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
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