

- Q. 1** Coordinating people and human resources to accomplish organizational goals is the process of
(a) Management (b) Directing
(c) Planning (d) Leadership

[Ans. : (d)]

- Q. 2** Empowerment is related to
a) Planning (b) Organizing
(c) Controlling (d) Directing

[Ans. : (d)]

- Q. 3** Directing and controlling are the
(a) Results of management
(b) Goals of management
(c) Functions of management
(d) All

[Ans. : (c)]

- Q. 4** Budgetary control requires the preparation of
(a) Training schedule
(b) Responsibilities centre
(c) Budgets
(d) Network diagram

[Ans. : (c)]

- | | | | | |
|-------|---|--------------|---|--------------|
| Q. 5 | Supervisory management spends most of his/her time in
(a) Planning and controlling
(b) Directing and controlling
(c) Planning and organizing
(d) Organizing and controlling | [Ans. : (b)] | (c) are a guide to decision making.
(a) Procedures
(b) Policies
(c) Activities
(d) None of these | [Ans. : (b)] |
| Q. 6 | Which of the following would be included in the "controlling function"?
(a) Measuring results against corporate objectives
(b) Giving assignments
(c) Setting standards
(d) Explaining routines | [Ans. : (a)] | (a) Procedures
(b) Policies
(c) Activities
(d) None of these | [Ans. : (a)] |
| Q. 7 | is deciding in advance what to do and how to do.
(a) Organizing
(b) Controlling
(c) Planning
(d) Directing | [Ans. : (c)] | (a) Rules
(b) Standards
(c) Quantity
(d) All | [Ans. : (b)] |
| Q. 8 | Which is the first and most essential function of management?
(a) Planning
(b) Organizing
(c) controlling
(d) None of these | [Ans. : (a)] | (a) Two best
(b) Three best
(c) One best
(d) None | [Ans. : (c)] |
| Q. 9 | Planning is
(a) Goal-oriented
(b) Objective oriented
(c) Both A and B
(d) None | [Ans. : (a)] | (a) Revenue
(b) Project
(c) Flexibility
(d) Expenditure | [Ans. : (d)] |
| Q. 10 | are goals, they are aims which management wish organizations to achieve.
(a) Goals
(b) Objectives
(c) Activities
(d) None of these | [Ans. : (b)] | (a) Revenue
(b) Project
(c) Flexibility
(d) Activity | [Ans. : (d)] |
| Q. 11 | A clear statement of purpose universally understood is the outstanding guarantee of effective
(a) Execution
(b) Communication
(c) Process
(d) None | [Ans. : (b)] | (a) Controlling
(b) Direction
(c) Planning
(d) Organising | [Ans. : (b)] |
| Q. 12 | Approach is essentially one-way and it is called an authoritarian approach.
(a) Modern
(b) Traditional | [Ans. : (b)] | (a) Supervision
(b) organising
(c) Motivation
(d) Leadership | [Ans. : (b)] |

Q. 21 Which among the following statement relating to leadership is false?

- (a) leadership is a process of influence
- (b) leadership is goal oriented
- (c) leadership is bossism
- (d) a leader must have followers

[Ans. : (c)]

Q. 22 Which type of leader allow complete delegation of authority ?

- (a) Creative leaders
- (b) Persuasive leaders
- (c) Laissez faire leaders
- (d) Intellectual leaders

[Ans. : (c)]

Q. 23 Which among the following is not a quality for a leader?

- (a) Charming personality
- (b) Ability to take decision
- (c) Communication skill
- (d) Lazy attitude

[Ans. : (d)]

Q. 24 Under which style of leadership the leader completely delegate the authority to the subordinates ?

- (a) Free rein leadership
- (b) Paternalistic leadership
- (c) Participative leadership
- (d) Authoritarian leadership

[Ans. : (d)]

Q. 25 Which among the following is not a style of grid in the managerial grid by Blake and Mouton ?

- (a) Task management.
- (b) Innovation management
- (c) Middle road
- (d) Country club

[Ans. : (b)]

Q. 26 Which leadership Theory suggest that "leaders are born not made" ?

- (a) Trait theory
- (b) Situational theory
- (c) Great man theory
- (d) Behavioural theory

[Ans. : (c)]

Directing and Controlling at Supervisory Level

Q. 27 Which among the following is a characteristics of motivation?

- (a) Internal feeling
- (b) Simple process
- (c) One time process.
- (d) Not a goal oriented process

[Ans. : (a)]

Q. 28 Which among the following is not in the 5 types of needs proposed by maslow?

- (a) Psychological needs
- (b) Social needs
- (c) Esteem needs
- (d) Safety needs

[Ans. : (a)]

Q. 29 Which theory explains that there are two separate factors influence motivation?

- (a) Adam's Equity theory.
- (b) Maslow's need hierarchy theory
- (c) Herzberg's hygiene theory.
- (d) McGregor's Theory X and Theory Y

[Ans. : (c)]

Q. 30is the point at which there is no profit or no loss ?

- (a) Maximum profit point
- (b) Minimum loss point
- (c) Break even point.
- (d) Break down point

[Ans. : (c)]

Q. 31 The heart of management is

- | | |
|---------------|-----------------|
| (a) Planning | (b) Organising |
| (c) Directing | (d) Controlling |

[Ans. : (c)]

Q. 32 Which among the following is not an element of direction

- | | |
|----------------|-------------------|
| (a) Motivation | (b) Communication |
| (c) Delegation | (d) Supervision |

[Ans. : (c)]

Q. 33 The motivation theory which classifies need in hierarchical order is developed by

- | | |
|--------------------|-----------------------|
| (a) Fred Luthans | (b) Scott |
| (c) Abraham Maslow | (d) Peter. F. Drucker |

[Ans. : (c)]

- Q. 42** Controlling function of management is
(a) Forward looking
(b) Backward looking
(c) Forward as well as backward looking
(d) None of these
[Ans. : (c)]

Q. 43 Directing and controlling are the :
(a) Results of management.
(b) Goals of management.
(c) Functions of management.
(d) All of the above.
[Ans. : (c)]

Q. 44 Coordinating people and human resources to accomplish organizational goals is the process of:
(a) Management
(b) Directing
(c) Planning
(d) Leadership
[Ans. : (d)]

Q. 45 Which of the following would be included in the "controlling function" ?
(a) Measuring results against corporate objectives.
(b) Giving assignments
(c) Setting standards
(d) Explaining routines
[Ans. : (a)]

Q. 46 The most effective leader is one who:
(a) Makes managerial decisions without consulting others
(b) Has the leadership style most appropriate to the situation and the employee involved.
(c) Works with managers and employees to make decisions
(d) None of the above
[Ans. : (b)]

Q. 47 Empowerment is related to:
(a) Planning (b) Organizing
(c) Controlling (d) Directing
[Ans. : (d)]

Q. 48

Supervisory management spends most of his/her time:

- (a) Planning and controlling
- (b) Directing and controlling
- (c) Planning and organizing
- (d) Organizing and controlling

[Ans. : (b)]

Q. 49

Which management function involves measuring results, comparing results to expectations, and taking corrective action?

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

[Ans. : (c)]

Q. 50

An efficient control system helps to

- (a) Accomplishes organisational objectives
- (b) Judges accuracy of standards
- (c) Boosts employee morale
- (d) All of the above

[Ans. : (d)]

Q. 51

Management audit is a technique to keep a check on the performance of

- (a) Company
- (b) Customers
- (c) Shareholders
- (d) Management of the company

[Ans. : (d)]

Q. 52

An example of an effective standard for a control system would be:

- (a) Deciding to hire 5 new employees.
- (b) Improving the quality of production.
- (c) Renting new premises.
- (d) Planning to increase sales of product XYZ from 2,000 to 4,000 per month by December of next year.

[Ans. : (d)]

Q. 53

Budgetary control requires the preparation of

- (a) Training schedule
- (b) Responsibility centres
- (c) Budgets
- (d) Network diagram

[Ans. : (c)]

Q. 54

Which of the following is not applicable to responsibility accounting?

- (a) Cost centre
- (b) Accounting centre
- (c) Profit centre
- (d) Investment centre

[Ans. : (b)]



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

Multiple Choice Questions

- Q. 1** Which of the following is not the economic reason for ensuring safe workplace.
- (a) Reduce accidents
 - (b) Insurance
 - (c) Improved employee relations
 - (d) Reduced cost
- [Ans. : (d)]
- Q. 2** Employees have a right to work in a safe and healthy environment.
- (a) Legal
 - (b) Illegal
 - (c) Prior
 - (d) None of above
- [Ans. : (a)]
- Q. 3** Who has a duty to maintain a safe workplace?
- (a) Employee
 - (b) Employer
 - (c) Worker
 - (d) Manager
- [Ans. : (b)]
- Q. 4** Safety is very important for each and every employee in the industry.

- | | | |
|---------------------|--|---|
| <p>Q. 5</p> | <p>(a) Industry
(c) Individual</p> <p>If the..... measures are not applied then the accident may result into direct and indirect cost.</p> <p>(a) Legal
(c) Economic</p> | <p>(b) Workplace
(d) All</p> <p>[Ans. : (b)]</p> |
| <p>Q. 6</p> | <p>(a) Top executive
(c) Lower executive</p> <p>Each shop supervisor may report to as regards safety matters.</p> | <p>(b) Executive
(d) Manager</p> <p>[Ans. : (b)]</p> |
| <p>Q. 7</p> | <p>(a) Primary
(c) Non considerable</p> <p>Shop supervisor may treat safety as a aspect.</p> | <p>(b) Secondary
(d) Prior</p> <p>[Ans. : (b)]</p> |
| <p>Q. 8</p> | <p>(a) Safety
(c) Top</p> <p>Which director/ manager may be given a line position or staff position depending upon the conditions in the industry?</p> | <p>(b) Deputy
(d) None</p> <p>[Ans. : (a)]</p> |
| <p>Q. 9</p> | <p>(a) Employee
(c) Manger</p> <p>Who appoints the management members of the safety committee?</p> | <p>(b) Top executive
(d) Employer</p> <p>[Ans. : (d)]</p> |
| <p>Q. 10</p> | <p>(a) Employees
(c) Supervisors</p> <p>A safety committee may consists of executives, shop floor workers and</p> | <p>(b) Employers
(d) All of above</p> <p>[Ans. : (c)]</p> |
| <p>Q. 11</p> | <p>(a) Top
(c) Executive</p> <p>On which level, the lower level employees get a channel of communication on safety matters directly.</p> | <p>(b) Lower
(d) Middle</p> <p>[Ans. : (c)]</p> |

Q. 12 It was observed that those organizations which made safety committees had record of accidents than those without safety committees.

- (a) Higher
- (b) Lower
- (c) Equal
- (d) More

[Ans. : (b)]

Q. 13 Which of the following management is an integral part of an organization's responsibilities?

- (a) Economic
- (b) Employee
- (c) Safety
- (d) All of above

[Ans. : (c)]

Q. 14 The Statement will give direction to the management.

- (a) Strategy
- (b) Functions
- (c) Safety policy
- (d) None

[Ans. : (c)]

Q. 15 Who is responsible for the implementation of safe methods and practices?

- (a) Organization
- (b) Planning
- (c) Management
- (d) Employer

[Ans. : (c)]

Q. 16 Whose health and safety takes priority to the job or task to be accomplished?

- (a) Employer
- (b) Manager
- (c) Executive
- (d) Workers

[Ans. : (d)]

Q. 17 If a job cannot be done in a safe method, the job should not be.....

- (a) Allocate
- (b) Taken
- (c) Attempted
- (d) Recognize

[Ans. : (c)]

Q. 18 Industry units or factories are often thought of as places to work.

- (a) Safe
- (b) Dangerous
- (c) Efficient
- (d) None of above

[Ans. : (b)]

Q. 19 The success of any safety program relies on

- (a) Importance of safety
- (b) Planning
- (c) Safety policy
- (d) All

[Ans. : (a)]

Safety Management

Q. 20 Who are the workers in the company?

- (a) Employers
- (b) Employees
- (c) Managers
- (d) Executives

[Ans. : (b)]

Q. 21 The supervisor in the company is referred as

- (a) Employer
- (b) Foreman
- (c) Manager
- (d) Executive

[Ans. : (b)]

Q. 22 The safety norms for are similar to that of in many other industries.

- (a) Factories
- (b) Institutes
- (c) Organizations
- (d) Committee

[Ans. : (b)]

Q. 23 Which prevention is significant in industry?

- (a) Safety
- (b) Disease
- (c) Hazards
- (d) Accident

[Ans. : (d)]

Q. 24 Who has various responsibilities for effective industrial safety management in order to prevent the occurrence of accident?

- (a) Employee
- (b) Manager
- (c) Employer
- (d) Foreman

[Ans. : (c)]

Q. 25 Who is charged with the responsibilities of preventing accidents?

- (a) Safety officer
- (b) Foreman
- (c) Employer
- (d) Employee

[Ans. : (a)]

Q. 26 is a chemical reaction that takes place when a material oxidizes rapidly.

- (a) Hazard
- (b) Safety
- (c) Accident
- (d) Fire

[Ans. : (d)]

Q. 27 Which type of fire involves solid materials of an organic nature?

- (a) Class A
- (b) Class B
- (c) Class C
- (d) Class D

[Ans. : (a)]



Q. 28 Which type of fire involves liquid materials of an organic nature?

- (a) Class A (b) Class B
(c) Class C (d) Class D

[Ans. : (b)]

Q. 29 Which type of fire involves electricity?

- (a) Class A (b) Class B
(c) Class C (d) Class D

[Ans. : (c)]

Q. 30 Which type of fire involves flammable metals of an organic nature?

- (a) Class A (b) Class B
(c) Class C (d) Class D

[Ans. : (d)]

Q. 31 Procedure is a step by step description of a process when deviation may cause a loss.

- (a) Fire work (b) Safe work
(c) Permit (d) None

[Ans. : (b)]
[Ans. : (c)]

Q. 32 is an act of been free from harm and danger.

- (a) Accident (b) Fire
(b) Safety (c) Awareness

[Ans. : (c)]

Q. 33 The safety function is taken care of by officer.

- (a) Executive (b) Foreman
(c) Management (d) Personnel

[Ans. : (d)]

Q. 34 Which types of accidents have great effect on the employees, employer and nation economy?

- (a) Industrial (b) Fire
(c) Transportation (d) All

[Ans. : (a)]

Q. 35 Which of the following fire material comes under class D?

- (a) Liquids (b) Wood
(c) Magnesium (d) All off above

[Ans. : (c)]

Q. 36 Which of the following fire material comes under class A?

- (a) Wood (b) Petrol
(c) Aluminium (d) Sodium

[Ans. : (a)]

Q. 37 Policy formulation is the function of

- (a) Top level management
(b) Middle level management
(c) Operational management
(d) All of the above

[Ans. : (a)]

Q. 38 A safety programme consists of

- (a) Three E's (b) Four E's
(c) Five E's (d) Six E's

[Ans. : (b)]

Q. 39 The following is indirect cost of accident

- (a) Money paid for treatment of worker
(b) Compensation paid to worker
(c) Cost of lost time of injured worker
(d) All of the above

[Ans. : (d)]

Q. 40 Which of these is most likely to cause an accident in a workplace?

- (a) Administration
(b) Manual handling
(c) Adequate lighting
(d) Excessive noise

[Ans. : (b)]

Q. 41 The safe way of working is.....

- (a) An effective and right way of working
(b) An ancient way of working
(c) A way of handling the work in a hurry
(d) A way of normal working

[Ans. : (a)]

Q. 42 In case of an accident, the victim should immediately be...

- (a) Asked to take rest
(b) Enquired about the accident
(c) Attended to
(d) Left to himself without treatment

[Ans. : (c)]

Q. 43 Which of the following is not a principal duty of an employer?

- (a) To provide adequate supervision of work practices
(b) To give necessary instruction and training to employees

Management (MSBTE)

- (c) To provide meals at break times free of charge
 - (d) To provide and maintain workplaces, machinery and equipment which are safe and without risk to health as is reasonably practicable.

[Ans. : (c)]

- Q. 44 The purpose of a Permit-To-Work is to....

 - (a) Ensure that potentially dangerous work is done safely
 - (b) Ensure that only competent workers undertake the job.
 - (c) Ensure that the correct tools and equipment are used on a job.
 - (d) Ensure that emergency procedures are in place.

[Ans. : (a)]

[Ans. : (d)]

- Q. 46** The following is indirect cost of accident

 - (a) Money paid for treatment of worker
 - (b) Compensation paid to worker
 - (c) Cost of lost time of injured worker
 - (d) All of the above

[Ans. : (c)]

- Q. 47** Class-A fire consists of fire due to _____.

[Ans. : (a)]

- Q. 48** Water is used to extinguish ..

- (a) Class-A fires (b) Class-B fires
 (c) Class-C fires (d) All of the above

[Ans. : (a)]

- Q. 49** The following class of fire occur in electrical equipment

- (a) Class-A fires (b) Class-B fires
 (c) Class-C fires (d) All of the above

[Ans. : (c)]

- Q. 50** _____ is best suited to extinguishing oil or flammable liquid fire.

- (a) Soda acid (b) Vaporizing liquid
 (c) Foam (d) Dry chemical

[Ans. : (c)]

- Q. 51** The following extinguisher is suitable for cotton or other textile fire

[Ans. : (d)]