रिणींना मैत्रीदिनाच्या हार्दिक शुभेच्छा सर्वं प्रथम

हेमंत ठाकरे कडून 🧼 🦫 🦫

Happy friendship day

- Q. 40 means a person who has not attained the age of 18 years.
 - (a) Employer
- (b) Employee
- (c) Minor
- (d) Managing agent

[Ans. : (c)]

- Q. 41 No contribution is required for getting benefit under which of the following legislations?
 - (a) Maternity Benefit Act
 - (b) Workmen's Compensation Act
 - (c) Both under (A) & (B)
 - (d) None of the above

[Ans. : (a)]

- Q. 42 Under this Act, employer shall not be liable to pay compensation in respect of any injury which does not result in the total or partial disablement of the workman for a period exceeding ------ days;
 - (a) 7
- (b) 3
- (c)
- (d) 2

[Ans. : (b)]

- Q. 43 Statutory Minimum wage is fixed under....
 - (a) Payment of Wages Act, 1936
 - (b) Minimum Wages Act, 1948
 - (c) Equal Remuneration Act, 1976
 - (d) Workmen's Compensation Act, 1923

[Ans. : (b)]

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d)]

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y.

	anement (MSBTE) 5-46					Legislative Acts
6	means electrical energy or any form of energy which is mechanically transmitted and is not	Q. 32	Chile	d below the age o	f sh	ould not be employed.
	generated by human and animal agencies.		(a)	16 (b) 15	(c)	14 (d) 13 [Ans.:(c)]
	(a) Work (b) Energy	Q. 33	Sec	tions 11 to 20 of	the Fe	ctories Act deal about
	(c) Kinetic energy (d) Power [Ans.:(d)]				uio ra	ciones Act deal abou
g 26	Chief inspector is appointed by		201	Welfare	(b)	Wages
0.20	(a) Chief minister (b) Prime minister	147	(c)	Leave	(d)	Health [Ans.: (d)]
	control government (d) Central government	Q. 34	Con	tions 01 to 40 of	Fasta	Company Dig.
	[Ans.: (c)]	u. 34		uons 21 to 40 o	ractor	ies Act discuss about
27	Who may appoint qualified medical practitioners as certifying surgeons?	104: 4	(a)	Health	(b)	Safety measures
	avid Listan (h) Drime minister		(c)	Leave	(d)	Proper lighting
						[Ans. : (b)]
	(c) State government (d) Central government [Ans.: (c)]	Q. 35	Sec	ction 11 of factory	act deal	
. 28	Workers cannot be employed for more than		(a)	Cleanliness	(b)	No overcrowding
	hours in a day.		(c)	Both	(d)	None [Ans.: (a)]
	(a) 8 (b) 7 (c) 10 (d) 9	-		Α.		
	[Ans.: (d)]	Q. 36	Sec	ction 17 of factory		
. 29	Workers cannot be employed for more than		(a)	Cleanliness	(b)	No overcrowding
	hours in a week.		(c)	Proper lighting	(d)	[Ans. : (c)
	(a) 48 (b) 40 (c) 36 (d) 30			ction 35 of factory	act deal	
	[Ans. : (a)]	Q. 37		Cleanliness	(b)	No overcrowding
. 30	If worker works beyond 9 hours a day or 48 hours a		2000	Proper lighting	(d)	Protection of eyes
	week, overtime wages are the rate of wages are		(C)	Proper lighting	(-)	[Ans. : (d)
	payable.	Q. 38	Se	ctions 42 to 49 d	f Facto	ries Act discuss abou
	(a) Same (b) Double	-	•••	••		
	(n. Triple		(a)	Health	(b)	Welfare measures
	(c) One and half (d) The [Ans.: (b)]		(c)	Leave	(d)	Proper lighting
COSTIL.	act has been proposed to be amended to allow	,	- 1			[Ans. : (b)
2. 31	night shift for women workers.	Q. 39				closing down of a place
	1500			employment or pa	rt thereo (b)	or. Industry
	(a) Factory		(a)) Closure) Award	(d)	Grievance
	(c) Wages (d) Welfare [Ans.: (a)	1	(5)	Oliverity .	1	[Ans. : (a)

¥	Management (MSBTE)						
Q. 1	1 Labor legislation in Inc	dia h	as a history of over				
	Years.						
	(a) 100	(b)					
	(c) 200	(d)	125 [Ans. : (d)				
Q. 12	Labor laws are enacted	by th	ю				
	(a) State Government	(b)	Central Government				
	(c) Legislation	(d)	Organization				
			[Ans. : (b)]				
Q. 13	has the sole resp labor laws.	onsib	ility for enforcement in				
	(a) State Government	(b)	Central Government				
	(c) Legislation	(d)	Organization				
			[Ans. : (b)]				
Q. 14	Which of the following wages?	is no	ot the law related to				
	(a) Payment of wages a	ct, 19	36				
	(b) Minimum wages act,	1948	The mark				
	(c) Payment of bonus ac	t, 196	35				
	(d) Mines act, 1952						
			[Ans. : (d)]				
.15	Which of the following is employment?	s not	the law related to				
	(a) Factories act, 1948		redenite e				
	(b) Mines act, 1952						
- 9	(c) Payment of bonus act,	1965					
	(d) Plantation labor act, 19	951					
	Which of the following is deprived and disadvanta society?	not	[Ans.: (c)] the law related to sections of the				

Q.

(a) Children act, 1933

(d) Child labor act, 1986

(b) Personal injuries act, 1962

(c) Bonded labor system act, 1976

(c) Workmen's compensation act, 1923 (d) Doc workers act, 1986 [Ans. : (d)] covers all manufacturing processes and Q. 18 establishments falling within the definition of factory. (a) Applicability of act (b) Purpose of act (c) Importance of act (d) All [Ans. : (a)] Adult means a person who has completed his/her Q. 19 year of age (a) 16 (b) (c) 21 (d) 19 [Ans.: (b)] Adolescent means a person who has completed Q. 20 his/her year of age. (a) 16 (b) 15 (c) 17 (d) 18 [Ans. : (b)] Child means a person who has not completed of his Q. 21 year age. (a) 15 (b) 16 (c) 18 (d) 21 [Ans.: (a)] Q. 22 Means a person who is either a child or adolescent. (a) Adult (b) Human (c) Aged person (d) Young person [Ans. : (d)] Q. 23 Means a period of 12 months beginning with the first day of January in any year. (a) Leap year (b) Year (c) Calendar year (d) None of above Q. 24 [Ans. : (c)] Means a period of 24 hours beginning at mid night. Which of the following is not the law related to social (a) Night (c) Day (b) Noon

(d)

Month

(a) Payment of gratuity act, 1972

(b) Fatal accidents act, 1855



Management (MSBTE) or publish its proposal for the information of persons likely to be affected and consider all representations received from those persons.

The appropriate government shall appoint an advisory Board for:

- o Coordinating the work of committees and sub-committees and
- O Advising it as regards fixing and revising minimum wages raise.

Review Questions

- Explain the importance of Labour legislation Act. 0.1
- Illustrate the purpose of Industrial Dispute Act. 0.2
- Explain the terms Employer, dependent and wages 0.3 of Workmen's Compensation Act, 1923.
- In what condition employer is liable to pay 0.4 comensation under Workmen's Compensation Act, 1923.
- What do you understand by the term 'Wages' under 0.5 Minimum Wages Act 1948?

Multiple Choice Questions

- Labor law is also known aslaw. Q. 1
 - (a) Development
- **Employment** (b)
- None o the above (d)
- Legislation [Ans. : (b)]
- How many types are there of labor law? Q. 2
 - (a) Two
- Three (b)
- (c) Four
- **Five** (d)
- [Ans. : (a)]
- law defines the rights and obligations as workers, union members and employers in the Q. 3 workplace.
- Development (b)
- (a) Labor
 - All (d) Collective labor
- [Ans. : (a)]

- Q. 4 Which labor law relates to the tripartite relationship between employee, employer and union?
 - Individual
- (b) Collective
- (c) Both
- (d) None

[Ans.: (b)]

- Q. 5 Which labor law concerns employees rights at work and through the contract for work?
 - (a) Individual
- (b) Collective
- (c) Both
- (d) None

[Ans.: (a)]

- Q. 6 is a law making body
 - (a) Assembly
- Management (b)
- (c) Organization
- (d) Legislation

[Ans.: (d)]

- Among all the sources of law, which one is the most Q. 7 patent and sovereign source of law making?
 - (a) Assembly
- Management (b)
- (c) Legislation
- Organization (d)

[Ans. : (c)]

- The term that describes an act and states what the Q. 8 future law will be for cases arising from it is
 - (a) Labor act
- Development act (b)
- (c) Industrial act
- Legislation act (d)

[Ans. : (d)]

- The making of general orders by our judges is as Q. 9 true as is carried on by the crown.
 - (a) Legislation
- Development (b)
- (c) Labor
- **Purpose** (d)

[Ans.: (a)]

- Legislative act gives legal framework to relationship Q. 10 between employer and
 - (a) Executive
- (b) Manager
- (c) Employee
- Foreman (d)

[Ans. : (c)]

Foam

(c)

The following is indirect cost of accident

Money paid for treatment of worker (a) Compensation paid to worker Cost of lost time of injured worker

All of the above

[Ans. : (c)]

000

[Ans.: (d)]

Which of the following fire material comes under

(b)

(d)

Petrol

Sodium

[Ans. : (a)]

Q. 36

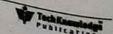
(a)

(c)

Wood

Aluminium

Policy formulation is the function of Q. 37 Top level management Middle level management (b) Operational management (c) All of the above (d) [Ans.: (a)] A safety programme consists of Q. 38 Four E's (b) Three E's Six E's (d) Five E's (c) [Ans.: (b)] The following is indirect cost of accident Q. 39 Money paid for treatment of worker (a) Compensation paid to worker (b) Cost of lost time of injured worker (c) All of the above [Ans. : (d)] Which of these is most likely to cause an accident in Q. 40 a workplace? Administration (a) (b) Manual handling (c) Adequate lighting Excessive noise (d) [Ans.: (b)] The safe way of working is..... Q. 41 An effective and right way of working An ancient way of working (b) A way of handling the work in a hurry (c) A way of normal working (d) [Ans. : (a)] Q. 42 case of an accident, the victim should immediately be... Asked to take rest (a) Enquired about the accident (b) (c) Attended to Left to himself without treatment Which of the following is not a principal duty of an Q. 43 To provide adequate supervision of work To give necessary instruction and training to



Special Permits

Some employers use special permits to cover specific hazards such as:

- **Extremely hazardous conditions**
- Radioactive materials
- Dangerous chemicals
- Excavations
- Power supplies

Every type of permit provides a checklist for preparing equipment, informs workers about hazards, lists or describes the precautions to take, and describes the personal protective equipment to use.

Review Questions

- Q. 1 What do you understand by saftey management? Why it is necessary or important?
- Q. 2 Explain the role of Management and trade union in saftey manageent.
- Q. 3 What are the different causes of accidents?
- Q. 4 List out the saftey measures to prevent the accidents at workplace.
- Q. 5 Explain safety procedure.
- Q. 6 Describe the different types of work permit.

Multiple Choice Questions

- Which o the following is not the economic reason for Q. 1 ensuring safe workplace.
 - (a) Reduce accidents
 - (b) Insurance
 - Improved employee relations (c)
 - Reduced cost (d)

[Ans. : (d)]

Q. 10

- Q. 2 Employees have a right to work in a safe and healthy environment.
 - (a) Legal
- (b) Illegal
- (c) Prior
- (d) None of above
- Who has a duty to maintain a safe workplace? [Ans. : (a)] Q. 3
 - (a) Employee
- **Employer**
- (c) Worker
- (d) Manager
- Q. 4 Safety is very important for each and every

- Industry (a)
- Workplace (b)
- Individual (c)
- All (d)

[Ans. : (b)]

- If the.... measures are not applied then the accident may result into direct and indirect cost. Q. 5
 - Legal (a)
- Safety
- **Economic** (c)
- Environmental (d)

[Ans. : (b)]

- Each shop supervisor may report to as regards Q. 6 safety matters.
 - Top executive (a)
- Executive (b)
- Lower executive (c)
- Manager (d)

[Ans. : (a)]

- Shop supervisor may treat safety as a aspect. Q. 7
 - Primary (a)
- (b) Secondary
- Non considerable (d) Prior

[Ans.: (b)]

- Q. 8 Which director/ manager may be given a line position or staff position depending upon the conditions in the industry?
 - (a) Safety
- (b) Deputy
- (c) Top
- (d) None

[Ans. : (a)]

- Q. 9 Who appoints the management members of the safety committee?
 - **Employee**
- (b) Top executive
- (c) Manger
- (d) **Employer**

[Ans. : (d)] A safety committee may consists of executives,

shop floor workers and

Employees

- (b) **Employers**
- (c) Supervisors
- (d) All of above
- [Ans. : (c)] Q. 11 On which level, the lower level employees get a channel of communication on safety matters directly.
 - (a) Top

(a)

- (b) Lower
- (c) Executive
- (d) Middle

[Ans. : (c)]



Controlling function of management is Q. 42

Forward looking

Backward looking (b)

Forward as well as backward looking (c)

None of these (d)

[Ans. : (c)]

Directing and controlling are the: Q. 43

Results of management. (a)

Goals of management. (b)

Functions of management. (c)

All of the above.

[Ans. : (c)]

Coordinating people and human resources to Q. 44 accomplish organizational goals is the process of:

> Management (a)

(b) Directing

(c) Planning

(d) Leadership

[Ans. : (d)]

Which of the following would be included in the Q. 45 "controlling function" ?

> Measuring results against corporate objectives.

Giving assignments

Setting standards (c)

Explaining routines (d)

[Ans. : (a)]

The most effective leader is one who: Q. 46

(a) Makes managerial decisions consulting others without

Has the leadership style most appropriate to the situation and the employee involved.

Works with managers and employees to make

None of the above (d)

Empowerment is related to: Q. 47

[Ans. : (b)]

(a) **Planning** (b) Organizing Controlling (c) Directing (d)

[Ans. : (d)]

Which of the following is a financial incentive?

Employees participation

[Ans. : (b)]

Which of the following is not an element of

(b) Communication

Receiver (d)

[Ans.: (b)]

Q. 36 Grapevine is

Formal communication

Barrier communication (b)

(c) Lateral communication

(d) Informal communication

[Ans. : (d)]

Q. 37 The highest level need in the need hierarchy of Abraham Maslow

> (a) Safety needs

Belongingness need (b)

(c) Selfactualisation need

(d) Prestige need

[Ans. : (c)]

Ability of a leader to look things from others point of Q. 38 view is

> Empathy (a)

(b) Sympathy

Responsibility

(d) Apathy [Ans. : (a)]

Q. 39 Find the odd one out

Supervision

(b) Leadership

Co-ordination

(d) Communication

[Ans. : (a)] Q. 40 Leadership style which takes decisions with subordinate is

> (a) Democratic leadership

(b) Autocratic leadership

Laissez -faire leadership (c)

Paternalistic leadership

[Ans. : (c)]

An efficient control system helps to

Accomplishedorganisational objectives (a)

Boosts employees morale (b)

Judgesaccurancy of standards (c)

All of the above (d)

[Ans. : (d)]

[Ans.: (a)] are goals, they are aims which management Q. 10 wish organizations to achieve.

Goals (a)

(b) Objectives

Activities

(d) None of these

[Ans. : (b)] A clear statement of purpose universally understood Q. 11 is the outstanding guarantee of effective

(a) Execution

(b) Communication

(c) Process

(d) None

...... Approach is essentially one-way and it is [Ans.: (b)] Q. 12 called an authoritarian approach.

(a) Modern

(b) Traditional

(c) are a guide to decision making. Q. 13 (a) (c) are a guide to action only. Q. 14 (a) Procedures (c) Are units for measuring one or more aspects of Q. 15 performance. (a) Rules Standard operating procedures and methods evolve Q. 16 considerable use of way under scientific

management.

(a) Two best

(c) One best

Q. 17 Which budget includes spending data items?

(a)

(c)

Q. 18

(c)

Q. 19is the managerial function of guiding nursing

(c)

Q. 20 Which among the following is not an element of direction?

> (a) Supervision

(b) organising

(c) Motivation (d) Leadership

[Ans. : (b)]

Q. 64	Wh	ement (MSBTE)	llowing		
	pro	cess?	ive		
	The The Co	Selection of object Determine the way	to ach	ieve objec	tive
	(b)	- u A and B			
	(c)	None of the above			m 42
	(d)	None of the above	-		[Ans. : (c)]
	1871	nich among the follo	wing is	a single u	se plan?
Q. 65			(b)	Policies	
	(a)	Objectives		Budget	
	(c)	Rules	(d)	Budget	[Ans. : (d)]
	-			d	[raile: - (-72
Q. 66	Po	licy formulation is th		ion or	
	(a)	Top level manage	ment		
	(b)	Middle level mana	gemen	t	
	(c)	Operational mana	gement		
	(d)	All of the above			FA (2)
Q. 67	D.,				[Ans. : (a)]
u. 01		get is an instrument	OI		
	0.70	Planning only Control only			
	(c)	Both planning and	contro	en ia its	
	(d)	None of these	COMMO	Tr. 1911	
					[Ans. : (c)]
Q. 68	*****	are the	e pres	cribe qu	idelines for
	con	ducting an action	- 100		101
	(a)	Rules	(b)	Method	
	(c)	Budget	(d)	Policy	
S 22					[Ans. : (c)]
2. 69	The is se	purpose and the a et up and operate is	im for a	which the	organisation
		Objective	(b)	Strategy	
	(c)	Policy	(d)	Procedu	
	-		10)	Flocedu	
. 70	Plan	ning process begai	n saith		[Ans. : (a)]
			i with		
		Setting objectives			
		dentity alternatives			
	(c) [Developing planning	g premi	se	

Planning and Organization Which among the following is not the principles of Q. 71 organisation? (a) Unity of objectives (b) Specialisation (c) Span of control (d) Initiative [Ans. : (d)] Organisation is a process of Q. 72 (a) Identifying and grouping of work to be performed (b) Defining and delegating the responsibility and authority (c) Both 'A' and 'B' (d) None of the above [Ans. : (c)] Responsibility always flows from Q. 73 (a) Superior to subordinate (b) Subordinate to superior (c) Both 'A' and 'B' (d) None of the above [Ans. : (a)] Authority always flows from Q. 74 (a) Superior to subordinate (b) Subordinate to superior (c) Both 'A' and 'B' (d) None of the above The following is not a type of organisation structure Q: 75 [Ans. : (b)] (a) Line organisation

(b) Functional organisation

(c) Line and staff organisation

(d) Flexible organisation

[Ans. : (d)]

Ans. : (0)

al that

3. : (a)]

s. : (c)]

15. : (C)]

ns. : (a)]

ns. : (8)]

	2-28 Planning and Organia gard Sporvisory Lev
Management (MSBTE) Q. 39 Which among the following is true for form	I delegation to be effective it is essential
Q. 39 Which among the lollowing organisation	
(a) It is not clear	(a) Authority (b) Manpower
(b) To satisfy the members	(d) Promotion
(c) Importance to persons and feelings	(6) 11100111
(d) To fulfill the firm's goal	[Ans. : (a
[Ans. : (d)	Q. 40 0.5
Q. 40 The process of sharing authority by superior to	
subordinate is	(b) Ensure accurate forecasting
(a) Delegation (b) Accountability	(c) None of these
(c) Centralisation (d) Responsibility	(d) All of these
[Ans. : (a)]	
Q. 41 Line organisation is also called	Q. 47 Organising process involves
(a) Military organisation	(a) Division of work
(b) Functional organisation	(b) Grouping of identical work
(c) Line and staff organisation	(c) All of these
(d) Project organization	(d) None of these
Q. 42 The form of organisation known for giving rise to	[Ans. : (c)]
rumours is called	Q. 48 Formal organisation is
(a) Centralised organisation	(a) Created by management
(b) Functional organisation	(b) A result of social interaction
	(c) To satisfy cultural needs
organization	(d) None of these
(d) Informal organization	The state of the s
2. 43 Groping of activities on the L	Q. 49 organising deals with
2. 43 Groping of activities on the basis of products line is a part of	(a) Division of work
(a) Delegated organisations	(b) Decentralising activities
(b) Divisional organisations	(c) Centralisation activities (d) All of the
(c) Functional organisation	(d) All of these
(d) Autonomous organization	The state of the s
[Ans. : (b)]	Q. 50 The process of [Ans.: (a)]
[······· (D)]	of

(d) None of these

Q. 44

chain

(a) Functional structure (b) Divisional structure (c) Formal organization

(d) Informal organization

Which of the following does not follow the scalar

[Ans. : (d)]

[Ans. : (c)] [Ans.: (a)] [Ans. : (a)] organising consists (a) Division of work into job of (b) Establishing authority relationships [Ans. : (c)]

: (6)

· : (c)]

for the

. : (b)]

above

s. : (a)]

battle

dling of

s. : (b)

s under

licies

s. : (c) s under

s under

[Ans.: (b)]

	Aggording to whom	obje-t	2-2			Planning and Orga	nizin	g at Super	deany Lawel
Q. 24	According to whom a aims which manage achieve.	Q. 31	Orga (a)	anisational decisions	are (b)	made by Manage			
	(a) John Maxwell	(b)	Tom J. Peters		(c)	Managing directors		None of	these
	(c) Robert C.	(d)	John P. Kotter [Ans. : (c)]	Q. 32		anisation means	a	formalised	[Ans.: (b)] intentional
Q. 25	is the decision ma	aking bo	dy of an organization ?	417		Roles	(b)	Rooms	
	(a) Decentralisation	d dia maj	- A Summandin	H de	(c)	Routes	(d)	None	
	(b) Administration				/05le/fi		[Ans. : (a)]		
	(c) Functional organ	Q. 33	7	is described as	inter	pretative pl	anning		
	(d) Leadership	iodiloi1				Procedure			
	(d) Loudoromp		[Ans. : (b)]	There	(b)	Strategy			
0.00	MPO offers the basis	for 000			(c)	Policies			
Q. 26	MBO offers the basis				(d)	None of the above			
	(a) Operations	(b)	performance						[Ans. : (b)]
	(c) Equality	(d)	None these [Ans.: (b)]	Q. 34	A s	sequence of activiti	es to	implemen	nt the policy
Q. 27	MBO was developed	by	area and the		0500000	Programme	(b)	Budget	
	(a) Peter.F.Drucker	(b)	Chester Bernard	10.0	(c)	Plan	(d)	Proced	
	(c) Fayol	(d)	None	17					[Ans. : (a)
			[Ans. : (a)]	Q. 35		nning is			
	and the state of t	I first			(a)		(b)		
Q. 28	The process of MBO	starts w	rith A 14		(c)	Forecasting	(d)	None	of these [Ans. : (b)
_ (2)	(a) Setting up of obligation			Q. 36	-	e line of authority fr	om ti	o chief eve	
	(b) Fetron plan					e line of authority in vest level of organis			
	(c) Review			Si .		Unity of command			of direction
				in.	200 000	Scalar Chain	(d	*// :==//(!===1	
	(d) All		[Ans. : (a)]						[Ans. : (c
	Effective control dep	ends on	n Lecond (a)	Q. 37	Bu	dgetary control requ	uires	the prepar	ation of
Q. 29					(a)	Training schedule			a jir
	(a) Organisation str		observer to the (in)		(b)	Budget		านานุนเรียกที	T (d)
The same	(b) proper direction				(c)	Network diagram			
	(c) Flow of commun	nication			(d)	Responsibility cer	ntres	-	
	(d) All		[Ans. : (d)]	Q. 38	Fir	st step in organizing	g is		[Ans. : (t
Q. 30	The supervisor moti	vate the	subordinates in	I	(a)	Establishing author	ority	relationship	Parenty
4.00	u sheadir	ection		17	2500				
	t- direct				(b)				tion
	us direc			140	(c)	Groping of jobs in	to de	epartmenta	uon
	CATEGORIES .		Million of the		(d)	Division of work			Ser Ball
	(d) All		[Ans. : (b)]	11.					[Ans.:(

[Ans.: (d)]

Tech Knames

Final selection : After a candidate has cleared all the hurdles in the selection procedure, he is formally appointed by issuing him an appointment letter or by concluding with him a service agreement. The appointment letter contains the terms and conditions of employment, pay scale and other benefits associated with the job.

Review Questions

- What are the main points in the definition of Q. 1 planning?
- How does planning provide direction? 0.2
- Do you think planning can work in a changing 0.3 environment?
- If planning involves working out details for the Q. 4 future, why does it not ensure success?
- Why are rules considered to be plans? 0.5
- What kind of strategic decisions are taken by Q. 6 business organisations.
- Why is it that organisations are not always able to Q.7 accomplish all their objectives ?
- What are the main features to be considered by the 0.8 management while planning?
- What are the steps taken by management in the 0.9 planning process?
- Is planning actually worth the huge costs involved? Q. 10 Explain.
- Explain in brief the meaning of organizing. Q. 11
- Discuss the steps involved in organizing. Q. 12
- Explain in brief the nature of organization. Q. 13
- Discuss the purpose of organization. Q. 14
- Write a note on principles of organization. Q. 15

Multiple Choice Questions

- Which of the following is a single use plan? Q. 1
 - (a) Objectives
- **Policies** (b)
- (c) Rules

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Budget (d)

[Ans. : (d)]

- Q. 2 Policy formation is the function of
 - (a) Top level management
 - (b) Low level management
 - (c) Middle level management
 - (d) None of the above

[Ans.: (b)]

- Q. 3 Budget is an instrument of
 - (a) Planning only
 - (b) Control only
 - (c) Both planning and control
 - (d) None of these

[Ans.: (c)]

- Q. 4 Planning process began with
 - (a) Setting objectives
 - (b) Identity alternatives
 - (c) Developing planning premise
 - (d) Selecting alternatives

[Ans.: (a)]

- Responsibility always flows from Q. 5
 - (a) Superior to subordinate
 - (b) Subordinate to superior
 - (c) Both A and B
 - (d) None of these

[Ans. : (a)]

- Which of the following is not the principle of Q. 6 organization?
 - (a) Unity of objectives
- Specialization (b)
- (c) Span of control
- Initiative (d)

[Ans.: (d)]

- Organization is a process of Q. 7
 - (a) Identifying and grouping of word to be performed
 - (b) Defining and delegating the responsibility and authority
 - (c) Both A and B
 - (d) None

[Ans. : (c)]

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

[Ans. : (a)]

- Which types of managers are responsible for Q. 47 reporting to middle managers?
 - (a) Employees
 - (b) Managers
 - (c) Executive managers
 - (d) Second level managers

[Ans. : (b)]

- Which part of the management process includes Q. 48 results comparing results, measuring expectations, and taking corrective action to bring results in to line?
 - (a) Planning
- Organizing (b)
- (c) Leading
- Controlling (d)

[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)]

- Which influential thought leader is known as the Q. 50 father of scientific management?
 - (a) Dale Carnegie
 - (b) Frederick W. Taylor
 - W. Edwards Deming
 - (d) Peter F. Drucker
- The term "core competency," was coined by which Q. 51 of the following influential businessthinkers?
 - (a) W. Edwards Deming
 - (b) C.K. Prahalad
 - (c) Ken Blanchard
 - (d) Frederick W. Taylor
- Which influential thought leader is known for his Q. 52 theory on organizational forms?
 - (a) John Maxwell
- (b) Tom J. Peters
- (c) Henry Mintzberg
- (d) John P. Kotter

[Ans. : (c)]

- The ability of a manager to interface and work effectively with individuals and groups is descriptive Q. 53 of what type of managerial skill? Administrative
 - (a) Technical
- Interpersonal
- Organizational (d) [Ans. : (c)]
- Which type of managers are responsible for Q. 54 reporting to middle managers?
 - (a) Employees
 - (b) Managers
 - (c) Executive managers
 - (d) Second level managers

[Ans. : (b)]

- In management, the various roles that managers Q. 55 are called on to perform are defined in which process?
 - (a) Management process
 - (b) Executive process
 - (c) Supervisory process
 - (d) Business process

[Ans. : (a)]

- Which management function involves setting goals Q. 56 and objectives and creating specifi plans for completing them?
 - (a) Planning
- Controlling (b)
- (c) Organizing
- (d) Leading
- [Ans. : (c)] Q. 57 Which of the following characterize a manager as being effective?
 - They use a minimum amount of resources for the amount of outputs produced.
 - They interview, select, and train people who are most suitable to fill open jobs.
 - They achieve their goals.
 - They devote a large amount of time to
- Q. 58 Which management principle states that work should be divided so that each person will perform a specialized portion?
 - Unity of direction
 - Chain of command
 - Division of work
 - Unity of command

[Ans. : (a)]

[Ans.: (b)]

[Ans.: (d)]

[Ans. : (a)]

Tech Knowledge

(b) Management and efficiency

(d) Facilities and equipment

In management, the various roles that managers

are called on to perform are defined in which

(c) Energy and utilities

process?

(d) Neither, administration of the business takes priority over the job task and the employees.

Economic uncertainty, regulatory requirements, and 0.39 new competitors are examples of what type of factors that affect managers?

- (a) Intrapersonal factors
- (b) Internal factors

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to

d)]

and

or

(b)]

- (c) Interpersonal factors
- (d) External factors

[Ans. : (d)]

Q. 46

Q. 20		is one of the ma	anager	ial skills.					
Q. 20		Technical skill	(b)	the state of the s					
		Communication s	21.50	and a bound					
	(0)	Communication		[Ans. : (a)					
0.01		Is not the elem	ent of r	managerial skills.					
Q. 21	(0)	1 (10)	(b)	lation of till					
	(a)		(d)	Communication skill					
	(c)	Technical skiii	(4)	[Ans. : (d)]					
0.00		is related wi	th the	purchase of various					
Q. 22	ma	terials required by	the org	ganization.					
	(a)								
	(b)								
	03.07	Taxation							
	(d)			terminality for a					
	. (0)	Costing		[Ans. : (b)]					
Q. 23		involves givino	inform	nation about products to					
u, 20	buyers through different media.								
	(a)	Marketing	(b)	Costing					
	(c)	Advertising	(d)	Financial accounting					
		1194	11H /.	[Ans. : (c)]					
Q. 24		e managerial fund led as the	ction o	of organizing may be					
	(a)	Process of manag	ging						
	(b)	Process of contro	lling	militarity and =					
	(c)	Process of manag	jement						
	(d)	None of the above	9						
			and the same	[Ans. : (c)]					
Q. 25	Low	er manager is also	called	as					
	(a)	Foreman	(b)	Inspector					
	(c)	Director	(d)	Supervisor					
Q. 26	Exe	cutory level is noth	ina but	[Ans. : (d)]					
	Executory level is nothing but the (a) Middle level management								
	(b)	Top level manage	ment	nough at the					
	(c)	Lower level manag							
	(d)	None of the above	EILE	it impulies in its					
7546				[Ans. : (a)]					
	Which	ch term heet decor	h 11	1.00					
Q. 27	dent	and bost descri	bes the	process of obtaining,					

deploying, and utilizing a variety of essential

(b)

(d)

resources

success?

(a) Planning

(c) Staffing

to contribute to an organization's

Organizing

Management

[Ans.: (d)]

Introduction to Management Concepts and Managerial Skills Which title is given to an individual who is in charge of and coordinates the activities of a group of Q. 28 employees engaged in related activities within a unit of an organization? **Employee** (b) (a) Manager Contractor (d) (c) Vender [Ans. : (a)] Which management function involves setting goals Q. 29 and objectives and creating specific plans for completing them? Organizing (b) (a) Planning Leading (d) (c) Controlling [Ans. : (a)] Which level of management is responsible for Q. 30 organization. a vision for the establishing 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 Q. 33 [Ans. : (d)]

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?

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

[Ans. : (b)]



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(c)

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