

Course Code: All, Subject Code: 22509, Subject Name: Management

Topic Name: Introduction to concept of management and managerial skills.

LO1: Explain the concept and importance of management.

Course expert Name: Ravindra Nafade, LME, G.P.Nashik

Assessment Type: Summative: End of CO: in LMS

Summative: Q 1	Summative: Q 2	Summative: Q 3	Summative: Q 4	Summative: Q 5
Who said “Management is the function of executive leadership anywhere”.	Universal, goal oriented, multidimensional, continuous process are some characteristics of-	Optimum utilization of resources can be ensured by-	Motivating the people and building the team spirit to improve the life standard of worker is possible due to-	-----is the art of getting work done through people.
Recall/ Remembering	Understanding	Application	Understanding	Recall/ Remembering
a) Ralph C. Devis	a) Management	a) Controlling	a) Leadership	a) Controlling
b) Mary Parker Follet	b) Organization	b) Inventory Control	b) Management	b) Counselling
c) F.W. Taylor	c) Administration	c)) Management	c) Administration	c) Administration
d) Joseph L. Massie	d) All above	d) Planning	d) Organization	d) Management
Ans: (a)	Ans: (a)	Ans: (c)	Ans: (b)	Ans: (d)

Assessment Type: Summative: End of CO: in LMS

Summative: Q 6	Summative: Q 7	Summative: Q 8	Summative: Q 9	Summative: Q 10
Management is a creative and.....process.	Management is ----- 1. art of getting things done through people 2. art of knowing what you want to do in best and cheaper way. 3. necessary to run the factory in efficient way. 4. is a inbuilt part of any organization.	----- concerned with decision making, policy making	The difference between administration and management is that-	A tool manufacturing firm wants to improve its performance from good to best. Suggest the steps they should follow-
Remembering	Understanding	Remembering	Understanding	Application
a) Systematic	a) 1&2	a) Management	a) Administration is largely determinative while management is essentially executive	a) 1. optimum utilisation of resources and reduce wastage. 2. Building team spirit to achieve goal.
b) Continuous	b) 1&3	b) Administration	b) Management is largely determinative while administration is essentially executive	b) 1. Changing the management. 2. Employing expert and skilled employees.
c) Long	c) 2&4	c) Organisation	c) Management is performed at higher level of management while administration is performed at lower level.	c) 1. Adopting latest technology. 2. Using suitable manufacturing techniques.
d) None of the above	d) 2&3	d) General Manager	d) Administration is a part of management.	d) 1. Increasing the wages of employees. 2. Increases profit margin
Ans: (b)	Ans: (a)	Ans: (b)	Ans: (a)	Ans: (a)

22509/Management/CO1/LO1

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LO2: State the principles and levels of management.

Course expert Name: Ravindra Nafade, LME, G.P.Nashik

Assessment Type: Summative: End of CO: in LMS

Summative: Q 1	Summative: Q 2	Summative: Q 3	Summative: Q 4	Summative: Q 5
Fedrick Winslow Taylor's Mechanism of Scientific Management includes-	Unity of Command" principle of effective direction means-	The founder of Scientific management is-	No one on the organisation should have more than one boss' is a statement of-	"Subordinate should take orders from only one superior for avoiding confusion, mistake and delay" This feature is categorized as-
Recall/ Remembering	Understanding	Recall/ Remembering	Understanding	Understanding
a) Scientific task setting	a) There should be unity amongst subordinates	a) Henri Fayol	a) Principle of specialization	a) Division of Work
b) standardization of tools and equipment's	b) A superior can supervise a limited number of subordinates	b) F.W.Taylor	b) Principle of authority	b) Espirit de corps
c) Planning the task	c) There should be unity amongst superiors	c) Elton Mayo	c) Principle of unity of command	c) Unity of Direction
d) All of the above	d) Subordinates should be responsible to one superior	d) Peter Drucker	d) Principle of span of control	d) Unity of Command
Ans: (d)	Ans: (d)	Ans: (b)	Ans: (c)	Ans: (d)

Assessment Type: Summative: End of CO: in LMS

Summative: Q 6	Summative: Q 7	Summative: Q 8	Summative: Q 9	Summative: Q 10
The founder of Modern Management was:	Under mechanism of scientific management, scientific task setting includes-	"Each management objective should have only one plan and efforts shall be taken to peruse a common goal" This feature categorized as:	The factors coming under philosophy of scientific management are-	Authority, discipline, unity of command, and unity of direction are-
Recall/ Remembering	Understanding	Understanding	Understanding	Application
a) Elton Mayo	a) Time study	a) Division of Work	a) Co-operation	a) Taylor's four principles of management
b) Peter Drucker	b) Motion study	b) Espirit de corps	b) Standardization of tools and equipment's	b) Principles of the human relations movement.
c) Henri Fayol	c) Method study	c) Unity of Direction	c) Harmony	c) Elements of Weber's ideal bureaucratic structure.
d) F.W.Taylor	d) All of the above	d) Unity of Command	d). All of the above	d) Four of Fayol's fourteen principles of management
Ans: (c)	Ans: (d)	Ans: (c)	Ans: (d)	Ans: (d)

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LO3: Explain the functions of management.

Course expert Name: Ravindra Nafade, LME, G.P.Nashik

Assessment Type: Summative: End of CO: in LMS

Summative: Q 1	Summative: Q 2	Summative: Q 3	Summative: Q 4	Summative: Q 5
Planning, organizing, directing and controlling are the:	Guiding and supervising the efforts of subordinates towards the attainment of the organization's goals describes the function of:	Staffing function of management comprises the activities of :	Which managerial function clarifies the boundaries of authority and responsibility within a department?	The following are the sub-functions of Directing except:
Recall/ Remembering	Understanding	Application	Understanding	Recall/ Remembering
a) Objectives of management.	a) Planning	a) Selecting the suitable person for positions	a) Planning	a) Staffing
b) Goals of management	b) Controlling	b) Defining the requirements with regard to the people for the job to be done	b) Organizing	b) Communication
c) Functions of management	c) Staffing	c) Training and developing staff to accomplish their task more effectively	c) Controlling	c) Leadership
d) All of the above	d) Directing	d) All of the above	d) Directing	d) Motivation
Ans: (c)	Ans: (d)	Ans: (d)	Ans: (b)	Ans: (a)

Assessment Type: Summative: End of CO: in LMS

Summative: Q 6	Summative: Q 7	Summative: Q 8	Summative: Q 9	Summative: Q 10
1. Setting up or establishment of standards: 2. Measuring the actual performance 3. Comparing the actual performance with established standards 4. Take corrective actions if needed These are the steps of -	Which function is regarded as the essence of management?	Directing function of management embraces activities of:	The relationship between leadership and management is most accurately stated as:	To the extent that an executive is carrying out the functions of planning, organizing, staffing, directing and controlling, he is involved in:
Recall/ Remembering	Understanding	Recall/ Remembering	Understanding	Application
a) Planning	a) Planning	a) Issuing orders to subordinates	a) Leadership is a subset of management	a) Administrative activities
b) Controlling	b) Staffing	b) Guiding and teaching the subordinates	b) There is no relationship between leadership and management	b) Financial activities
c) Evaluating	c) Coordination	c) Providing leadership and motivation to subordinates	c) Management is a subset of leadership	c) Managerial activities
d) Organizing.	d)Organizing	d) All of the above	d) Both are different things.	d) Non managerial activities.
Ans: (b)	Ans: (c)	Ans: (d)	Ans: (a)	Ans: (c)

22509/Management/CO1/LO3/PART1

Course Code: All , Subject Code: 22509 , Subject Name: Management

Topic Name: Introduction to concept of management and managerial skills.

LO4: Suggest the suitable type of organisation structure for the given examples.

Course expert Name: Ravindra Nafade, LME, G.P.Nashik

Assessment Type: Summative: End of CO: in LMS

Summative: Q 1	Summative: Q 2	Summative: Q 3	Summative: Q 4	Summative: Q 5
The following is not a principle of organisation	The process of dividing the work and then grouping them into units and subunits for the purpose of administration is known as;	Span of Control means-	Organisational structure should not be static means- of the enterprise influence the organization structure
Understanding	Understanding	Understanding	Understanding	Recall/ Remembering
a) Principle of exception	a) Departmentation	a) The number of subordinates that a managers can supervise directly	a) It should be dynamic	a) Objectives
b) Principle of balance	b) Organisation structure	b) Time required to control process	b) Subject to change from time to time	b) Infrastructure
c) Principle of complexity	c) Formation of expert Committee	c) Power given to supervisors	c) shall be flexible.	c) Location of enterprise
d) Principle of co-ordination	d) Dividing in Sections	d) None of the above	d) All of the above	d) Mission of enterprise
Ans: (c)	Ans: (a)	Ans: (a)	Ans: (d)	Ans: (a)

Assessment Type: Summative: End of CO: in LMS

Summative: Q 6	Summative: Q 7	Summative: Q 8	Summative: Q 9	Summative: Q 10
Plan that outlines who reports to whom and who is responsible for what is called as-	The following is not a principle of organisation:	The organization chart will not show:	No one on the organisation should have more than one boss' is a statement of:	Principle of Delegation is related with-
Recall/ Remembering	Recall/ Remembering	Recall/ Remembering	Understanding	Recall/ Remembering
a) Organisational Chart	a) Principle of exception	a) How the work is divided	a) Principle of specialization of	a) Delegation of Power
b) Organisational Chart	b) Principle of balance	b) Chain of command	b) Principle of authority	b) Delegation of Authority
c) Organisational Structure	c) Principle of complexity	c) The informal organization	c) Principle of unity of command	c) Delegation of Responsibility
d) Organisational Plan	d) Principle of co-ordination	d) The nature of the work performed by the components	d) Principle of span of control	d) Delegation of work.
Ans: (c)	Ans: (c)	Ans: (b)	Ans: (c)	Ans: (b)

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Summative: Q 1	Summative: Q 2	Summative: Q 3	Summative: Q 4	Summative: Q 5
Span of management means:	In which of the following organisation structure, each specialist is supposed to give his functional advice to all other foremen and workers:	Suggest the suitable organisation structure for a big steel plant:	The process of dividing the work and then grouping them into units and subunits for the purpose of administration is known as:	The following is also known as Military organisation:
Understanding	Understanding	Application	Understanding	Recall/ Remembering
a) A good organization should consist of departments.	a) Line organisation	a) Line organisation	a) Departmentation	a) Line organisation
b) Authority of each person must be clearly defined	b) Functional organisation	b) Functional organisation	b) Organisation structure	b) Functional organisation
c) Each subordinate should have one superior	c) Line and staff organisation	c) Line and staff organisation	c) Committee	c) Line and staff organisation
d) A manager can supervise a limited number of executives	d) All of the above	d) Flexible organization	d) Sub unit	d) None of the above
Ans: (d)	Ans: (b)	Ans: (c)	Ans: (a)	Ans: (a)

Assessment Type: Summative: End of CO: in LMS

Summative: Q 6	Summative: Q 7	Summative: Q 8	Summative: Q 9	Summative: Q 10
Which of the following is the oldest type of organization?	The following is not a principle of organisation:	The organization chart will not show:	No one on the organisation should have more than one boss' is a statement of:	The following is not a type of organisation structure:
Recall/ Remembering	Recall/ Remembering	Recall/ Remembering	Understanding	Recall/ Remembering
a) Functional organization	a) Principle of exception	a) How the work is divided	a) Principle of specialization	a) Functional organisation
b) Line organization	b) Principle of balance	b) Chain of command	b) Principle of authority	b) Line organisation
c) Line and staff organization	c) Principle of complexity	c) The informal organization	c) Principle of unity of command	c) Line and staff organisation
d) Project Organization.	d) Principle of co-ordination	d) The nature of the work performed by the components	d) Principle of span of control	d) Flexible organisation
Ans: (b)	Ans: (c)	Ans: (b)	Ans: (c)	Ans: (d)

Assessment Type: Summative: End of CO: in LMS

Summative: Q 11	Summative: Q 12	Summative: Q 13	Summative: Q 14	Summative: Q 15
In a big super speciality hospitals, the following type of organization is commonly used:	Suggest the type of organization suitable for small toy manufacturing company having 50 employees:	Which type of organization is suitable for large manufacturing concerns capable of expansion in Future:	Suggest the type of organization suitable for large Automobile industry producing 1000 cars per week: is the obligations of a subordinate for the performance of any job allotted by the superior.
Recall/ Remembering	Understanding	Recall/ Remembering	Understanding	Application
a) Line organisation	a) Line Organization	a) Line Organization	a) Line Organization	a) Authority
b) Functional organisation	b Functional organisation	b Functional organisation	b) Line & Staff Organization	b) Responsibility
c) Line and staff organisation	c) Line and staff organisation	c) Line and staff organisation	c) Functional Organization	c) Both (a) & (b)
d) None of the above	d) sole entrepreneurship	d) Board of Directors.	d) Flexible type.	d) None of the above
Ans: (b)	Ans: (a)	Ans: (c)	Ans: (b)	Ans: (b)

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LO5: Suggest the suitable managerial skills for the given situation.

Course expert Name: Ravindra Nafade, LME, G.P.Nashik

Assessment Type: Summative: End of CO: in LMS

Summative: Q 1	Summative: Q 2	Summative: Q 3	Summative: Q 4	Summative: Q 5
Management needs;	“Person's knowledge and proficiency in any type of process or technique” is the following type of managerial skill:	Mr. Ram is joined a tractor manufacturing company as Production manager. Suggest the suitable skills required to perform his job efficiently. 1.Technical skill 2. Human relation 3. Financial management 4.Conceptual skill	Suggest the skills required for line supervisor: 1.Technical skill 2. Conceptual skill 3. Human relationship 4. Financial skill	“Ability to conceptualize the environment, the organization, and his own job, so that he can set Appropriate goals for his organization, for himself and for his team.” This statement focused on following managerial skill;
Understanding	Understanding	Application	Application	Application
a) Conceptual & Human Skills	a) Technical Skill	a) 1,2,3,4	1,3	a) Technical Skill
b) Technical & Human Skills	b) Commercial Skill	b) 1,2	1,2	b)Conceptual Skill
c) Financial & Human Skills	c) Conceptual Skill	c) 1,2,4	2,3	c)Commercial Skill
d)Commercial & Human Skills	d) Human Relation Skill	d) 1,2,3	1,4	d) Financial Skill
Ans: (a)	Ans: (a)	Ans: (c)	Ans: (a)	Ans: (b)

Assessment Type: Summative: End of CO: in LMS

Summative: Q 6	Summative: Q 7	Summative: Q 8	Summative: Q 9	Summative: Q 10
.....is also known as operational management.	Creation of demand, customer satisfaction, market share, generation of profits,	Financial management deals with:	Man power recruitment and training is the responsibility of:	“To produce goods and services of right quality and quantity at the right time and right manufacturing cost” is the objective of:
Recall/ Remembering	Recall/ Remembering	Recall/ Remembering	Understanding	Recall/ Remembering
a) Middle level management	a) Financial management	a) Procurement and utilization of funds	a) Board of Directors	a) Personnel management
b) Production management	b) Marketing management	b) Financial planning and forecasting	b) Personnel management	b) Information management
c) Personnel management	c) Personnel management	c) Optimum funds utilization	c) Government	c) Production management
d) Information management	d) Advertisement management	d) All of the above	d) HR manager	d) Top level management
Ans: (b)	Ans: (b)	Ans: (d)	Ans: (b)	Ans: (c)