

K1 LEVEL QUESTIONS

UNIT I

1.Which of the following is not a function of management?

- a) planning
- b) staffing
- c) co-operation**
- d) controlling

2.Management is

- a) an art
- b) a science
- c) both art and science**
- d) neither

3 .Policy formulation is the function of

- a) top level management**
- b) middle level management
- c) operational management
- d) All of the above

4. Find the odd one out

- a) board of directors
- b) chief executive
- c) foremen**
- d) shareholders

5.How are principles of management formed

- a) In a laboratory
- b) By experiences of management**
- c) By experiences of customers
- d) By propagation of social scientists

6.Henry Fayol was a

- a) Social scientists
- b) Mining engineer**
- c) Accountant
- d) Production engineer

7.Which of the following statement best described the principle of 'Division of work '

- a) work should be divided into small tasks
- b) labour should be divided**

- c) resource should be divided among jobs
- d) it leads to specialisation

8. Which of the following is Not a principle of management given by Taylor

- a) Science, not rule of Thumb
- b) Functional foremanship**
- c) Maximum ,not restricted output
- d) Harmony not discord

9. The principles of management are significant because of

- a) increase in efficiency
- b) Initiative**
- c) optimum utilisation of resources
- d) Adaptation of changing technology

10. Management should find ' One best way ' to perform a task. Which technique of Scientific management is defined in this sentence

- a) Time study
- b) Motion study
- c) Fatigue study
- d) Method study**

UNIT II

1. Which among the following is not a subsidiary function of management?

- A) Decision making
- B) Innovation
- C) Communication
- D) Motivation**

2. Who is known as the father of scientific management?

- A) F.W. Taylor**
- B) Max Weber
- C) Henry Fayol
- D) S. George

3. Management is needed at

- (a) Top level
- (b) Middle level
- (c) lower level
- (d) all levels**

4. Top management is concerned with

- (a) carrying suggestions upwards
- (b) maintaining liaison with the outside world
- (C) transmitting orders downwards**
- (d) none of these

5. Management is called a process because

- (a) it is applicable to the manufacturing process
- (b) it is relevant for social organisation
- (c) it involves a series of action**
- (d) All of above

6.Administration is.....

- (a) policy making**
- (b) Active direction to get things done
- (c) executing the policy

- (d) None of these

7.management is.....

- (a) tangible **(b)intangible**
- (c) fictitious (d) All of the above

8.middle management

- (a) consists of departmental managers
- (b) motivates lower management
- (c) Both a&b**
- (d) None of these

9.Top management consists of

- a financial managers
- (b) sales manager
- (c) personnel manager
- (d)Board of Directors and chief executives**

10.co-ordination means.....

- (a) organising activities
- (b) Directing activities

(c) synchronizing activities

(d) both a & b

UNIT III

1. unity of command implies

(a) A subordinate should receive orders from all the superiors

(b) individuals must sacrifice in the larger interest

(c) be accountable to one and only one superior

(d) None of these

2. purpose of time study is

(a) to remove wastage of time

(b) to give timely assistance

(c) to determine fair days work

(d) watching time

3. The scientific technique of task setting is known as

(a) work study (b) motion study **(c) time study** (d) method study

4. scientific analysis of work under scientific management requires

(a) time study (b) motion study

(C) Both a & b (d) work study

5. Authority refers to

(a) Getting work done

(b) right to get work done

(c) being in a managerial position

(d) scalar chain

6. Which among the following involves in planning process?

A) Selection of objective B) determine the way to achieve objective

C) both A and B D) None of the above

7. Which among the following is a single use plan?

A) Objectives B) Policies

C) Rules

D) Budget

8. _____ is a time table of work ?

A) Budget

B) Project

C) Programmes

D) Schedules

9. Which among the following is not an element of co-ordination

a) integration

b) balancing

c) proper timing

d) directing

10. Find the odd one out

a) goals

b) objective

c) policies

d) motivation

UNIT IV

1. planning involves

(a) future course of action

(b) review of past performance

(c) analysis of policies

(d) All of these

2. planning provides

(a) information to outsiders

(b) basis for recruitment and selections

(c) purpose and direction of all persons

(d) None of these

3. operational planning is undertaken at

(a) Top level **(b) lower level** (c) middle level (d) All of these

4. are guides to action

- (a) strategy (b) planning
(c) policies (d) procedure

5..... as a special type of plan prepared for meeting the challenges of competitors and other environmental forces.

- (a) policies (b) objectives **(c) strategy** (d) procedure

6 are goals established to guide the efforts of the company and each of its components

- (a) objectives** (b) strategy (c) policies (d) procedure

7 is also known as management by result

- (a) management by subordinate

- (b) management by objectives**

- (c) management by art

- (d) management by planning

8 co-ordination refers to the description of the behaviour and relationships of the organisation

- (a) vertical (b) Horizontal

- (c) procedural** (d) substantive

9 is a systematic way of handling regular events

- (a) procedure** (b) rules

- (c) policies (d) strategy

10 Which among the following is not the principles of organisation?

A) Unity of objectives

B) Specialisation

C) Span of control

D) Initiative

C) Availability of managers. D) Control techniques

UNIT V

1.organising is

- (a) A remedy for all types of problems
- (b) ensure accurate forecasting
- (c) None of these**
- (d) All of these

2. Organising process involves

- (a) division of work
- (b) grouping of identical work
- (c) All of these**
- (d) None of these

3. Formal organisation is.....

- (a) created by management**
- (b) A result of social interaction
- (c) To satisfy cultural needs
- (d) None of these

4.organising deals with

- (a) division of work**
- (b) decentralising activities
- (c) centralisation activities
- (d) All of these

5.The process of organising consists of

- (a) division of work into job
- (b) establishing authority relationships
- (c) Both a&b**
- (d) None of these

6. Authority refers to

- (a) Getting work done
- (b) right to get work done
- (c) being in a management position**
- (d) None of these

7. principles of specialisation requires

- (a) Division of labour**
- (b) centralisation of work
- (c) decentralisation of work
- (d) None of these

8. Delegation is

- (a) Getting things done by others
- (b) fixing of responsibility
- (c) Assigning the task**
- (d) unity of command

9. Accountability means

- (a) Delegation (b) responsibility
- (c) Authority **(d) Answerability**

10. Which of the following is not an element of delegation

- a) accountability
- b) authority
- c) responsibility
- d) informal organisation**

K2 LEVEL QUESTIONS

UNIT I

1. Which of the following best describe 'Mental revolution ' ?

- a) it implies change of attitude**
- b) the management workers should not play the game of one upmanship
- c) both management and workers require each other
- d) workers should be paid more wages

2. Observe the following management principles and pick the odd one out. Justify your answer

- a) unity of command
- b) unity of direction
- c) maximum output**
- d) equity

3. Which of the following is not the functional areas of management ?

- a) Production Management
- b) Marketing Management
- c) Personnel Management
- d) Information Management**

4. Which of the following is not among the levels of management ?

- A) Top level management
- B) Intermediate Level**
- C) Middle level management
- D) Lower level management

5. Which scholar's definition on management is " Management is the art of getting things done through and with people in formally organised groups". ?

- A) Harold Koontz
- B) J.N. Schulze
- C) S. George
- D) Henry Fayol

6. _____ is the decision making body of an organization ?

A) Decentralisation

B) Administration

C) Functional organisation

D) Leadership

7. Which among the following is not a nature of Management principles ?

A) Rigid

B) Universal

C) Relative

D) Human nature

8. Who is known as 'the Father of Modern Theory of Management' ?

A) Harold Koontz.

B) Henry Fayol

C) F.W. Taylor

D) Max Weber

9. Which of the following is not a Management Principle ?

A) Order

B) Discipline

C) Equity

D) Cooperation

10. Which of the following is not a function of management ?

A) Planning

B) profit earning

B) Staffing

D) Budgeting

UNIT II

1. Administration is an activities at

(a) lower level (b) Middle level

(c) Higher level (d) both a&b

2.The essence of management
is.....

(a) co-ordination (b) planning (c)organising (d) Directing

3.which of the following is not true?

(a) management is a social process

4 is defined as the functions of getting things done through people.

(a) management (b) science (c)art (d) both a&b

5.management is function

(a) dynamic (b) controlling (c)directing (c) planning

6.Administration is a.....function

(a) management (b) planning (c)directing (d) All of the above

7.The term hierarchy implies

(a) departmentalisation

(b) a definite ranking order

(c) specialisation

(d) None of these

8.The main aim of Taylor was to

(a) improve labour relations

(b) improve productivity

(c) To attempt a general theory of management

(d) None of these

9.method study is

**(a) preliminary survey of production
Process**

(b) study of the movement of a work

(c) study of operational efficiency

(d) All of the above

10. Henry Fayol is well known.....

(a) As the father of scientific management

(b) for formulating general principles of management

(c) for promoting trade unionism

(d) None of these

UNIT III

1. Budget is an instrument of

a) planning only

b) control only

c) both planning and control

d) none of these

2 are the prescribed guidelines for conducting an action

a) Rules

b) Method

c) Budget

d) policy

3. The purpose and the aim for which the organisation is set up and operate is called

a) objective

b) strategy

c) policy

d) procedure

4. Planning process begins with

a) setting objectives

b) identifying alternatives

c) developing planning premise

d) selecting alternatives

5. It is a function of management which refers to the process of integrating the activities of different units of organisation to achieve the organisation goals.

This is called

- a) Actuating
- b) controlling
- c) co-ordination**
- d) planning

6. planning is

- a) forward looking
- b) backward looking
- c) both forward and backward looking**
- d) none of the above

7. Management by objective is

- a) goal oriented**
- b) work oriented
- c) none of the above

8. What is the full form of MBO?

- A) Management By Opportunity
- B) Method By opportunity
- C) Management By Objectives**
- D) Method By Objective

9. Which of the following is not said to be a feature of coordination?

- A) Managerial responsibility
- B) provides different functions**
- C) Relevant of group efforts
- D) Not a separate function

10. Planning is.....

- (a) pervasive (b) futuristic

(c) continues (d) **All of these**

UNIT IV

1. Which among the following is not a type or form of organisation?

- A) **Formal Organisation**
- B) Project organisation
- C) Committee organisation
- D) Line organisation

2. In a line Organisation which among the following will not work directly Under the general manager?

- A) Sales Manager.
- B) Foreman**
- C) Works manager
- D) Personnel manager

3. Which scholar introduced the functional type of organisation?

- A) F.W. Taylor**
- B) Chester Bernard
- C) Allen
- D) Max Weber

4. Which of the following statement is true?

- A) there is scope for specialisation in line Organisation
- B) it is difficult to fix responsibility in line Organisation
- C) the line of authority in line Organisation is vertical**
- D) line Organisation is only suitable for large-scale operation

5. Whose definition on authority is, "Authority is the right to give Orders and power to exact obedience". ?

- A) Henry Fayol**
- B) Allen
- C) Simon
- D) S. George

6. Which of the following is right about authority?

- A) authority is informal.
- B) not to achieve organisational goal
- C) there is existence of right.**
- D) cannot be delegated

7. Which among the following is not a feature of accountability ?

- A) **can be delegated.**
- B) always upward
- C) unitary.
- D) should be specific standards

8. Which among the following is not a principle of delegation?

- A) Functional Definition
- B) Unity of command
- C) **Remuneration**
- D) Authority level principle

9. Which among the following is considered as a reluctance on the path of subordinates in delegation?

- A) Perfectionism
- B) **Fear of criticism**
- C) Autocratic attitude.
- D) Absence of control

10. Which among the following is a factor determining centralisation?

- A) **Integration**
- B) Desire for independence

UNIT V

1. centralisation refers to

- a) **retention of decision making authority**
- b) dispersal of decision making authority
- c) creating divisions as profit centres
- d) opening new centres of branches

2. Span of management refers to

- a) number of managers
- b) length of term for which a manager is appointed
- c) **number of subordinate under a superior**
- d) number of members in top management

3. A network of social relationship that arise spontaneously due to the interaction at work is called

- a) formal organisation
- b) **informal organisation**
- c) Decentralisation

d) delegation

4. Which of the following does not follow the scalar chain

a) Functional structure

b) Divisional structure

c) Formal organisation

d) Informal organisation

5. For delegation to be effective it is essential that responsibility be accompanied with necessary

a) authority

b) manpower

c) incentives

d) promotion

6. The form of organisation known for giving rise to rumours is called

a) centralised organisation

b) functional organisation

c) decentralised organisation

d) informal organisation

7. Grouping of activities on the basis of products line is a part of

a) delegated organisations

b) divisional organisations

c) functional organisation

d) autonomous organisation

8. Identification and grouping of activities to be undertaken and assigning them of different departments is

a) planning

b) directing

c) organising

d) co-ordinating

9. Find out the odd

a) well defined structure

b) official line communication

c) well planned relation

d) social interaction

10. The right to give orders and power to obedient is

a) Responsibility

b) Accountability

c) Authority

d) Delegation

K3 LEVEL QUESTIONS

UNIT I

1. Explain the nature and scope of management.
2. Distinguish between Management and Administration.
3. Explain the functions of management.
4. Examine the principles of management.
5. Explain the Henry Fayol's contribution in management.
6. Explain the FW Taylor contribution in management.
7. Explain the Peter F. Drucker contribution in management.
8. What is social responsibility? Explain the concept of social responsibility.
9. Explain the social responsibility of Business in India.
10. State the importance of Business Ethics.

UNIT II

1. Define planning. What are the characteristics of planning?
2. What is planning? Explain the importance of planning.
3. Explain the advantages of planning.
4. Explain the limitations of planning.
5. Explain the types of planning.
6. Examine the steps in the process of planning.
7. What is decision making? Explain the steps in Decision making.
8. Explain the methods and types of plans.
9. What is MIS? Explain the role of MIS for decision making.
10. What is planning? Explain the objectives of planning.

UNIT III

- 1.What is organization? Explain the importance of organization.
- 2.Define organization. What is the process of organization?
- 3.What is departmentation? Explain the need and importance of departmentation .
- 4.Explain the types of departmentation.
- 5.Explain delegation and centralization.
- 6.Explain span of control.
- 7.Explain the types of delegation
- 8.Explain the advantages and disadvantages of decentralization.
- 9.Explain MBO.
10. Explain MBE.

UNIT IV

- 1.Define leadership. What is the functions of leadership
- 2.Explain the importance of leadership.
- 3.Explain the styles of leadership.
- 4.What is motivation? Explain the need for motivation.
- 5.What is the qualities of a good leader?
- 6.Explain the Maslow's theory of motivation.
- 7.Explain the XYZ theory of motivation.
- 8.Explain the Hygiene theory of motivation.
- 9.What is organization charts? Explain the types of organization charts.

10.Explain the advantages of organization charts.

UNIT V

1.what is coordination? Explain the advantages of coordination.

2.Define coordination and explain the disadvantages of coordination.

3.What are the principles of coordination?

4.Explain the types of coordination.

5.Explain the nature and characteristics of coordination.

6.What is control? Explain the importance of control.

7.Explain the process of control.

8.Explain the techniques of control.

9.What are the elements of control?

10.Explain the problems in the control process.

K4 LEVEL QUESTIONS

UNIT I

1. State the types or styles of leadership.
2. Discuss the Advantage of job analysis.
3. Explain the types of contents of organization manuals.
4. List the types of authority and explain it.
5. Explain the nature and elements of organisation.

UNIT II

1. Discuss the process of decision making.
2. Explain the factors involved in decision making.
3. Discuss the techniques of decision making.
4. Explain the principles of planning.
5. List the factors determining span of management.

UNIT III

1. Explain the factors determining decentralisation.
2. Discuss factors determining delegation.
3. Explain advantage and disadvantage of delegation.
4. Explain the conditions of decision making.
5. State the obstacles to effective planning.

UNIT IV

1. Explain the strategies for social responsibilities.
2. Explain the role of managers.
3. Explain the steps in management process.

4. Discuss the scope of management.

5. Explain the process and importance of organisations.

UNIT V

1. Explain the principles of MIS.

2. List out the guidelines for making MIS effective.

3. Explain the process of forecasting.

4. Explain the problems in installation of MIS.

5. Discuss types of information systems.