

Principles of Management

- 1 Process of management aims at
 - 1 Cooperating with a number of persons pursuing a goal
 - 2 **Coordinating work of number of persons to achieve objectives**
 - 3 Supervising a number of persons pursuing an objective
 - 4 None of the above

- 2 The process of decision making and control over action of human beings for the purpose of attaining pre-determined goals is known as
 - 1 Organisation
 - 2 **Management**
 - 3 Orientation
 - 4 None of the above

- 3 Division of work makes a man
 - 1 Jack of all trades
 - 2 Apprentice
 - 3 **Specialist**
 - 4 None of the above

- 4 FW Taylor's principles of scientific management are rules of thumb
 - 1 True
 - 2 **False**

- 5 Planning is _____ and _____ function of management.
 - 1 Middle and important
 - 2 **First and foremost**
 - 3 Important and secondary
 - 4 None of the above

- 6 Characteristics of planning does not include
 - 1 **Looking into future**
 - 2 Required at all levels of management
 - 3 Offer direction to members of organisation
 - 4 Presentation in monetary terms

- 7 Planning helps management pull the individual to achieve common goals by
 - 1 **Provision of well defined objectives**
 - 2 Unity of direction
 - 3 Well published procedures
 - 4 All of the above

- 8 Forecasting involves detailed analysis of the past and present events to
- 1 Set objectives for each function
 - 2 **Get clear cut idea about probable events in future**
 - 3 Arrange comparisons
 - 4 None of the above
- 9 Following is not the way forecasting helps management
- 1 Development of a business
 - 2 **Implementation of a project**
 - 3 Setting standards
 - 4 Effective control
- 10 Limitation of forecasting technique is
- 1 Facilitates planning
 - 2 Easy controlling
 - 3 **Faulty assumptions**
 - 4 None of the above
- 11 Short term goals are a means to achieve long term goals
- 1 False
 - 2 **True**
- 12 Objectives once set
- 1 Are rigid
 - 2 **Can change in due course**
 - 3 Need to be changed each month
 - 4 None of the above
- 13 Guidelines for setting effective objectives
- 1 Linkage to overall objective
 - 2 Attainable objectives
 - 3 Review of objectives
 - 4 **All of the above**
- 14 Identification of a problem preceded it diagnosis
- 1 **True**
 - 2 False
- 15 Basic or strategic decisions taken on need basis at top levels of management are known as
- 1 Personal decisions
 - 2 Non-programmed decisions
 - 3 **Programmed decisions**
 - 4 None of the above

- 16 For the purpose of achieving objectives of business it is necessary to have proper
- 1 Office
 - 2 **Organisation**
 - 3 Department
 - 4 None of the above
- 17 Organisations are formed so that business objectives are
- 1 **Set**
 - 2 Attained
 - 3 Defined
 - 4 None of the above
- 18 Principle of division of work adopted in an Organisation results in specialization
- 1 **True**
 - 2 False
- 19 An organization is created through
- 1 **Delegation of authority**
 - 2 Delegation of responsibility
 - 3 Concentration of responsibility
 - 4 None of the above
- 20 The superior cannot assign duties to his subordinates unless he delegates _____ to them.
- 1 Responsibility
 - 2 **Authority**
 - 3 Liability
 - 4 None of the above
- 21 If the work is not carried as per instructions, the person to whom authority is delegated is answerable to the management and not the superior who delegates authority.
- 1 True
 - 2 **False**

- 22 Departmentation is a process undertaken by organisation's
- 1 Marketing Manager
 - 2 Finance Manager
 - 3 **Chief Executive**
 - 4 None of the above
- 23 Departmentation is a process that results in introduction
- 1 Administrative flexibility
 - 2 Span of control
 - 3 Specialisation
 - 4 **All of the above**
- 24 Departmentation aiming at span of management, span of control or span of supervision is based on
- 1 **Numbers**
 - 2 Region or Area
 - 3 Functions
 - 4 None of the above
- 25 Span of management is same as span of authority or span of responsibility
- 1 **True**
 - 2 False
- 26 Successful department head under Functional organization will be officer who is
- 1 All rounder
 - 2 **Specialist**
 - 3 A group of managers
 - 4 None of the above
- 27 Under Functional organization section head receives help to solve his technical problems
- 1 **Yes**
 - 2 No
- 28 The gang boss, speed boss, inspector and repair boss in a functional organization all work in
- 1 Head office
 - 2 Planning section
 - 3 **Factory section**
 - 4 None of the above

- 29 Under Line and Staff organization staff officers do not provide advice to line officers on
- 1 Policy matters
 - 2 Planning
 - 3 **Production**
 - 4 None of the above
- 30 Today's complex business demands decision and administration skills that cannot be expected from an individual, hence right step is to adopt
- 1 Committee organization
 - 2 **Functional organization**
 - 3 Project organisation
 - 4 None of the above
- 31 Organisation charts are prepared for the purpose of describing the organization structure ; they cannot be used as management tools
- 1 **True**
 - 2 False
- 32 Contents of Organisation chart include
- 1 **Authority and responsibilities of various executives**
 - 2 Ways of promotion
 - 3 Salary particulars
 - 4 All of the above
- 33 Organisation chart is a starting point for _____ organizational changes
- 1 Stopping
 - 2 Counting
 - 3 **Planning**
 - 4 None of the above
- 34 Organisation charts help management identify obstacles to efficient functioning of the management
- 1 **True**
 - 2 False
- 35 Recruitment from internal sources is economic but it blocks infusion of new blood in the organization
- 1 **True**
 - 2 False

- 36 Choice in recruitment from external source is
- 1 Restricted
 - 2 Uncertain
 - 3 **Wider**
 - 4 None of the above
- 37 Personality, Situational and Judgment tests are administered to determine candidate's
- 1 **Aptitude**
 - 2 Proficiency
 - 3 Experience
 - 4 None of the above
- 38 Direction is that managerial function which needs to be performed by
- 1 Junior Management
 - 2 Middle Management
 - 3 **Top Management**
 - 4 None of the above
- 39 Effective order needs to be
- 1 Precise
 - 2 Intelligible
 - 3 Timebound
 - 4 **All of the above**
- 40 Organisation's policies are brought into reality by
- 1 Planning
 - 2 Forecasting
 - 3 Direction
 - 4 **None of the above**
- 41 One who guides and directs other people so that they will strive willingly towards the achievement of group goals is known as
- 1 Trainer
 - 2 Follower
 - 3 **Leader**
 - 4 None of the above
- 42 You need a _____ to implement business policies, plans and programmes
- 1 Owner
 - 2 Customer
 - 3 **Leader**
 - 4 None of the above

- 43 Autocratic, democratic or supervisory styles of leadership were developed under leadership theory known as
- 1 Traits
 - 2 **Behavioural**
 - 3 Situationalist
 - 4 None of the above
- 44 Prescribing work methods, procedures and schedules is a supervisor's responsibility towards
- 1 **His workers**
 - 2 His Management
 - 3 His own function
 - 4 None of the above
- 45 Supervisor consulting his juniors and colleagues in performance of his job is practicing _____ supervision
- 1 **Democratic**
 - 2 Autocratic
 - 3 Free-rein
 - 4 None of the above
- 46 For controlling deviations from preset standards in quantitative terms, supervisors resort to
- 1 Personal observation
 - 2 Break even analysis
 - 3 **Statistical control**
 - 4 All of the above
- 47 The link between the achievement of objectives and coordination is
- 1 Indirect
 - 2 Not there
 - 3 **Direct**
 - 4 None of the above
- 48 Coordination is considered as an important and separate function of management
- 1 **True**
 - 2 False

49 Figures that remain unchanged when activity increases /decreases are contained in

- 1 **Fixed Budget**
- 2 Balance Sheet Budget
- 3 Master Budget
- 4 None of the above