

Question 5:

In line and staff organization the supervisory authority and control over subordinate lies with:

- both line and staff
- staff executive
- line executive
- none of the above

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Question 4

The appropriate level of centralization depends upon _____

- Forms of Ownership
- Organizational objectives only
- organizational structure and organizational objectives
- freedom in organization

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Question 2:

Motivating the people and building the team spirit to improve the life standard of worker is possible due to

- Leadership
- Management
- Administration
- Organisation

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Question 1:

The ability to think in abstract terms to analyze and diagnose problems and make use of lateral thinking is called _____

- Human skills
- Technical skills
- Conceptual skills
- Time management skills

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Question 6:

In a business, which department deals with all employee matters?

- Sales
- Customer services
- Human resources
- Communication

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Question 10:

_____ suggested that standard methodology for doing a work should be adapted and workers should be motivated with pay according to output.

- Elton Mayo
- Max Weber
- Henry Fayol
- F.W.Taylor

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Question 9:

Which one of the following is not the principle of management

initiative

scalar chain

staffing

responsibility

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Question 8:

Intangible changes in the management of organization includes _____

- Government Policies
- Attitude of Workers
- culture
- All of the above

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Question 7:

Which of the following is not a principle of management?

- Fair Remuneration
- Budget
- Order
- Scalar chain

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Question 14:

Position designation seniority in job defines _____

-
- Centralization
 - Authority
 - Initiative
 - Responsibility

Question 13:

The measurement of actual performance and guiding towards the achievement of predetermined goal means

-
- planning
 - organizing
 - staffing
 - controlling

Question 12:

Role of Middle Level Managers is to _____

-
- Implementing the policies of the organization
 - Deciding the goals and policies of the organization
 - Inspire lower level managers towards better performance.
 - Formulate day to day working rules for the workers

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Question 11:

The process of sharing of authority by superior to subordinate is called -----

- Equity
- Centralization
- Responsibility
- Delegation

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Question 18:

If X is given a task with sufficient authority, and X delegates this task to Y and asks him to ensure that task is done well, responsibility rest with _____, but accountability still rest with _____.

- XY
- Y, X
- XX
- YY

Question 17:

Material requisition form is used to

- supply material to workstation
- procure material from supplier
- keep record of material received
- All of the above

Question 16:

Identify the function of management which involves recruiting and appraisal in organizational structure.

-
- Organizing
 - Controlling
 - Planning
 - Staffing

Question 15:

Identify the organization whose nature is temporary in nature from following options.

- staff organization
- Military organization
- project organization
- line organization

Strategic plan

Standing plan

operational plan

tactical plan

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Question 23:

is responsible for effective utilization of manpower on the Manufacturing Section/shop-floor.

- Administrator
- Manager
- Quality Inspector
- Supervisor

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Question 22:

Matching people with job needs, supervisor must be well known with _____

- his relatives to whom he want to work in the organization
- salary given by employer to supervisor
- job requirement
- all of the above

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Question 21:

Planning by supervisor requires following skills qualities within themselves

- Ability to plan and control the work
- Full knowledge of men, machinery and machines.
- Democratic Leadership
- All of the Above

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Question 20:

Allotment of task to the individual in the plant is done by---

- production manager
- supervisor
- CEO
- plant manager

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Question 27:

Food, cloth and shelters are _____.

security needs

physiological needs

self actualization needs

self esteem needs

Question 25:

In Organizing the resources of the company, the authority is the power and right of a person _____

- to use and allocate the resources efficiently
- to take decisions
- to give orders while achieving the organizational objectives
- All of the Above

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Question 24:

MRP and JIT methods can be also used for preparing----- budget

- Cash
- Material
- manpower
- Production

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Question 31:

Controlling function includes the following processes. 1. Analyzing the actual performance 2 Finding out the reasons for discrepancies 3 Evaluating the processes are usually carried out is-

- 1.2.3.4
- 4.1.3.2
- 1.4.2.3
- 1.4.3.2

Question 30:

Following factor influences span of control in any industry

- managerial abilities
- scope of work and delegation of authority
- competence of subordinates
- All of the above

Question 29:

_____ is concerned with the direct supervision of the workers by planning and executing activities given by top management

Top Management

- Foreman

Manager

- All of the Above

Question 28:

Formation of manpower budget is dependent on

- Sales Budget
- Master Budget
- Material BudgetSells Budget
- Production Budget

Question 67:

An employee retired from a factory has a dispute with the management regarding his gratuity amount. Which authority he has to approach for settlement of the issue?

- Labour Court
- Industrial tribunal
- factory commissioner
- all of the above

Question 69:

Minimum Wage comprises of ----- components.

Five

Three

Two

Four

Question 69:

Minimum Wage comprises of ----- components.

Five

Three

Two

Four

Question 70:

A Factory ordinarily employs 165 employees out of which twelve are women. Select the correct welfare provisions according to factory act from the following options.

Rest room/lunch room is needed

A canteen for employees is needed.

Creche is needed. It is not regular work of factory.

After A, B & C

Question 65:

A worker of a maintenance contractor engaged in servicing of exhaust fans in the shop floor meets with an accident and is totally disabled temporarily. According to provide compensation to the maintenance worker?

- No, as he is from the contractor's employee
- Yes, as he is working in the place of work
- No, as the work performed is not regular work of factory
- Both of A & C

Question 64:

Under the Industrial Disputes Act, ----- is not be considered as an industrial dispute in factory

- When employer fails to keep his verbal promises
- When closure is a pretence
- When demand made for alteration of conditions of service of employees in a cooperative society.
- When the lock-out is in disguise of closure

under the Industrial Disputes Act, _____ is not be considered as an industrial dispute in factory

- When employer fails to keep his verbal promises
- When closure is a pretence
- When withdrawal made for alteration of conditions of service of employees in a cooperative society
- All of the above but is in disguise of closure

Question 63:

Accident means unforeseen ___ sudden mishap?

- Uncontrolled
- Controlled
- Semicontrolled
- All of the above

Question 62:

In underground work place employs a cage lowered and lifted by hoist. Which of the following is the correct frequency for thorough examination of the hoist mechanism?

- Three Months
- Twelve months
- Six months
- Four months

Question 61:

According to provisions of Factory Act, provision of Canteen becomes necessary in the factory when the number of ordinarily employed workers is more than

- 100
- 250
- 200
- 150

Floods

Untrained workers

Poor house keeping

Poor electrification

Present

Some or None

To be Removed

~~Good House Keeping Available on our Website~~

Question 56:

After the fire drill, supervisor has to _____.

- Record the evacuation time
- Reset the fire alarm
- Ensure fire alarm to back in operating condition
- All of the above

Question 58:

Effect of accident on Industry is _____.

- Faith of workers get disturbed
- Stoppage of production
- Loss of earning member
- Loss of skill

Question 58:

Effect of accident on Industry is _____.

Faith of workers get disturbed

Stoppage of production

Loss of earning member

Loss of skill

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Question 59:

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

- Full salary for the entire fifteen days of lay off
- Half of total wage they were paid before lay off
- No wage is payable as they are going to be joined shortly
- The lay off period will be treated as leave with pay

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Question 54:

-----one of the following activity does not require a work permit?

- Carrying tools to the tool room
- High risk activity
- Pressure testing
- Work near energized lines

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Question 53:

Special extinguishing medium is essential for:

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

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Question 51:

PPE is designed to _____

1. Protect workers body from hazards
2. To remove the hazards

Only 1 is correct

Only 2 is correct

Both are correct

Both are incorrect

Click on Image to Magnify...

Question 3:

Functional areas of management are given in figure. Fill up the blank

- Authority
- Production
- Department
- Planning

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Question 51:

PPE is designed to _____

1. Protect workers body from hazards
2. To remove the hazards

Only 1 is correct

Only 2 is correct

Both are correct

Both are incorrect

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Question 50:

Types of work orders _____

-
- Hot work permit
 - Cold work permit
 - Both
 - None
-

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Question 49:

A _____ is a continuous improvement process that reduces hazards and prevents incidents.

Secure Management System

Safety Management System

Safety Procedure

All of above

Question 43:

Bottom level to the upper levels communication is _____ type

- Horizontal
- Lateral
- downward
- upward

Question 44:

_____ helps to achieve optimum utilization of resources by effective allocation to various departments

- Controlling
- Budgeting
- directing
- followup

- Increasing production
- Avoiding accidents
- Providing comfort
- All of the above

Question 46:

Equipment used for safety are: _____.

- Mobile, helmet, safety shoes
- Helmet, safety shoes, goggle
- Goggle, mobile, safety shoes
- None of above

Question 47:

Work permit does not involve following person-----



Field operator



software designer



Executor



Issuer

Question 48:

Match the pairs

- | | |
|----------------|-----------------------|
| 1. Issue | A. Handback of permit |
| 2. Receipt | B. Prejob checks |
| 3. Clearance | C. Remove isolation |
| 4. Cancelation | D. Handover of permit |

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

Question 42:

Directing function of management embraces following activities :

- issuing orders to subordinates
- supervising subordinates
- providing leadership and motivation to subordinates
- all of these

Question 41:

_____ makes effective communication in an organisation.

- free flow of ideas
- information
- suggestions
- all of the above

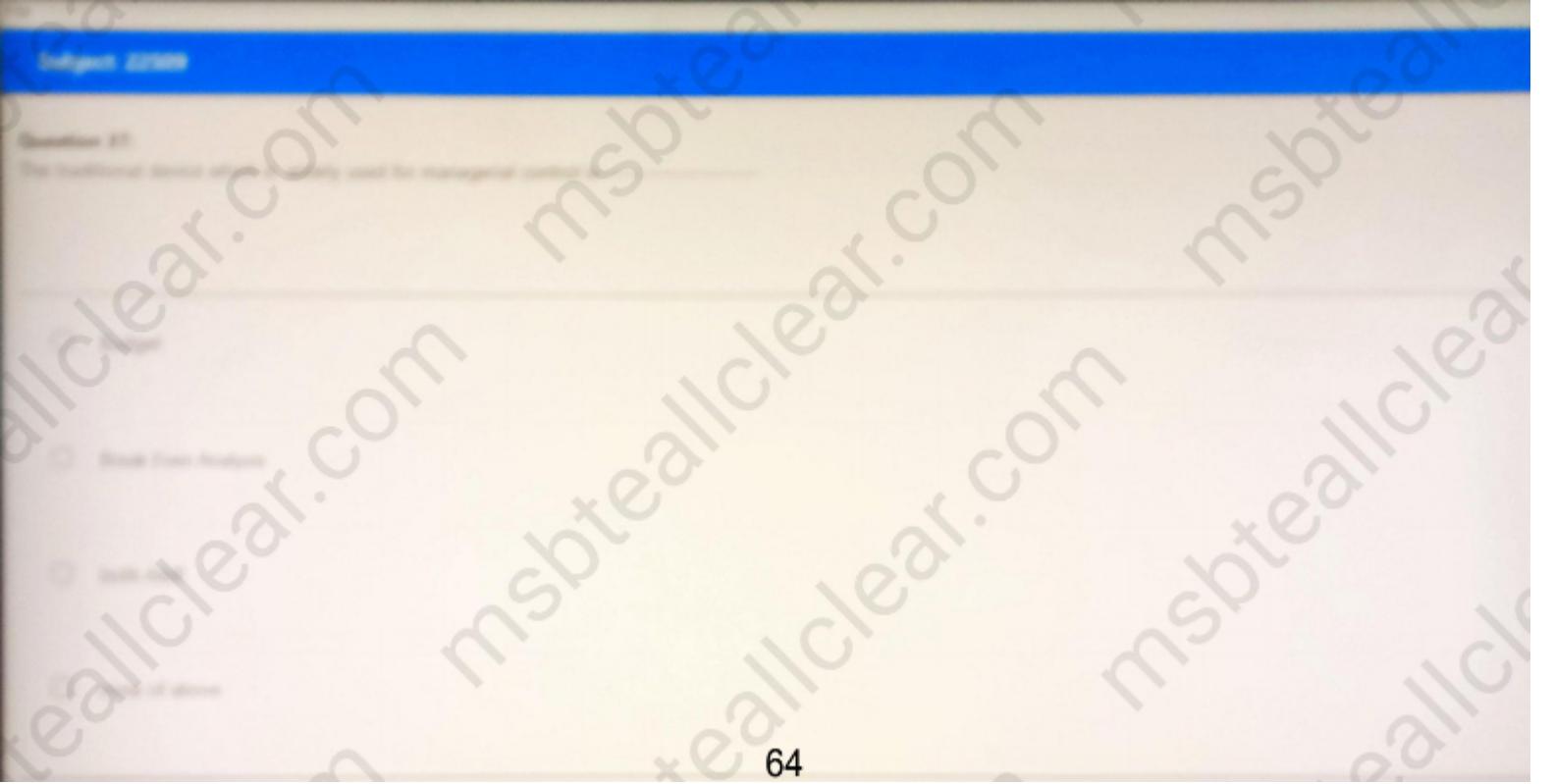
Question 39:

___ is not type of budget in finance department.

- cash budget
- capital budget
- sales budget
- break even analysis

tion 38:
person created to receive and respond inquiries,complaints, policy clarification request,etc

- Ombudsman
- manager
- supervisor
- chairman



cash budget

capital budget

sales budget

break even analysis

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- free flow of ideas
- information
- suggestions
- all of the above

- issuing orders to subordinates
- supervising subordinates
- providing leadership and motivation to subordinates
- all of these

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- Conducive environment
- Knowledge and skill
- Good salary package
- Order with clarity, completeness and having feasibility

Question 33:

motivation when person is inspired by its own _____

External



Internal

negative

All of these

Question 31:

Controlling function includes the following processes. 1. Analyzing the actual performance 2 Finding out the reasons for discrepancies 3 Evaluating the processes are usually carried out is-

1.2.3.4

o 4.1.3.2

1.4.2.3

1.4.3.2

37:

ional device which is widely used for managerial control is-----

Budget

Break Even Analysis

both A&B

none of above

