


ARKP Civil II shift 2016-17

NOTE: Answer with © represents correct answer.

QUESTION: identify the organization which belongs to information technology sector	
Tata consultancy service limited ©	Hindustan antibiotics
Steel authority of india limited	Bharat electronics limited

QUESTION:X' company has all database related to employees working with item it has employed which ERP module?	
Human resource ©	Sales and marketing
finance	All the above

<p>QUESTION: A manufacturing industry follows multiple techniques of quality management system where they focus on total employee participation, continuous improvement, customer satisfaction and preferred partner as seen in the figure, which are the techniques used?</p> 	
Six sigma, kaizen, quality control tool, quality assurance tool	5 S, kaizen, quality assurance tool
Six sigma, 5 S kaizens	TQM tools ©

QUESTION: defect rate in 3 sigma level is	
6210	66807
405 ©	233

QUESTION: which statement about kaizen is wrong?	
It need heavy investment ©	It gives commitment to quality
It is a Japanese technique	It is a continuous improvement

QUESTION: work out product requirement in detail and set product specification on the basis of customer's preference, cost and profit is a function of.....	
Quality management	Material management
Production management ©	Inventory management

QUESTION: in quality management ,PDCA means.	
Plan,Do,Check,Act ©	Process ,Do,commitee act
Plan, do ,committee , approach	None of above

QUESTION: ERP vendor is	
SAP	ORACLE
PEOPLE SOFT	ALL ©

QUESTION: which of the following is the name given to bill of lading where goods have been received by a carrier free of defects?	
Shipped bill of lading	Claused bill of lading
Ordinary bill of lading	Clean bill of lading ©

QUESTION: economic order quantity provides the _____ number of units to order.	
minimum	Maximum
Optimum ©	None of the above

QUESTION: while on a long tour, which are the items that we take most care of? Certainly, it is the jewellery and the cash !this could be an analogy to:	
EOQ	ABC analysis ©
Minimum batch demand	None of these

QUESTION: _____ can be defined as integrated information system that serves all department within an enterprise	
MRP	MPR
ERP ©	EPR

QUESTION: I want the products of my company to achieve perfect quality, which tool will I apply to check this	
Six sigma ©	ABC analysis
MRP	EOQ

QUESTION:is a type of indirect tax levied on goods imported into india as well as on good exported from india.	
Income tax	Customs duty ©
Wealth tax	Gift tax

QUESTION: according to F.W. paich _____ can be defined as "provision of money at the time it is wanted"	
Finance ©	Capital
Budget	VAT

QUESTION: _____ budget, generally deals only with the direct materials	
Master	Sales

production	Material ©
------------	------------

QUESTION: fixed capital is required for _____	
land	Equipment and machinery
Building	All ©

QUESTION: Mr. praful kulkarni is working in Birla Pvt. Ltd in the capacity of foreman. Company provided him certain protecting device under _____ ACT	
Factory act	Minimum wages Act
Comensation Act	Safety provision Act ©

QUESTION: The necessity of industrial acts is to protect the interest of:	
Workers ©	Employers
A and B	None of all above

QUESTION: from following types of act which is not type of industrial Act	
Factory Act	Rowlatt Act ©
Workmen compensation act	All of the above

QUESTION: workman compensation Act came into force form	
1 st july 1925	January 1924
1 st june 1924	1 st July 1924 ©

QUESTION: workman compensation Act for workers came in to existence in year	
1950	1923 ©
1986	1976

QUESTION: which is not correct advantage of 'line organization'	
Confusion is less	It is simple
Specialised ©	Easy to understand

QUESTION: the firm type of bajaj Auto Ltd is	
proritership	patnership
Joint stock company ©	Public sector

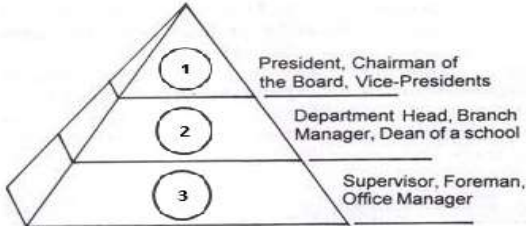
QUESTION: which of the following is / are the characteristics of organisation?	
Small or large group of people	Group headed by executive leader
Allocates duties and responsibilities to employees	All of the above ©

QUESTION: Co-operatives play important role in:	
aerospace	Agriculture

Manufacturing ©	All of the above
-----------------	------------------

QUESTION: factor which affects departmentation are _____	
product	Process
Function	All of the above ©

QUESTION: When a group of people are pulled together for a special task then formed structure of organisation is called _____ organisation	
Project ©	Functional
line	Line & staff

QUESTION: Identify the levels of management with respect to the position held by the different person in organisation.	
	
Top management, middle management, lower management ©	vertical management, middle management, horizontal management
high management, enter management, low management	up management, enter management, Down management

QUESTION: The function of administration is	
Decision making	Policy making
Controlling & ensure discipline	All of the above ©

QUESTION: the unity of authority and plan of action is about	
Unity of direction ©	Authority
Discipline	Unity of commands

QUESTION: function of employing eligible people for the company	
planning	Staffing ©
Strategy	Mission

QUESTION: the art of getting things done by people is called as	
organization	Management ©
direction	Staffing

QUESTION: match the pairs :	
1.adam smith	(i)need hierarchy
2.F.W. Taylor	(ii) economics
3.maslow	(iii) Principle of management

4. Henry fayol (iv) scientific management	
1-(ii),2-(iv),3-(i),4(iii) ©	1-(ii),2-(iii),3-(iv),4-(i)
1-(iii),2-(iv),3-(i),4-(ii)	1-(iv),2-(i),3-(ii),4-(iii)

QUESTION: globalization leads to-	
Clean environment	Reduce competition
Increased terrorism	None of the above ©

QUESTION: following is not associated with insurance	
ICC ©	Bajaj Allianz
Max life	LIC

QUESTION : hospitality industry is mainly dependent on _____ industry	
Tourism	agro
Textile	Process ©

QUESTION : in _____ first car was driven on the road of India	
1790	1857
1898 ©	1909

QUESTION : _____ product comes under petrochemical industry	
Vehicles	Plastic ©
Wood	Paper

QUESTION : match the pairs:	
1. Adam Smith	(i) Need Hierarchy
2. F.W Taylor	(ii) Economics
3. Maslow	(iii) Principles of management
4. Henry Fayola	(iv) Scientific Management
1(i) 2(iv) 3(i) 4(ii) ©	1(ii) 2(iii) 3(iv) 4(i)
1(iii) 2(iv) 3(ii) 4(i)	1(iv) 2(i) 3(ii) 4(iii)

QUESTION : First step in planning is	
Establish goals ©	Identity resources
Prioritize goals	Establish tasks

QUESTION : Deciding in advance what to do and when to do is.....	
Decision making	Organising
Planning ©	Motivating

QUESTION : Why plan fails	
Lack of knowledge	Insufficient data

Over Confidence	All are correct ©
-----------------	-------------------

QUESTION : The lower level of managers work at	
Strategical level	Tactical level
Operational level ©	At all levels

QUESTION : Who had a main concern to achieve efficiency of material through application of time and motion study ?	
F.Y Taylor ©	Robin son boulton
Gilbreth	Mery parker

QUESTION : The process of monitoring & comparing & correcting is called _____	
Coordinating	Controlling ©
Leading	Organising

QUESTION : ____ stands for granting of authority to subordinates to accomplish or perform a particular assignment while operating within pre-decided limits and standards established	
Delegation of Authority	Responsibility
Effective Delegation ©	Accountability

QUESTION : One disadvantage of forming a partnership is	
The number of partners are limited ©	Specialist skills may be introduced
More Financial capital is usually available	Any financial losses must shared

QUESTION : A joint venture can be define as:	
Two firms collaborate together on a specific project	One firms licences its intellectual property to another firm
Two firms merge together	Two firms come together to a tried legally separate firm ©

QUESTION : which statement regarding joint stock company's is incorrect?	
Joint stock companies have no separate legal status than their member ©	Members of joint stock company have limited liability
Join stock companies can undertake several activities like expansion, modernisation, diversification, etc	None of the above

QUESTION : Anand engineering works in business of customized material and equipment supplier .One day they received a new development assignment. Which type of organization they have to reform internally for this?	
Line organization	Line and staff organization
Functional organization	Project organization ©

QUESTION : Following business is not coming under sole proprietorship	
Service centre	Press shop
Hardware unit	Insurance company ©
QUESTION : Factories act come into force from	
1948 ©	1949
1975	1 st April 1949

QUESTION : Who is responsible for ungaurdrd moving parts in an industry?	
Government	Management ©
Workers	None of the above

QUESTION : Workman compensation Act came into force from	
1 st January 1924	1 st July 1925
1 st June 1924	1 st July 1924 ©

QUESTION : Taking care while working on machinery in motion is a	
Health provision	Safety provision ©
Welfare provision	None of the above

QUESTION : Ensuring the safety , health and welfare of the employees is the primary purpose of the -	
Factorise Act ©	Industrial disputes Act
Workman compensation Act	Minimum wages Act

QUESTION : Finance may be defined as art & science of	
Managing material	Managing money ©
Managing men	Managing machinery

QUESTION : the sum that evenly shareholder gets is known as	
Amount	Capital
Shares	Dividend ©

QUESTION : Indirect tax includes-	
Excise Duty Custom Duty and VAT ©	Income tax
Wealth tax	Gift tax
QUESTION : sources of working capital are	
Land	Dividends
Long term borrowings	B&c ©

QUESTION : The capital invested in assets which cannot be easily converted into is called	
Fixed capital ©	Equity capital
Working	None of the above

QUESTION : When stock is more than the required then _____ cost involves	
Under stocking	Over stoking ©
More stock	None

QUESTION : _____ management is defined as an attempt to balance inventory needs and requirement with the need to minimize costs resulting and holding inventory	
Financial	Marketing
Inventory ©	Production

QUESTION : in EOQ, annual _____ cost=unit price x annual consumption volume	
Consumption ©	Protection
Investment	None of these

QUESTION : _____ determines quantity and timing for material planning	
EOQ	ERP
SAP	MRP ©

QUESTION : _____ department floats enquiries and processes quotations.	
Sales budget	Purchase ©
Production	Inventory

QUESTION : What is the full form of ISO?	
Indian organisation for standardisation	International organisation for standardisation ©
International standardisation	None of the above
QUESTION : Identify the major difference between share and debenture	
One is borrowed from the bank the other one from public	One is the contribution of the individual the other is from public
Share holders become the owners of the company and debenture holder the creditors of the company ©	There is no difference

QUESTION : work environment clause of ISO 9001:2000 _____	
Covers education, training , skill and experience of personnel involved in work , Given gridline about their development to maintain work	The organization should identify work environment that ensures conformity of service ©
The organization must plan and develop the are required for product realization	All of the above

QUESTION : The participation of all the members in an organizing, aiming at long term success through customer satisfaction for the benefits to all member & to the society is known as	
Quality control ©	Quality assurance
Total quality management	Quality team

QUESTION : Defect rate in 3 sigma level is	
6210	66807
405 ©	233

QUESTION : Six sigma methodology three core steps	
Analyze ,improve , control ©	Analyze, design, verify
Define , measure , analyze	Define, measure, control

QUESTION : If the company has a goal to accept only .0003% defect , which is the most important modern technique it should adopt	
ERP	SAP
BAAN	6 sigma ©

QUESTION : A joint venture can be defined as:	
Two firms collaborate together on a specific project	One firm licences its intellectual property to another firm
Two firms merge together	Two firm come together to form a third , legally separate firm ©

QUESTION : Finance may be defined as art & science of	
Managing material	Managing money ©
Managing men	Managing machinery

QUESTION : The sum that every shareholder is known as	
Amount	Dividend ©
Shares	capital

QUESTION : top agro industry in india is	
Fabindia	Pidilite
Dupont india ©	None of above

QUESTION : Hostel industrty is mainly dependent on _____industry	
Tourism ©	agro
Textile	Process

QUESTION : which type of industry involve large investment and a high level of automation process	
Village	Small scale
Large scale ©	Medium scale

QUESTION : which theory put forward by F.W. Taylor?	
management by objectives	Industrial management
Functional management	Scientific management ©

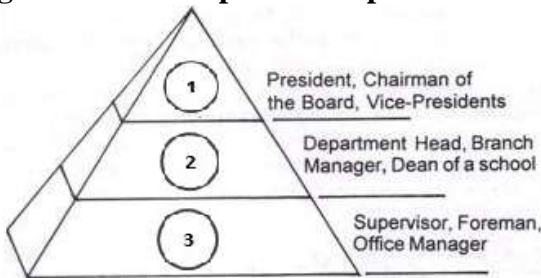
QUESTION : _____ is an activity which defines the steps of how and when work will be done	
Directing	Planning ©
Organization	Controlling

QUESTION : _____ is a requirement of right people at right place in an organization	
Planning	Organizing
Staffing ©	Controlling

QUESTION : which of the following post comes under middle level management	
Director	Branch manager ©
Foreman	Supervisor

QUESTION : policy making in an industry is role of --	
Management ©	administration
Public	Workers

QUESTION : management is not visible instead; its presence is observed in the form of result such as higher productivity, higher efficiency, disciplined work force, etc. Hence management is _____	
Tangible	Intangible ©
Concrete	None of above

QUESTION : identify the level of management with respect to the position held by the different person in organization	
	
1-top management, 2-middle management, 3-lower management ©	1-vertical management, 2-middle management, 3-horizontal management
1-high management, 2-center management, 3-low management	1-up management, 2-center management, 3-down management

QUESTION : organizations have hierarchical structure because	
It is convenient to do us	It is done by organization
Specific responsibilities can be assigned for each level	It provides opportunities for promotions ©

QUESTION : co-operatives play an important role in	
Aerospace	Agriculture ©
Manufacturing	All of the above

QUESTION : which of the following is not included in the 'contents of partnership deed'	
Name of partnership firm	Duration of partnership
Permanent address of partnership business	Face value of share ©

QUESTION : which of the following is one of the principles of organization ?	
Order	Span of control ©
Scalar chain	None of above

QUESTION : which of the following comes under government sector	
BOSCH	TATA
L & T ltd	ONGC ©

QUESTION : which of the following not responsibility of production manager	
Quality	Quantity
Storage of goods ©	Controlling accident

QUESTION : factories act came into force from	
1948 ©	1949
1976	1 st April 1949

QUESTION : in accident prevention , safe workplace layout doesn't include	
Obstruction free passageways	Antiskid floors
Separate storage of inflammable materials ©	enough height of workrooms

QUESTION : which is the health provision	
Fencing of machinery	Cleanliness ©
Washing facilities	None of the above

QUESTION : who is responsible for unguarded moving parts in an industry ?	
Government	Management ©
Workers	None of these

QUESTION : ensuring the safety , health and welfare of the employees is the primary purpose of the	
Factories act ©	Industrial disputes Act
Workman compensation Act	Minimum wages Act

QUESTION : financial planning deals with :	
Preparation of financial statement	Planning of capital issue
Preparing Budgets	All of the above ©

QUESTION : capital required by a company to purchase building for starting the company is called as	
Working capital	Fixed capital ©
Loan	debt

QUESTION : indirect tax includes	
Excise duty ,custom duty and vat ©	Income tax
Wealth tax	Gift tax

QUESTION : _____is method of buying goods instalments payments over the period of time	
Bank loan	Hire purchase ©
sale & lease back	All of above

QUESTION : according to which act, a business is required to prepare balance sheet...?	
Companies act	Factory act
Environment act	None of the above ©

QUESTION : _____ is the task of buying goods of right quality , in the right quantities , at the right time and at the right place	
Supplying	Purchasing ©
Scrutinizing	none of the above

QUESTION : economic order quantity is represented by	
Q0	Eo
EQ ©	None

QUESTION : _____determine quantity and timings for material planning	
EOQ	ERP
SAP	MRP

QUESTION : which is not cost concerned with EOQ	
Procurement cost	Inventory carrying cost
Total cost ©	Primary cost

QUESTION : A type of items hasimportant due to consumption	
10-20%	15-25%
40-50%	70-80% ©

QUESTION : the object of TQM is	
To improve profitability	To improve process ©
To guide management	None

QUESTION : to achieve quality (i.e., defect free products and services),we require -----	
Close cooperation between management & staff	Commitment
An environment in which quality can flourish	All of the above ©

Identify the organization which belongs to information technology sector.

- | | | |
|-------------------------------------|---|------------------------------|
| 1. Tata Consultancy Service Limited | © | 2. Hindustan Antibiotics |
| 3. Steel Authority Of India Limited | | 4. Bharat Electronic Limited |

Business firms produce and supply wide varieties and _____required by the society.

- | | |
|--------------|-------------------|
| 1. money | 2. Service © |
| 3. Entitties | 4. Social service |

Trading business means

- | | |
|---|-----------------------------|
| 1. Buying a raw material | 2. Selling a finished Goods |
| 3. Buying goods and selling them without any purchasing © | 4. All |

_____Product comes under petrochemical industry.

- | | |
|-------------|--------------|
| 1. Vehicles | 2. Plastic © |
| 3. Wood | 4. paper |

Framing board policies in a company is concerned with

- | | |
|----------------------|---------------------|
| 1. Lower management | 2. Top management © |
| 3. Middle management | 4. None |

Which theory was put forward by F.W. Taylor?

- | | |
|-----------------------------|----------------------------|
| 1. Management by objectives | 2. Industrial management |
| 3. Functional Management | 4. Scientific Management © |

Plan, policies & procedure are the function of_____

- | | |
|----------------------------|-------------------------------------|
| 1. Top level management © | 2. Middle level Management |
| 3. Bottom level Management | 4. Middle & Bottom level Management |

The planning process is used to prepare _____ in an organization.

- | | |
|----------------|-----------------|
| 1. Advancement | 2. Technologies |
| 3. Discoveries | 4. Budgets © |

Which is the appropriate reason of failure of good plan?

- | | |
|----------------------|-----------------------|
| 1. Insufficient data | 2. Lack of knowledge |
| 3. Over confidence | 4. All of the above © |

Which statement is wrong

- | | |
|---|----------------------------------|
| 1. Authority cannot be delegated © | 2. Authority is the power to act |
| 3. Higher the post, higher is the authority | 4. Authority is right to command |

Control of government is highest is _____.

- | | |
|-------------------------------|------------------------------|
| 1. Government department © | 2. Public corporation |
| 3. Public limited corporation | 4. Private limited companies |

One disadvantages of forming a partnership is?

- | | |
|--|--|
| 1. The number of partners are limited © | 2. Specialist skills may be introduced |
| 3. More financial capital is usually available | 4. Any Financial losses must be shared |

Which one of following is not included in the 'content of partnership deed' .

- | | |
|--|----------------------------|
| 1. None of partnership firm | 2. Duration of partnership |
| 3. Permanent address of partnership Business | 4. Face value of share © |

Co-operative play an important role in:

- | | |
|------------------|---------------------|
| 1. Aerospace | 2. Agriculture © |
| 3. Manufacturing | 4. All of the above |

"Achievement due to one will be shared by all others" , this happens in

- | | |
|--------------------------|------------------------|
| 1. General partnership © | 2. Limited partnership |
|--------------------------|------------------------|

3. Both(i) and (ii)

4. None of these

Anand engineer work in business of customized laboratory material and equipment supplier. One day they received a new development assignment. Which type of organization they have to reform internally for this?

1. Line Organization

2. Line and staff organization

3. Functional Organization

4. Project organization ©

Identify the alternative which can correctly replace blank spaces in following statement.

Statement: According to factories act no adult worker should be required or allowed to work in a factory for more the-----.

1. 12 hours in a day

2. 36 hours in a day

3. 48 hours in a day

4. 10 hours in a day ©

Safety provision/s for worker under factory act 1948is/are

1. First aid appliance ©

2. Overcrowding

3. Improper ventilation and temperature

4. None of the above

Who is responsible for unguarded moving parts in an industry?

1. Government

2. Management ©

3. Workers

4. None of these

Ensuring the safety, health and welfare of the employees is the primary purpose of the-

1. Factory Act ©

2. Industrial Disputes Act

3. Workman Compensation Act

4. Minimum Wages Act

_____is prepared to co-ordinate between various budget.

1. Master budget ©

2. Sales budget

3. Production budget

4. Material budget

Fixed capital is the capital which is needed to meet the.....

1. Short term purpose

2. Long term purpose ©

3. Medium term purpose

4. None of the above

Income tax and property tax falls under

1. Indirect Tax

2. Service Tax

3. Direct Tax ©

4. All of the above

Which is input to MRP

- | | |
|------------------------|-----------------------|
| 1. Current Forecasting | 2. Bill of Material |
| 3. On hand Inventory | 4. All of the above © |

Sources of working capitals are

- | | |
|------------------------|-------------------|
| 1. Land | 2. Dividends |
| 3. Long term borrowing | 4. Option 2 & 3 © |

Inventory management is part of :

- | | |
|---------------------------|-------------------------|
| 1. Product management | 2. Marketing management |
| 3. Materials management © | 4. Sales management |

Which is not the feature of ERP

- | | |
|------------------------|-----------------------------------|
| 1. Integrated System | 2. Common data-base © |
| 3. Departmental Access | 4. Different Look for Each Module |

Economic order quantity is represented by

- | | |
|---------|---------|
| 1. Q0 | 2. Eo |
| 3. Eq © | 4. None |

In EOQ, annual _____cost=unit price x annual consumption volume

- | | |
|------------------|------------------|
| 1. Consumption © | 2. Protection |
| 3. Investment | 4. None of these |

The _____provides the information about when to order and how much to order.

- | | |
|----------|--------------|
| 1. MRP | 2. ERP |
| 3. EOQ © | 4. Inventory |

Which of the following is constituent of total Quality Management

- | | |
|------------------------------|-------------------------|
| 1. Ordinates and punctuality | 2. Quality of inventory |
| 3. TPM | 4. None of above © |

Following is not the definition of Quality

- | | |
|--------------------------------|--------------------------------------|
| 1. Fitness for purpose | 2. It signifies degree of excellence |
| 3. Conformance to requirements | 4. Experience of people © |

5 “s” methodology for organizing & minimizing items within a workplace in order to operate more_____.

- | | |
|-----------------|------------------|
| 1. Effectively | 2. Efficiently © |
| 3. Satisfactory | 4. Regularly |

Defect rate in 3 sigma level is

- | | |
|----------|----------|
| 1. 6210 | 2. 66807 |
| 3. 405 © | 4. 233 |

Six sigma implies that _____.

- | | |
|-------------------------|-----------------------------------|
| 1. A statistical method | 2. A trouble shooting method © |
| 3. Teams are effective | 4. 3,4 defects per million output |

Workman compensation Act came into force from

- | | |
|---------------------------------|--------------------------------|
| 1. 1 st January 1924 | 2. 1 st July 1925 |
| 3. 1 st June 1924 | 4. 1 st July 1924 © |

.....is the process of operations, verify conformity with the predetermined plan and takes corrective action

- | | |
|-----------------|------------------|
| 1. Coordinating | 2. Forecasting |
| 3. Organizing | 4. Controlling © |

A man working in an industry has annual income of 2,50,000 Rs. from all sources, total investment like PF,PPF,LIC savings 50,000 Rs., Exempted amount for income tax is 1,50,000 Rs. & income tax rate is 10% up to 3,00,000. Find out amount of income tax paid by that person is

- | | |
|-----------|----------|
| 1. 2000 | 2. 10000 |
| 3. 5000 © | 4. 3000 |

_____is defined as tool for controlling the quality of the product & service to ultimately gain the customer satisfaction

- | | |
|----------------------|-------------------|
| 1. Quality control © | 2. Quality circle |
| 3. QMS | 4. None of these |

Which of the following is the name given to a bill of lading where goods have been received by a carrier free of defects?

- | | |
|---------------------------|---------------------------|
| 1. Shipped bill of lading | 2. Claused bill of lading |
|---------------------------|---------------------------|

3. Ordinary bill of lading

4. Clean bill of lading ©

Types of Business ____

- | | |
|------------------|-----------------------|
| 1. Manufacturing | 2. Trade |
| 3. Service | 4. All of the above © |

Identify the Organisation which belongs to information Technology sector.

- | | |
|---------------------------------------|-------------------------------|
| 1. Tata Consultancy Service Limited © | 2. Hindustan Antibiotics |
| 3. Steel authority of India Limited | 4. Bharat Electronics Limited |

Trading Business means

- | | |
|---|-----------------------------|
| 1. Buying a Raw Material | 2. Selling a finished Goods |
| 3. Buying goods & selling them without any processing © | 4. All |

Which of the following is negative effect of the Globalization?

- | | |
|-------------------------|--------------------------------|
| 1. Monopoly in business | 2. Increased job opportunities |
| 3. Technology Transfer | 4. Improved economy © |

The function of employing eligible people for the company

- | | |
|-------------|---------------|
| 1. Planning | 2. Staffing © |
| 3. Strategy | 4. Mission |

Management causes-

- | | |
|----------------------|-------------------------|
| 1. Mis-communication | 2. Wastage of resources |
| 3. Mis-coordination | 4. None of these © |

Remuneration is not based on

- | | |
|----------------|-------------------|
| 1. Performance | 2. Responsibility |
| 3. Emotion | 4. Designation © |

Which statement is wrong

- | | |
|---|----------------------------------|
| 1. Authority can not be delegated © | 2. Authority is the power to act |
| 3. Higher the post, higher is the authority | 4. Authority is right to command |

Scientific management works on

- | | |
|--------------------------------------|--------------------------------|
| 1. Research & experimentation © | 2. Trial & error |
| 3. More attention on production only | 4. Tradition management theory |

Top level is known as _____ because all important decision related to whole organization is taken by top management

1. Strategical level ©
2. Tactical level
3. Operational level
4. All of the above

ABC industry start their recruitment process in which manager select qualified people for various job position in organization. This activity is _____

1. Forecasting
2. Organising
3. Leadership
4. Staffing ©

A joint venture can be defined as:

1. Two firms collaborate together on a specific project
2. One firm licences its intellectual property to another firm
3. Two firms are merge together
4. Two firms come together to form a third, legally separate firm ©

Which one of the following is not included in the 'content of partnership deed'.

1. Name of partnership firms.
2. Duration partnership
3. Permanent Address of partnership Business
4. Face value share ©

When a group of people are pulled together for a special task then formed structure of organisation is called _____ organisation

1. Project ©
2. Line
3. Functional
4. Line & staff

Which is barrier in communication

1. Language problem
2. Poor knowledge
3. Confused information
4. All ©

General causes of accident could be as follows

1. Accidents due to dangerous machines
2. Unsafe physical condition
3. Moving objects
4. All of the above ©

Which is not correct advantage of 'line organisation'?

1. It is simple
2. Confusion is less
3. Specified ©
4. Easy to understand

Workman's compensation act for worker came in to existence in year

- | | |
|-----------|---------|
| 1. 1950 | 2. 1962 |
| 3. 1924 © | 4. 1976 |

Taking care while working on machinery in motion is a _____

- | | |
|----------------------|-----------------------|
| 1. Health provision | 2. Safety provision © |
| 3. Welfare provision | 4. None of above |

Taking shortcut and lack of adequate knowledge are causes of accidents because of

- | | |
|---|---------------------|
| 1. Workers © | 2. Management |
| 3. Faulty layout or design of working place | 4. Natural disaster |

Which of the following comes under the title of “sources of fixed capital”?

- | | |
|-----------------------------------|--|
| 1. Shares or equities | 2. Preference shares and deferred shares |
| 3. Public deposits and debentures | 4. All of the above © |

Ensuring the safety, health and welfare of the employees is the primary purpose of the-

- | | |
|-----------------------------|----------------------------|
| 1. Factories act © | 2. Industrial Disputes Act |
| 3. Workman Compensation Act | 4. Minimum Wages Act |

The sum that every shareholder gets is known as

- | | |
|-----------|---------------|
| 1. Amount | 2. Dividend © |
| 3. Shares | 4. Capital |

Fixed capital is the capital which is needed to meet the

- | | |
|------------------------|------------------------|
| 1. Short term purpose | 2. Long term purpose © |
| 3. Medium term purpose | 4. None of the above |

Sources of working capitals are

- | | |
|-------------------------|-------------------|
| 1. Land | 2. Dividends |
| 3. Long term borrowings | 4. Option 2 & 3 © |

_____ are the term used to indicate purchases made during the year for the purpose of sale. When goods purchased are returned is referred as purchase return.

- | | |
|------------------|-----------------------------------|
| 1. Opening stock | 2. Purchases © |
| 3. Sales | 4. Office administrative expenses |

Debentures are included in _____ sources of finance.

- | | |
|------------------|---------------|
| 1. Long term | 2. Short term |
| 3. Medium term © | 4. None |

I want the product of my company to achieve perfect quality, which tool will I apply to check this

- | | |
|-----------------------------|-----------------|
| 1. Six sigma term purpose © | 2. ABC analysis |
|-----------------------------|-----------------|

3. MRP

4. EOQ

Inventory management is part of :

- | | |
|--------------------------|-------------------------|
| 1. Product inventory | 2. Marketing management |
| 3. Material management © | 4. Sales management |

Too little inventory increases the risk of :

- | | |
|-----------------------------|------------------|
| 1. Out of stock condition © | 2. More stock |
| 3. Theft | 4. Can't product |

In EOQ, annual _____cost=unit price x annual consumption volume

- | | |
|------------------|------------------|
| 1. Consumption © | 2. Protection |
| 3. Investment | 4. None of these |

_____management is defined as an attempt to balance inventory needs and requirement with the need to minimize costs resulting from obtaining and holding inventory.

- | | |
|----------------|---------------|
| 1. Financial | 2. Marketing |
| 3. Inventory © | 4. Production |

Economic order quantity provides the _____number of units to order.

- | | |
|--------------|------------------|
| 1. Minimum | 2. Maximum |
| 3. Optimum © | 4. None of these |

What is the full form of ISO?

- | | |
|---|---|
| 1. Indian organization for standardization | 2. International organization for standardization © |
| 3. International standardisation organisation | 4. None of the above |

In quality management, PDCA means

- | | |
|----------------------------------|---------------------|
| 1. Plan, Do, Check, Act © | 2. Process, Do, Act |
| 3. Plan, Do, committee ,approach | 4. None of these |

Work environment clause of ISO 9001:2001

- | | |
|--|---|
| 1. Covers education, training, skill and experience of personnel involved in work. Gives guideline about their development to maintain quality work. | 2. The Organization should identify work environment that ensures conformity of service © |
| 3. The organization must plan and develop the process that are required for product realization. | 4. All of the above |

Work out product requirement in detail and set product specification on the basis of customer's preference, cost and profit is a function of.....

- | | |
|----------------------------|-------------------------|
| 1. Quality management | 2. Material management |
| 3. Production management © | 4. Inventory management |

Following are the principles of: 1) System approach management 2)Continual improvement 3)Factual approach to decision making 4)Mutually beneficial supplier relationships

- | | |
|---------------|-----------------|
| 1. Delegation | 2. Organization |
| 3. ISO:9001© | 4. EOQ |

Types of business _____

- | | |
|------------------|----------------------|
| 5. Manufacturing | 6. Trade |
| 7. Service | 8. All of the above© |

Globalization is not intended for free flow of _____

- | | |
|-------------|---------------|
| 1. Capital | 2. Labour |
| 3. Products | 4. Diseases © |

Deciding in advance what to do, how to do and when to do is.....

- | | |
|---------------------|---------------|
| 1. Decision –making | 2. Organizing |
| 3. Planning © | 4. Motivating |

The function of employing eligible people for the company

- | | |
|-------------|---------------|
| 1. Planning | 2. Staffing © |
| 3. Strategy | 4. Mission |

Who has enlisted principles of management?

- | | |
|---------------|------------------|
| 1. F.W.Taylor | 2. Henry Fayol © |
| 3. Dr.juran | 4. Adam smith |

_____are an organisation's objectives, and _____are the documented ways that organization intend to meet those objectives.

- | | |
|-------------------------------------|--------------------------------------|
| 1. Standing plans;single –use plans | 2. Started goals;real goals |
| 3. Goals ;plans | 4. Specific plans; directional plans |

Which is the appropriate reason of failure of good plan?

- | | |
|----------------------|-----------------------|
| 1. Insufficient data | 2. Lack of knowledge |
| 3. Over confidence | 4. All of the above © |

Management is not directly visible instead; its presence is observed in the form of result such as higher productivity, higher efficiency, disciplined work force, etc. Hence management is _____.

- | | |
|-------------|------------------|
| 1. Tangible | 2. Intangible © |
| 3. Concrete | 4. None of these |

The process of monitoring, comparing & correcting is called _____

- | | |
|-----------------|------------------|
| 1. Coordinating | 2. Controlling © |
| 3. Leading | 4. Organizing |

Factors which affects departmentation are

- | | |
|-------------|-----------------------|
| 1. Product | 2. Process |
| 3. Function | 4. All of the above © |

Which are factors on which span of control depends?

- | | |
|--|-----------------------|
| 1. Trained and experienced subordinate | 2. Type of work |
| 3. Capacity of executive or manager | 4. All of the above © |

_____ can be defined as running business by the single owner

- | | |
|---------------------|-------------------|
| 1. Proprietorship © | 2. Partnership |
| 3. Private limited | 4. Public limited |

Which of the following is / are the characteristics of organization ?

- | | |
|---|-------------------------------------|
| 1. Small or large group of people | 2. Group leaded by executive leader |
| 3. Allocates duties and responsibilities to employees | 4. All of the above © |

Anand engineer work in business of customized laboratory material and equipment supplier. One day they received a new development assignment. Which type of organization they have to reform internally for this?

- | | |
|----------------------------|--------------------------------|
| 5. Line Organization | 6. Line and staff organization |
| 7. Functional Organization | 8. Project organization © |

Which of the following is not the responsibility of a production manager?

- | | |
|-----------------------|--------------------------|
| 1. Quality | 2. Quantity |
| 3. Storage of goods © | 4. Controlling accidents |

_____ is an unfortunate & sudden mishapening which causes damage or loss of property, material or human.

- | | |
|----------------|-------------|
| 1. Accidents © | 2. Activity |
| 3. Process | 4. Movement |

Who is incorrect person in the definition of dependent?

- | | |
|-------------------|--------------|
| 1. Wife | 2. Minor son |
| 3. Widowed mother | 4. Friend © |

The necessity of industrial acts is to protect the interest of:

- | | |
|------------|------------------------|
| 1. Workers | 2. Employees |
| 3. A&B © | 4. None of these above |

Workman compensation Act came into force from

- | | |
|---------------------------------|--------------------------------|
| 1. 1 st January 1924 | 2. 1 st July 1925 |
| 3. 1 st June 1924 | 4. 1 st July 1924 © |

Minimum rates of wages may be fixed by

- | | |
|-----------------|-------------------|
| 1. By the hours | 2. By the day |
| 3. By the month | 4. All of above © |

Capital required by a company to purchase building for starting the company is called as

- | | |
|--------------------|--------------------|
| 1. Working capital | 2. Fixed capital © |
| 3. Loan | 4. Debt |

Finance may be defined as art & science of

- | | |
|----------------------|-----------------------|
| 1. Managing material | 2. Managing money © |
| 3. Managing man | 4. Managing machinery |

In finance, “working capital” means the same thing as

- | | |
|---------------------|---|
| 1. Total assets. | 2. Fixed assets |
| 3. Current assets © | 4. Current assets minus current liabilities |

Which statement is wrong? Zero based budgeting

- | | |
|------------------------------|------------------------|
| 1. Is difficult to implement | 2. Consume less time © |
| 3. Avoids wastage | 4. Is costly |

_____ is concerned with procurement, allocation and control of financial resources of a firm.

- | | |
|---------------------------|-------------------------|
| 1. Financial management © | 2. Material management |
| 3. Personnel management | 4. Operation management |

The term means a loan in which the tender buys and owns equipment and then rents those equipments it to a business at some flat monthly rate for particular period or certain number months.

- | | |
|------------------------|---------------------|
| 1. Bank loans | 2. Hire purchase |
| 3. Equipment leasing © | 4. All of the above |

Which is the part of material management –

- | | |
|---------------------------|-------------------------|
| 1. Inventory Management © | 2. Marketing Management |
| 3. Both A&B | 4. None |

In ABC analysis which category of item is having average importance

- | | |
|-----------------|---------------------|
| 1. Category A © | 2. Category B |
| 3. Category C | 4. All of the above |

Which of the following is advantage of ABC analysis_____

- | | |
|--|--|
| 1. ABC, analysis results in reduction of annual inventory cost © | 2. ABC analysis does not give importance to components which are critical for production |
| 3. Cannot be used if some of the items are scare and are not readily available | 4. All |

Which of the following is not procurement cost?

- | | |
|---------------------------------------|---|
| 1. Transportation cost © | 2. Cost of receiving, inspecting & stock material |
| 3. Cost of processing vendors invoice | 4. Storage cost |

Economic order quantity is represened by

- | | |
|---------|---------|
| 1. Q0 | 2. Eo |
| 3. Eq © | 4. None |

Arrange the activities of ABC analysis in the sequential form i) Make the list of all items as per their value
 ii) Find out the percentage of high, medium, and low valued items. iii) Separate and count the number of costly, medium valued and low valued items iv) Find out and list all items used in industry

- | | |
|-------------------|---------------------|
| 1. iv, ii, i, iii | 2. iv, i, iii, ii © |
| 3. ii, I, iv, iii | 4. iv, iii, ii, i |

The objectives of TQM is

- | | |
|-----------------------------|-----------------------|
| 1. to improve profitability | 2. to improve process |
| 3. to guideline management | 4. none © |

Which of the following is constituent of total quality management?

- | | |
|----------------------------------|-------------------------|
| 1. orderliness and punctuality © | 2. quality of inventory |
| 3. TPM | 4. None of the above |

A fundamental attribute of TQM is

- | | |
|---|-----------------------------|
| 1. Drawing control chart | 2. Having team meetings |
| 3. Direct involvement of top management | 4. Meeting ISO 9000 audit © |

A well organized working place results more efficient and more productive operation : is the principle of _____.

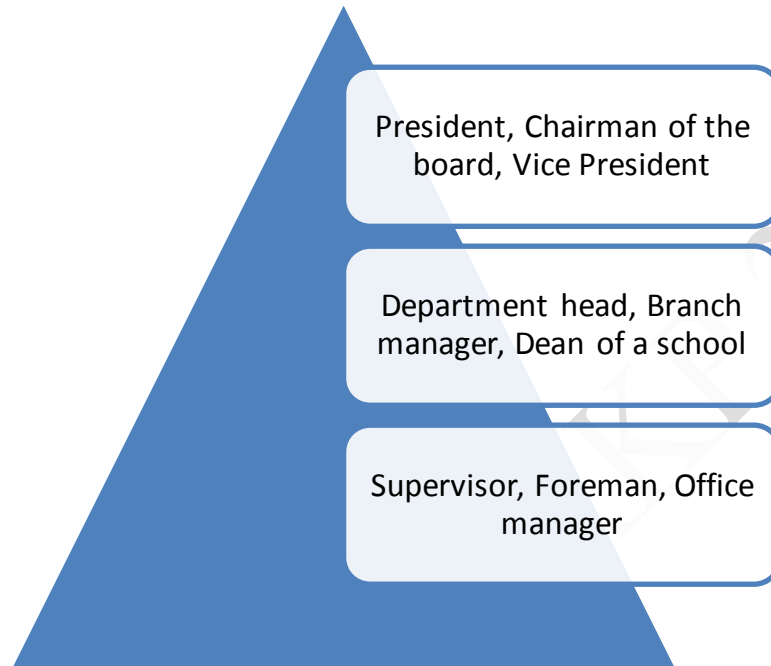
- | | |
|-----------|--------------|
| 1. Kaizen | 2. 5s |
| 3. TQM © | 4. Six sigma |

Benchmarking determines

- | | |
|-------------------------|--------------------------|
| 1. Customer requirement | 2. Process capacity |
| 3. Standard © | 4. Getting ISO 9000 done |

1. Father of scientific management is
 - a. Fredrick W. Taylor ©
 - b. Arthur Dunkel
 - c. Henry Fayol
 - d. Robert Owen
2. What is Espirit De Corps?
 - a. It is a function of management ©
 - b. It is a principle of management
 - c. It is a management concept in Russia
 - d. It is a name of company

3. _____ are an organizations objective, and _____ are the documented ways that organization intend to meet those objective
- Standing plans; single-use plans
 - Stated goals; real goals
 - Goals; plans
 - Specific plans; directional plans ©
4. Identify the level of management with respect to the position held by the different persons in organization.



- Top management, middle management, lower management ©
 - Vertical management, middle management, horizontal management
 - High management, center management, low management
 - Up management, center management, down management
5. Factors which affects departmentation are _____ -
- Product
 - Process
 - Function
 - All the above ©
6. Which one of following is not include in the 'contents of partnership deed'.
- Name of partnership firm.
 - Duration of partnership.
 - Permanent address of partnership business.
 - Face value of share. ©
7. Organization have hierarchy structure because
- It is convenient to do so
 - It is done by every organization
 - Specific responsibilities can be assigned for each levels
 - It provide opportunities for promotions
8. Which of the following come under government sector _____

- a. BO SCH
 - b. TATA
 - c. L & T Ltd
 - d. ONGC ©
9. Which is not correct advantage of 'line organization'?
- a. It is simple
 - b. Confusion is less
 - c. Specialized ©
 - d. Easy to understand
10. Which of the following may be the cause of accident?
- a. Overconfidence of employee ©
 - b. Proper training
 - c. Sound knowledge
 - d. None of the above
11. The necessity of industrial act is to protect the interests of:
- a. Workers
 - b. Employers
 - c. Both (a) & (b) ©
 - d. None of the above
12. Safety management deals with_____
- a. Loss of life
 - b. Personal injury
 - c. Damage to the equipment
 - d. Prevention of an accident ©
13. Which is the health provision
- a. Fencing of machinery
 - b. Cleanliness ©
 - c. Washing facilities
 - d. None of the above
14. Ensuring the safety, health and welfare of the employees is the primary purpose of the-
- a. Factories act ©
 - b. Industrial disputes act
 - c. Workman compensation act
 - d. Minimum Wages act
15. Financial planning deals with:
- a. Preparation of financial statement
 - b. Planning for capital issues
 - c. Preparing budgets
 - d. All of above ©
16. Fixed capital is the capital which is needed to meet the _____
- a. Short term purpose
 - b. Long term purpose ©
 - c. Medium term purpose
 - d. None of the above
17. Custom duty is charged on _____
- a. Vessels

- b. Currency
 - c. Movable property
 - d. All ©
18. Income tax and property tax falls under
- a. Indirect tax
 - b. Service tax
 - c. Direct tax ©
 - d. All of the above
19. _____ are the term used to indicate purchases made during the year for the purpose of sale. When goods purchased are returned is referred as purchase return
- a. Opening stocks ©
 - b. Purchases
 - c. Sales
 - d. Office administrative expenses
20. A man is working in an industry has annual income of Rs 2,50,000/- from all sources, total investment like PF, PPF, LIC saving Rs 50,000/- Exempted amount for income tax is 1,50,000/- Rs. And tax rate is 10% upto 3,00,000/-Rs. Find out amount of income tax paid by that person is
- a. 2000
 - b. 10000
 - c. 5000 ©
 - d. 3000
21. A bill of material list the
- a. Time needed to perform all phases of production
 - b. Production schedules for all products
 - c. Component, ingredients and ,material required to produce an item ©
 - d. Operation required to produce an item
22. In EOQ, annual _____ cost = unit price x annual consumption volume
- a. Consumption. ©
 - b. Protection.
 - c. Investment.
 - d. None of these
23. _____ department floats enquiries and processes quotations
- a. Sales budget
 - b. Purchase ©
 - c. Production
 - d. Inventory
24. Carrying cost consist of
- a. Interest of capital investment
 - b. Storage cost
 - c. Up keep inventory ©
 - d. All
25. _____ management is defined as an attempt to balance inventory needs and requirement with the need to minimize costs resulting from obtaining and holding inventory
- a. Financial
 - b. Marketing
 - c. Inventory ©

d. Production

26. Arrange the activities of ABC Analysis in the sequential form

- I. Make the list of all item as per their value
- II. Find out the percentage of high, medium and low valued item
- III. Separate and count the number of costly, medium valued and low valued items
- IV. Find out and list all the item used in industry
 - a. (iv), (ii), (i), (ii)
 - b. (iv), (i), (ii), (ii) ©
 - c. (ii), (i), (iv), (ii)
 - d. (iv), (iii), (ii), (i)

27. Following is not the definition of Quality

- a. Fitness for purpose
- b. It signifies degree of excellence
- c. Conformances for requirement
- d. Experience of people ©

28. The participation of all the member in an organizing, aiming at long term success through customer satisfaction for the benefits of all members and to the society is known as

- a. Quality control ©
- b. Quality assurances
- c. Total quality management
- d. Quality team

29. The ISO 9000:2000 standards consist of three documents of which ISO 9001 pertains to:

- a. Fundamental
- b. Requirements
- c. Vocabulary
- d. Guidance for performance improvement ©

30. Observe the figure and find out the missing steps –

Problem
Selection

?

recommenda-
tion

?

presentation to
management

- a. Data collection and analysis, review and decision ©
 - b. Problem solving and analysis, review and decision
 - c. Data collection and analysis, policy making
 - d. Problem solving and analysis, policy making
30. Benchmarking determines
- a. Customer requirement
 - b. Process capability
 - c. Standards ©
 - d. Getting ISO 9000 audit done
1. Globalization leads to –
- a. Clean environment.
 - b. Reduce competition.
 - c. Increased terrorism.
 - d. None of the above ©
2. Trading business means –
- a. Buying a raw material.
 - b. Selling a finished goods.
 - c. Buying goods and selling them without any processing. ©
 - d. All
3. Match the pairs:
- | | |
|-----------------|---------------------------------|
| 1. Adam Smith | (i) Need Hierarchy. |
| 2. F.W.Taylor | (ii) Economics. |
| 3. Maslow | (iii) Principles of management. |
| 4. Henry Fayol. | (iv) Scientific Management. |

Ans: 1-ii, 2-iv, 3-i, 4-iii.

4. Who has enlisted Principle of management?
- a. F.W.Taylor
 - b. Henry Fayol. ©
 - c. Dr. Juran.
 - d. Adam Smith
5. Scientific Management works on
- a. Research and experimentation. ©
 - b. Trial and error.
 - c. More attention on production only.
 - d. Tradition management theory
6. Why plan fails
- a. Lack of knowledge.
 - b. Insufficient data.
 - c. Over confidence.
 - d. All are correct ©
7. The function of administration is.....
- a. Decision making.
 - b. Policy making.
 - c. Controlling and ensure discipline.
 - d. All of above ©
8. The process of monitoring comparing and correcting is called...

- a. Coordinating.
 - b. Controlling. ©
 - c. Leading.
 - d. Organizing.
9. Which one of following is not include in the 'contents of partnership deed'.
- e. Name of partnership firm.
 - f. Duration of partnership.
 - g. Permanent address of partnership business.
 - h. Face value of share. ©
10. Sense of responsibility increases due to ----- provided by seniors.
- a. Authority. ©
 - b. Responsibility.
 - c. Initiative.
 - d. Leading.
11. Which of the following is / are the characteristic of organization?
- a. Small or large group of people.
 - b. Group leaded by executive leader.
 - c. Allocates duties and responsibilities to employees.
 - d. All of above. ©
12. 'Achievement due to one will be shared by all others', this happens in
- a. General partnership. ©
 - b. Limited partnership.
 - c. Both (a) & (b).
 - d. None of the above
13. What Sort of company is Infosys today? Well there are shares of company which are traded in a stock market people can buy and sell them. The company started in July 1981, at Pune with a Capital of Rs 10,000/-. At that time it was a private limited company.
- a. Private limited.
 - b. Public limited.
 - c. Government.
 - d. Public corporation. ©
14. Factories act came into force from _____
- a. 1948 ©
 - b. 1949
 - c. 1976
 - d. 1st April 1949
15. Which industrial act safeguards interests of workers regarding their health, safety and welfare?
- a. Indian factories act. ©
 - b. Minimum wages act.
 - c. Workmen's compensation act.
 - d. Industrial dispute act
16. Which of the following comes under the title of "sources of fixed capitals"?
- a. Shares of equities.
 - b. Preferences shares and deferred shares.
 - c. Public deposits and debentures.
 - d. All of above ©

17. Minimum rates of wages may be fixed by
- By the hours.
 - By the day.
 - By the month.
 - All of above. ©
18. _____ can be defined as goods or cash used (invested) to generate income from business or property (that can give income).
- Finance.
 - Capital. ©
 - Budget.
 - VAT
19. _____ is methods of buying goods by making installment payments over the period of time.
- Bank loan.
 - Hire purchase. ©
 - Sale and lease bag.
 - All of above.
20. A joint stocks company divides the capital required into units of equal denomination of Rs 1,2,5 or 10. Each unit is called a _____
- Budget.
 - Debenture.
 - Share. ©
 - Balance sheet
21. Which of the following is a false statement?
- Capital is required to start the business.
 - Capital is required to run the business.
 - Capital is required to expand the business.
 - Capital is required to sell the business ©
22. I want the products of my company to achieve perfect quality, which tool will I apply to check this
- Six sigma ©
 - ABC Analysis.
 - MRP
 - EOQ.
23. _____ can be defined as an integrated information system that serves all departments within an enterprise.
- MRP
 - MPR
 - ERP ©
 - EPR
24. Too little inventory increase the rise of
- Out of stock condition. ©
 - More stock.
 - Theft.
 - Can't predict.
25. In EOQ, annual _____ cost = unit price x annual consumption volume
- Consumption. ©
 - Protection.

- g. Investment.
 - h. None of these
26. _____ determines quality and timing for material planning
- a. EOQ
 - b. ERP
 - c. SAP
 - d. MRP ©
27. List the modules in ERP
- a. Human resources.
 - b. Purchase
 - c. Finance and accounting.
 - d. All of above ©
28. The company have to generate valuable financial reports by compiling financial data from every department of company which includes Production, Accounts, Sales, Purchase, Personnel, Product development and design. Which of the following module shall execute this task-
- a. Financial module. ©
 - b. H.R. module.
 - c. Production module.
 - d. Purchase module.
29. _____ is define as tool for controlling the quality of the product & services to ultimately gain the customer satisfaction.
- a. Quality control.
 - b. Quality circle. ©
 - c. QMS
 - d. None of above
30. Following are the principles of:
1. System approach to management.
 2. Continual improvement.
 3. Factual approach to decision making
 4. Mutually beneficial supplier relationships
- a. Delegation
 - b. Organization
 - c. ISO:9001 ©
 - d. EOQ
31. Which of the following is constituent of Total quality management?
- a. Orderliness and punctuality
 - b. Quality of inventory ©
 - c. TPM
 - d. None of above
32. Workout product requirement in detail and set product specification on the basis of customer preference, cost and profit is a function of _____
- a. Quality management.
 - b. Material management.
 - c. Production management. ©
 - d. Inventory management.
33. Which of the following are main element of quality

- a. Quality of design.
- b. Quality of performances.
- c. Quality of products.
- d. Quality circle ©

34. Six sigma implies that _____

- a. A statistical method
- b. A trouble shooting method
- c. Teams are effective
- d. 3,4 defects per million output ©

1. Trading business means

- a. Buying a raw material.
- b. Selling a finished goods.
- c. Buying goods and selling them without any processing. ©
- d. All

2. Framing board policies in a company is concerned with

- a. Lower management
- b. Top management ©
- c. Middle management
- d. None of these

3. _____ can be called as “leading”, “motivating”, “actuating” and so on

- a. Planning
- b. Organizing ©
- c. Controlling
- d. Directing

4. _____ skill is needed at the top level of management

- a. Technical
- b. Conceptual and technical
- c. Conceptual ©
- d. Conceptual, technical and human

5. No smoking the factor is an example of _____

- a. Rules ©
- b. Programme
- c. Project
- d. Schedule

6. The unity of authority and plan of action is about

- a. Unity of direction
- b. Authority
- c. Discipline ©
- d. Unity of commands

7. Management is not directly visible instead its presences is observed in the form of results such as higher productivity, higher efficiency, disciplined work force, etc. hence management is _____

- a. Tangible.
- b. Intangible. ©
- c. Concrete.

- d. None of above
8. _____ is the process of operations, verify conformity with the predetermined plan and takes corrective action
- Coordinating.
 - Forecasting.
 - Organizing.
 - Controlling. ©
9. Which is barrier in communication
- Language problem
 - Poor knowledge
 - Confused information
 - All of above ©
10. When a group of people are pulled together for a special task then formed structure of organization is called _____ organization.
- Project ©
 - Line
 - Functional
 - Line and staff
11. Which are factors on which span of control depends?
- Trained and experience subordinate
 - Type of work
 - Capacity of executive or manager
 - All of above ©
12. _____ stands for granting of authority to subordinates to accomplish or perform a particular assignment while operating within pre-decided limits and standard stabilized.
- Delegation of authority ©
 - Responsibility
 - Effective delegation
 - Accountability
13. Unlimited liability is present in
- Proprietorship ©
 - Partnership
 - Both (a) & (b)
 - None of above
14. Following business is not coming under sole proprietorship?
- Service center
 - Press shop
 - Hardware unit
 - Insurance company ©
15. Factories act came into force from _____
- 1948 ©
 - 1949
 - 1976
 - 1st April 1949
16. An activity in which people practice leaving a place quickly is called _____
- Fire drill ©

- b. Fire show
 - c. Fire play
 - d. Work permit
17. Workman compensation act came into force from
- a. 1st January 1924
 - b. 1st July 1925
 - c. 1st June 1924
 - d. 1st July 1924 ©
18. Safety promotes _____
- a. Sales
 - b. Productivity ©
 - c. Profit
 - d. Research
19. If a bar bender working on a construction site meets some accident during his holiday when he is called for extra work and losses his one left leg. Is eligible for any accident amount.
- a. Not eligible and minimum wage act
 - b. Yes, eligible and under workman's compensation act ©
 - c. Not eligible under workman's compensation act
 - d. Yes, eligible and minimum wage act
20. Financial planning deals with:
- e. Preparation of financial statement
 - f. Planning for capital issues
 - g. Preparing budgets
 - h. All of above ©
21. Eventhough permanent working capital is working capital but its nature is_____ for every year or month
- a. Temporary
 - b. Permanent ©
 - c. Variable
 - d. Increasing basis
22. _____ is the type of indirect tax levied on goods imported into india as well as on goods exported from India
- a. Income tax
 - b. Customs duty ©
 - c. Wealth tax
 - d. Gift tax
23. Internal sources/s of finance is/are
- a. Deferred taxation ©
 - b. Shares
 - c. Debentures
 - d. All of above
24. In finance, "working capital" means the same thing as
- a. Total assets
 - b. Fixed assets
 - c. Current assets
 - d. Current assets minus current liabilities ©

25. The term means a loan in which the lender buys and owns equipments and then rents those equipments it to a business at some flat monthly rate for a particular period or certain number months.
- Bank loans
 - Hire purchase
 - Equipment leasing ©
 - All of above
26. A bill of material list the
- Time needed to perform all phases of production
 - Production schedules for all products
 - Component, ingredients and ,material required to produce an item ©
 - Operation required to produce an item
27. _____ is the task of buying goods of right quality, in the right quantities, at right time and at the right price
- Supplying
 - Purchasing ©
 - Scrutinizing
 - None of the above
28. Which of the following is advantages of ABC Analysis?
- ABC Analysis result in reduction of annual inventory cost ©
 - ABC Analysis does not give importance to components which are critical for production
 - Cannot be used if some of the items are scarce and are not readily available
 - All
29. Which is not the feature of ERP
- Integrated system
 - Common data base ©
 - Departmental access
 - Different look for each module
30. While on a long tour, which are the item we take most care of? Certainly it is the jewelry and the cash!.....this could be an analogy to
- EOQ
 - ABC Analysis ©
 - Minimum batch demand
 - None of these
31. What is the full form of ISO?
- Indian organization for standardization
 - International organization for standardization ©
 - International standardization organization
 - None of above
32. Quality management is not focusing on
- Money ©
 - Quality
 - Improvements
 - Productivity
33. Which of the following is constituent of Total quality management?
- Orderliness and punctuality

- b. Quality of inventory ©
 - c. TPM
 - d. None of above
34. A fundamental attribute of TQM is
 - a. Drawing control chart
 - b. Having team meetings
 - c. Direct involvement of top management
 - d. Meeting ISO 9000 audit ©
35. X' company have all database related to employees working with them. It has employed which ERP module
 - a. Human resources ©
 - b. Sales and marketing
 - c. Finance
 - d. All the above
36. 5"S" methodology for organizing and minimizing items within a work place in order to operate more ____
 - a. Effectively
 - b. Efficiently ©
 - c. Satisfactorily
 - d. Regularly
37. Which of the following are main element of quality
 - a. Quality of design.
 - b. Quality of performances.
 - c. Quality of products.
 - d. Quality circle. ©

XXXXXXXXXXXXXXXXXXXXX ALL THE BEST XXXXXXXXXXXXXXXXXXXXX