**MANAGEMENT SCIENCE**

**Multiple Choice Questions**

1. Who is known as father of scientific management?

a. Alfred marshall

b. Elton Mayo

1. F.W.Taylor
2. Matthew Bolton

ANS:C

1. **Maslow’s Need Theory is based on**

a. Organizational needs

b. Market needs

c. Human needs

d. Government needs

ANS:C

1. The everyday tasks of management include:

a. planning and leading

b. planning and creativity

c. publicity and loss adjustment

d. plotting and leading

ANS:A

1. The first management principles were developed by

a. Frederick Taylor

b. Charles Handy

c. Henri Fayol

d. Victor Meldrew

ANS:C

1. The everyday tasks of management include:

a. Planning and creativity

b .planning and leading

c. publicity and loss adjustment

d. plotting and leading

ANS:B

1. The first management principles were developed by

a.Frederick Taylor

b.Charles Handy

c.Henri Fayol

d.Victor Meldrew

ANS:C

7."Division of work, authority and responsibility, unity of command" were proposed as part of the fourteen principles of management by

a.Weber

b.Fayol

c.Taylor

d.Woodward

ANS:B

8.The Hawthorne experiments were conducted by

a.Elton Mayo

b.Max Weber

c.Charles Handy

d.Henri Fayol

ANS:A

9. Managing the human resource is

a. The smallest department in an organisation

b.better managed outside the organisation

c.vital for the success of an organisation

d.an unnecessary expense

ANS:C

10.Designing a structure to assist in goal accomplishment is known as

a.planning

b.organising

c.co-ordinating

d.commanding

ANS:B

11.The principle of management that proposes that "there should be a line of authority from highest to lowest is known as

a.order

b.unity of direction

c.scaler chain

d.unity of command

ANS:C

12.People who work in the Human resource department should have a knowledge of

a.organisational behaviour

b.IT

c.Finance

d.Marketing

ANS:A

13. Overall and strategic planning is done by the

|  |  |
| --- | --- |
| a. | Top management |
| b. | Middle level management |
| [c.](javascript:void(0);) | Supervisory level management |
| [d.](javascript:void(0);) | All of the above  ANS:A |

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14. An organization structure is effective if it enables individuals to contribute to the objectives of the enterprise. This is known as

|  |  |
| --- | --- |
| [a.](javascript:void(0);) | Scalar principle |
| [b.](javascript:void(0);) | Principle of functional definition |
| [c.](javascript:void(0);) | Principle of unity of objectives |
| [d.](javascript:void(0);) | None of the above |

ANS:C

15. While delegating, superior delegates

|  |  |
| --- | --- |
| a. | Only authority |
| [b.](javascript:void(0);) | Authority and responsibility |
| [c.](javascript:void(0);) | Authority, responsibility and accountability |
| [d.](javascript:void(0);) | Authority and responsibility but not accountability |
|  |  |
|  |  |
|  | ANS:A |
|  |  |
|  |  |
|  |  |

16. Each subordinate should have only one superior whose command he has to obey. This is known as

|  |  |
| --- | --- |
| [a.](javascript:void(0);) | Division of work |
| [b.](javascript:void(0);) | Exception principle |
| [c.](javascript:void(0);) | Unity of Command principle |
| [d.](javascript:void(0);) | Authority - responsibility principle |
|  |  |
|  | ANS:C |

17.  In line and staff organization the staff performs the function of

|  |  |
| --- | --- |
| a. | Management |
| [b.](javascript:void(0);) | Advising the management |
| [c.](javascript:void(0);) | Assigning responsibility  d. None of the above  ANS:B |

18. Planning function is mainly performed at

|  |  |
| --- | --- |
| [a.](javascript:void(0);) | Top management level |
| [b.](javascript:void(0);) | Middle management level |
| [c.](javascript:void(0);) | Lower management level |
| [d.](javascript:void(0);) | None of the above |

ANS:A

19.  Which of the following is not true in respect of planning?

|  |  |
| --- | --- |
| [a.](javascript:void(0);) | Planning is an intellectual activity |
| [b.](javascript:void(0);) | Planning function is not performed by the top management |
| [c.](javascript:void(0);) | Planning is related to objectives |
| [d.](javascript:void(0);) | Planning is forward-looking  ANS:B |

20. Which one of the following orders indicates the correct logical order of managerial functions?

|  |  |
| --- | --- |
| a. | Organising, Planning, Directing, Staffing, Coordination and Control |
| [b.](javascript:void(0);) | Planning, Organising, Staffing,Directing, Control and Coordination |
| [c.](javascript:void(0);) | Planning, Directing, Organising, Staffing, Control and Coordination |
| [d.](javascript:void(0);) | Organising, Planning, Staffing,Directing, Control and Coordination |
|  |  |
|  | ANS:B |

21. Which of the following skills is equally important at all levels of management?

|  |  |  |
| --- | --- | --- |
| [a.](javascript:void(0);) | | Technical skill |
| [b.](javascript:void(0);) | | Human relation skill |
| [c.](javascript:void(0);) | | Conceptual skill |
| [d.](javascript:void(0);) | | All of the above  ANS:B |
|  | |  |
|  |  |

22. Organisation Theory deals with

|  |  |
| --- | --- |
| [a.](javascript:void(0);) | Forms of business organisation |
| [b.](javascript:void(0);) | Structure of an organisation |
| [c.](javascript:void(0);) | Industrial relations |
| [d.](javascript:void(0);) | Incentives and wage policy |
|  |  |
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ANS:B

23. In line and staff organization, the authority lies in

|  |  |
| --- | --- |
| [a.](javascript:void(0);) | Line |
| [b.](javascript:void(0);) | Staff |
| [c.](javascript:void(0);) | Both line and staff |
|  |  |
|  |  |
|  |  |
|  |  |
|  | d. All of the above |
| ANS:A |  |

24. In Taylor's functional organisation, gang boss

|  |  |
| --- | --- |
| [a.](javascript:void(0);) | lnspects the quality of work done |
| [b.](javascript:void(0);) | Issues instructions to workers |
| [c.](javascript:void(0);) | Sets up tools and machines for work |
| [d.](javascript:void(0);) | Compiles cost of production  ANS:C |

25.  Span of controls means that

|  |  |
| --- | --- |
| [a.](javascript:void(0);) | An organization consists of various departments |
| [b.](javascript:void(0);) | Each person's authority is clearly defined. |
| [c.](javascript:void(0);) | Every subordinate has one superior |
| [d.](javascript:void(0);) | A manager can supervise only a limited number of subordinates |
|  |  |
|  |  |

ANS:D

26. Which of the following is the final step in the decision-making process?

a.Implementing a choice

b.Performing additional research

c.Selecting an alternative

d.Reviewing and assessing

ANS:D

27. Plant Layouts are classified into how many types?

a. 2

b. 3

c. 4

d. 5

ANS:C

28. Which plant layout is preferred to manufacture a standard product in large quantity?

a. process layout

b. product layout

c. fixed layout

d. combination layout

ANS:B

29. Which plant layout is favored for ship manufacturing?

a. process layout

b. process layout

c. fixed layout

d. combination layout

ANS:C

30. Which plant layout involves the equipment, machines, plant and people move as necessary?

a. product layout

b. fixed layout

c. process layout

d. combination layout

ANS:B

31. Transportation cost mainly depends on which of the following factors?

a. Distance

b. Weight of merchandise

c. Time required for transportation

d. All of the above

ANS:D

32. Which of the following explain the need for facility location selection?

a.When the existing business unit has outgrown its original facilities and expansion is not possible.

b. When a business is newly started

c. When the lease expires and the landlord does not renew the lease.

d. All of these.

ANS:D

33. Process layout is also known as \_\_\_\_\_\_\_\_.

a. Functional layout

b. Batch production layout

c. Straight line layout

d. Both (a) and (b)

ANS:A

34. In which of the following layout type, materials are fed into the first machine and finished products come out of the last machine?

a. Product layout

b. Process layout

c.Fixed position layout

d. Cellular manufacturing layout

ANS:A

35. Work study examines

a. method

b. duration of work

c. both ‘a’ and ‘b’

d. None of the above

ANS:C

36. Work study consists of

a. Effective use of plant and equipment

b. Effective use of human effort

c. Evaluation of human work

d. All of the above

ANS:D

37. The correct order of procedure in method study is

a. Select – Record – Examine – Develop – Define – Install – Maintain

b. Select – Define – Examine – Develop – Record – Install – Maintain

c. Select – Record – Develop – Examine – Define – Install – Maintain

d. Select – Record – Examine – Define – Develop – Install – Maintain

ANS:A

38. The following factor(s) must be considered while selecting the work for method study

a. Economic considerations

b. Technical considerations

c. Human reactions

d. All of the above

ANS:D

39. In process charts, the symbol used for storage is

a.Circle

b.Square

c.Arrow

d.Triangle

ANS:D

40. Delay occurs when

a. someone stops the process

b. product wait for next event (operation)

c. both ‘a’ and ‘b’

d. None of the above

ANS:C

41. In process charts, the symbol used for inspection is

a.Circle

b.Square

c.Arrow

d.Triangle

ANS:B

42. Process control is carried out

a.before production

b.during production

c.after production control

d.All of the above

ANS:B

43.The dividing lines between random and non random deviations from mean of the distribution are known as

a. upper control limit

b. lower control limit

c. control limits

d. two sigma limits

ANS:C

44. **The chart used to monitor variable is**

a. Range chart

b.p-chart

c. c-chart

d. All of the above

ANS:A

45. The control chart used for the fraction of defective items in a sample is

a.Range chart

b.Mean chart

c.p-chart

d.c-chart

ANS:C

46. The control chart used for the number of defects per unit is

a.Range chart

b.Mean chart

c.p-chart

d.c-chart

ANS:D

47.  Which among the following is a type of control chart for variables?

a. C-chart  
b. P-chart  
c. X chart  
d. U chart

ANS:C

48 .What type of process would a Cement plant be most likely to use?

a. Continuous flow

b. Project c

c. Job shop

d. Flow shop

ANS:A

49. Product layout is preferably used for:

a. Repetitive processing

b. Intermittent processing

c. Both (a) and (b)

d. Neither (a) nor (b)

ANS:A

50. What are the two basic types of production systems?

a. Automated and manual

b. Intermittent and non-intermittent process

c. Normal and continuous process

d. Continuous process and batch.

ANS:B

51. Process layout is used for:

a.Repetitive processing

b. Intermittent processing

c.Both (a) and (b)

d. Neither (a) nor (b)

ANS:A

52. The most significant advantage of U-shaped layout is:

a.Cost minimization

b. Easy handling of process

c. Increased flexibility in work

d. All of the given options

ANS:C

53. The goal of motion study is to achieve:

a.Cost minimization

b. Maximum efficiency

c. Profitability

d. All of the given options

ANS:B

54. Location decisions are viewed primarily as part of:

a. Marketing strategy

b. Growth factors

c. Financial aspect

d. Both (a) and (b)

ANS:D

55. Poor quality adversely affects:

a. Costs

b. Productivity

c.Profitability

d.All of the given option

ANS:D

56. Which of the following is an example of a Service Business?

a. Hospital

b. Bank

c. Retail store

d. All of the above

ANS:D

57. **The following is also known as Military organization**

a. Line organization

b.Functional organization

c. Line and staff organization

d None of the above

ANS:A

58. **In which of the following organisation structure, each specialist is supposed to give his functional advice to all other foremen and workers**

a. Line organisation

b. Functional organisation

c. Line and staff organization

d. All of the above

ANS:B

59. **Which organisation structure is generally followed by big steel plants?**

a. Line organisation

b. Functional organisation

c. Line and staff organisation

d. All of the above

ANS:C

60.**The process of dividing the work and then grouping them into units and subunits for the purpose of administration is known as**

a. Departmentation

b. Organization structure

c. Committee

d. All of the above

ANS:A

**61. Departmentation is a process where**

a.Tasks are grouped into jobs

b.Jobs are grouped into effective work groups

c. Work groups are grouped into identifiable segments

d. All of the above

ANS:D

**62.Departmentation leads to grouping of**

a. Activities

b. Personnel

c.Both ‘A’ and ‘B’

d. None of the above

ANS:C

63. **The department can be created**

a. By function

b.By product

c. By process

d. All of the above

ANS:D

64. **in hospitals, the following type of departmentation is common**

a. By function

b. By committee

c.By geographical region

d. All of the above

ANS:A

65. -------- is the set of forces that energize, direct, and sustain behavior.

a. Motivation

b. Expectancy

c. Empowerment

d.Socialization

ANS:A

66. According to two-factor theory, which of the following is not a hygiene factor?

a.Pay

b.Responsibility

c.Beneﬁts

d.Good co-workers

ANS:B

67. Which of the following is credited with the development of the Theory X and Theory Y?

a. Douglas McGregor

b. Robert Hawthorne

c. Abraham Maslow

d. F.W Taylor

ANS:A

68. Which one of the following is a feature of McGregor's Theory X?

a. workers enjoy responsibility

b. workers view physical and mental effort as a natural part of work

c. workers like to show initiative

d. workers like to be directed.

ANS:D

69. Which of the following motivators is the most basic need in Maslow's hierarchy?

 a. belongingness

b.safety need

c. physiological needs

d. social needs

ANS:C

70. Theory x deals with ----------- kind of leadership?

a. Democratic leadership

b. Autocratic leadership

c. Paternalistic

d. Participative

ANS:B

71. theory y deals with ----------- kind of leadership?

a. Autocratic

b. participative

c. democratic

d. Paternalistic

ANS:C

72. The meaning of the acronym HRM is?

a. Human Resourceful Management

b. Human Resource Management

c.Human Relations Management

d. Humanistic Resource Management

ANS:B

73. HRM is a ---------- function?

a. A staff function

b. A line function

c. A staff, line and Accounting function

d. All of the above

ANS:A

74. The process of locating and encouraging potential applicants to apply for an existing or an anticipated job openings is called?

a. Selection

b. Recruitment

c.Placement

d. induction

ANS:B

75. Who said “Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in organisation”?

a. Frederick Herzberg

b. David McClelland

c. Douglas McGregor

d. Edwin B. Flippo

ANS:D

76. Employee referral is\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

a. an internal method of recruitment

b. an indirect method of recruitment

c. third party method of recruitment

d. an internet recruiting

ANS:A

77. Advertisements, television, radio ad.s, and newspaper ad.s are\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ method of recruitment

a. an internal method of recruitment

b. an indirect method of recruitment

c.third party method of recruitment

d. direct recruiting

ANS:B

78. Assigning a specific rank and responsibility to an employee is known as\_\_\_\_\_\_\_\_\_\_.

a. job

b. task

c.placement

d. selection

ANS:C

79. Which among the following tests measure self-confidence, motivation, emotional balance etc.?

a. Intelligence test

b.Preference test

c. Personality test

d. Interest test

ANS:C

80. Which of the following is a written statement of the skills, knowledge, abilities, and other characteristics needed to perform a job effectively?

a. Job Analysis

b. job specification

c. job enlargement

d. Job design

ANS:B

81. \_\_\_\_\_\_\_\_\_ helps to develop Job design.

a.job analysis

b.job rotation

c. job enlargement

d. Moods

ANS:A

82. Who has given “Hierarchy of Needs” theory?

a. Abraham Maslow

b. McClelland

c. Fredreick Herzberg

d. Henry Fayol

ANS:A

83. Two-Factor Theory is also known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

a. Theory X and Y

b. Motivation-hygiene theory

c. Negative and Positive

d. All of the above

ANS:B

84. Recognising and rewarding success form part of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ process of motivating and inspiring.

a. Leadership

b. Management

c. Negotiation

d. Motivation

ANS:A

85. Performance appraisal is conducted for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

a.manager

b. employees

c. executives

d. subordinates

ANS:B

86. Inventory is also referred to as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

a. stock

b. warehouse capacity

c. materials

d. materials in hand

ANS:A

87. In-basket method of training is helpful in enhancing

a. interpersonal skills

b. job knowledge

c. decision-making skills

d. organisational knowledge

ANS:C

88. On-the-job experiences, coaching and understudy methods of training is helpful in enhancing \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a. interpersonal skills

b. job knowledge

c. decision-making skills

d. organisational knowledge

ANS:B

89. When dissatisfaction at the work place, mostly related to work is brought to the notice of the management, it is known as\_\_\_\_\_\_\_\_\_\_\_\_ .

a. Complaint

b. Grievance

c. Both (a) and (b)

d. Negative discipline

ANS:B

90. All among the following methods are Off-the-job Methods except one.

a.Vestibule training

b. Committee Assignment

c. Role playing

d. Lecture method

ANS:B

91. Which among the followings is a method of training?

a. Job enrichment

b. Job enlargement

c. Job rotation

d. None of these

ANS:C

92. A \_\_\_\_\_\_\_\_\_\_ can be defined as several individuals who come to­gether to accomplish a particular task or goal.

a. matter

b. group

c. achievement

d.None of the above

ANS:B

93. “Managers are the basic resource of the business enterprise”. The definition is given by —

a. Henry Fayol

b. Peter Ducker

c. Dancil Goleman

d. Hellriegel

ANS:B

94.  \_\_\_\_\_\_\_\_ is a management process, deductive in nature and de­signed to produce orderly results, not change.

a.Planning

b. organising

c.Directing

d. Controlling

ANS:A

95. The selection of employees done on the basis of –

a. Knowledge

b. Skills

c. Talent

d. All of the above

ANS:D

96. Authority should be commensurate with\_\_\_\_\_\_\_\_\_\_\_\_.

a.degree of coordination

b.position in the hierarchy

c. degree of responsibility

d. degree of supervision

ANS:C

97. What is Human Resources Planning?

a. A Process which anticipates & maps out the consequences of business strategy on an organisation human resources

b. Involves forecasting the number of employees required and then working out the best mode of obtaining them as & when they are needed

c. Both (a) and (b)

d.None of the above

ANS:C

98. Discipline management means-

a. Creating an environment where employees voluntarily obey rules & regulation.

b. Handling cases of misconduct & Indiscipline

c. Counseling the employees the need to follow rules

d. All of the above

ANS:D

99. What are the advantages of internal recruitment process?

a. Less Costly

b. Candidates already oriented towards organization

c. Organizations have better knowledge about internal candidates

d. All the above

ANS:D

100. The essentials of a good selection practice are –

a. Detailed job description & job specifications prepared in advance & endorsed by HR and Line Management

b. Trained panel of interviewers, with special emphasis on behavioral event viewing

c. All newly appointed candidates are put through a well-designed training program

d. all the above

ANS:D

101. The objective of Training & Development is –

a. To Improve Performance

b. An attempt to improve the current or future employee performance by increasing an employee’s ability to perform through learning, usually by increasing his / her skills and knowledge

c.Both (a) and (b)

d. None of the above

ANS:C

102. Under\_\_\_\_\_\_\_ method usually employees are put on different jobs turn by turn where they learn all sorts of jobs of various departments.

a. Job Rotation

b. Job Coaching

c. Job Instruction

d. Apprenticeships

ANS:A

103. **Maslow Theory of motivation is based on –**

a. Human needs

b. Achievement

c. Power needs

d. Two factors

ANS:A

104. Off the job Training Method consists of –

a. Lecturers / conference / group discussions / e-learning

b. Apprenticeship / assistant to executives / job rotation

c. Step, by step training identified in a sequence

d. Training on similar to those actual practice

ANS:A

105. What are the expectations from HR department?

a. Change a fact of corporate life

b. Employee satisfaction

c. Employees commitment

d. All above

ANS:D

106. Favoritism shown to relatives by individuals in a position of authority, such as managers or supervisors is known as \_\_\_\_\_\_\_\_\_\_\_.

a. Nepotism

b Favour

c. Discrimination

d.None of these

ANS:A

107. Judging someone on the basis of one’s perception of the group to which that person belongs, is known as \_\_\_\_\_\_\_\_\_\_\_.

a. Selective perception

b. Halo effect

c. Contrast effect

d. Stereotyping

ANS:D

108. Which of the following factors state the importance of the Human Resource Planning?  
  
a. Creating highly talented personnel  
b. International strategies  
c. Resistance to change and move  
d. All of the above

ANS:D

109. What is the major issue faced while doing personal planning?  
  
a. Type of information which should be used in making forecasts  
b. Types of people to be hired  
c. Multiple positions to be filled  
d. All of the above

ANS:A

110. Which of the methods used for job analysis?

a. Interview method

b. questionnaire method

c. observation method

d. all of the above

ANS:D

111. \_\_\_\_\_\_ is an objective assessment of an individual's performance against well-defined benchmarks.

a.PerformanceAppraisal  
b.HRPlanning  
c.Informationforgoalidentification  
d. None of the above

ANS:A

112.What is linked with performance appraisal?  
a.JobDesign  
b.Development  
c.jobanalysis  
d. None of the above

ANS:C

113.Which of the following is an alternate term used for performance appraisal?  
a. Quality and quantity of output  
b. Job knowledg e  
c. Employee assessment  
d. None of the above

ANS:C

114. Which of these is the main purpose of employee assessment?  
a. Making correct decisions  
b. To effect promotions based on competence and performance  
c. Establish job expectations  
d. None of the above

ANS:B

115.  How performance appraisal can contribute to a firm's competitive advantage?  
a. Ensures legal compliances  
b. Minimising job dissatisfaction and turnover  
c. Improves performance  
d. All of the above

ANS:D

116.  Successful defenders use performance appraisal for identifying \_\_\_\_\_\_\_\_\_\_\_\_.  
  
a. Staffing needs  
b. Job behaviour  
c. Training needs  
d. None of the above

ANS:C

117.  What do successful analysers tend to examine?  
a. Division and corporate performance evaluation  
b. Current performance with past performance  
c. Ideal appraisal process  
d. None of the above

ANS:B

118\_\_\_\_\_\_**defined as the record of outcomes produced on a specific job function or activity during a specific time period.**

a. Performance

b. Work function

c.Evaluation

d. None of the above

ANS:A

119. **\_\_\_\_\_\_ is the personnel activity by means of which the enterprise determines the extent to which the employee is performing the job effectively.**

a.Job evaluation

b. Work evaluation

c.Performance evaluation

d. None of the above

ANS:C

120. **College Professors are generally evaluated on the following Work function(s)**

a.Teaching

b. Service

c. Research

d. All of the above

ANS:D

121. **The following technique(s) is based on the critical incident approach.**

a. Behaviorally anchored rating scales (BARS)

b.Critical incident technique

c. Both (A) and (B)

d. None of the above

ANS:C

 122. **Paired comparison method can be used by**

a.Superiors

b.Peers

c. Subordinates

d. All of the above

ANS:D

 123. **The multiple-input approach to performance feedback is sometimes called \_\_\_\_ degree assessment.**

a. 90

b. 180

c. 270

d. 360

ANS:D

124. **-a/an \_\_\_\_\_\_ is a plan or programmes to motivate individual or group performance.**

a. Incentive scheme

b.Promotion scheme

c. Reward

d. None of the above

ANS:A

125. **An incentive plan may consist of**

a. Monetary

b. Nonmonetary

c.Both ‘monetary’ and ‘nonmonetary

d. None of the above

ANS:C

126. **A/An \_\_\_\_\_\_ is a vertical move in rank and responsibility.**

a. Increment

b.Appraisal

c.Promotion

d.None of the above

ANS:C

127. **The following technique is used to evaluate an employee individually.**

a. Graphic scale rating

b. Ranking

c. Paired comparison

d. Forced distribution

ANS:A

128. **The technique that have been used to evaluate an employee in comparison with other employees**

a. Ranking

b. Forced choice

c.Essay evaluation

d. Critical incident technique

ANS:A

129. **The Recognition may be shown in the form of**

a. A pat on the back of employee

b. Promotion

c.Assignment of more interesting tasks

d. All of the above

ANS:D

130. Which of the following is not an inventory?

a.Machines

b.Raw material

c.Finished products

d.Consumable tools

ANS:A

131.The following classes of costs are usually involved in inventory decisions except

a.Cost of ordering

b.Carrying cost

c.Cost of shortages

d.Machining cost

ANS:D

132. The cost of insurance and taxes are included in

a.Cost of ordering

b.Set up cost

c.Inventory carrying cost

d.Cost of shortages

ANS:C

133. **Which of the following is true for Inventory control?**

a.Economic order quantity has minimum total cost per order

b.Inventory carrying costs increases with quantity per order

c.Ordering cost decreases with lo size

d.All of the above

ANS:D

134. The time period between placing an order its receipt in stock is known as

a.Lead time

b.Carrying time

c.Shortage time

d.Over time

ANS:A

135. **The order cost per order of an inventory is Rs. 400 with an annual carrying cost of Rs. 10 per unit. The Economic Order Quantity (EOQ) for an annual demand of 2000 units is**

a.400

b.440

c.480

d.500

ANS:A

136.  \_\_\_\_\_\_\_\_\_\_ refers to the learning opportunities designed to help employees grow.  
a. Training  
b. Development  
c. Education  
d. All of the above

ANS:B

137. Which of the following is a benefit of employee training?  
  
a. Improves morale  
  
b. Helps people identify with organisational goals  
  
c. Provides a good climate for learning, growth and co - ordination  
  
d. None of the above

ANS:B

138. Choose which of the following is a benefit to the individual while receiving training?  
a. Creates an appropriate climate for growth, communication  
b. Aids in increasing productivity and/ or quality of work  
c. Satisfies a personal needs of the trainer  
d. None of the above

ANS:C

139. Which of this is a step in training process?  
a. KSA deficiency  
b. Provide proper feedback  
c. Obstacles in the system  
d. Use of evaluation models

ANS:D

140. \_\_\_\_\_\_\_\_\_ seeks to examine the goals of the organisation and the trends that are likely to affect these goals.  
a. Organisational Support  
b. Organisational analysis  
c. Person analysis  
d. Key skill abilities analysis

ANS:B

141. Which of these is the benefit of needs assessment?  
a. Assessment makes training department more accountable  
b. Higher training costs  
c. Loss of business  
d. Increased overtime working

ANS:A

142.  Which of these is an off - the - job training method?  
a. Television  
b. Job rotation  
c. Orientation training  
d. Coaching

ANS:A

143. Which of the following is a learning principle?  
a. Recognition of individual differences  
b. Schedules of learning  
c. Transfer of learning  
d. All of the above

ANS:D

144. Which of these is a hindrance to effective training?  
a. Career planning workshop  
b. Aggregate spending on training is inadequate  
c. Mentoring  
d. Career counseling

ANS:B

 145. **Management is a creative and \_\_\_\_\_\_\_\_ process.**

a. Continuous

b.Technical

c.Democratic

d. None of the above

ANS:A

146. **Management exists at the \_\_\_ level of the organization.**

a. Lower

b.Middle

c.Top

d. All of the above

ANS:D

147. **Management is said to be the combination of**

a. arts, science and profession

b. arts, science and engineering

c. arts, commerce and science

d. arts, commerce and engineering

ANS: A

148. **Positive motivation makes people willing to do their work in the best way they can and improve their \_\_\_\_\_\_\_\_.**

a.Productivity

b. Personality

c. Performance

d. All of the above

ANS: C

149. T**he heart of administration is the \_\_\_ function.**

a. Directing

b Organizing

c. Controlling

d.Cooperating

ANS: A

150. **Fredrick Winslow Taylor’s Mechanism of Scientific Management includes**

a. Scientific task setting

b. planning the task

C.standardization of tools and equipment

d. All of the above

 ANS:D