

		CHAPTER 1 & 2	SEM VI				
		Marks -14 & 16					
		22509					
SR NO	CO	QUESTION	a	b	c	d	CORRECT OPTION
1	CO1	Following are a few duties which are not the duty of management?	To keep stability	To motivate staff	To reduce wastages	To delegate	c
2	CO1	Which is not the output of management:	Desired results	Goal achievement	Technology	goodwill of organization in market	c
3	CO1	Getting things done from others is called _____	Management	working	functioning	Human resource	a
4	CO1	What is management?	it is a science	It is an art	both (a) and (b) are wrong	both (a) and (b) are correct	d
5	CO1	_____ of management aim at influencing behaviour of human beings in a desired manner.	The principles	functions	roles	Technology	a
6	CO1	When there is no management, then what will happen?	Overlapping of duties	Wastages of resources	Poor functioning of executives	All of the above	d
7	CO1	One of the statement is not the importance of management	It helps in Achieving Group Goals	Optimum Utilization of Resources	Reduces Costs	It helps in Achieving individual goals with deadlines.	d
8	CO1	Match the pairs: 1 Adam Smith (1) Need Hierarchy 2. F.W. Taylor (2) Economics 3. Maslow (3) Principles of Management 4. Henry Fayol (4) Scientific Management	1 - (2), 2 - (4), 3 - (1), 4 - (3)	1-(2). 2- (3), 3 - (4), 4 (1)	1 - (4). 2 - (3). 3 –(1). 4 – (2)	1 - (4), 2-(1). 3-(2), 4-(3)	a
9	CO1	Mc Gregor has given his contribution in _____	Concept of bureaucracy	Motion study	Theory X and Theory Y of motivation	Time study	c
10	CO1	F.W.Taylor has given his highest contribution in _____	Economics and management	Principles of management	Functions of management	Scientific management	d
11	CO1	Principles of management are the contribution of _____	Adam Smith	Henry Fayol	Mary Parker	F.W. Taylor	b
12	CO1	Below are mentioned 'stages' of evolution in management - which is not correct?	The beginning of management thought	The war management concept	The pre war management concept	Management theory in post war era	c
13	CO1	"Management is getting things done by others" - is said by _____	Henry Fayol	Drucker	Mary Parker	F.W.Taylor	c
14	CO1	_____ defines "Management as a multipurpose organ that manage a business and manages managers and manages workers and work."	Henry Fayol	Mary Follet	F.W.Taylor	Peter Drucker	d
15	CO1	Management is ...	Methodology	Social Science	Team activity	All are correct	d
16	CO1	Henry Fayol has given _____ principles of management.	14	12	16	13	a
17	CO1	Following is not the principle of management.	Initiative	Scalar chain	Responsibility	Staffing	c
18	CO1	Following is not the principle of management.	Team work	Organizing	Division of work	Remuneration	b
19	CO1	Following is not the principle of management.	Centralization	Authority	Marketing	Esprit de corps	c
20	CO1	Following is not the principle of management.	Discipline	Authority	Equity	Planning	d
21	CO1	Position, designation, seniority defines _____	Centralization	Initiative	Authority	Discipline	c
22	CO1	A right to command means _____	Stability	Authority	Scalar chain	Initiative	b
23	CO1	Which statement is wrong?	Authority cannot be delegated	Authority is the power to act	Higher the post, the higher is the authority	Authority is right to command	a
24	CO1	What is the second side of the coin of authority?	Position	Power	Responsibility	Remuneration	c
25	CO1	Discipline starts from _____ and percolates _____	Top, Bottom	Bottom, Top	self, others	All are wrong	a
26	CO1	Which statement is wrong?	Discipline means - the respect for rules	Discipline is one of the principles of management.	Discipline starts from lower level	Lack in discipline lead to loss of control	c
27	CO1	When many functions are controlled by a central authority, it is called as _____	Authority	Management	Discipline	Centralization	d
28	CO1	_____ gives power in the hands of many.	Discipline	Decentralization	Authority	Responsibility	b

29	CO1	Which statement is wrong?	Controls are concentrated at the centre	Many functions are controlled by a central authority	Centralization gives power in the hands of centre	Centralization delays the decision making.	d
30	CO1	Out of following which is not the correct advantage of 'Division of Work?	Extra pressure of work on very few is reduced	Monopoly in skills by few is reduced	small work and low quality work	Work gets completed in less time.	c
31	CO1	To start a new idea with enthusiasm is called as _____	Initiative	Dynamism	Leadership	Management	a
32	CO1	Which statement is wrong?	Initiative leads into new horizons of work	Support by others is not expected after anybody's initiative	Initiative may solve difficult problems	initiative is one of the principle of management	b
33	CO1	Remuneration is not based on _____	Performance	Responsibility	relationship	Designation	c
34	CO1	Remuneration means	Fair salary	Team spirit	Higher performance	None of the above	a
35	CO1	Which statement is wrong?	In team work, there is more contribution from many	Talent of each member cannot be used	Teamwork creates good work culture	Big task is easier due to teamwork	b
36	CO1	Unity of direction stands for	Deviation from the defined path is prevented	one goal	one plan	All of the above	d
37	CO1	Improvement in work is possible by _____	Authority	Responsibility	Stability of tenure	Unity of command	c
38	CO1	Equity is one of the principles of management, which means	shares of company	kindness	treating with equality	option b and d	d
39	CO1	Which of the following statement is wrong?	Order means right thing at right place	Scalar chain is a formal line of structures	Responsibility means duty of a manager	Equity is shares possessed by public	d
40	CO1	What is Esprit de Corps?	It is function of management	It is principle of management	It is management concept in Russia	It is name of company	b
41	CO1	Out of following which is not the function of management?	Planning	Controlling	Discipline	Directing	c
42	CO1	Out of following which is not the function of management?	Decision making	Remuneration	Organizing	Staffing	b
43	CO1	Deciding in advance what to do, how to do and when to do is _____	Planning	Organizing	Decision-making	Motivating	a
44	CO1	Which plan is used on the regular basis?	Tactical plan	Strategic plan	Operational plan	Management plan	c
45	CO1	Which is the first step in planning	Implementation of selected plan	Deciding alternative plan	Selection of alternative plan	Analysis	d
46	CO1	Identify, divide, group and assign means ?	Controlling	Training	Organizing	Planning	c
47	CO1	Which one of the is role of top level management	Interpret	Implement	Innovate	All of the above	c
48	CO1	Which one of the is role of middle level management	Implement	Interpret	Innovate	All of the above	b
49	CO1	Which one of the is role of lower level management	Innovate	Interpret	Implement	All of the above	c
50	CO1	First step in planning is:	Establish goals	Identify resources	Prioritize goals	Establish tasks	a
51	CO1	Which is the next function after planning?	Scheduling	Organizing	Staffing	Decision-making	b
52	CO1	The assignment of each grouping to a manager with the authority necessary to supervise it is called as _____	Planning	Organizing	Staffing	Controlling	b
53	CO1	Out of following, which is the first activity in organizing?	Assigning the activities to managers	Grouping the activities	Delegation of authority to managers	Identifying the activities	d
54	CO1	Guiding subordinates for proper working is _____	Planning	Organizing	Directing	Controlling	c
55	CO1	Which statement is wrong?	Directing is one time activity	Directing should not be autocratic	Directing needs good vision in leadership	Directing needs communication and motivation as supportive functions	a
56	CO1	Check, correct and restrict relates to	Directing	Planning	Controlling	Management	c
57	CO1	Right person at right job relates to	Planning	Organizing	Directing	Staffing	d
58	CO1	Out of following which is not the characteristics of controlling?	It is an initial function	It needs at any time	It is flexible	It corrects the working	a
59	CO1	_____ means changing the way we do things to respond to the changing circumstances.	Evaluation	Motivation	Reviewing	Adaptation	d
60	CO1	Control system having feedback is _____	Reverse system	Feedback control	Open loop system	Closed loop system	d

61	CO1	First step in decision-making is _____	Recognize the problem	Evaluation	Analysis	Finding out alternative	a
62	CO1	Which of the following is the advantage of effective decision-making?	No delay	drives actions	achieves the target	All of the above	d
63	CO1	Which is not the technique for effective decision-making in core company?	Linear programming	Simulation	Outsourcing	Dynamic programming	c
64	CO1	Employees get energized due to _____	Controlling	Planning	Motivation	Decision-making	c
65	CO1	Readiness to set out new ideas or plan is called as _____	Negotiation	Evaluation	Motivation	Initiative	d
66	CO1	Motion study is a systematic way of determining the best method of doing the work by scrutinizing the motions made _____	by worker	by machine	by worker or machine	by worker and manager	c
67	CO1	Behavioural Management Theory is put up by _____	Maslow	Mary Parker	Max Weber	Gilberth	b
68	CO1	Extra pressure of work on 'very few' is avoided in _____	Authority	Centralization	Division of work	None	c
69	CO1	Select the wrong statement	Management is superior to administration	Management focuses on motivating and controlling functions	Management technical abilities and human resources abilities	Management deals with employees.	a
70	CO1	The following points are related to -Directing	coordination and control	instructing and guiding	control and vision	recruit and train	b
71	CO1	_____ is a measuring the progress towards the organizational goals & brings any deviations, & indicates corrective action.	Planning	Controlling	Motivation	Directing	b
72	CO1	What is the next step after finding the alternatives?	Critically evaluation of the alternatives	Analysis	Recognizing the problem	Implementing the alternative	a
73	CO1	Which is the important factor in deciding the structure of organization?	Type of product	Specialization	Functions	All of the above	d
74	CO1	Vertical dimension of organization structure defines	Departmentation	Hierarchy	Both hierarchy and departmentation	None of the above	b
75	CO1	Scalar organization is also known as _____	Line organization	Staff organization	Project organization	Functional organization	a
76	CO1	Line organization is of _____ type.	Horizontal	Vertical	Both	None of the above	b
77	CO1	Decisions are very quick in _____	Line organization	Functional organization	Line and staff organization	Project organization	a
78	CO1	There should be one and only one boss for every individual employee from whom he should receive orders and be responsible to -	Authority	Responsibility	Unity of command	Discipline	c
79	CO1	The structure of organization depends on _____	Scope of functions	Span of control	Number of employees	All the above	d
80	CO1	The structure of an organization is not dependent on _____	Span of control	Communication	Profit margin	Resources available	c
81	CO1	Which are the essentials of organization?	Organizational chart	Delegation	Integration	All the above	d
82	CO1	Which is an unimportant word in the definition of organization?	Group of persons	Profit	Common aim	United together	b
83	CO1	_____ refers to the number of subordinates a supervisor has.	Span of control	Work duration	team members	Stability of tenure	a
84	CO1	Which are the aims of forming an organization?	Teamwork	Combined efforts	Responsibility on all	All are correct	d
85	CO1	Which statement is wrong?	Organization is a group of working people	It has aims and objectives	Organization has no boundaries	Organization is a system	c
86	CO1	Military type organization is seen in _____	Line organization	Staff organization	Project organization	Functional organization	a
87	CO1	Which is the first step in organization forming?	Assignment of duties	Aims are determined	Identifying activities	Formulating plans	b
88	CO1	Structure of the organization is represented by _____	Organization chart	Organization brochure	Organization draft	None of the above	a
89	CO1	Knowing exactly what you want your employees to do and seeing that they do it in the best and cheapest way.	Management	Administration	Unity of command	Scientific Management	d
90	CO1	Which organization structure creates an environment that fosters interactions among the team members with a minimum amount of disruptions, overlaps and conflict.	Line organization	Functional organization	Line and staff organization	Project organization	d
91	CO1	Where line organization is applicable?	Workshops	Small firms	Small process industries with automation	All of the above	d
92	CO1	Functional organization is also called as _____	Line organization	Staff organization	Project organization	None of the above	b
93	CO1	Functional organization is also called as _____ structure of organization.	Horizontal	Vertical	Both (a) and (b)	None of the above	a
94	CO1	Which is the correct advantage of staff organization?	Performance better than line	Standardization in process	More productivity than line	All of the above	d
95	CO1	_____ refers to the process of setting standards for every business activity.	Administration	Standardisation	Unity of command	Controlling	b

96	CO1	Line and Staff organization is _____ in structure.	Horizontal	Vertical	Both Horizontal and Vertical	None	c
97	CO1	Which organization is temporary in nature?	Line organization	Staff organization	Project organization	Functional organization	c
98	CO1	“Organisations should have a chain of authority and communication that runs from top to bottom and should be followed by managers and the subordinates”. It is called as _____	management chain	similar chain	scale chain	scalar chain	d
99	CO1	At which place line organization is not possible?	Small workshops	Tiny firms	Military department	Government company	d
100	CO1	_____ is a process of dividing large organization into small and flexible administrative units.	Departmentation	Defragmentation	Divisions	All of the above	a
101	CO1						
102	CO1	Car division in Tata Motors is an example of _____	Departmentation by product	Departmentation by function	Departmentation by process	None of the above	a
103	CO1	In product type departmentation: Which statement is wrong?	Attention is given to the product	Product may become brand name	People become expert in the work allotted to them	Each major product area in the corporation is under the authority of many senior administrators who are not specialists in management.	d
104	CO1	Sales Department in Nokia is the example of _____	Departmentation by product	Departmentation by process	Departmentation by function	All of the above	c
105	CO1	'Heat treatment' shop in Kirloskar, is an example of _____	Departmentation by product	Departmentation by process	Departmentation by function	None of the above	b
106	CO1	Which is the principle of organization?	Authority and responsibility	Span of control	Discipline	Planning	d
107	CO1	Number of subordinates handled by one manager effectively' is called as....	Decentralisation	Responsibility	Span of control	scalar chain	c
108	CO1	_____ is the assignment of any authority to another person (normally from a manager to a subordinate) to carry out specific activities.	Delegation	Standardisation	Unity of command	Negotiation	a
109	CO1	Which is not the advantage of delegation?	Work load is reduced	Stress level on manager reduces	Work can be finished in time	Controls from centre increases	d
110	CO1	Ability to adjust, change bend is a/an _____	adaptation	Balance	Stability	Ability	a
111	CO1	The middle level managers are _____	policy makers	public face of an organisation	innovators	mentors and trainer	d
112	CO1	Instructions' is the _____ communication	Upward	Downward	Informal	Horizontal	b
113	CO1	Meeting' is the _____ communication.	Formal	Non-verbal	Written	both (and (c)	a
114	CO1	_____ is a top level activity	Administration	Management	Implementation	All of the above	a
115	CO1	_____ is the act or function of putting into practice the policies and plans decided upon by the _____.	Administration, Management	Controlling, Management	Delegating, Administration	Management, Administration	d
116	CO1	People, structure, departments, functions form into _____	Management	Organization	Team	All of the above	b
117	CO1	While assigning duties, following must be avoided.	Overlapping	Under utilization	Overloading	All of the above	d
118	CO1	Organization will never work without clear cut identification of _____ and _____	payment, bonus	authority, responsibility	duty, responsibility	authority, order	b
119	CO1	Network of formal relationships is _____	Organizational structure	Essentials for organization	Organizational chart	None of the above	c
120	CO1	Each one is accountable to immediate senior authority in _____ organization	Line organization	Functional organization	Line and staff organization	Project organization	a
121	CO1	"Everybody is smart: difficult to handle experts" is observed in _____ organization	Line organization	Functional organization	Line and staff organization	Project organization	c
122	CO1	Administrating means -	directing	making policies	governing	All of the above	d
123	CO1	Due to departmentation -	People become specialised	Accountability of work is not easier	More overlapping of work	Control in work is difficult	a
124	CO1	_____ lays down the fundamental framework of an organization, within which the _____ of the organization functions.	administration, management	administration, delegation	authority, management	delegation, administration	a
125	CO1	Authority enjoys _____ and _____	duty, responsibility	designation, responsibility	status, dignity	duty, authority	c
126	CO1	The Referent Authority can _____	Use of punishment	Use of award	Use of skill	Use of influence	d

127	CO1	_____ involve skills that give the managers to achieve their objectives by operating machines and software, production tools, and pieces of equipment and also the skills needed to boost sales, design different types of products and services.	Conceptual Skills	Technical skills	Interpersonal Skills	Human Skills	b
128	CO1	_____ is ability for abstract thinking and formulating idea.	Conceptual Skills	Technical skills	Interpersonal Skills	Human Skills	a
129	CO1	Staffing includes _____	Training	Selection	Promotions	All of the above	d
130	CO1	Staffing deals with _____	Manpower	Materials	Travelling arrangement	Production planning	a
131	CO1	Staffing is associated with _____	Marketing	Materials	Human Resource	Production Planning	c
132	CO1	Training activity is more concerned with _____	Process planning	Finance	Staffing	None of the above	c
133	CO1	Specify the correct flow: (1) Selection, (2) Interview, (3) Advertisement (4) Vacancy created, (5) Offer letter, (6) Training (7) Joining	1-2-3-4-5-6-7	2-4-3-1-5-7-6	4-3-2-1-5-7-6	4-2-3-1-5-6-7	c
134	CO1	Following is not the characteristics of management	Universal in nature	Goal oriented	Dynamic in nature	Tangible force	d
135	CO1	Manpower planning, recruitment, selection, training and development come under -	production management	personal management	Personnel management	All of the above	c
136	CO1	The skills that present the managers' ability to interact, work or relate effectively with people is called as -	Conceptual Skills	Interpersonal Skills	Human Skills	Interpersonal Human Skills	d
137	CO1	Placement and induction, Appraisal, Compensation and promotion come under	production management	personal management	Personnel management	All of the above	c
138	CO1	Following subject is part of the management	Sociology	Public administration	Psychology	All of the above	d
139	CO1	Following is the conceptual managerial skill	Decision-making	Motivating	Communication	Leadership	a
140	CO1	Following is not the human relations managerial skill.	Communication	Leadership	innovation	Motivation	c
141	CO1	Skill of motivation comes under _____	Technical	Conceptual	Human Relation	None of the above	c
142	CO1	Decision-making skills come under _____	Technical skills	Conceptual skills	Human Relations skills	None of the above	b
143	CO1	Organization skill comes under _____ skills.	Technical	Conceptual	Human Relation	None	b
144	CO1	Leadership skill comes under _____ skills.	Technical	Conceptual	Human and interpersonal	Strategic	c
145	CO1	Strategic planning decides _____ goals of an organization.	Major and long term	Minor and short term	option a and b	None of the above	a
146	CO1	Tactical plans can be created on which basis -	daily or weekly	monthly or quarterly	depending on the end result	All of the above	d
147	CO1	Strategic planning is mostly done by	done by higher level of management	done by lower level of management	both b and d option	done by middle level of management	a
148	CO1	The following- production, marketing, material and finance are the _____ areas of management.	virtual	functional	factual	defunctionl	b
149	CO1	_____ process involves the setting up of business objectives and allocation of resources for achieving them.	Directing	Controlling	Delegating	Planning	d
150	CO1	Motivating employees to accomplish organizational goals, communicating with employees, resolving conflicts and managing change is related to _____	directing	leading	delegating	planning	b
151	CO1	Production management is also known as _____	Operations management	Finance management	HR management	None of the above	a
152	CO1	Objectives of production management are _____	Right Quality and Quantity	Predetermined Time	Pre-established Cost	All of the above	d
153	CO1	Lower Level Management includes -	first line managers	foreman	supervisors.	All of the above	d
154	CO1	Effective utilization of human resource is object of _____ department.	Finance	HRM	Marketing	Operations	b
155	CO1	Marketing is an exchange of values between the _____ and the _____	Production & Purchasing	Seller & Buyer	Input & Output	None of the above	b
156	CO1	Customer orientation, integrated effort, viability are the basic elements of _____	Production management	Finance	Marketing management	HRM	c
157	CO1	Sales cannot be promoted by _____	Advertisement	Personal selling	Design	Saler promotion	c
158	CO1	Integration of the activities, processes and operations of the organization and synchronisation of efforts, to ensure that every element of the organization contributes to its success.	Organizing	controlling	Coordination	leading	c
159	CO1	Middle Level Management includes -	Departmental heads	team leaders and managers	C.E.Os	Both (a) and (b)	d
160	CO1	Management brings together 5M's of the organization-	Men,Material, Machines, Methods and Marketing.	Men,Material, Machines, Methods and Money.	Men,Material, Machines, Mechanism and Money.	Manager,Material, Machines, Methods and Money.	b

161	CO1	Authority, discipline, unity of command, and unity of direction are-	Taylor's four principles of management	Principles of the human relations movement.	Elements of Weber's ideal bureaucratic structure.	Four of Fayol's fourteen principles of management	d
162	CO1	Which managerial function clarifies the boundaries of authority and responsibility within a department?	Planning	Organizing	Directing	Controlling	b
163	CO1	The following are the steps of - 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	Planning	Organizing	Directing	Controlling	d
164	CO1	Span of Control means-	The number of subordinates that a managers can supervise directly	Time required to control process	Power given to supervisors	None of the above	a
165	CO1	Suggest the suitable organisation structure for a big steel plant:	Line organisation	Functional organisation	Line and staff organisation	Flexible organization	c
166	CO1	Who said science is " NOT A THUMB RULE"	Mary Parker	F. W. Taylor	Henry Fayol	Marry Follet	b
167	CO1	In a garment company, worker Mrs Sushmita gets instruction from supervisor Robert and supervisor Ray at same time, the company has no _____	Unity of command	Unity of direction	Unity of coorelation	Unity of Authority	a
168	CO1	Ms Sheeny is CEO of Cosmetic company, which is the correct distribution of her skills	Highest -conceptual, Moderate -Human lowest-Technical	Highest -conceptual, Highest-Human lowest-Technical	Highest -Technical, Moderate -Human lowest-conceptual	Highest -Human Moderate -Conceptual, Lowest-Technical	d
169	CO1	Mrs Roshni Iyer working in branded perfume company is headof marketing department, so she will have to work for:	Advertising, Product research, Sales management	Testing unit, market research, sales management	Advertising, market research, sales management	Advertising, market research, customer management	c
170	CO1	Mr Khanna have plannned how his Bisleri company will work for next 10 year, state which type of planning he has done	Tactical planning	Short term planning	operational planning	Strategic planning	d
171	CO2	Which of the following is not a quality of an effective supervisor?	Autocratic	Flexible	Supportive	Empathic	a
172	CO2	Which information is not necessary in job description?	Job name	Operations	Cycle time	All of the above	d
173	CO2	Machine load chart is not useful in -	Checking the feasibility of production programmes	Assisting the efficient planning	Purchasing material	Fixing of reliable delivery promises	c
174	CO2	_____ is an instrument of management used in planning, organizing and control of business financial activities before financial year starts.	Inspection	Budget	Balanced sheet	Audit	b
175	CO2	_____ is a financial statement prepared and approved prior to a defined period of time.	Audit	Control charts	Budget	Order of payment	c
176	CO2	_____ means forecasting and preplanning with reference to finance.	Budget	Audit	Control	Inspection	a
177	CO2	Which of the following is not the information needed for planning at supervisory level?	Number of jobs to be done	Time expectation	Profit margin	Sequence of operations	c
178	CO2	Which of the following planning is not done by a supervisor?	Selection of machines	Assigning workers	Allocate time for operations	Marketing of products	d
179	CO2	What factors are considered by a supervisor while planning?	Quantity of jobs	Delivery time	Quality standards	All of the above	d
180	CO2	What kind of information is not taken into consideration by a supervisor while selecting machines?	Total machines	Cycle time	Operations required	Maintenance standards	d
181	CO2	While allocating work to workers what information is less important?	Qualification	Skills	Abilities	Specialities	a
182	CO2	A supervisor is not _____	an overseer	a facilitator	a procurement officer	area coordinator	c
183	CO2	While planning which parameters does supervisor observes -	Manpower	Schedule	Oversight	All of the above	d
184	CO2	Identify the correct statement 1.Supervisor makes short-term planning. 2.Manager makes long-term planning. 3.Supervisor schedules daily activities.	Only 1 is correct	Only 2 is correct	Only 1 and 2 correct	All are correct	d
185	CO2	Securing raw material from stores is the responsibility of _____	Supervisor	Line manager	Purchase manager	Materials manager	a
186	CO2	Supervisor is _____ focussed in planning.	Completely	Internally	Externally	None of the above	b
187	CO2	Supervisor plans budget on _____ expenses and manager plans complete budget on _____ expenses.	Small, Large	Large Small	External, Internal	None of the above	a

188	CO2	The supervisors have	direct daily employee contact	to respond to employee needs, problems, and satisfaction.	direct link between middle level management and the workforce.	All of the above	d
189	CO2	Safe working conditions is the responsibility of - 1. Worker 2. Supplier 3. Supervisor 4. Manager 5. Factory Head 6.Customer	2, 3, 4, 6	1,3,5,6	1,2,3,4	1,3,4,5	d
190	CO2	Identify the correct statement 1) Planning of material is the responsibility of the supervisor. 2) Planning of manpower is the responsibility of HR manager and not of the supervisor.	Only 1 is correct	Only 2 is correct	Both are correct	Both are wrong	a
191	CO2	One of the following qualities is not required to be an effective supervisor.	Planning	Decision making	Financial management	Time management	c
192	CO2	When there is a change in technology, plan _____	tend to fail	should be modified	should be reviewed	tends to fail, should be modified and reviewed	d
193	CO2	As a supervisor, during emergency when your current plan doesn't work then _____	continue with old Plan	change the situation	change the plan	get a plan from higher authority	c
194	CO2	Planning by supervisor is _____	a long term process	a continuous process	an Integration of various activities	None of the above	c
195	CO2	Supervisor can delegate his task to _____	Assigns jobs to subordinates and Train subordinates.	Delegates projects to subordinates.	Directs tasks, jobs and projects.	All of the above	d
196	CO2	Good relations in a group in an organization helps to _____	Increase comfort level	Closeness	Friendship	Only (is more correct	d
197	CO2	Supervisor organizes - 1. Man, 2. Machine, 3. Material, 4. Money, 5. Budget.	Only 1, 2,5	Only 1, 3,5	Only 1, 2, 3	All of the above	c
198	CO2	Supervisor fails to plan if he is not _____	dynamic	educated	experienced	senior	a
199	CO2	Which of the following is not the responsibility of a supervisor?	To carry out policies decided and conveyed by higher authority.	To plan short-range action-steps to carry out goals.	To organize the work group.	To decide the management policies	d
200	CO2	Which of the following are the functions of the supervisor?	Creating organisational objectives and policies	Creating strategic plans	Identifying departmental objectives and evolving tactical plans	To guide and instruct workers for day to day activity.	d
201	CO2	The process of any management activity starts from or the foremost step in management is -	Directing	Controlling	Planning	Staffing	c
202	CO2	How is the nature of planning?	It is past oriented	It is future oriented	It is future oriented and do not consider the past.	It is future oriented but take the clues from the past also.	d
203	CO2	Supervisors are supposed to be involved in -	Long term / strategic planning	Short term / operational planning	Medium term / tactical planning	None of the above	b
204	CO2	Which of the following are the functions of the supervisor?	Creating organisational objectives and policies	Creating strategic plans	Identifying departmental objectives and evolving tactical plans	To guide and instruct workers for day to day activity.	d
205	CO2	Supervisor is involved at shop floor level in -	completing daily production targets	Completing sales targets	completing dispatches	None of the above	a
206	CO2	Hierarchy of planning is	Long term plans, action plans, operational plans	Action plans, operational plans, long term plans	Operational plans, long term plans, action plans	None of the above	a
207	CO2	Supervisors face every day some contingencies and should do appropriate	Situational planning	Tactical planning	Strategic planning	None of the above	a

208	CO2	Organization means or connotes	Structure	Structure & process	Process	None of the above	b
209	CO2	Organizations are association of	machines	men	Men with common goal	None of the above	c
210	CO2	Atul Shenoy is working as supervisor in diamond making company, he should be focussed in planning activity.	internally	not focused	externally	not focused at all	a
211	CO2	Who said "Policy is a verbal, written or implied overall guide setting up the boundaries"	George R Terry	John R Terry	Mary Parker	Mary Terry	a
212	CO2						
213	CO2	Who is linking pin between top and low level?	Training Officer	Fire Officer	Supervisor	Chief Executive	c
214	CO2	Supervisor have to manage _____ flow of information within organization.	omidirectional	unidirectional	bidirectional	with no direction	c
215	CO2	Process of controlling is part of _____	budget	recruitment	Plan	Dispute	c
216	CO2	Self actualization need comes after	physiological needs	safety needs	love and belonging needs	esteem needs	d
217	CO2	Once safety need is satisfied the next level of need is	physiological needs	self actualization	love and belonging needs	esteem needs	c
218	CO2	Physiological need is the _____ need	lowest order	no order	Higher order	Highest order	a
219	CO2	Self Esteem need comes before	physiological needs	safety needs	love and belonging needs	self actualization	d
220	CO2	Find the correct combination with respect to Delegation:	Authority, responsibility, Accountability	Authority, respetability, Accountability	Authority, respectability, Accountability	Authority, responsibility, Authencity	a
221	CO2	Which of the following are the physical resources?	Man	Machine	Material	All of the above	d
222	CO2	_____ is concept in manpower planning.	Matching needs of customers with business	Matching quality with quantity	Matching human needs with job needs	Matching human needs with personal needs	c
223	CO2	Supervisor is 1. Engineeer 2. Manager 3. Team Leader	2 & 3 only	1 & 2 only	1 & 3 only	1, 2 & 3	d
224	CO2	Who plans capacity of machine?	Operator	Supervisor	CEO	Quality Inspector	b
225	CO2	Cycle time stands for -	Span of time	amount of time utilized in the beginning	Process time and delayed time	Stability of tenure	c
226	CO2	Mr. Shenoy will use _____ plan to predicts sources and amounts of income, also it predicts how much they are used for a specific project.	Single use	Ongoing	Standing	None of the above	a
227	CO2	The rules are the simplest and most specific type of _____ plans.	Single use	Ongoing	Standing	None of the above	c
228	CO2	Planning classified on the basis of coverage of activities are	Corporate and functional planning	Strategic and tactical/operational planning	Long term and short term planning	Proactive and reactive planning	a
229	CO2	Planning classified on the basis of approach adopted in planning process are	Corporate and functional planning	Strategic and tactical/operational planning	Long term and short term planning	Proactive and reactive planning	d
230	CO2	Planning classified on the basis of importance of contents are	Corporate and functional planning	Strategic and tactical/operational planning	Long term and short term planning	Proactive and reactive planning	b