

22509 New Questions Set

1	Indian factory act come in to force on -----
A.	1st May 1960
B.	1st April 1949
C.	15th August 1947
D.	26th January 1950
Answer	optionb
Marks:	1
2	As per Indian factory act, The person who has control over the affairs of factory is known as -----
A.	Employee
B.	worker
C.	occupier
D.	None of the above
Answer	optionc
Marks:	1
3	Section 27 under the Industrial dispute act is about

A.	Manufacturing process
B.	Penalty for instigation
C.	occupier
D.	None of the above
Answer	optionb
Marks:	1
4	As per Indian Factory act, Employer has to provide canteen facility, if there are ---- number of employees.
A.	50
B.	100
C.	200
D.	250
Answer	optiond
Marks:	1
5	----- section of Industrial Dispute act covers the topic penalty for instigation.
A.	Section 7
B.	Section 27

C.	Section 5
D.	None of the above
Answer	optionb
Marks:	1
6	-- is not statutory welfare facility under Factory act
A.	Canteen
B.	Medical
C.	Transport
D.	None of the above
Answer	optionc
Marks:	1
7	Bhopal gas tragedy led to an amendment under ---- legislation
A.	indian Safety act
B.	Indian boiler act
C.	Indian wage act
D.	None of the above
Answer	optiond

Marks:	1
8	arrangements of drinking water is mentioned under----- section of Factory act
A.	15
B.	11
C.	10
D.	18
Answer	optiond
Marks:	1
9	For contravention of provisions of factories act , the occupier shall liable for punishment up to .-----
A.	Fine of Rs 10000
B.	Fine of Rs 100000
C.	Fine of Rs 200000
D.	None of the above
Answer	optiond
Marks:	1
10	The license fee can be paid to get license for a factory maximum up to -----

A.	one year
B.	Two year
C.	Five Year
D.	Three year
Answer	optionc
Marks:	1
11	The occupier of a factory is required to send written notice to the Chief Inspector of Factories at least ----- -- days before he begins to occupy the premises as factory.
A.	7
B.	15
C.	10
D.	30
Answer	optionb
Marks:	1
12	As per the Factories Act,1948 any engine,motor or other appliance which generates or otherwise provides power is termed as -----
A.	Prime Mover

B.	Machinery
C.	Equoipment
D.	All of the Above
Answer	optiona
Marks:	1
13	As per section 16 of the Factory Act, 1948 the minimum space to be allocated to each worker employed in the factory is -----
A.	12.2 cu.met
B.	13.2 cu.met
C.	4.2 cu.met
D.	15.2 cu.met
Answer	optionc
Marks:	1
14	An adult worker is allowed to work for ----- hours in a week.
A.	35
B.	48
C.	40

D.	45
Answer	optionb
Marks:	1
15	----- is not a essential element of a factory
A.	There must be a premises
B.	There must be manufacturing process being carried on at the premises
C.	There must be ten or more workers where the manufacturing process is being carried on with the aid of power
D.	There must be an electronic data processing units are installed
Answer	optiond
Marks:	1
16	Section 2 (m) of the Factory Act 1948 Says about --
A.	Factory
B.	Manufacturing Process
C.	Workers
D.	All of the Above
Answer	optionb

Marks:	1
17	Crèche is to be provided if _____ or more lady employees are engaged
A.	15
B.	25
C.	30
D.	40
Answer	optionc
Marks:	1
18	The maximum daily hours of work in a day with normal wage allowed in factories is -----
A.	8
B.	9
C.	10
D.	11
Answer	optionb
Marks:	1
19	----- is the chairman of Site Appraisal Committees

A.	The Chief Inspector of the State
B.	The Inspector of The District
C.	Occupier
D.	None of the above
Answer	optiona
Marks:	1
20	----- authority enforces the Factory Act 1948
A.	The Heavy Industries Department of Central Government
B.	Human Resources Department
C.	The Labour Department of the State Government
D.	All of the Above
Answer	optionc
Marks:	1
21	--- year did the Industrial Dispute act come into operation.
A.	1960
B.	1947
C.	2019

D.	1965
Answer	optionb
Marks:	1
22	The industrial peace is secured through voluntary _____ and compulsory _____
A.	Compromise and Arbitration
B.	Adjudication and Arbitration
C.	Work Committee and Industrial Tribunal
D.	Negotiation and Adjudication
Answer	optiond
Marks:	2
23	-----legislation there is a provision called "protected workmen".
A.	Trade Unions Act, 1926
B.	Industrial Employment (Standing Orders) Act, 1946
C.	Industrial Disputes Act, 1947
D.	Factories Act, 1948
Answer	optionc

Marks:	1
24	Grievance Handling Machinery is given in -----
A.	Industrial Dispute Act
B.	Indian factory act
C.	Minimum Wages act
D.	All of the Above
Answer	optiona
Marks:	1
25	To provide compensation to workmen in cases of Lay-off, retrenchment and closure is a provision of Act.
A.	Factory Act
B.	Industrial Dispute
C.	Workmen Compensation
D.	None of the above
Answer	optionb
Marks:	1
26	----- is a machinery for the settlement of Industrial Disputes in India

A.	National Commission on Labour
B.	Wage Board
C.	Industrial Tribunal
D.	Standing Labour Committee
Answer	optionc
Marks:	1
27	----- machinery has been mentioned in the Industrial Dispute act accountable for the speedy and amicable settlement of industrial disputes
A.	Adjudication
B.	Conciliation
C.	Arbitration
D.	Appropriate government
Answer	optionb
Marks:	1
28	_____ means an interim or a final determination of any industrial dispute or of any question relating there to by any labour court.
A.	Banking Company
B.	Conciliation Proceeding

C.	Closure
D.	Award
Answer	optiond
Marks:	1
29	Industrial Dispute means, Dispute between -----
A.	Employer and workmen
B.	workmen and workmen
C.	Employer and Employer
D.	All of the Above
Answer	optiond
Marks:	1
30	The ----- authorities are set up for settling the industrial Dispute.
A.	labor court
B.	Industrial Tribunal
C.	Conciliation Board
D.	All of the Above
Answer	optiond

Marks:	1
31	An arbitrator is appointed by -----
A.	Employer
B.	Lawyer
C.	Government
D.	All of the Above
Answer	optionc
Marks:	1
32	“Award” under Industrial Disputes Act, 1947 is-----
A.	interim determination of industrial dispute
B.	final determination of industrial dispute
C.	arbitration award under Section 10A
D.	Both A & B
Answer	optiond
Marks:	1
33	Under the Industrial Disputes Act, ----- is not be considered as an industrial dispute
A.	When employer fails to keep his verbal promises

B.	When closure is a pretence
C.	When demand made for alteration of conditions of service of employees in a cooperative society
D.	When the lock-out is in disguise of closure
Answer	optionc
Marks:	1
34	The ongoing globalization in India requires drastic changes under ----- of the labour legislation.
A.	The Factory Act
B.	The Employees' State Insurance Act
C.	The Industrial Disputes Act
D.	The Employees' Provident Funds Act
Answer	optionc
Marks:	1
35	----- includes any court constituted under any law relating to investigation and settlement of industrial disputes in force in any State
A.	Labour court
B.	District court
C.	Supreme court

D.	None of the above
Answer	optiona
Marks:	1
36	----- members does a conciliation board consist of as per the appropriate government
A.	Chairman and one member
B.	Chairman and 2-4 members
C.	Chirman only
D.	None of the above
Answer	optionb
Marks:	1
37	A national tribunal consist of ---- number of person/s to be appointed by the central government.
A.	2
B.	5
C.	1
D.	3
Answer	optionc

Marks:	1
38	----- is the time period in which all the awards of the arbitration are to be published from the date of its receipt by the appropriate government
A.	15 days
B.	7 days
C.	180 daye
D.	30 days
Answer	optiond
Marks:	1
39	As per section ____ a conciliation proceeding shall be deemed to have commenced on the date on which a strike or lock - out is received by the conciliation officer
A.	22
B.	20
C.	18
D.	19
Answer	optiona
Marks:	1
40	No person employed in a public utility service shall go on

	strike in breach of contract within ____ of giving such a notice.
A.	2 weeks
B.	6 weeks
C.	1 week
D.	4 weeks
Answer	optionb
Marks:	1
41	Section ____ of industrial dispute act covers the compensation provided to workers who are in continuous service for not less than one year.
A.	25
B.	25A
C.	25-FFF
D.	26
Answer	optionc
Marks:	1
42	A workmen who is employed in an industrial establishment in the place of another workman whose name is borne on the muster rolls of the establishment is -----

A.	Temporary workmen
B.	Permanent workmen
C.	badali workman
D.	All of the above
Answer	optionc
Marks:	1
43	" dependent" means ----- relatives of a deceased workman,
A.	widow
B.	minor legitimate son
C.	unmarried legitimate daughter
D.	All of the above
Answer	optiond
Marks:	1
44	A person named as Minor who has not attained the age of ----- years
A.	21
B.	18

C.	20
D.	None of the above
Answer	optionb
Marks:	1
45	if death results an from the injury, the amount of compensation to the employee equal to
A.	40% monthly wages multiplied by the relevant factor
B.	150% monthly wages multiplied by the relevant factor
C.	100% monthly wages multiplied by the relevant factor
D.	None of the above
Answer	optiona
Marks:	1
46	Minimum rates of wages may be fixed by -----
A.	Hour
B.	Day
C.	Month
D.	All of the above
Answer	optiond

Marks:	1
47	if workmen Loss of both hands or amputation at higher sites then he /she will get compensation ----- percentage of loss of earning capacity
A.	25
B.	100
C.	50
D.	None of the above
Answer	optionb
Marks:	1
48	if workmen have permanent total disablement, he /she will get compensation amount ----- percentage of monthly wages.
A.	50
B.	25
C.	100
D.	None of the above
Answer	optiona
Marks:	1
49	A workmen have Amputation through shoulder joint .,then he/she will get compensation -----Percentage of loss of

	earning capacity.
A.	10
B.	50
C.	70
D.	90
Answer	optiond
Marks:	1
50	A workmen have Loss of both eyes, then He/She will get compensation ----- Percentage of loss of earning capacity
A.	30
B.	50
C.	40
D.	100
Answer	optionb
Marks:	1
51	Basic compensations given to employees as salaries or wages are called -----
A.	Basic pay

B.	wages
C.	salary
D.	variable pay
Answer	optiona
Marks:	1
52	----- is the total cash and non-cash payments that you give to an employee in exchange for the work they do for your business.
A.	Salary
B.	Compensation
C.	Payment
D.	All of the above
Answer	optionb
Marks:	1
53	----- is the initial pay, you give your employees
A.	wages
B.	salary
C.	Compensation

D.	Basic Pay
Answer	optiond
Marks:	1
54	Characteristic of a good compensation system is -----
A.	Higher the qualification of worker, higher is compensation
B.	Higher the efficiency of worker, higher is compensation
C.	Higher the rank of worker, higher is compensation
D.	All of the above
Answer	optiond
Marks:	1
55	Major factors influencing compensation of worker are -----
A.	skill
B.	effort
C.	working condition
D.	All of the above
Answer	optiond
Marks:	1

56	In graduated time rates system, if basic salary is Rs.2000 and dearness allowance is 150% then total remuneration will be Rs. -----
A.	3000
B.	5000
C.	2000
D.	2150
Answer	optionb
Marks:	1
57	Most common and usual form of direct compensation paid in organizations is -----
A.	base pay and benefits
B.	variable pay and benefit
C.	base and variable pay
D.	All of the above
Answer	optionc
Marks:	1
58	An Act to provide for the payment by certain classes of employers to their Employees of compensation for injury by accident ----

A.	Industrial Acts
B.	Industrial Dispute Ac
C.	Workman Compensation Act
D.	Minimum Wages Act
Answer	optionc
Marks:	1
59	----- means, where the disablement is of a temporary nature, such disablement as reduces the earning capacity of a *[employee] in any employment in which he was engaged at the time of the accident resulting in the disablement
A.	Total disblement
B.	partial disblement
C.	major disblement
D.	None of the above
Answer	optionb
Marks:	1
60	----- is the maximum wage period for the payment of wages
A.	15 days
B.	21 days

C.	1 day
D.	1 month
Answer	optiond
Marks:	1
61	----- deductions is not authorized payment of wages act
A.	Deduction for Fines
B.	Deduction for payment of Income tax
C.	Deduction for Payment of insurance
D.	Deduction for payment of uniform and property
Answer	optiond
Marks:	1
62	----- of the wages payable is the maximum limit of fine to be imposed on an employee
A.	5%
B.	1%
C.	3%
D.	10%
Answer	optionc

Marks:	1
63	section..... deals with the provisions relating to arrangements for drinking water in factories
A.	18
B.	12
C.	9
D.	7
Answer	optiona
Marks:	1
64	----- means a person who has completed his fourteenth year of age but has not completed his eighteenth year
A.	adult
B.	adolescent
C.	workmen
D.	None of the above
Answer	optionb
Marks:	1
65	----- means a person who has completed his eighteenth year of age

A.	Minor
B.	oadolescent
C.	Adult
D.	None of the above
Answer	optionc
Marks:	1
66	-----means a person who has not completed his fourteenth year of age
A.	Adult
B.	Child
C.	workmen
D.	None of the above
Answer	optionb
Marks:	1
67	----- means all remuneration expressed in terms of money
A.	Salary
B.	wages
C.	Mobadla

D.	All of the above
Answer	optionb
Marks:	1
68	According to the definition of "Week" under the Minimum wage Act, it is a period of 7 days beginning at midnight on_____
A.	Sunday
B.	Monday
C.	Friday
D.	Saturday
Answer	optionb
Marks:	1
69	The power of inspectors is discussed under Section----- ---of the Factories Act, 1948.
A.	9
B.	10
C.	11
D.	12
Answer	optiona

Marks:	1
70	The responsibility for maintenance of employee health and safety is concerned with -----
A.	Employee
B.	Employer
C.	Government
D.	All of the above
Answer	optiond
Marks:	1
71	Ensuring the safety, health and welfare of the employees is the primary purpose of the -----
A.	Factories Act, 1948
B.	Industrial Dispute Act
C.	Workman Compensation Act
D.	Minimum Wages Act
Answer	optiona
Marks:	1
72	A person who has ultimate control over the affairs of the factory under Factories Act, 1948 is called as ----

A.	Manager
B.	Chairman
C.	Occupier
D.	None of the above
Answer	optionc
Marks:	1
73	Leave with wages is allowed for employees if they work for _____ days in a month
A.	28
B.	20
C.	30
D.	31
Answer	optionb
Marks:	1
74	An adult worker can work up to __ hrs in a day as per factories Act, 1948.
A.	9
B.	8

C.	12
D.	16
Answer	optiona
Marks:	1
75	Section 22 and 23 of the industrial dispute Act says about -----
A.	Fencing of machineries
B.	Facing of machineries
C.	Work on near machinery in motion
D.	strikes and lock-out
Answer	optiond
Marks:	1
76	The Section 20 of the Factories act discusses about----- -
A.	Latrines and Urinals
B.	Drinking water
C.	Spittoons
D.	Lighting

Answer	optionc
Marks:	1
77	Under Minimum Wages Act an Adult means a Person who has completed a age of ----- years
A.	18
B.	15
C.	16
D.	19
Answer	optiona
Marks:	1
78	The employment of young person on dangerous machines shall be prohibited by the Act.
A.	Industrial dispute
B.	Workmen Compensation
C.	Factory
D.	None of the above
Answer	optionc
Marks:	1

79	To close down a factory. the occupier has to give _____ days notice to the authorities
A.	30
B.	60
C.	90
D.	15
Answer	optionb
Marks:	1
80	Under the Factories Act, white washing of the factory building should be carried out in every _____ months
A.	12
B.	24
C.	26
D.	14
Answer	optiond
Marks:	1
81	"Management is the getting the thing done by others"this is said by
A.	Henry Gantt

B.	Druckar
C.	Mary Parker
D.	Henry Fayol
Answer	optionc
Marks:	1
82	Accident may occur due to
A.	fire drill
B.	unsafe act of worker
C.	good concentration on the work
D.	All of the above
Answer	optionb
Marks:	1
83	<p>.Controlling function includes the following processes.</p> <p>1. Analyzing the actual performance</p> <p>2 Finding out the reasons for discrepancies</p> <p>3 Evaluating the performance</p> <p>4 Establishing the standards of work performance.</p> <p>The correct sequence in which these processes are usually carried out is-</p>
A.	1,2,3,4
B.	1,4,2,3

C.	4, 1, 3, 2
D.	1, 4, 3, 2
Answer	optionc
Marks:	1
84	<p>Which one of the following statement is correct-</p> <p>1 Planning and controlling are one and the same.</p> <p>2 Controlling is a part of the planning process.</p> <p>3 Controlling is a substitute for planning</p> <p>4 A control process is meaningless without preset standards</p>
A.	2
B.	3
C.	1
D.	4
Answer	optiond
Marks:	1
85	<p>Which basic function of management includes setting standards such as production of engine piston with desired quality standards-</p> <p>a. Planning b. Controlling. C. Directing d. All above</p>
A.	Planning
B.	Controlling

C.	Directing
D.	All above
Answer	optionb
Marks:	2
86	Which specific activities listed below are part of the controlling function-
A.	giving each subordinates a specific task
B.	recruiting skilled employees
C.	developing rules and regulations
D.	checking to see how actual performance compares with standards.
Answer	optiond
Marks:	1
87	Directing function of management implies- 1.Planning 2. Staffing 3. Leadership. 4. Motivation
A.	1&2
B.	3&4
C.	2&4
D.	2, 3&4

Answer	optionb
Marks:	1
88	<p>Consider the following basic steps involved in the process of controlling-</p> <ol style="list-style-type: none"> 1. Identifying the strategic control points. 2. Establishment of standards 3. Measuring performance against standards 4. Correcting deviations from the standards <p>Arrange it in order in which it is carried out.</p>
A.	1, 4, 2, 3
B.	1, 2, 3, 4
C.	2, 1, 3, 4
D.	2, 3, 1, 4
Answer	optionc
Marks:	1
89	<p>Establishment of standards , comparing actual results with standards and taking corrective action are the steps in-</p>
A.	Planning
B.	Controlling
C.	Directing
D.	Organizing
Answer	optionb

Marks:	1
90	Which of the following management functions are closely related-
A.	Organization and staffing
B.	Planning and Controlling
C.	Directing and Controlling
D.	Planning and Staffing.
Answer	optionc
Marks:	1
91	which of the following would be included in the controlling function
A.	Setting corporate goals.
B.	Explaining routines
C.	Setting performance standards
D.	Giving assignment
Answer	optionc
Marks:	1
92	----- is the right to make the decision, to direct the work to workers and to give order to subordinates.

A.	Leadership
B.	Authority
C.	Directing
D.	Responsibility
Answer	optionc
Marks:	1
93	----- are authorized to direct the work and issue of orders workers at lower level of management.
A.	Top level Manager
B.	. Middle level manager
C.	Supervisor
D.	HR Manager
Answer	optionc
Marks:	1
94	Directing is a continuous task of â€œ
A.	Making decisions, giving orders and providing leadership
B.	Controlling the process and cost of product
C.	bringing simplicity in accomplishing set goal

D.	Improving the efficiency of group only
Answer	optiona
Marks:	1
95	<p>In order to achieve the desired results , the effort should be in proper direction, this is ensured by the following function of management â€"</p> <p>1.Directing 2.. Coordinating 3. Forecasting 4. Controlling</p>
A.	1&4
B.	2&3
C.	2&4
D.	1&3
Answer	optiona
Marks:	1
96	<p>Order issued by Supervisor must have clarity and completeness to-</p>
A.	achieve set goal of firm
B.	fulfill the requirements of vision and mission of firm
C.	avoid material waste and profit
D.	get desired results as per set standard and increase in productivity

Answer	optiond
Marks:	1
97	<p>Issuing instructions to subordinates are necessary to-</p> <p>1.achieve desired set of standards</p> <p>2.increase productivity</p> <p>3.make efficient use of machine and equipment.</p> <p>4.to maintain discipline in only one section.</p>
A.	1, 2, 4
B.	2, 3, 4
C.	1, 3, 4
D.	1, 2, 3
Answer	optiond
Marks:	1
98	<p>Supervisors should issue the order with no ambiguity and with completeness to-</p>
A.	understand the order by average worker
B.	to get the idea of volume of work to be done.
C.	help in setting the standards
D.	get clarity in performance and achieve target
Answer	optiond

Marks:	1
99	Supervisor can bring clarity in order and in performance by-
A.	showing and illustrating different stages of work gradually one at a time.
B.	demonstrating use of tools and machines
C.	showing finished job to worker
D.	all above.
Answer	optiond
Marks:	1
100	Establish standards and evaluation of performance is the parameters of-
A.	Planning
B.	Controlling
C.	Directing
D.	Management
Answer	optionb
Marks:	1
101	Directing is not concerned with the following function-

A.	communication
B.	supervising
C.	leadership
D.	forecasting and management
Answer	optiond
Marks:	1
102	Ensuring that everything is carried out according to plan is the part of the process-
A.	Planning
B.	Staffing
C.	Organizing
D.	Coordinating
Answer	optiona
Marks:	1
103	Some times subordinates were found confused about their work, this mainly happens due to "â€"
A.	change in working place and machine
B.	lack of clarity and completeness in order issued by supervisor

C.	lack of confidence and knowledge
D.	physically not fit.
Answer	optionb
Marks:	1
104	Prateek is working in multinational company in Mumbai. When he was new he does not know the rules , regulations and Quality policy of company. He was poor in some technical and generic skill. He was lacking in confidence and communication. But his supervisor Mr. Atul constantly encourages him and motivates to work. He demonstrates the work and direct him to do individually. Now Prateek is a skilled employee and working in the direction and leadership of Mr. Atul. Identify the function of managem
A.	Coordination
B.	Directing.
C.	Leadership
D.	Communication
Answer	optionb
Marks:	2
105	Main objectives of budget is to _____
A.	Develope existing and future projects
B.	Test and implement program

C.	planning and controlling of activities
D.	alll of these
Answer	optiond
Marks:	1
106	Supervisor should plan for overall and effective utilization of _____.
A.	Man
B.	Machine
C.	Material
D.	All of the above
Answer	optiond
Marks:	2
107	Good planning of supervisor leads to _____.
A.	Minimum waste of material.
B.	Higher productivity.
C.	Better supervision.
D.	All of the above
Answer	optiond

Marks:	2
108	Good planning of supervisor helps in _____.
A.	Make or buy decision.
B.	Determination of selling price
C.	Budgeting for materials and manpower
D.	None of above
Answer	optionc
Marks:	1
109	Matching human needs with jobs needs is also called as _____.
A.	Manpower planning.
B.	Material planning.
C.	Machine planning.
D.	None of above
Answer	optiona
Marks:	1
110	Supervisor has to play roles of _____.
A.	Engineer

B.	Resource Manager
C.	Team leader
D.	All of the above
Answer	optiond
Marks:	1
111	_____ is responsible for effective utilization of Machines on the shop-floor.
A.	Machine operator
B.	Quality inspector
C.	Supervisor
D.	None of above
Answer	optionc
Marks:	1
112	_____ is responsible for effective utilization of manpower on the shop-floor.
A.	Machine operator
B.	Quality inspector
C.	Supervisor

D.	None of above
Answer	optionc
Marks:	1
113	Good planning of supervisor can _____.
A.	Reduce manufacturing cycle time
B.	Maintain or improve product quality
C.	Reduce delays, and damage
D.	All of the above
Answer	optiond
Marks:	2
114	Supervisor planning _____.
A.	minimises future uncertainties in production.
B.	Maximize future uncertainties in production.
C.	has no effect on future uncertainties in production.
D.	None of above
Answer	optiona
Marks:	2

115	Along with manpower planning supervisor should _____.
A.	Promote safety and good working conditions.
B.	Maintain or improve product quality
C.	Reduce delays, and damage
D.	All of the above
Answer	optiond
Marks:	1
116	Supervisor involved in _____ planning.
A.	Long term
B.	strategic
C.	operational
D.	Corporate
Answer	optionc
Marks:	2
117	Which of the following is not correct statement regarding operational planning?
A.	It decides the detailed use of resources for achieving targets.

B.	It is carried at lower level of management.
C.	It is more detailed.
D.	It is long term planning.
Answer	optiond
Marks:	2
118	The first step in planning process is _____.
A.	Establishing goals/objectives
B.	Establishing planning premises
C.	Deciding the planning period
D.	Identification of alternatives
Answer	optiona
Marks:	2
119	Deciding the planning period involves _____.
A.	decision regarding time span
B.	decision regarding alternatives
C.	decision regarding processes
D.	decision regarding control

Answer	optiona
Marks:	2
120	<p>Arrange the following planning steps in chronological order?</p> <p>1. Identification of alternatives 2. Evaluation and selection of alternative 3. Measuring and controlling the process: 4. Developing derivative/supportive plans</p>
A.	1-2-3-4
B.	1-2-4-3
C.	2-1-3-4
D.	1-3-2-4
Answer	optionb
Marks:	2
121	The planning to buy raw materials is a plan to _____.
A.	support main plain.
B.	support alternative plan
C.	support measuring activity.
D.	None of above
Answer	optiona

Marks:	2
122	"Management is the art of getting the work done through and with the people in formally organized groups."These words were told by:
A.	Harold Koontz
B.	F.W.Taylor
C.	Henry Fayol
D.	Mary ParkerFollet
Answer	optiona
Marks:	1
123	The various steps of planning are given below: (a) premising (b) establish objectives (c) evaluate alternative course (d) decide planning period (e)measuring and controlling process (f) Develop derivative plans The proper sequence of planning from the first to last step is: :
A.	a-c-b-d-e-f
B.	b-a-d-c-f-e
C.	a-b-c--d-e-f
D.	b-a-c-d-e-f
Answer	optionb
Marks:	2

124	The process of deciding what to do, when to do and how to do is called :
A.	Organizing
B.	Controlling
C.	Planning
D.	Directing
Answer	optionc
Marks:	1
125	Decision making is very fast in :
A.	line organisation
B.	functional organisation
C.	line and staff organisation
D.	project organization
Answer	optiona
Marks:	1
126	The objectives and policies of an organization is set by:
A.	Middle management
B.	Top management

C.	Lower management
D.	All of the above
Answer	optionb
Marks:	1
127	Which of the following is the first step of organizing process?
A.	formulating plans and policies
B.	Establish enterprise objectives
C.	Identify and classify activities
D.	delegation of activities
Answer	optionb
Marks:	2
128	Arrange the following steps involved in the process of control in proper sequence: 1. Establishment of standards of work performance. 2 .Measuring actual performance 3.Comparing actual performance with established standards. 4.corrective action to eliminate deviations from standards
A.	1-2-3-4
B.	2-1-3-4
C.	2-3-1-4

D.	3-1-2-4
Answer	optiona
Marks:	2
129	Which of the following is true with respect to planning function?
A.	Monitor whether work is done properly
B.	Allocation of work to all
C.	Make a blue print of ideas and work.
D.	Compare the work done with established standards
Answer	optionc
Marks:	2
130	Which of the following orders indicate the correct logical order of managerial functions?
A.	Organizing, planning,directing,staffing, controlling
B.	Planning,organizing,staffing, directing,controlling
C.	Planning,directing,organizing,staffing, controlling
D.	Organizing, planning , staffing, controlling,,directing
Answer	optionb

Marks:	2
131	One of the management principles implies that each subordinate should have only one superior whose orders he has to obey. This principle refers to:
A.	Authority and responsibility
B.	Unity of direction
C.	Scalar chain
D.	Unity of command
Answer	optiond
Marks:	1
132	The main advantage of functional organization is:
A.	simplicity
B.	expert advice
C.	specialization
D.	experience
Answer	optionc
Marks:	1
133	In line and staff organization, the authority lies with:

A.	line executive
B.	staff executive
C.	both line and staff
D.	none of the above
Answer	optiona
Marks:	1
134	The main advantage of line and staff organization is:
A.	expert advice from specialists
B.	experience
C.	simple structure
D.	quick decisions
Answer	optiona
Marks:	1
135	Which of the following are the functions of staffing? 1.Recruiting 2.Training 3.Directing 4.Appraisal
A.	1,2,3 and 4
B.	1,2 and 4
C.	1,2 and 3

D.	1 and 2
Answer	optionb
Marks:	2
136	The ability to think in abstract terms to analyze and diagnose problems and make use of lateral thinking is called
A.	analytical skills
B.	technical skills
C.	conceptual skills
D.	decision making skills
Answer	optionc
Marks:	2
137	The rate of minimum wage is fixed with respect to
A.	Consumer Price Index
B.	Cost of Living allowance
C.	None of A & B
D.	Both of A & B
Answer	optionb

Marks:	1
138	In line and staff organization, the staff performs the function of -----
A.	Management
B.	Advising the management
C.	Assigning responsibility
D.	Administration
Answer	optionb
Marks:	1
139	The general manager of a firm asks the sales manager to recruit a salesman on his behalf. This is an example of:
A.	decentralization of authority
B.	delegation of responsibility
C.	delegation of authority
D.	division of authority
Answer	optionc
Marks:	1
140	Directing function of management refers to which of the following functions? 1.Planning 2. Motivation 3.leadership 4.Controlling

A.	1 and 2
B.	2 and 3
C.	2, 3 and 4
D.	1,2, 3 and 4
Answer	optionb
Marks:	1
141	Which of the following skills is equally important at all levels of management?
A.	Technical skills
B.	Conceptual skills
C.	Human skills
D.	Design skills
Answer	optionc
Marks:	1
142	The managerial skills which involve the ability to see the organization as a whole is called:----- .
A.	Conceptual skills
B.	Technical skills

C.	Human skills
D.	Tactical skills
Answer	optiona
Marks:	1
143	Identify the managerial skills necessary for top level management.:
A.	Technical skills and human skills
B.	Human skills and conceptual skills
C.	Technical skills and conceptual skills .
D.	All of the above
Answer	optionb
Marks:	2
144	The ability of a manager to work effectively with others and build cooperative work groups to achieve organizational goals is called -----
A.	Technical skills
B.	Design shills
C.	Human skills
D.	Conceptual skills

Answer	optionc
Marks:	1
145	<p>Ambiguous and incomplete order issued by supervisor results in</p> <p>1 Poor communication</p> <p>2 Incapability of supervisor to get work done.</p> <p>3 Loss of time, money and energy</p> <p>4 Higher idle time of employees</p>
A.	1&4
B.	2&3
C.	3&4
D.	2&4
Answer	optionc
Marks:	1
146	<p>Employees who are more concerned about their work may loss their interest and enthusiasm towards work because of</p> <p>1 Ambiguous order issued by supervisor</p> <p>2 Feasibility of order is not possible</p> <p>3 There is no clarity and completeness in order</p> <p>4 Lack of motivation from supervisor</p>
A.	1&2
B.	2, 3&4
C.	1, 2, 3 & 4

D.	1, 3&4
Answer	optionc
Marks:	1
147	----- may lead the make employees confused about their work.
A.	Not feasible and ambiguous order
B.	Supervisor correct decision
C.	Quality Policy
D.	None of the above
Answer	optiona
Marks:	1
148	To complete the work without any problem and in time employees mainly needs-
A.	Conducive environment
B.	Knowledge and skill
C.	Order with clarity, completeness and having feasibility
D.	Good salary package
Answer	optionc

Marks:	1
149	Proper instructions issued by supervisor to his subordinates result in-
A.	Maintain quality standards
B.	Completeness of work in time
C.	Reduce heavy rejection
D.	All above
Answer	optiond
Marks:	1
150	While issuing order supervisor shall take care of- 1 present situation of his section 2 order must be issued loudly and in hard words to get work done. 3. provide only necessary information 4. checking the desired impact of order or repeat it.
A.	1&2
B.	2&3
C.	3&4
D.	4&1
Answer	optionc
Marks:	1

151	Supervisor can reduce the anxiety of employee which affects on his performance by-
A.	Showing sympathy and empathy towards him.
B.	Helping in his work
C.	Personal counseling
D.	Allowing him to take leave to get refresh
Answer	optionc
Marks:	1
152	Personal counseling is the technique by which supervisor can-
A.	influence the employees
B.	teach and trained the employees
C.	advise the troubled employee to reduce his anxieties
D.	Come closer to employee
Answer	optionc
Marks:	1
153	Following are the features of the perfect order issued by supervisor- <ol style="list-style-type: none"> 1 Clarity and completeness 2 Feasibility and timely bounded 3 Consideration of worker choice and interest 4 Incomplete orders from higher authority

A.	1&3
B.	1&2
C.	2&4
D.	3&4
Answer	optionb
Marks:	1
154	<p>Mr. Vijay is working in renowned company as worker. He is a sincere & obedient employee. But from last few days his behavior is changed. Most of the time he gets annoyed and behave erratically. He lacks his interest in work thus his performance also get reduced and more rejection takes place. Mr. Atul is a supervisor in his section, noticed the change in behavior of Mr. Vijay. He take him in confidence and advise. So that Mr. Vijay feels relax and again he concentrates on his work</p>
A.	Personal problem solving
B.	Personal counseling
C.	Personal controlling
D.	Personal Directing
Answer	optionb
Marks:	2
155	<p>Identify the step of controlling process applicable in following case-</p>

	In a company a manager is trying to find out the deviation between the actual number of parts produced and the desired number. He already knows about the standards as the company has assigned him a definite quantity of parts to be produced
A.	taking corrective action
B.	analyzing deviation
C.	comparing actual and standard performance
D.	setting standard
Answer	optionc
Marks:	2
156	Mr Rajesh wants to set standard to be achieved in both qualitative and quantitative in his section. He wants to judge the motivation, skill level and satisfaction of the subordinates. All these things will require qualitative standards while on other hand he has to set quantitative standards for the number of units produced. Identify the step of controlling process applicable in this case.
A.	Setting standard
B.	analyzing standard
C.	controlling standard
D.	all above
Answer	optiona

Marks:	2
157	Sachin is working in tool manufacturing company and have been assigned the job of judging the output of production in a neutral and reliable way. He is applying different techniques for achieving this aim. He is also keeping the units of measurement same to that of the units of set standard. Identify the step of controlling process applicable in this case.
A.	Setting standard
B.	Measurement of actual performance
C.	Analyzing facts.
D.	Taking corrective action
Answer	optionb
Marks:	2
158	The number of subordinates that report to an executive or the number of subordinates that an executive can supervise directly is called:
A.	Authority
B.	Span of control
C.	Coordination
D.	Effective delegation
Answer	optionb

Marks:	1
159	Which of the following is not a principle of management?
A.	Remuneration
B.	Order
C.	Budget
D.	Scalar chain
Answer	optionc
Marks:	1
160	"Espirit De Corps" refers to
A.	Level of management
B.	Principles of motion economy
C.	Principles of organization
D.	Principles of management
Answer	optiond
Marks:	1
161	Who is known as father of scientific management?
A.	Henry Fayol

B.	Gilbreth
C.	F.W.Taylor
D.	Elton Mayo
Answer	optionc
Marks:	1
162	Match the Pairs: 1.F.W.Taylor (i) Hierarchy of needs 2. Frank Gilbreth (ii) Father of Scientific management 3.Henri Fayol (iii) Time and Motion study 4. Abraham
A.	1-ii 2-iii 3-iv 4-i
B.	1-ii 2-iv 3-iii 4-i
C.	1-iv 2-ii 3-iii 4-i
D.	1-iv 2-iii 3-i 4-ii
Answer	optiona
Marks:	2
163	Management carries out the policies of -----through the framework of the ----- .
A.	Organization, Administration
B.	Management, Administration

C.	Administration, Organization
D.	Organization, Management
Answer	optionc
Marks:	2
164	Administration is concerned with:
A.	Implementing the policies of the organization
B.	Deciding the goals and policies of the organization
C.	Development of different parts of the organization in proper order.
D.	None of the above
Answer	optionb
Marks:	1
165	_____ is a mechanism or structure that enables living things to work effectively together
A.	Management
B.	Planning
C.	Organization
D.	Administration

Answer	optionc
Marks:	1
166	Administration is an activity at:
A.	Middle level management
B.	Top level management
C.	Lower level management
D.	none of the above
Answer	optionb
Marks:	1
167	_____ is the process of getting activities completed efficiently and effectively with and through the people
A.	Supervision
B.	Leading
C.	Controlling
D.	Management
Answer	optiond
Marks:	1
168	Decision making, policy making and making necessary

	adjustments is concerned mainly with_____
A.	Staffing
B.	Administration
C.	Organization
D.	None of the given options
Answer	optionb
Marks:	1
169	find odd thing out with respect to type of communication (upward/downward)
A.	open door policy
B.	provide feedback to subordinates
C.	participative techniues
D.	gravience redressal procedure
Answer	optionb
Marks:	2
170	Management is a/an:
A.	determinative function
B.	executive function

C.	decision making function
D.	top level function
Answer	optionb
Marks:	1
171	_____Function of Management involves selecting missions and objectives and the actions to achieve them
A.	Planning
B.	Organizing
C.	Leading
D.	None of the given options
Answer	optiona
Marks:	1
172	Top level management includes:
A.	Superintendents and supervisors
B.	Production manager and finance manager
C.	Board of directors and chief executives
D.	Inspectors and marketing managers
Answer	optionc

Marks:	1
173	Scalar organization is the other name given to:
A.	line and staff organization
B.	line organisation
C.	functional organization
D.	project organization
Answer	optionb
Marks:	1
174	The line of authority from the chief executives to the lowest level of organization is called:
A.	unity of command
B.	Unity of direction
C.	order
D.	Scalar chain
Answer	optiond
Marks:	1
175	Which function of management process consists of measuring results, comparing these results with standard expectations and applying corrective actions if needed?

A.	Organizing
B.	Controlling
C.	Planning
D.	Directing
Answer	optionb
Marks:	1
176	Which of the following is not a correct advantage of line organization?
A.	simple
B.	flexible
C.	speedy action
D.	specialist advice
Answer	optiond
Marks:	1
177	Measuring and correcting individual and organizational performance to ensure that events confirm to plans is done by _____ function
A.	Staffing
B.	Planning

C.	Controlling
D.	Organizing
Answer	optionc
Marks:	1
178	Meaning of “Esprit de corps” according to Henry Fayol Principles is that-----
A.	chain of superiors
B.	in union there is strength
C.	centralization of authority
D.	respect for agreements
Answer	optionb
Marks:	1
179	The “Father of Modern Management theory” formulated _____ principles of management
A.	6
B.	10
C.	14
D.	12

Answer	optionc
Marks:	1
180	The loyalty and devotion should be elicited from personnel by a combination of kindness and justice between managers and with subordinates
A.	Equity
B.	Stability
C.	Order
D.	Initiative
Answer	optiona
Marks:	1
181	Line organization is also known as _____
A.	Functional Organization
B.	Military Organization
C.	Project Organization
D.	Multiple Organization
Answer	optionb
Marks:	1

182	_____ is also known as Functional Organization
A.	Project Organization
B.	Department Organization
C.	Staff Organization
D.	None of the given options
Answer	optionc
Marks:	1
183	The proficiency in handling methods, processes and techniques of a particular kind of business refer to _____ managerial skills
A.	Conceptual skills
B.	Technical skills
C.	Decision making skills
D.	None of the given options
Answer	optionb
Marks:	1
184	Technical skills are essential for _____ level management
A.	Top level

B.	Middle level
C.	Lower level
D.	None of the given options
Answer	optionc
Marks:	1
185	To recognize inter-relationships among different functions of the business and external forces and to guide effectively for organization effort _____ skills is requested
A.	Conceptual
B.	Technical
C.	Organisational
D.	Human relation
Answer	optiona
Marks:	1
186	_____ skills help select and fix different people at different work
A.	Human relation
B.	Decision making
C.	Organisational

D.	Technical
Answer	optionc
Marks:	1
187	_____skills refers to ability to work effectively with others and build cooperative work groups to achieve organizational goals
A.	Organisational
B.	Human relation
C.	Leadership
D.	Motivating
Answer	optionb
Marks:	1
188	The ability to inspire confidence and trust in the subordinates in order to have maximum cooperation from them getting the work done is _____ skills
A.	Motivating
B.	Leadership
C.	Decision making
D.	Technical
Answer	optionb

Marks:	1
189	The employees should receive orders and instructions from one supervision only will come under _____ principles of Management
A.	Unity of Direction
B.	Unity of Command
C.	Equity of Treatment
D.	Discipline
Answer	optionb
Marks:	1
190	Fredrick Taylor stressed on
A.	Selecting the right people for the right job
B.	Division of labour
C.	Unity of command
D.	Unity of direction
Answer	optiona
Marks:	1
191	Who developed the concept of 'hierarchy of needs' in regards to motivation

A.	F.W. Taylor
B.	Abraham Maslow
C.	Max Weber
D.	Mary Follet
Answer	optionb
Marks:	1
192	To motivate workers Taylor suggested _____
A.	To give less work
B.	To provide festival bonus
C.	Differential piece rate plan
D.	To pay more salary
Answer	optionc
Marks:	1
193	The board objectives and policies are decided by
A.	Regional manager
B.	Marketing manager
C.	Supervisor

D.	Chief Executive Officer
Answer	optiond
Marks:	1
194	When we classify managers according to their levels in the organization, they are described as _____
A.	Functional, staff and line managers
B.	Top managers, middle managers and supervisors
C.	High level and lower level manager
D.	Work managers and general manager
Answer	optionb
Marks:	2
195	Which of the following is not a function of the management process
A.	Directing
B.	Controlling
C.	Processing
D.	Leading
Answer	optionc

Marks:	1
196	Getting work done with a minimum effort, expense or waste is the definition of _____
A.	Efficiency
B.	Effectiveness
C.	Organizing
D.	Planning
Answer	optiona
Marks:	1
197	The type of planning which sets direction in which the organization wants to proceed in future is called:
A.	Contingency planning
B.	strategic planning
C.	tactical planning
D.	operational planning
Answer	optionb
Marks:	1
198	_____ are the organization objectives and _____ are the documented ways that organization intends to meet those objectives

A.	Standing plans ; Single use plans
B.	Stated goals ; Real goals
C.	Specific goals ; Directional plans
D.	Goals ; Plans
Answer	optiond
Marks:	2
199	_____ is the judgment of the future
A.	Mission
B.	Forecasting
C.	Planning
D.	Organizing
Answer	optionb
Marks:	1
200	Who is not a middle level manager
A.	General Manager
B.	Production Manager
C.	Stores Manager

D.	Marketing Manager
Answer	optiona
Marks:	1
201	Advantages of written communication are
A.	It gives evidences about event
B.	It provide permonant record for future
C.	Reduces chances of misinterpretaton
D.	All of the above
Answer	optiond
Marks:	1
202	Directing involves functions such as _____ and _____
A.	Staffing and Planning
B.	Leadership and Motivation
C.	Controlling and Coordinating
D.	Planning and Decision making
Answer	optionb
Marks:	2

203	The first step in the strategic planning process is to :
A.	set the company goals and objectives
B.	define the company vision
C.	to decide other functional strategies.
D.	to lay down the rules and policies.
Answer	optionb
Marks:	1
204	_____ is a policy making function
A.	Production
B.	Work
C.	Plan
D.	Administration
Answer	optiond
Marks:	1
205	_____ does not belongs to Henry Fayolâ€™s principles of management
A.	Scalar chain
B.	Authority

C.	Standardization
D.	Discipline
Answer	optionc
Marks:	1
206	The process of inspiring the subordinates to put in their best known as _____
A.	Team work
B.	Motivation
C.	Management
D.	Leadership
Answer	optionb
Marks:	1
207	The process of monitoring, comparing and correcting is called _____
A.	Leading
B.	Decision making
C.	Controlling
D.	Coordinating

Answer	optionc
Marks:	1
208	The three essential managerial skills required by any successful manager in an organization are _____
A.	Technical, human and social
B.	Human, empirical and conceptual
C.	Technical, interpersonal and controlling
D.	Technical, human and conceptual
Answer	optiond
Marks:	2
209	In a line organization the authority flows from
A.	Subordinate to Subordinate
B.	Superior to Superior
C.	Superior to Subordinate
D.	Subordinate to Superior
Answer	optionc
Marks:	1
210	Which is not the correct type of plan?

A.	Action plan
B.	Corporate plan
C.	Operational plan
D.	Management plan
Answer	optiona
Marks:	1
211	After plans have been made and the organization has been established and staffed, the next step is _____
A.	Controlling
B.	Directing
C.	Decision making
D.	Planning
Answer	optionb
Marks:	1
212	Planning may fail because of _____
A.	Absence of winning attitude
B.	Guiding the subordinates
C.	Monitoring of programme

D.	Takes corrective action
Answer	optiona
Marks:	1
213	_____ minimizes work pressures and dead line tensions
A.	Organizing
B.	Controlling
C.	Planning
D.	Leadership
Answer	optionc
Marks:	1
214	_____ and _____ plans are the types of planning in management process
A.	Stability and initiative
B.	Operational and strategic
C.	Directing and motivation
D.	None of the given options
Answer	optionb

Marks:	2
215	_____ is the downward transfer of authority from a manager to a subordinate
A.	Centralization
B.	Coordinating
C.	Delegation
D.	Decision making
Answer	optionc
Marks:	1
216	Which one of the following is not included in the types of management
A.	Financial Management
B.	Production Management
C.	Personnel Management
D.	Force Management
Answer	optiond
Marks:	1
217	_____ and _____ are advantages of line organisation

A.	Simplicity and quick decisions
B.	Lack of specialisation and difficult to coordinate
C.	Suitability and higher rejecting
D.	None of the given options
Answer	optiona
Marks:	2
218	_____ requires intuition and good judgment
A.	Planning
B.	Decision making
C.	Communication
D.	Controlling
Answer	optionb
Marks:	1
219	In organisational structure, _____ is the ability to adjust, change, bend and blend without disturbing the basic structure
A.	Balance
B.	Stability

C.	Flexibility
D.	Span of control
Answer	optionc
Marks:	1
220	_____ includes work analysis, planning, scheduling, routing, quality control and work study
A.	Personnel Management
B.	Distribution Management
C.	Purchase Management
D.	Production Management
Answer	optiond
Marks:	1
221	Which of the following management involves selection, placement, training, transfer, safety, health for the functional area of management
A.	Development management
B.	Personnel management
C.	Transport management
D.	Purchase management

Answer	optionb
Marks:	1
222	Supervisor has to advise troubled employee to improve his performance. Which function of management he is performing-
A.	Motivation
B.	Personal counseling
C.	communication
D.	controlling
Answer	optionb
Marks:	1
223	Personal Counseling is a very effective tool for troubled employee when-
A.	he lost his interest in job and gives poor performance
B.	he is facing personal problem
C.	inferiority complex is developed
D.	all above
Answer	optiond
Marks:	1

224	----- is essential because the performance of the troubled employee gets affected and also spoil the discipline of section.
A.	Controlling
B.	Strict monitoring
C.	Personal counseling
D.	Discipline
Answer	optionc
Marks:	1
225	Supervisor can counsel his employee by- 1. sharing worker feelings 2. understand his problem 3. giving him extra facility. 4. changing his job position
A.	1&2
B.	2&3
C.	3&4
D.	1&4
Answer	optiona
Marks:	1
226	Which of the following is not a function of management?
A.	Organizing

B.	Controlling
C.	Planning
D.	Remuneration
Answer	optiond
Marks:	1
227	"When employees are specialized, they become more skilled and efficient and the rate of production will increase." This refers to which principle of management of Henry Fayol?
A.	Division of work
B.	Remuneration
C.	Initiative
D.	Unity of direction
Answer	optiona
Marks:	1
228	"Managers should be fair in treatment towards all the employees and deal with kindness and justice." - This principle refers to:
A.	Unity of command
B.	Unity of direction

C.	Equity of treatment
D.	Scalar chain
Answer	optionc
Marks:	1
229	The management principle "Initiative" refers to :
A.	fair remuneration to be paid to all employees
B.	placing everything in order
C.	stable and secure atmosphere
D.	the necessary level of freedom provided by managers to subordinates to create and carry out plans
Answer	optiond
Marks:	1
230	The function of lower level management is:
A.	to evaluate the performance of managers
B.	to guide and instruct workers for day to day activities
C.	to design operating policies
D.	to design the organization structure
Answer	optionb

Marks:	1
231	Mr.X is working as the CEO of a very prestigious company.The managerial skills which are very important to him are:
A.	Technical and conceptual skills
B.	Conceptual skills and human skills
C.	Technical and human skills
D.	Conceptual skills and controlling skills
Answer	optionb
Marks:	1
232	"Management is the art of knowing what you want to do and then seeing that it is done in the best and cheapest way."- These are the words of :
A.	Harold Koontz
B.	F.W.Taylor
C.	Henry Fayol
D.	Mary Parker Follet
Answer	optionb
Marks:	1
233	Which of the following statements is wrong?

A.	Administration relates to top level function.
B.	Management is an execution function
C.	Management decides what is to be done and when it is to be done .
D.	Administration needs conceptual and human skills
Answer	optionc
Marks:	1
234	Identify the person who supervises and coordinates the activities of operating employees.
A.	Inspectors
B.	workers
C.	branch managers
D.	chairman
Answer	optiona
Marks:	1
235	"Selection of workers on the basis of their skills,performance standards and pay scales based on performance"- These are features of:
A.	Taylor's principles of scientific management
B.	Henry Fayol's principles of scientific management

C.	Weber's Bureaucratic organization
D.	general administrative theory
Answer	optiona
Marks:	1
236	Designing the organization system is the function of
A.	Top level management
B.	Middle level management
C.	Lower management
D.	Lower middle level management
Answer	optiona
Marks:	1
237	Monitoring day to day activities and progress is the function of:
A.	Top level management
B.	Middle level management
C.	upper middle level management
D.	Lower level management
Answer	optiond

Marks:	1
238	Which of the following is not a function of staffing?
A.	recruitment
B.	induction
C.	training
D.	budget
Answer	optiond
Marks:	1
239	Which of the following is not a type of organization?
A.	line organization
B.	functional organization
C.	flexible organisation
D.	project organization
Answer	optionc
Marks:	1
240	Authority always flows from:
A.	superior to subordinate

B.	subordinate to superior
C.	both a and b
D.	none of the above
Answer	optiona
Marks:	1
241	Responsibility always flows from:
A.	superior to subordinate
B.	subordinate to superior
C.	both a and b
D.	none of the above
Answer	optionb
Marks:	1
242	_____ level management give finishing touch to the plans and policies to top management
A.	Middle
B.	Upper middle
C.	Lower
D.	Operating force

Answer	optionc
Marks:	1
243	It is the first function of management
A.	Planning
B.	Controlling
C.	Communicating
D.	Capital
Answer	optiona
Marks:	1
244	Position, designation, seniority defines_____
A.	Centralization
B.	Authority
C.	Initiative
D.	Scalar chain
Answer	optionb
Marks:	1
245	_____ organisation is called as horizontal organisation

A.	Line
B.	Line and staff
C.	Functional
D.	Complex
Answer	optionc
Marks:	1
246	Middle level is _____ of management
A.	Strategic level
B.	Tactical level
C.	Operational level
D.	All of the above options
Answer	optionb
Marks:	1
247	Which of the following is the advantage of controlling
A.	Tool of the fast development
B.	It reduces the elements of risk
C.	Process of motivation

D.	Proper utilization of resources
Answer	optiond
Marks:	1
248	For good working of management, _____ avoids confusion, mistakes and delays in getting the work done
A.	Equity of treatment
B.	Unity of direction
C.	Unity of command
D.	Remuneration
Answer	optionc
Marks:	1
249	According to Henri Fayol principles, manager should deal with his subordinates with kindness and justice will come under
A.	Discipline
B.	Equity of treatment
C.	Esprit de corps
D.	Initiative
Answer	optionb

Marks:	1
250	<u> </u> refers to the relationship between people, work and resources to achieve goals
A.	Actuating
B.	Scheduling
C.	Project
D.	Organizing
Answer	optiond
Marks:	1
251	<u> </u> level is known as Top level management because all important decisions related to whole organization are taken by top management
A.	Tactical level
B.	Operational level
C.	Strategic Level
D.	Controlling level
Answer	optionc
Marks:	1
252	<u> </u> results into better output interms of work

A.	Unity of direction
B.	Division of work
C.	Discipline
D.	All of the above options
Answer	optionb
Marks:	1
253	The planning process is used to prepare _____ in an organization
A.	Advancement
B.	Technologies
C.	Discoveries
D.	Budgets
Answer	optiond
Marks:	1
254	_____ is a long term goal
A.	Plan
B.	Operation
C.	Vision

D.	Innovation
Answer	optionc
Marks:	1
255	According to M.S. Hardy "Planning is deciding in advance what is to be done. It involves the _____ from among alternatives.
A.	Selection of objectives
B.	Selection of Policies
C.	Selection of Procedures and programmes
D.	All of the Above
Answer	optiond
Marks:	1
256	An organization is an _____
A.	open system
B.	close system
C.	inactive system
D.	none of the above
Answer	optiona

Marks:	1
257	Choose correct hierarchy of plan in an organization
A.	1. Divisional Plan 2. Corporate Plan 3. Departmental Plan 4. Sectional Plan
B.	1. Corporate Plan 2. Divisional Plan 3. Departmental Plan 4. Sectional Plan
C.	1. Sectional Plan 2. Corporate Plan 3. Divisional Plan 4. Departmental Plan
D.	1. Divisional Plan 2. Departmental Plan 3. Sectional Plan 4. Corporate Plan
Answer	optionb
Marks:	2
258	Single use plans are most suitable for _____
A.	Programmes
B.	Projects
C.	Budgets
D.	All of the Above
Answer	optiond
Marks:	1
259	Matching people to jobs in organizing must consider _____

A.	Maintainance Factors
B.	Motivation Factors
C.	A & B Both
D.	none of the above
Answer	optionc
Marks:	1
260	Motivation factors while matching people with job can include _____
A.	Salary
B.	Security
C.	Status & Satisfaction
D.	All of the Above
Answer	optiond
Marks:	1
261	While matching job in organizing the manager must consider _____ facts into an account
A.	Why people works
B.	Why people works for you

C.	A & B Both
D.	none of the above
Answer	optionc
Marks:	1
262	The man needs must be satisfied by jobs requirement. Which of the following is not the need of man as per maslow's need hierarchy theory
A.	Physiological and Saftey needs
B.	Planning, Organising and Decision Making
C.	Belongingness and self esteem needs
D.	Self Actualization Needs
Answer	optionb
Marks:	1
263	Which of the following are duties of supervisor
A.	To plan the work
B.	To plan distribution of work to workforce as per individual capabilities
C.	To make plans and devise methods to boost productivity
D.	All of the Above

Answer	optiond
Marks:	1
264	_____ is concerned with the direct supervision of the workers by planning and executing activities given by top management
A.	Top Management
B.	Manager
C.	Foreman
D.	All of the Above
Answer	optionc
Marks:	1
265	Planning by supervisor requires following skills qualities within themselves
A.	Ability to plan and control the work
B.	Full knowledge of men, machinery and machines.
C.	Democratic Leadership
D.	All of the Above
Answer	optiond
Marks:	1

266	Plans are made for _____ activities
A.	Past
B.	Future
C.	Present
D.	none of the above
Answer	optionb
Marks:	1
267	Planning is the objectives and choosing a course of action.
A.	determining
B.	acheiving
C.	vanishing
D.	All of the Above
Answer	optionb
Marks:	1
268	Supervision makes plan for _____ time
A.	shorter (day or week or month)
B.	longer (years)

C.	indefinite
D.	Quarterly or Half yearly
Answer	optiona
Marks:	1
269	Supervisor makes plan for _____
A.	Department
B.	Office and Workshop
C.	Entire Organization
D.	Self
Answer	optionb
Marks:	1
270	In business of publishing books, supervisors needs to take care of following facts to take decisions regarding price of book, copies to be sold and time of printing books
A.	Number of people who are likely to read book
B.	Prices of similar books available in market
C.	Capital Required and availability of raw material, machinery etc.
D.	All of the Above

Answer	optiond
Marks:	2
271	_____ are basis as well as part of planning by supervisor. They gives direction to planning
A.	staffing
B.	workers
C.	objectives
D.	management
Answer	optionc
Marks:	1
272	Supervisor plans are always _____-
A.	Fix and do not change in any condition
B.	Flexible and can change as per conditions
C.	Partially fix and partially flexible
D.	Fake
Answer	optionb
Marks:	1
273	Major function of planning involves supervisor for

A.	Manpower planning and communicating requirement to HR Department
B.	Scheduling different staff as per best suitable combination of availability of resources
C.	supervision and maintain quality of work in project
D.	All of the Above
Answer	optiond
Marks:	2
274	Planning by supervisor may get failed if there is _____
A.	change in technology
B.	better utilization of resources
C.	reduction in waste
D.	forward looking positive attitude in team members
Answer	optiona
Marks:	1
275	Supervisors are _____ focussed in planning
A.	externally
B.	internally

C.	everywhere
D.	nowhere
Answer	optionb
Marks:	1
276	Supervisors manages _____
A.	Entire organization
B.	Managers
C.	Group of employees
D.	supervisors
Answer	optionc
Marks:	1
277	Supervisor plans budgets related to _____
A.	Manpower
B.	Overhead
C.	Raw material and small expenses
D.	All of the Above
Answer	optiond

Marks:	1
278	As shown in figure, _____ (at position A) is required to bridge gap between current and desired position
A.	Decision Making
B.	Planning
C.	Hardwork
D.	Organizing
Answer	optionb
Marks:	2
279	_____ planning is based on past performance of organization and less uncertain
A.	Strategic
B.	Operational
C.	Middle Level
D.	Blind
Answer	optionb
Marks:	1
280	Identify correct sequence of detailing the planning 1. Establish Planning Premise 2.Evaluation and selection of alternatives 3. Establish Goals / Objectives 4. Decide

	Planning Period 5. Measure and control the process . 6. Develop supporting plans 7. Identify Alternatives
A.	1-3-5-7-2-4-6
B.	7-5-3-1-2-4-6
C.	3-1-4-7-2-6-5
D.	3-1-4-7-5-6-2
Answer	optionc
Marks:	2
281	In detailing process of planning the objectives set by organization depends on
A.	mission of organization
B.	abilities of organization
C.	resources available with organization at present and future
D.	All of the Above
Answer	optiond
Marks:	1
282	Planning premises can be _____
A.	internal or external

B.	tangible or intangible
C.	controllable or non-controllable
D.	All of the Above
Answer	optiond
Marks:	1
283	Internal Premises of planning does not include _____
A.	sales forecast
B.	ability of organization in the form of machines, methods
C.	technological changes
D.	behavior of employee and owners
Answer	optionc
Marks:	1
284	External premises of planning does not include _____
A.	government policies and regulation
B.	ability of organization in the form of machines, methods
C.	technological changes
D.	population growth

Answer	optionb
Marks:	1
285	Tangible premises of planning includes _____
A.	industry demand
B.	population growth
C.	A & B Both
D.	political stability
Answer	optionc
Marks:	1
286	Non controllable premises of planning does not include _____
A.	Strike
B.	availability of resources
C.	Natural Calamity
D.	wars
Answer	optionb
Marks:	1
287	Evaluation of alternatives in planning can be done by

	supervisor using _____
A.	Operation Research
B.	Quantitative Techniques
C.	Software Packages
D.	All of the Above
Answer	optiond
Marks:	1
288	Prescribing standard forms for various activities is necessary for _____
A.	Standardization of system
B.	To collect factual data for decision making
C.	To get clarity of work through systematic documentation
D.	All of the Above
Answer	optiond
Marks:	1
289	Prescribed Standard forms in planning can be a documentation of _____ type
A.	Job Description

B.	Sheet for machine planning and issue of tools
C.	Matrrial flow/material load chart
D.	All of the Above
Answer	optiond
Marks:	1
290	_____ is a financial statement prepared and approved prior to a defined period of time
A.	Budget
B.	Audit
C.	Control charts
D.	All of the Above
Answer	optiona
Marks:	1
291	In organization, planning for safe working conditions are responsibilities of all except _____
A.	Worker
B.	customer
C.	supervisor

D.	Factory Head and Manager
Answer	optionb
Marks:	2
292	Budget is an instruments helpful for _____
A.	Planning Activity
B.	Controlling Activity
C.	Planning and controlling activity
D.	none of the above
Answer	optionc
Marks:	1
293	Budget depends upon _____
A.	Future Condition
B.	Present condition
C.	Past Statistical Data
D.	B & C both
Answer	optiond
Marks:	1

294	Material Budget and Manpower budget are _____ budgets
A.	Functional
B.	Fixed
C.	Main
D.	Master
Answer	optiona
Marks:	1
295	_____ budget shows the quantity of each type of raw material required by months or quarters to produce goods
A.	Production
B.	Material
C.	Manpower
D.	Main
Answer	optionb
Marks:	1
296	In materials budget, Material to be purchased is derived from following formula
A.	Materials Purchased = Materials Required + Ending Inventory - Beginning Inventory

B.	Materials Purchased = Materials Required + Ending Inventory + Beginning Inventory
C.	Materials Purchased = Materials Required + Ending Inventory - Beginning Inventory
D.	none of the above
Answer	optiona
Marks:	2
297	Formation of manpower budget is dependent on _____
A.	Production Budget
B.	Master Budget
C.	Material Budget
D.	Sells Budget
Answer	optiona
Marks:	1
298	Effects of ignoring manpower budget are _____ 1. Labour Shortage 2. Hire Workers at Higher Salary 3. Layoff Workers at Awkward times 4. Insecurity, Low morale among workers
A.	1 & 4 Only
B.	1, 2 , 3, and 4

C.	1,2, 4 Only
D.	2 & 4 Only
Answer	optionb
Marks:	2
299	Manpower budget is calculated by formula
A.	Units to be Produced x Manpower Cost per unit
B.	Units to be Produced + Manpower Cost per unit
C.	Units to be Produced - Manpower Cost per unit
D.	Units to be Produced / Manpower Cost per unit
Answer	optiona
Marks:	2
300	Material budget will enable fixation of _____
A.	Minimum and Maximum Stock Level
B.	Reordering Level
C.	A & B Both
D.	none of the above
Answer	optionc

Marks:	1
301	Find odd thing out
A.	Manpower budget helps in Recruitment of workers
B.	Manpower budget helps to determine finance required for labor
C.	Manpower budget helps in preparing material budget
D.	Manpower budget helps for anticipating labour time required for production
Answer	optionc
Marks:	1
302	Labor to considered in manpower budgeting can be of type _____
A.	Skilled, Semiskilled or Unskilled
B.	Male or female
C.	A and B Both
D.	none of the above
Answer	optionc
Marks:	1
303	Organization of phycal resources includes

A.	creation of department
B.	"creation of sections and positions to perform organizing activities
C.	establishing relationships among the various parts of an organisation
D.	All of the Above
Answer	optiond
Marks:	1
304	Choose the correct sequence for steps in organization of physical resources 1. Identification of major functions to which these activities relate. 2. Establishing relationship among individuals and groups. 3. Grouping and sub-dividing the activities within each function on the basis of similarity or relatedness. 4. Determining the activities to be performed to achieve the objectives of the organisation.
A.	1-3-4-2
B.	4-1-3-2
C.	3-1-2-4
D.	3-2-4-1
Answer	optionb
Marks:	2
305	Organising becomes necessary when _____ to achieve some common objectives.

A.	One person work
B.	two persons work together
C.	two or more persons work together
D.	none of the above
Answer	optionc
Marks:	1
306	Which one of the following two is an organisation ? 1) People waiting at a bus stop. 2) Members of a football team.
A.	1 only
B.	2 only
C.	1 & 2 Only
D.	none of the above
Answer	optionb
Marks:	1
307	Which physical resources can be organized at supervisory level
A.	Men
B.	Machinery

C.	Material
D.	All of the Above
Answer	optiond
Marks:	1
308	Organization of phycal resources _____
A.	Fascilitates administration, growth and diversification
B.	Stimulates creativity
C.	Enables optimum use of resources
D.	All of the Above
Answer	optiond
Marks:	1
309	Which of the following is not an objective of organizing resources ?
A.	Division of authority and responsibility
B.	Undefined Objectives
C.	An effective system of communication
D.	Well organised and coordinated group of people
Answer	optionb

Marks:	1
310	In Organizing resources, the authority is the power and right of a person _____
A.	to use and allocate the resources efficiently
B.	to take decisions
C.	to give orders while achieving the organizational objectives
D.	All of the Above
Answer	optiond
Marks:	1
311	Top level management has _____ authority
A.	Greatest Level
B.	Middle Level
C.	Lowest Level
D.	No
Answer	optiona
Marks:	1
312	Choose the wrong statement from following

A.	Responsibility creates authority
B.	Authority creates responsibility
C.	Authority is the right to give orders and the power to exact obedience
D.	Higher authorities have more responsibilities
Answer	optiona
Marks:	1
313	Authority without responsibility leads to _____
A.	good behavior
B.	responsible behavior
C.	irresponsible behavior
D.	All of the Above
Answer	optionc
Marks:	1
314	Responsibility without authority makes person _____
A.	ineffective
B.	effective
C.	over smart

D.	top level manager
Answer	optiona
Marks:	1
315	Which of the following law is a relating to Industrial Relations?
A.	Minimum Wages Act 1948
B.	Workmen Compensation Act 1923
C.	Factories Act 1948
D.	Industrial Disputes Act 1947
Answer	optiond
Marks:	1
316	Which of the following Act has provision for the constitution of Board of Conciliation?
A.	Factories Act 1948
B.	Industrial Disputes Act 1947
C.	Minimum Wages Act 1948
D.	The Workmen's Compensation Act 1923
Answer	optionb

Marks:	1
317	The Factory act is applicable to the premises wherein or more workers are employed without the use of power.
A.	5
B.	10
C.	15
D.	20
Answer	optiond
Marks:	1
318	Which of the following Schedules of Industrial Disputes Act 1947 indicates "The matters within the jurisdiction of Labour courts"?
A.	The First Schedule
B.	The Second Schedule
C.	The Fifth Schedule
D.	The Third Schedule
Answer	optionb
Marks:	1
319	Lay off indicates the temporary inability of an employer to

	avail the services of the employee due to following reasons except:
A.	Non availability/shortage of material, fuel or power
B.	Accumulation of excess stocks
C.	Breakdown of machinery
D.	Relief to an employee from his monotonous job
Answer	optiond
Marks:	2
320	is the temporary removal or suspension of the employee from his job during period of emergency.
A.	Transfer
B.	Lay off
C.	Discharge or Dismissal
D.	all of the above
Answer	optionb
Marks:	2
321	Following are the methods to improve discipline except:
A.	Effectively communicate the rules and policies to all employees and the penalties to be inflicted for breaking the rules

B.	Positively motivate the employees.
C.	Separating or removing the employee from the pay roll
D.	Give rewards and recognition to disciplined employees
Answer	optionc
Marks:	2
322	Discipline is necessary in all efficient organizations for following factors except
A.	Encourage employees to behave sensibly at work.
B.	Effectively realize or attain the objectives of the organization
C.	Help employees to learn the requirement of their job
D.	Wealth creation and expansion of plant
Answer	optiond
Marks:	2
323	Decision related to policy matter taken at higher level of management after careful analysis and evaluation of various alternatives like capital expenditure, decision related to pricing, expansion and change in product line etc. are the type of following type of decision;
A.	Programmed Decision
B.	Non Programmed Decision

C.	Major Decision
D.	Strategic Decision
Answer	optiond
Marks:	2
324	<p>Following are the general steps of which management activity</p> <p>Step 1: Defining the problem</p> <p>Step 2: Searching for alternative course of action</p> <p>Step 3: Evaluating the alternatives</p> <p>Step 4: Selecting one alternative</p>
A.	Decision making & Problem solving
B.	Planning & organizing
C.	Directing & controlling
D.	None of the above
Answer	optiona
Marks:	2
325	<p>Following statements related with Decision making are valid and correct except:</p> <p>1. A Decision is a course of action or inaction selected to meet the requirements of solution.</p> <p>2. Decision making is an intellectual activity, because it calls for both judgment and imagination to select one from many alternatives.</p> <p>3. A Decision is in act of choice wherein a manger forms a conclusion about what must be done under a given situation.</p> <p>4. Decision making involves only one alternative.</p>

A.	1,3 & 4 are incorrect statements
B.	All of the above are incorrect statements
C.	Only 4 is incorrect statement
D.	All of the above are correct statements
Answer	optionc
Marks:	2
326	Decision Making is a conclusion of a process by which one chooses between two or more available alternative courses of action for the purpose of attaining goals.
A.	. Organizing
B.	Decision Making
C.	Controlling
D.	Designing
Answer	optionb
Marks:	2
327	<p>Read the following statements and identify the correct option for characteristics suited to the statements:</p> <p>1. It is the knacks of getting other people to follow you and to do willingly the things you want them to do.</p> <p>2. It means to inspire confidence & trust so that there is maximum cooperation from the employees within the control of manager.</p> <p>3. It is the ability to persuade others to seek defined</p>

	objectives enthusiastically.
A.	Leadership Qualities
B.	Quality of Supervisors
C.	Responsibility of Top level Management
D.	None of the above
Answer	optiona
Marks:	2
328	Following types of information is passes through the foreman.
A.	Vertically Upward
B.	Vertically Downward
C.	Both a & b
D.	None of the above
Answer	optionc
Marks:	2
329	Aâ€ â€ â€ â€ â€ â€ â€ ...is the person who actually gives practical shape to the policies of the enterprise with the help of workmen
A.	Foreman/Supervisor

B.	Gang Manager
C.	First Link Manager
D.	Speed Manager
Answer	optiona
Marks:	2
330	Aâ€ â€ â€ â€ â€ â€ â€ ...is a vital link or mediator between management & worker.
A.	Supervisor
B.	Gang Manager
C.	First Link Manager
D.	Speed Manager
Answer	optiona
Marks:	2
331	A â€ â€ â€ â€ â€ â€ â€ â€ .is a generally designated by supervisor (in most of the industries) is a person in charge of and coordinator of, the activities of the group of workers engaged in a one type of task.
A.	First Line Manager
B.	Foreman
C.	Time Keeper

D.	Gang Manager
Answer	optionb
Marks:	2
332	In case of piecework, due to non availability of fixed minimum piece rate, the employer has to pay to the employee.
A.	Negotiated Rate
B.	Over time rate
C.	Minimum time rate
D.	Lumpsum amount
Answer	optionc
Marks:	1
333	Every control system has at least four elements, viz. :
A.	Detector or Sensor, Assessor, Effector and Communication Network.
B.	Actuators, Control Unit, Sender, Receiver
C.	Sensor, Transducer, Transformer, Control Unit
D.	Communication Network, Decoder, Encoder, Receiver
Answer	optiona

Marks:	2
334	Management audit is a technique to keep a check on the performance of:
A.	Company
B.	Management of the company
C.	Shareholders
D.	Customers
Answer	optionb
Marks:	2
335	Controlling function of an organization is;
A.	Forward looking
B.	Backward looking
C.	Forward as well as backward looking
D.	None of the above
Answer	optionc
Marks:	2
336	An efficient control system helps to:
A.	Accomplishes organizational objectives

B.	Boosts employee morale
C.	Judges accuracy of standards
D.	All of the above
Answer	optiond
Marks:	2
337	Following are the corrective actions might involve in Control Process by Management except:
A.	training of employees if the production target could not be met
B.	assigning of additional workers and equipment to the project
C.	permission for overtime work
D.	Fire the worker who failed to achieve target
Answer	optiond
Marks:	2
338	“is an important principle of management control based on the belief that an attempt to control everything results in controlling nothing.”
A.	Management by Objectives
B.	Management by Exception

C.	Participative Management
D.	Critical Path Method
Answer	optionb
Marks:	2
339	“A good control system ensures that employees know well in advance what they are expected to do and what are the standards of performance on the basis of which they will be appraised.” This statement focus on which importance aspect of Controlling:
A.	Improving Employee Motivation
B.	Judging accuracy of standards
C.	Accomplish organizational goals
D.	Making efficient use of resources
Answer	optiona
Marks:	2
340	Control must be tailored to following factors except;
A.	Plans and positions
B.	The individual managers and their responsibilities
C.	Leadership & Motivation
D.	The need for efficiency & effectiveness

Answer	optionc
Marks:	2
341	There are following types of control except;
A.	Pre Control
B.	Concurrent Control
C.	Feedback Control
D.	Advanced Control
Answer	optiond
Marks:	2
342	The advanced and quantitative technique used for managerial control isâ€ â€ â€ â€ .
A.	PERT
B.	Budget
C.	Operational Audit
D.	BEA
Answer	optiona
Marks:	2
343	The traditional device which is widely used for managerial

	control is
A.	Budget
B.	Break Even Analysis
C.	Statistical Data
D.	All of the above
Answer	optiond
Marks:	1
344	Control that takes place before work is performed is known as
A.	Pre Control
B.	Concurrent Control
C.	Feedback Control
D.	Advanced Control
Answer	optiona
Marks:	1
345	One of the most frustrating situations manager can find themselves in is knowing that something is going wrong in their company/agency/department and not knowing exactly where the responsibility for the trouble lies. This type of problem is relates and responsible with which of the management function:

A.	Planning
B.	Controlling
C.	Organizing
D.	Coordinating
Answer	optionb
Marks:	2
346	The following list is some of the common mistakes supervisors have made while trying to delegate except:
A.	Unclear Delegation
B.	Supervise too closely
C.	Improper selection of subordinates
D.	Motivate the subordinates for active involvement
Answer	optiond
Marks:	2
347	Effective supervisors getting out and understanding the day-to-day operation firsthand. He knowing his people as individuals and being known by them. Real involvement on the part of the supervisor reaps two advantages. First, it will provide his with knowledge about his section that is unobtainable any other way. Secondly, frequent interaction with people promotes what managerial experts call a "therapeutic climate"--the supervisor demonstrates concern for the workers' daily performance,

A.	To get involved
B.	To open up for communication
C.	Give a chance to subordinate for development
D.	To provide feedback
Answer	optiona
Marks:	2
348	Any control system has four important elements. Which element helps in comparing the actual results with the standard or expected results?
A.	A detector
B.	An assessor
C.	An effector
D.	Communication network
Answer	optionb
Marks:	2
349	The day-to-day activities of an organization are controlled by:
A.	Management Control System
B.	Operational Control System

C.	Both (a) and (b)
D.	None of the above
Answer	optionb
Marks:	1
350	By what process do managers influence other members of an organization to implement organizationâ€™s strategies?
A.	Motivation
B.	Training
C.	Management Control
D.	Leading
Answer	optionc
Marks:	2
351	Following are not the causes of deviation in controlling process ?
A.	Newly purchased machinery
B.	Obsolete Machinery
C.	Defective process and physical condition of physicalequipments
D.	Defective Machinery

Answer	optiona
Marks:	1
352	Leadership is a function of all the following factors except;
A.	Work group
B.	Product or Service
C.	Leader
D.	Situation
Answer	optionb
Marks:	2
353	When management pays attention to more important areas and when day to day routine problems are looked after by lower level management, it is known as;
A.	Management by Objectives
B.	Management by Exception
C.	Participative Management
D.	Critical Path Method
Answer	optionb
Marks:	2

354	<p>In the process of controlling management certain steps are normally taken which includes;</p> <ol style="list-style-type: none"> 1. analyze the actual performance 2. finding out the reasons for discrepancies 3. evaluating the performance 4. establishing the standards of work performance <p>The correct sequence in which these steps are usually taken is:</p>
A.	. 4,1,2,3
B.	1,4,2,3
C.	1,4,3,2
D.	4,1,3,2
Answer	optiond
Marks:	2
355	<p>Which of the following is the origin of any motivated behaviour?</p>
A.	Need
B.	Drives
C.	Goals
D.	Wants
Answer	optiona
Marks:	1

356	The higher quality of managers and their subordinates the less the need for.....
A.	Direct control.
B.	Preventive control
C.	Tactical control
D.	Strategic control.
Answer	optiona
Marks:	1
357	Can banking be treated as an industry?
A.	Yes as a public utility service
B.	No as there is no production Activity in banking
C.	No as Banking comes under finance ministry
D.	No as finance sector has different regulator
Answer	optiona
Marks:	1
358	The General Managerâ€™s meeting was most likely a result of the following management function:
A.	Organizing

B.	Planning
C.	Decision-Making
D.	Controlling
Answer	optionc
Marks:	2
359	Leadership can _____ subordinates to help the organization achieve its goals.
A.	Motivate
B.	Communicate
C.	Direct
D.	All of the above
Answer	optiond
Marks:	2
360	Which type of decision making is carried out by lower level management and deals with specific day-to-day processes?
A.	Top level decision making
B.	Operational decision making
C.	Administrative decision making

D.	Mid-level decision making
Answer	optionb
Marks:	1
361	The process by which a sender transmits content is known as
A.	Encoding
B.	Decoding
C.	Feedback
D.	Receiver
Answer	optiona
Marks:	1
362	According to Abraham Maslow, the most elevated / higher type of need is ____.
A.	Self-actualization
B.	Physiological
C.	Esteem
D.	Safety
Answer	optiona

Marks:	2
363	It is interesting and inspiring to know about N. R. Narayan Murthy, Ex-Chairman of Infosys, an IT legend, institution builder, a leader par excellence and embodiment of directing abilities. He started his career as head of the computer centre at IIM, Ahmadabad. He started Infosys, a small software company along with his friends in 1981 and turned it into a global IT company by 2002. He was the chief mentor, CEO of the company for two decades. During that time he took the company to unimaginable
A.	Managers are important but leaders are vital for lasting organizational success.
B.	A leader not only commits his followers to organizational goals but also pools needed resources, guides and motivates subordinates to reach the goals.
C.	A leader maintains personal relations and helps followers in fulfilling their needs. He provides needed confidence, support and encouragement and thereby creates congenial work environment.
D.	All of the above
Answer	optiond
Marks:	2
364	Some examples of employee recognition are as below except one:
A.	Congratulating the employee for good performance
B.	Displaying on the notice board or in the company news letter about the achievement of employee.

C.	Installing award or certificate for best performance.
D.	Firing an employee for giving suggestions for improvement
Answer	optiond
Marks:	2
365	HCL Technologies has formulated a rather innovative approach to management, where employees come before customers. Every employee ranks their boss, their boss's boss, and at least three other company managers on a 1-to-5 scale. Then the results are posted online for everyone to see. This company realizes that satisfied and secure employees can best focus on customer success. HCL has formed new strategic alliances, and is embarking on a rather innovative approach to shared risk with customers.
A.	Leadership & Team Work
B.	Motivation & Controlling
C.	Directing & Controlling
D.	Motivation & Organizing
Answer	optiona
Marks:	2
366	According to Harold Koontz and Heinz Weihrich "Leadership is the art or process of _____". This is defined by:
A.	influencing people so that they will strive willingly and enthusiastically

B.	influencing people towards the achievement of group goals
C.	A & B both
D.	None of the above
Answer	optionc
Marks:	1
367	â€œMotivation refers to the way in which urges, drives, desires, aspirations, strivings or needs direct, control and explain the behaviour of human beingsâ€. This is defined by:
A.	William G. Scout
B.	Mc Farland
C.	Dubin
D.	Fred Luthans
Answer	optionb
Marks:	1
368	According to William G. Scout, Motivation means _____
A.	a process of stimulating people to action to accomplish desired goals
B.	a process of directing people to action
C.	a process of setting goals for workers to action

D.	None of the above
Answer	optiona
Marks:	1
369	<p>Following are certain statements about a good leader. Rectify the statement which is found to be incorrect.</p> <p>(a) He is empathetic and listens to others.</p> <p>(b) He is competent thus, does everything alone.</p> <p>(c) He has to be very good looking else people will not like him.</p> <p>(d) He likes to generate team spirit and works with the people as a team.</p>
A.	a & d Æ Incorrect
B.	a, b & c Æ Incorrect
C.	b & c Æ Incorrect
D.	all the above - Incorrect
Answer	optionc
Marks:	2
370	<p>Identify the following type of communication on the basis of channel, direction and mode of communication. A typist informs his fellow typist during the lunch-break about the rude behavior of her supervisor.</p>
A.	Formal, Downward, Verbal
B.	Formal, Upward, Verbal

C.	Informal, Horizontal, Verbal
D.	Informal, Horizontal, Verbal
Answer	optiond
Marks:	2
371	Identify the following type of communication on the basis of channel, direction and mode of communication. "The sales assistants discussing with his friend regarding customers"™ behaviour."
A.	Formal, Downward, Verbal
B.	Formal, Upward, Verbal
C.	Informal, Horizontal, Verbal
D.	Informal, Horizontal, Verbal
Answer	optionc
Marks:	2
372	Identify the following type of communication on the basis of channel, direction and mode of communication. "The supervisor sending an explanation to the General Manager stating the performance of his department."
A.	Formal, Downward, Verbal
B.	Formal, Upward, Verbal
C.	Informal, Horizontal, Verbal

D.	Informal, Horizontal
Answer	optionb
Marks:	2
373	Identify the following type of communication on the basis of channel, direction and mode of communication. â€œThe General Manager seeking explanation from a supervisor for poor performance in his department.â€
A.	Formal, Downward, Verbal
B.	Formal, Upward, Verbal
C.	Informal, Horizontal, Verbal
D.	Informal, Horizontal, Downward
Answer	optiona
Marks:	2
374	The control process is based on _____.
A.	Clear standards
B.	disciplinary action
C.	Misleading standards
D.	All of the above
Answer	optiona

Marks:	1
375	Empowerment means_____
A.	giving employees the authority
B.	giving employees the responsibility
C.	to respond quickly to customer requests by giving authority and responsibility
D.	All of the above
Answer	optiond
Marks:	1
376	Which of the following industrial Acts safe guards the security of dependents of the employee?
A.	Factories Act 1948
B.	Industrial Disputes Act 1947
C.	Workmen's compensation Act 1923
D.	Minimum Wages Act 1948
Answer	optionc
Marks:	1
377	The most effective leader is one who:

A.	makes managerial decisions without consulting others
B.	works with managers and employees to make decisions
C.	has the leadership style most appropriate to the situation and the employee involved
D.	none of the above
Answer	optionc
Marks:	1
378	Coordinating people and human resources to accomplish organizational goals is the process of:
A.	planning.
B.	directing.
C.	management
D.	leadership
Answer	optiond
Marks:	2
379	_____ can be delegated from superior to subordinate
A.	Authority
B.	Responsibility

C.	Accountability
D.	none of the above
Answer	optiona
Marks:	1
380	Principal of Taylor and Fayol are mutually complementary. One believed that management should not close its ears to constructive suggestion made by the employees, while the other suggested that a good company should have an employee suggestion system, whereby suggestions which result in substantial time or cost reduction should be rewarded. Identify and explain the principles of Taylor and Fayol referred in the above paragraph.
A.	Cooperation
B.	Team Work
C.	Initiative
D.	All of the above
Answer	optiond
Marks:	2
381	which of the following is not a provision of Factories Act 1948?
A.	Welfare
B.	Health

C.	Workmen's compensation
D.	Safety
Answer	optionc
Marks:	1
382	Which of these statements best describes the concept of reinforcement (strengthening or forced) ?
A.	Rewards are negative reinforcements.
B.	Punishment and reward are both reinforcements.
C.	Punishment cannot be reinforcements
D.	Punishment can never be fair
Answer	optionb
Marks:	2
383	Authority creates _____
A.	accountability
B.	responsibility
C.	span of control
D.	organization
Answer	optionb

Marks:	1
384	_____ flows from bottom level to top level
A.	authority
B.	responsibility
C.	accountability
D.	organization
Answer	optionb
Marks:	1
385	Which of the following is an advantage of group decisions making
A.	Compromise & bargaining happens
B.	Quick decision making
C.	Time required is more
D.	Variety of approaches to find possible problem solutions
Answer	optiond
Marks:	2
386	Supervisors have the tendency to spend most of their time on this function:

A.	Directing
B.	Controlling
C.	Planning
D.	Staffing
Answer	optionb
Marks:	1
387	The upper limit of employees or subordinates a supervisor can effectively manage is called:
A.	Span of control
B.	Span of manpower
C.	Span of organization
D.	dSpan of functions
Answer	optiona
Marks:	1
388	supervisory level of organizing and management holds more _____
A.	authority
B.	accountability

C.	responsibility
D.	span of control
Answer	optionc
Marks:	1
389	Which of the following will help motivate employees?
A.	Compromise on poor performance
B.	Ask for performance and set standards
C.	Use positive reinforcement, and generalize it
D.	Use the same methods of reinforcement for everyone
Answer	optionb
Marks:	1
390	_____ means giving explanations for any variance in the actual performance from the expectations set
A.	Authority
B.	Responsibility
C.	Accountability
D.	none of the above
Answer	optionc

Marks:	1
391	Which of the following three factors affects an employee's motivation?
A.	Attitude, interests and needs
B.	Attitude, interests and salary
C.	Attitude, interests and working conditions
D.	Attitude, needs and salary
Answer	optiona
Marks:	1
392	Accountability arises from _____
A.	authority
B.	responsibility
C.	span of control
D.	none of the above
Answer	optionb
Marks:	1
393	While taking disciplinary action, you should

A.	Argue with the employee
B.	Allow employee to speak for the others involved
C.	Make the disciplinary process as formal as possible
D.	Enforce policies and rules with consistency
Answer	optiond
Marks:	2
394	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 _____
A.	Y, X
B.	X, Y
C.	X, X
D.	Y, Y
Answer	optiona
Marks:	2
395	_____ level of management is least accountable
A.	top
B.	middle

C.	supervisory
D.	none of the above
Answer	optionc
Marks:	1
396	The following is (are) the element(s) of control
A.	Authority and knowledge
B.	Guidance and direction
C.	Constraint and restraint
D.	All of the above
Answer	optiond
Marks:	1
397	Identify correct point with respect to delegation of authority
A.	Reduced Workload due to division of work and allocate it to sub-ordinates.
B.	Effectiveness in work is achieved due to reduced work load.
C.	It gives chance to the subordinates to explore their abilities and skill.
D.	all of the above

Answer	optiond
Marks:	1
398	_____ is a process of influencing people.
A.	Motivation
B.	Leadership
C.	Delegation
D.	Controlling
Answer	optiona
Marks:	1
399	The old control technique(s) which were used through years is (are)
A.	Unity of policies
B.	Break-even analysis
C.	Budgetary control
D.	All of the above
Answer	optiond
Marks:	1
400	Communication barrier(s) in the international environment

	is (are)
A.	Loss by transmission
B.	Loss by poor retention
C.	Poor listening
D.	All of the above
Answer	optiond
Marks:	1
401	In _____ span of control a manager can supervise and control effectively a large group of persons at one time
A.	wide
B.	narrow
C.	superior
D.	inferior
Answer	optiona
Marks:	1
402	The external factor(s) that limit control is (are)
A.	govt. policies
B.	Market changes

C.	Economic changes
D.	All of the above
Answer	optiond
Marks:	1
403	Wide span of control can lead to _____ -
A.	communication gaps
B.	specialization of work
C.	less overhead cost of supervision
D.	none of the above
Answer	optionc
Marks:	1
404	Narrow span of control can also be known as _____
A.	short organization
B.	tall organization
C.	flat organization
D.	project organization
Answer	optionb

Marks:	1
405	Following factor influences span of control
A.	managerial abilities and degree of decentralization
B.	nature of work and delegation of authorities
C.	competence of subordinates
D.	All of the above
Answer	optiond
Marks:	1
406	_____ can not be delegated and arises from responsibility.
A.	authority
B.	power
C.	capability
D.	accountability
Answer	optiond
Marks:	1
407	Matching people with job needs, supervisor must be well known with _____

A.	his relatives to whom he want to work in the organization
B.	job requirement
C.	salary given by employer to supervisor
D.	all of the above
Answer	optionb
Marks:	1
408	For matching people with job needs the manager can _____
A.	offer high salary to attract suitable person
B.	provide job security to suitable person
C.	offer good work environment to suitable person
D.	all of the above
Answer	optiond
Marks:	1
409	In working situation their are certain aspects of job and the environment. If it is below certain standards it will lead to extreme dissatisfaction. This is called as _____-- -
A.	motivation factors
B.	maintenance factors

C.	money factors
D.	personal factors
Answer	optionb
Marks:	1
410	Improvement in hygiene factor can leads to extreme satisfaction is called as _____ -
A.	maintenance factors
B.	motivators
C.	demotivators
D.	all of the above
Answer	optionb
Marks:	1
411	which of the following can not be the factor for job insecurity
A.	good salary
B.	near retirement
C.	more frequent chances of sickness
D.	chances of accident at work

Answer	optiona
Marks:	1
412	Food, cloth and shelters are _____ -
A.	physiological needs
B.	security needs
C.	self actualization needs
D.	self esteem needs
Answer	optiona
Marks:	1
413	Matching human need with job needs consists of _____ components
A.	knowledge, skills
B.	personality
C.	experience
D.	all of the above
Answer	optiond
Marks:	1
414	In matching human need with job needs which of the

	<p>following test can not help in matching the job</p> <ol style="list-style-type: none"> 1. aptitude test 2. psychological test 3. interviews 4. Trade Test
A.	1 & 2 Only
B.	1, 2, 3 and 4
C.	1,2 & 3 Only
D.	2 & 3 Only
Answer	optionb
Marks:	2
415	In matching human need with job needs the employees with high achievement always _____
A.	welcomes autonomy
B.	Seeks variety of inputs
C.	expect frequent feedback from supervisors
D.	all of the above
Answer	optiond
Marks:	2
416	In matching human needs with job needs, the employees with low achievement prefers _____

A.	situation of stability, security and predictability
B.	autonomy in work
C.	variety of inputs
D.	none of the above
Answer	optiona
Marks:	1
417	Delegation of Authority means _____
A.	financial release
B.	material release
C.	manpower release
D.	power release
Answer	optiond
Marks:	1
418	Along with Authority which one of the following should go together and hand in hand
A.	Coordination
B.	cooperation
C.	responsibility

D.	control
Answer	optionc
Marks:	1
419	Number of sub ordinates a manager can supervise effectively is ____
A.	span of control
B.	scope of supervisor
C.	focus of supervisor
D.	authority of supervisor
Answer	optiona
Marks:	1
420	Identify correct statements from following with respect to working in a group or team 1. 20 Persons going in the bus 2. Bus goes out of order and 20 persons push it to take it to mechanic under guidance of bus driver
A.	1 only
B.	2 Only
C.	1 & 2 Both
D.	Neither 1 nor 2

Answer	optionb
Marks:	1
421	_____ is a social process by which people interact face to face in small group.
A.	Group dynamics
B.	Individual work
C.	Group conflict
D.	Change management
Answer	optiona
Marks:	1
422	Group dynamics focuses on _____
A.	individual benefit
B.	gossiping in group
C.	team work
D.	none of the above
Answer	optionc
Marks:	1
423	_____ provides personal relationship at workplace.

A.	conflict
B.	Group
C.	disput
D.	all of the above
Answer	optionb
Marks:	1
424	Formation of groups at workplace leads to _____
A.	job satisfaction
B.	improving understanding from friends
C.	protection from external threats
D.	all of the above
Answer	optiond
Marks:	1
425	Which of the following is not the type of groups in organizing resources ?
A.	formal gorups
B.	informal groups
C.	inactive groups

D.	both formal and informal groups
Answer	optionc
Marks:	1
426	which of the following is not formal group ?
A.	committee
B.	group of friends
C.	project teams
D.	task forces
Answer	optionb
Marks:	1
427	Identify false statement about groups
A.	groups resist innovation
B.	group often opposes management policies and rules
C.	individual feels unsecured in group
D.	all of the above
Answer	optionc
Marks:	1

428	Forming groups while organizing resource may create ____ conflict in groups
A.	goal
B.	role
C.	stress
D.	undefined
Answer	optionb
Marks:	1
429	Organisation establishes relationship between ____
A.	People, work and resources
B.	Customer, work and resources
C.	People, work and management
D.	Customer, work and management
Answer	optiona
Marks:	1
430	The following is not a principle of organisation
A.	Principle of exception
B.	Principle of balance

C.	Principle of complexity
D.	Principle of co-ordination
Answer	optionc
Marks:	2
431	Technical skills are most important for which of the following:
A.	SUPERVISORS
B.	MANAGERS
C.	CEO
D.	ENTREPRENEURS
Answer	optiona
Marks:	1
432	These plans are there to ensure discipline.
A.	policies
B.	rules
C.	both
D.	none of the above
Answer	optionb

Marks:	1
433	What are the approaches in selecting an alternative ?
A.	experience
B.	experimentation
C.	research and analysis
D.	all of the above
Answer	optiond
Marks:	1
434	which of the following are the goals of organizing ? 1. To meet the organizational requirements such as higher productivity, operational efficiency, quality of products/service etc. 2. To satisfy the needs of the individual employees like interests, challenge, achievement etc.
A.	1 only
B.	2 Only
C.	1 & 2 Both
D.	none of the above
Answer	optionc
Marks:	1

435	The organizational process of determining how activities are to be grouped is called _____
A.	organization
B.	departmentation
C.	supervision
D.	hypervision
Answer	optionb
Marks:	1
436	_____ and _____ are fundamental aspects of organisation.
A.	Division of work and co-ordination of their efforts
B.	Delegation of authority & determination of activities
C.	Determination & classification of activities
D.	Delegation of authority & co-ordination of activities
Answer	optiona
Marks:	1
437	Budget refers to
A.	Planned target of performance

B.	Steps of handling future activities
C.	Systematic action and allocation of resources
D.	Statement of expected results expressed in numerical terms
Answer	optiond
Marks:	1
438	Which of the following would be included in the "controlling function"?
A.	measuring results against corporate objectives
B.	explaining routines
C.	setting standards
D.	giving assignments
Answer	optiona
Marks:	2
439	Empowerment is related to:
A.	planning
B.	organizing
C.	directng
D.	controlling

Answer	optionc
Marks:	1
440	Motivation is related to:
A.	planning
B.	controlling
C.	leading
D.	tactical decisions
Answer	optionc
Marks:	1
441	Supervisory management spends most of his/her time:
A.	planning and controlling.
B.	directing and controlling
C.	planning and organizing
D.	organizing and controlling
Answer	optionb
Marks:	1
442	Guiding and supervising the efforts of subordinates towards the attainment of the organizationâ€™s goals describes the

	function of :
A.	planning
B.	organizing
C.	directing
D.	controlling
Answer	optionc
Marks:	1
443	Directing function of management embraces activities of :
A.	issuing orders to subordinates
B.	supervising subordinates
C.	providing leadership and motivation to subordinates
D.	all of these
Answer	optiond
Marks:	2
444	Adequate motivation of employees results in:
A.	fostering in-disciplines among the subordinates
B.	boosting the morale of the subordinates

C.	decreasing the productivity of subordinates
D.	all of these
Answer	optionb
Marks:	2
445	Establishing standards, comparing actual results with standards and taking corrective actions are the steps included in the process of :
A.	planning
B.	controlling
C.	directing
D.	organizing
Answer	optionb
Marks:	2
446	The last function in the sequence, which culminates in the attainment of organization objectives is:
A.	organizing
B.	coordinating
C.	controlling
D.	planning

Answer	optionc
Marks:	1
447	In comparison to top level managers, a first -line supervisor will spend more time in :
A.	direction of subordinates
B.	policy making
C.	public relations
D.	long range planning
Answer	optiona
Marks:	2
448	Which level of management would be most involved in the function of directing and controlling?
A.	top
B.	middle
C.	lower
D.	all of these
Answer	optionc
Marks:	1

449	Elaborating decisions can ____
A.	Create confusion among workers
B.	Avoid confusion among workers
C.	Create problems to workers
D.	Increase work load of workers
Answer	optionb
Marks:	1
450	The decision making for controlling of any process has several characteristics. Which of the following wing is NOT typically included?
A.	it is goal oriented
B.	it occurs in sequential chains
C.	it occurs over time
D.	it cannot be learned in the classroom
Answer	optiond
Marks:	2
451	The decision making process is conducted in three different ways .Which is NOT a typically method?
A.	intuitively

B.	based on judgment
C.	by fate
D.	by a problem solving process.
Answer	optionc
Marks:	2
452	The decision making for the purpose of controlling is made up of :
A.	diagnosis
B.	discovery of alternatives
C.	analysis of alternatives
D.	all of these
Answer	optiond
Marks:	1
453	Following are the ways to elaborate decisions_____
A.	Write on notice board
B.	In written format
C.	In meetings
D.	All of the above

Answer	optiond
Marks:	1
454	Creative behavior is made more likely:
A.	when it is rewarded
B.	when the level of stress is appropriate
C.	when adequate time is available for considering a problem
D.	All of these
Answer	optiond
Marks:	2
455	Participation of groups while decision making and elaborating decisions is helpful in minimizing deviations but one disadvantage of group participation in decision making is ____
A.	too much time required
B.	knowledge available
C.	motivation of the members
D.	effect on morale
Answer	optiona
Marks:	1

456	Top management decision making for the purpose of controlling is distinctively characterized by:
A.	more uncertainty and less reliance on judgment
B.	more uncertainly and greater reliance on judgment
C.	less uncertainly and greater reliance on judgment
D.	less uncertainly and less reliance on judgment
Answer	optionb
Marks:	2
457	Guidelines for establishing vertical layers include all but which one of the following:
A.	keep the number of levels to a minimum
B.	place decision making at the highest level it can be efficiently handled
C.	avoid duplication in the chain of command
D.	authority and responsibility should be clearly defined.
Answer	optionb
Marks:	2
458	A supervisor is most likely to be able to directly affect an employees:
A.	task assignments

B.	work habits
C.	personal aspirations
D.	attitudes and values
Answer	optiona
Marks:	2
459	Which is not goal of performance appraisal is :
A.	to uncover training needs
B.	to identify psychological problems
C.	to identify candidate for promotion
D.	to discuss way in which performance can be improved
Answer	optionb
Marks:	2
460	Traditional approach to appraisal, now-a-days, have increasingly emphasized the evaluation of:
A.	employee characteristics
B.	employee performance
C.	employee relations
D.	none of these

Answer	optionb
Marks:	2
461	The traditional method of appraisal whereby the rate lists the employees according to their level of performance is called the:
A.	personal observation
B.	critical incident method
C.	forced distributing method
D.	None of the above
Answer	optiona
Marks:	1
462	Directing functions of management embraces activities of :
A.	issuing of orders to subordinates
B.	communicating with subordinates
C.	proving adequate leadership and motivation to subordinates
D.	d. all of these
Answer	optiond
Marks:	2

463	The direction process has several characteristics. Which of the following is not typically included?
A.	it is goal oriented
B.	it occurs in sequential chains
C.	it occurs over time
D.	it cannot be learned in the classroom
Answer	optiond
Marks:	1
464	In comparison to top level manager, a first-line supervisor will spend more time in :
A.	direction of subordinates
B.	policy making
C.	public relations
D.	Long-range planning
Answer	optiona
Marks:	2
465	Technical skill of a supervisor will be most needed where:
A.	operations are complex and organizational level is low

B.	operations are simple and organizational level is low
C.	operations are simple and organizational level is high
D.	operations are complex and organizational level is high.
Answer	optiona
Marks:	1
466	Execution involves all of the following steps except:
A.	providing direction
B.	initiating operations
C.	providing support resources
D.	measuring performance against the plan
Answer	optiond
Marks:	2
467	The element that is a linking process of managerial functions is :
A.	planning
B.	controlling
C.	communicating
D.	representing

Answer	optionc
Marks:	1
468	Successful communication involves the occurrence of a :
A.	desire change
B.	undesired change
C.	no change
D.	none of these
Answer	optiona
Marks:	1
469	The proper sequence of elements in the expanded communication model is :
A.	sender-message-transmission-recipient-meaning
B.	message-sender-signal-receiver-decode
C.	sender-transmission-message-decode-meaning
D.	message-transmission- encode-receiver-decode
Answer	optiona
Marks:	1
470	The relationship between leadership and management is most

	accurately stated as:
A.	leadership is a subset of management
B.	leadership and management are synonymous terms
C.	there is not relationship between leadership and management
D.	management is a subset of leadership
Answer	optiona
Marks:	1
471	The manager who motivates people by explicitly or implicitly threatening punishment of some kind for non-cooperation is using:
A.	positive leadership
B.	negative leadership
C.	centralised leadership
D.	decentralized leadership
Answer	optionb
Marks:	1
472	Needs hierarchy theory of motivation was given by___
A.	Abraham Maslow

B.	David Mc Clelland
C.	Kurt Lewin
D.	Herzberg
Answer	optiona
Marks:	1
473	What in your opinion would be the most powerful personal objective of a Noble Prize winning chemist working in the research department of a medical concern?
A.	money
B.	status
C.	pride of creativity
D.	none of these
Answer	optionc
Marks:	2
474	Managerial control typically consists of three steps. Which one does NOT belong?
A.	take corrective action
B.	evaluate progress
C.	remove unnecessary obstacles

D.	measure performance
Answer	optionc
Marks:	2
475	The proper sequence of the three steps in the traditional control process is :
A.	set standards, take corrective action, measure performance
B.	measure performance, set standards, take corrective actions
C.	set standards, measure performance, take corrective actions
D.	measure performance, take corrective actions, set standards
Answer	optionc
Marks:	1
476	Control systems typically focus on all except...
A.	quality of the product
B.	resources consumed
C.	employee performance
D.	quality of planning process
Answer	optiond
Marks:	2

477	Several means are available for the determination of performance:
A.	observations
B.	reports
C.	statistical data
D.	all of these
Answer	optiond
Marks:	2
478	For best management, controlling should be
A.	profit-oriented
B.	cost-oriented
C.	objective-oriented
D.	Man-oriented.
Answer	optionc
Marks:	2
479	In controlling ,a common means for determining performance is by means of:
A.	reports

B.	personal objectives
C.	standards
D.	key cases
Answer	optiona
Marks:	2
480	The control function of management embraces:
A.	cost control
B.	financial control
C.	budgetary control
D.	all of these
Answer	optiond
Marks:	1
481	Several types of control systems rely on quantitative data in their measurement process. Which type does NOT?
A.	social control
B.	financial control
C.	production control
D.	quality control

Answer	optiona
Marks:	1
482	The area having to do with identifying personal characteristics and situational factors leading to managerial success is that of:
A.	communication
B.	motivation
C.	leadership
D.	development
Answer	optionc
Marks:	2
483	When management pays attention to more important areas and when day-to -day routine problems are looked after by lower-level of management ,this is known as:
A.	Management By Objectives (MBO)
B.	Management of Exception (MBE)
C.	Unity of Command
D.	Critical Path Method (CPM)
Answer	optionb
Marks:	2

484	Effective communication requires:
A.	a sender
B.	a receiver
C.	information and sender
D.	information and understanding
Answer	optiond
Marks:	2
485	One of the sign of effective non-verbal communication is:
A.	acceptance
B.	written presentation
C.	oral presentation
D.	body language
Answer	optiond
Marks:	2
486	The best analogy of communication in an organization with respect to human body is:
A.	. circulatory system
B.	nervous system

C.	respiratory system
D.	digestive system
Answer	optionb
Marks:	2
487	Positive motivation makes people willing to do their work in the best way they can and improve their _____.
A.	Skills
B.	Performance
C.	Both (A) and (B)
D.	None of the above
Answer	optionc
Marks:	1
488	The process by which actual performance of subordinates is guided towards common goals of the enterprise is called as _____
A.	Directing
B.	Controlling
C.	Staffing
D.	Division of work

Answer	optiona
Marks:	1
489	_____ principle of management concerns with the distribution of authorities among the various levels of management
A.	Equity
B.	Division of work
C.	Centralisation
D.	Discipline
Answer	optionc
Marks:	1
490	_____ is the process of dispersion of decision making authority throughout the organisation
A.	Centralisation
B.	Decentralisation
C.	Responsibility
D.	Duplication
Answer	optionb
Marks:	2

491	Following are disadvantages of written communications except
A.	Expensive
B.	Needs to be understood by receiver
C.	Can be written casually
D.	Important documents can be leaked
Answer	optionc
Marks:	1
492	_____ is the process of dividing large organisation into small and flexible administrative units
A.	Division of work
B.	Defragmentation
C.	Departmentation
D.	Divisions formation
Answer	optionc
Marks:	1
493	Loss of craftsmanship is disadvantage of _____
A.	Division of labour

B.	Division of authority
C.	Division of resources
D.	Division of power
Answer	optiona
Marks:	1
494	With _____, the top management can focus on strategic issues for finding new avenues and opportunities
A.	Processes
B.	Centralisation
C.	Decentralisation
D.	None of the given options
Answer	optionb
Marks:	1
495	Fill up the blank in the given figure of Maslow's heirarchy of needs
A.	Employee needs
B.	Esteem needs
C.	Technical needs

D.	Flexible needs
Answer	optionb
Marks:	2
496	Fill in the blanks with the functions of management in the given figure
A.	Training, Placement
B.	Authority, Responsibility
C.	Planning, Controlling
D.	Equity, Stability
Answer	optionc
Marks:	2
497	According to management skill, fill up the blank in given figure
A.	Planning skills
B.	Interpersonal skills
C.	Knowledge skills
D.	None of the given options
Answer	optionb

Marks:	1
498	According to principles of management the figure relates to _____ principle
A.	Division of work
B.	Unity of direction
C.	Unity of command
D.	Initiatives
Answer	optionc
Marks:	1
499	Functional areas of management are given in figure. Fill up the blank
A.	Production
B.	Authority
C.	Department
D.	Planning
Answer	optiona
Marks:	1
500	For issuing of work tools----- form is used

A.	equipment
B.	machine
C.	job card
D.	issue of tools
Answer	optiond
Marks:	2
501	Effective communication at directing level can be in the form of
A.	free flow of ideas and informaton
B.	suggestions
C.	complaints and graviences
D.	All of the above
Answer	optiond
Marks:	1
502	Machine planning form contains
A.	Duration of machine use
B.	machine No.
C.	description of wirk

D.	All of the above
Answer	optiond
Marks:	2
503	which of the following is not principle of directing
A.	harmony of objectives
B.	unity of command
C.	organizing
D.	follow up
Answer	optionc
Marks:	1
504	â€¦â€¦â€¦are made under different conditions to determine the behaviour of the system containing the problem based on which decisions could be taken for doing appropriate control action
A.	Evaluations
B.	Observations
C.	Hypothesis
D.	Results
Answer	optionb

Marks:	2
505	<p>Abraham Maslow, a well-known Psychologist in a classic paper published in 1943, outlined the elements of an overall theory of motivation. His theory was based on human needs. He felt that within every human being, there exists a hierarchy of five needs. Figure shows Maslow's Need Hierarchy Theory of Motivation. Answer the questions related to Motivation Theory respective to the diagram.</p> <p>Hunger, thirst, shelter, sleep are some examples of most basic in the hierarchy and corresponds to</p>
A.	Basic Physiological Needs
B.	Affiliation/Belonging Needs
C.	Safety/Security Needs
D.	Esteem Needs
Answer	optiona
Marks:	2
506	<p>Abraham Maslow, a well-known Psychologist in a classic paper published in 1943, outlined the elements of an overall theory of motivation. His theory was based on human needs. He felt that within every human being, there exists a hierarchy of five needs. Figure shows Maslow's Need Hierarchy Theory of Motivation. Answer the questions related to Motivation Theory respective to the diagram.</p> <p>According to Maslow, Affection, sense of belongingness, acceptance and friendship lies in which category:</p>
A.	Basic Physiological Needs
B.	Affiliation/Belonging Needs

C.	Safety/Security Needs
D.	Esteem Needs
Answer	optionb
Marks:	2
507	<p>Abraham Maslow, a well-known Psychologist in a classic paper published in 1943, outlined the elements of an overall theory of motivation. His theory was based on human needs. He felt that within every human being, there exists a hierarchy of five needs. Figure shows Maslow's Need Hierarchy Theory of Motivation. Answer the questions related to Motivation Theory respective to the diagram.</p> <p>Growth, self-fulfillment and achievement of goals, these types of needs are lies in which category:</p>
A.	Safety/Security Needs
B.	Esteem Needs
C.	Affiliation/Belonging Needs
D.	Self Actualization Needs
Answer	optiond
Marks:	2
508	<p>A good decision is dependent upon recognition of the right</p>
A.	problem

B.	idea
C.	interaction
D.	None of the above
Answer	optiona
Marks:	1
509	Following are the main purposes of communication except:
A.	To share ideas
B.	To motivate
C.	To hide the information
D.	To improve the understanding of a certain event
Answer	optionc
Marks:	1
510	"What a man can be, he must be. this is a need, which is paramount in a very small percentage of people, those who have reached high on the ladder of success in life and have nothing further to gain from the material values of life. This generally results in a change in the life cycle of the individuals." Through the above paragraph, Abraham Maslow discuss the following type of Need
A.	Esteem or Recognition Needs
B.	Self Actualization Needs

C.	Safety or Security Needs
D.	Affiliation or Acceptance Needs
Answer	optionb
Marks:	2
511	A.....is a number of persons who communicate with one another over a span of time, and which is small enough so that each person is able to communicate with all the others, not at second hand through other people, but face to face.
A.	Group
B.	Organization
C.	Team
D.	None of the above
Answer	optiona
Marks:	1
512is an element of managerial tasks and involves the measurement and correction of the performance of subordinates to make sure that the objective of the enterprise and the plans devised to attain them, are accomplished efficiently and economically.
A.	Directing
B.	Controlling

C.	Motivating
D.	Planning
Answer	optionb
Marks:	2
513	The best kind of managerial controls are those.....
A.	which correct deviations from plans before they occur
B.	which correct deviations from plans after they occur
C.	which does not correct the deviations from plans may occur
D.	None of the above
Answer	optiona
Marks:	2
514	Some Common aspect(s) of standard(s) listed below:
A.	Quantity
B.	Quality
C.	Cost & Time
D.	All of the above
Answer	optiond

Marks:	1
515	<p>"Managers should insist on checking personally before the work is permitted to proceed. it is for the purpose of seeing how far the goal or objective is being realized, how far the standards are being followed."</p> <p>The above paragraph mentioned the following step in control process:</p>
A.	Establishment of Standards
B.	Taking Corrective action
C.	Measurement of Performance
D.	None of the above
Answer	optionc
Marks:	2
516	Effective control cannot tolerate
A.	Needless delays
B.	Excuses
C.	Excessive Expectation
D.	All of the above
Answer	optiond
Marks:	2

517	<p>"A Manager is the principal medium of communication in any enterprise. He should give orders and instructions to his subordinates and supervise them to ensure that their performance is according to plan."</p> <p>The above mentioned statement elaborates which type of Management function?</p>
A.	Coordinating
B.	Controlling
C.	Organizing
D.	Directing
Answer	optiond
Marks:	2
518	<p>In respect of Agreements which are directed at achieving obedience, application, energy and outward marks of respect, clearness in rules, good supervision will ensure.....in an enterprise.</p>
A.	Authority
B.	Remuneration
C.	Stability
D.	Discipline
Answer	optiond
Marks:	2

519	Which part of the management process includes measuring results, comparing results to expectations, and taking corrective action to bring results in to line?
A.	Planning
B.	Organizing
C.	Leading
D.	Controlling
Answer	optiond
Marks:	1
520	Making assignments, issuing orders and instructions, providing guidance and inspiration to subordinates for the achievement of organizational objective is called _____.
A.	Planning
B.	Organizing
C.	Directing
D.	Controlling
Answer	optionc
Marks:	2
521	Motivation based on force of fear is called _____.

A.	negative motivation
B.	extrinsic motivation
C.	positive motivation
D.	intrinsic motivation
Answer	optiona
Marks:	1
522	Wages, salaries, bonus, vacation pay, insurance are examples of _____.
A.	financial motivation
B.	extrinsic motivation
C.	non-financial motivation
D.	intrinsic motivation
Answer	optiona
Marks:	1
523	According to Maslow, self-actualization needs is a _____.
A.	psychological needs
B.	high level needs

C.	lower level needs
D.	medium level needs
Answer	optionb
Marks:	1
524	According to terry, "Decision making is the selection based on some criteria from ____possible alternatives"
A.	One
B.	Two
C.	More than two
D.	Two or more than two
Answer	optiond
Marks:	1
525	which of the following is not the type of plan ?
A.	single plan
B.	standing plan
C.	budget
D.	none of the above
Answer	optiond

Marks:	1
526	The purchase of land and building is an example of.....
A.	group decision
B.	minor decision
C.	major decision
D.	spot decision
Answer	optionc
Marks:	1
527	Exchange of ideas, opinions, information etc. between two or more persons is_____.
A.	organizing
B.	Communication
C.	Planning
D.	Staffing
Answer	optionb
Marks:	1
528	Communication is a _____.

A.	two-way process
B.	four-way process
C.	one-way process
D.	three-way process
Answer	optiona
Marks:	1
529	The person who sends a message is known as _____.
A.	Messenger
B.	Communicator
C.	Sender
D.	Receiver
Answer	optionc
Marks:	1
530	Direction is a managerial function performed by _____ at largest scale
A.	lower level management
B.	subordinates
C.	top level management

D.	middle level management
Answer	optionc
Marks:	1
531	When an individual or a group agrees to work under the direction of an informal leader is called _____.
A.	specific delegation
B.	informal delegation
C.	general delegation
D.	formal delegation
Answer	optionb
Marks:	1
532	"No smoking" - This factor is an example of.....
A.	project
B.	schedule
C.	rules & discipline
D.	programme
Answer	optionc

Marks:	1
533	The number of subordinates that report directly to a single supervisor is _____.
A.	span of business
B.	span of organizing
C.	span of supervision
D.	span of activity
Answer	optionc
Marks:	1
534	Directing function of management implies 1. Planning 2. Staffing 3. Leadership 4. Motivation Choose the correct answer using the codes given below:
A.	1 and 2
B.	3 and 4
C.	2 and 4
D.	2, 3 and 4
Answer	optionb
Marks:	2

535	Which is not an objective of fire drill _____.
A.	To check plant capacity
B.	To evaluate employee performance
C.	To improve employee performance
D.	All of the above
Answer	optiond
Marks:	2
536	Which is a cause of accidents due to unsafe working conditions? _____.
A.	Bad house keeping
B.	Poor workplace layout
C.	both a and b
D.	None of the above
Answer	optionc
Marks:	1
537	Which one is not a type of accident .
A.	Mining accident
B.	Fatal accident

C.	Construction accident
D.	None of the above
Answer	optiond
Marks:	1
538	After a fire drill _____.
A.	Reset fire alarm
B.	Don't resent fire alarm
C.	Switch off fire alarm
D.	All of the above
Answer	optiona
Marks:	1
539	which is not a preventive measure under safety _____.
A.	Work permit
B.	Safety devices
C.	Training for safe working
D.	Plant safety inspection
Answer	optiona

Marks:	1
540	Providing a fire extinguisher equipment is a part of _____.
A.	Safety programme
B.	Safety device
C.	Safety provision
D.	None of above
Answer	optionc
Marks:	2
541	Preventive measures refers to: _____.
A.	Safe working methods
B.	Proper selection of workers
C.	Training for safe working
D.	All of the above
Answer	optiond
Marks:	1
542	Which one is not a step in fire drill-----
A.	Create in house safety committee

B.	Communicate evacuation routes
C.	Define related policies
D.	Conduct fire drill regularly
Answer	optionc
Marks:	2
543	Which one is not an effect of accident on family?
A.	loss of earning member
B.	Hospitalization related time
C.	Feeling of insecurity
D.	Loss of production
Answer	optiond
Marks:	1
544	Which one is not an effect of accident on worker?
A.	Loss of skills
B.	Leave for recovery
C.	Bad message to other worker
D.	Injury to body parts

Answer	optionc
Marks:	1
545	Which is not a cause of accident due to unsafe working condition _____.
A.	Lack of safety awareness
B.	Oily surface, slippery floor
C.	Suffocation at work
D.	Poor electrification
Answer	optiona
Marks:	1
546	Issue of work permit means _____.
A.	Worker can go to the site for work
B.	Worker are not permitted to work at site
C.	workers should leave the work site
D.	None of above
Answer	optiona
Marks:	1
547	Safety management is a branch of management

	_____.
A.	To provide comfort industry
B.	To control hazards in industry
C.	To improve efficiency industry
D.	All of the above
Answer	optionb
Marks:	1
548	Work that can create fire, needs a _____.
A.	Cold work permit
B.	Hot work permit
C.	Emergency permit
D.	All of the above
Answer	optionb
Marks:	1
549	Selection of PPE depends on _____.
A.	Pprocess and body exposure
B.	employee demand

C.	environment
D.	All of the above
Answer	optiona
Marks:	1
550	To avoid accidents, the worker must be _____.
A.	Disciplined
B.	Mentally stable
C.	Alert
D.	All of the above
Answer	optiond
Marks:	1
551	Which is a cause of accident?
A.	unstable mental condition
B.	Adequate lighting
C.	lack of knowledge of laws
D.	All of the above
Answer	optiona

Marks:	2
552	Which is indirect cost of accident _____.
A.	Compensation paid to worker
B.	Cost of time lost
C.	Money paid for treatment of worker
D.	All of above
Answer	optionb
Marks:	1
553	In case of occurrence of fire _____.
A.	Run randomly out of building
B.	Wait for supervisor's instructions
C.	Don't leave the place of fire
D.	Safely reach to predetermined safe area
Answer	optiond
Marks:	2
554	Safety devices are used in industry for _____.
A.	Reducing chances of damage

B.	Providing comfort
C.	Avoiding accidents
D.	All of the above
Answer	optionc
Marks:	1
555	While working with grinder _____.
A.	wear gloves and safety goggles
B.	wear gloves and helmet
C.	wear helmet and goggles
D.	All of the above
Answer	optiona
Marks:	1
556	Safety cards are _____.
A.	Banners with safety information
B.	Flex board with slogan
C.	Cards with hazard symbol
D.	Cards with operational symbol

Answer	optionc
Marks:	1
557	Around work station having moving and rotary parts, the protective cloths used shall be _____.
A.	Tightly fit
B.	Loose fit
C.	White in colour
D.	None of the above
Answer	optiona
Marks:	1
558	Burn hazard may certainly be due to presence of _____.
A.	Electrical shock
B.	Fire
C.	Explosion of boiler
D.	All of above
Answer	optionb
Marks:	2

559	Safety equipments shall be decided _____.
A.	Randomly
B.	according to habit of worker
C.	As per type of work and body exposure
D.	None of above
Answer	optionc
Marks:	1
560	Which is not a safety preventive measure _____.
A.	Proper selection of worker
B.	Identifying accident prone areas
C.	development of work station
D.	Safety programmes
Answer	optionc
Marks:	2
561	Which accidents shall be reported to management ? _____.
A.	Only serious accidents
B.	Major accidents

C.	All accidents
D.	Which causes damage of machines
Answer	optionc
Marks:	1
562	Long form of PPE _____.
A.	Personal protective equipments
B.	Power pipeline ends
C.	Pressure pipeline ends
D.	All of the above
Answer	optiona
Marks:	1
563	Safety management is needed for _____.
A.	Managing workplace safely
B.	Improving efficiency
C.	Increasing production
D.	None of the above
Answer	optiona

Marks:	1
564	Which type of work permit is required while working in pipes, tanks and boilers?
A.	Hot work
B.	Confined space
C.	Excavation
D.	None of above
Answer	optionb
Marks:	1
565	Personal protective equipment is a _____.
A.	Carrier between hazard and person
B.	Barrier between hazard and person
C.	Promoting hazards
D.	All of the above
Answer	optionb
Marks:	1
566	Duty of safety officer: _____.
A.	Arrange safety training

B.	Inspection of fire extinguisher
C.	Reporting of accidents
D.	All of the above
Answer	optiond
Marks:	1
567	Which is not a type of work permit _____.
A.	Hot work
B.	Excavation
C.	Radiography
D.	Videography
Answer	optiond
Marks:	1
568	Confined space is a _____.
A.	Small and enclosed area
B.	Open space
C.	Auditorium
D.	All of the above

Answer	optiona
Marks:	2
569	Safety audit means to _____.
A.	Calculate number of accidents occurred in year
B.	Decide what to do after accident
C.	Identify unsafe conditions and unsafe act
D.	All of the above
Answer	optionc
Marks:	2
570	Safety policies are framed because of _____.
A.	Safety of employees
B.	Legal obligations
C.	To minimize accidents
D.	All of the above
Answer	optiond
Marks:	1
571	To work with nuclear reactor, type of work permit required is _____.