

Question Bank (G scheme)

Name of subject: MANAGEMENT

Unit Test: I

Subject code: 17601

Course: ALL

Semester:VI

MULTIPLE CHOICE QUESTIONS AND ANSWERS

1. Business is the process of providing platform to the people to exhibit their _____ & _____ abilities.

- a. Technical and economical
- b. thinking and mental
- c. technical and managerial
- d Leadership and vocal.

2. What does a business provide to the customers in exchange of their money?

- a. goods and services
- b. profit and services
- c. satisfaction and reliability
- d. knowledge and happiness.

3. According to Drucker, the purpose of business is:

- a. to get money
- b. to acquire success in market
- c. to satisfy customers
- d to create and keep customers

4. Which one of these is not a type of business?

- a. service
- b. manufacturing
- c. machining
- d. trade

5. Service sector is also known as_____.

- a. primary sector
- b. secondary sector
- c. quarterly sector
- d. tertiary sector.

6. What is manufacturing?

- a. acquiring customers
- b. production of merchandise.
- c. gaining profit
- d. completing demand

7. How do traders make profit?

- a. in the form of commission
- b. in the form of loans
- c. in the form of shares

d. in the form of debentures.

8. What are the types of trade?

- a. profitable and loss
- b. singular and plural
- c. bilateral and multilateral
- d. direct and indirect.

9. Which one of these is the largest segment in Indian industry?

- a. textile industry
- b. banking industry
- c. chemical industry
- d. engineering industry

10. What are the segments of engineering sector?

- a. precise and controlled
- b. heavy and light
- c. heavy and technical
- d. civil and mechanical

11. Which one of these is not a relevant factor in process industries?

- a. goods
- b. ingredients
- c. formulas
- d. bulk

12. What plays an important role in the Indian textile industry?

- a. satin
- b. wood
- c. cotton
- d. machines

13. Which of the following cannot be used in textile industry?

- a. cotton
- b. wool
- c. jute
- d. polythene

14. How many products are produced by chemical industry?

- a. more than 70,000
- b. more than 6,000
- c. more than 60,000
- d. more than 7,000

15. Chemical industries produce _____ in the largest quantity.

- a. soda and soaps
- b. polymers and plastics
- c. cosmetics and paper
- d. water and detergents

16. Which one of the following processes is not a part of textile industry?

- a. spinning

- b. weaving
- c. dying
- d. polishing

17. Which one of the following is not a broad category of chemical industry?

- a. durable product
- b. basic chemicals
- c. life sciences
- d. consumers products.

18. Which one of the following is a fertilizer?

- a. nitrogen
- b. soda ash
- c. chlorine
- d. ammonia

19. Which one of the following categories of chemical industry has smallest volume?

- a. basic chemicals
- b. life sciences
- c. specialty chemicals
- d. consumers products

20. Which one of the following is not a consumer product?

- a. soap
- b. detergents
- c. cosmetics
- d. caustic soda.

21. _____ is the leading manufacturer in the chemical industry.

- a. Tata Petrochemicals
- b. Parle Agro-Products
- c. Hindustan Unilever
- d. Reliance Petrochemicals

22. What is the mainstay of Indian economy?

- a. Agriculture
- b. Chemicals
- c. Engineering
- d. Textile industries

23. Agriculture provides employment to almost _____ % of Indian work force.

- a. 40
- b. 50
- c. 60
- d. none of above

24. India has a very large export of processed _____.

- a. Chemicals
- b. Fruits and vegetables
- b. Finished Products
- d. Fishes

25. _____ demand high level of manual labor.

- a. small scale industries
- b. large scale industries
- c. village industries
- d. sugar industries

26. Which type of industries are semi-automated?

- a. small scale
- b. large scale
- c. village
- d. sugar

27. Which type of industries involve the largest investment?

- a. small scale industries
- b. large scale industries
- c. village industries
- d. sugar industries

28. Which one of the following is not a cash crop?

- a. cashew
- b. spices
- c. tower
- d. tobacco

29. What does ITES stand for?

- a. Information Technology Extend Service
- b. Information Technology Education Service
- c. Information Technology Enabled Service
- d. Information Technology Energy Service

30. _____ industry is the sunshine sector of Indian economy.

- a. chemical
- b. information technology
- c. agricultural
- d. process

31. Which one of the following is the leading software exporter from India?

- a. Bangalore
- b. Hyderabad
- c. Chennai
- d. Mumbai

32. Indian IT companies are not working in the _____ business.

- a. service
- b. telecom
- c. software
- d. product development

33. Similar to manufacturing companies banking is a business to make _____.

- a. public relation
- b. profit
- c. goods
- d. customer relations

34. _____ banking is not a business segment of industry.

- a. retail
- b. internet
- c. whole sale
- d. treasury operations

35. It takes too many days for payment by _____.

- a. demand draft
- b. cash
- c. cheque
- d. RTGS

36. For paying amount up to Rs2 lacs, _____ is a better choice.

- a. demand draft
- b. cheque
- c. RTGS
- d. NEFT

37. Commission charged by a bank on DD is _____ charges applied to RTGS & NEFT.

- a. less than
- b. equal to
- c. more than
- d. negligible to

38. The promise to compensate for any potential failure is called _____

- a. fixed deposit
- b. recurring
- c. insurance
- d. interest

39. The certain amount which an insurer pays to the company is

- a. EMI
- b. premium
- c. Interest
- d. bill

40. Find the odd one out

- a. health insurance
- b. travel insurance
- c. life insurance
- d. motor insurance

41. _____ policy covers all the medial expenses following hospitalization

- a. health insurance
- b. travel insurance
- c. life insurance
- d. motor insurance

42. Very recently, the Indian government has permitted ____ % FDI in the insurance sector.

- a. 49
- b. 48
- c. 50
- d. 51

43. Find the odd one out:

- a. Bajaj Allianz general insurance
- b. LIC Of India
- c. ESIC
- d. Kotak life insurance

44. Retailers can be classified into

- a. big and small
- b. classified and non-classified
- c. individual and group
- d. organised and unorganised

45. The Government of India has allowed ___% FDI in single brand retail trading

- a. 49
- b. 51
- c. 100
- d. 50

46. In multi brand retail trading the permission for FDI is ___%.

- a. 49
- b. 51
- c. 100
- d. 50

47. India is largely an _____ retail market.

- a. unorganised
- b. profitable
- c. organized
- d. black

48. Hospitality falls under _____ sector.

- a. public
- b. retail
- c. private
- d. service

49. Which one of the following is not a major segment of hospitality industries?

- a. accommodation
- b. food services
- c. public relation
- d. other hospitality operations

50. The health care sector in India is controlled by

- a. public sector
- b. private sector

c. hospitality sector

c. government

51. The process of transferring ownership of business from public sector to private sector is:

a. privatization

b. liberalization

c. trading

d. globalization

52. The relaxation of previous government restriction on economic policies, transfer of trade and foreign direct investment is

a. privatization

b. globalization

c. liberalization

d. modernization.

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

a. Alfred Marshall

b. Matthew Bolton

c. F.W. Taylor

d. Elton Mayo

54. Who is known as the father of modern management?

a. Max Weber

b. Henri Fayol

c. Mary Follett

d. Henry Gantt

55. Fredrick Taylor stressed on:

a. Selecting the right people for the right job

b. Division of labour

c. Unity of command

d. Unity of direction

56. Fayol suggested that organizations can be sub divided into _____ main groups of activity.

a. 12

b. 4

c. 14

d. 6

57. Who is credited with having developed the concept of priority or hierarchy of needs?

a. F.W. Taylor

b. Abraham Maslow

c. Max Weber

d. Mary Follet

58. Arya Chanakya's Arthashastra written in the third century B.C. provides guide lines for:

- a. The policies of governance of a kingdom and people management
- b. How to work
- c. Utilization of the organization strengths and the importance of discipline
- d. The policies and objectives of an organization's

59. In the early writings on managements, the art of war was written by:

- a. Arya Chanaykya
- b. Mark Twain
- c. Suntz
- d. Adam smith

60. The breakdown of operations in a products manufacturing into small and repetitive tasks is recommended by:

- a. Peter Drucker
- b. James Watt
- c. F.W. Taylor
- d. Adam Smith

61. To motivate workers, Taylor suggested:

- a. Differential piece rate method of payment
- b. To pay more salary
- c. To give less work
- d. To provide festival bonus

62. Gantt chart represents:

- a. Critical activities in a project
- b. Schedule of projects
- c. Predetermined duration and actual progress of activities
- d. Details of design of a project

63. Who developed a theory of motion study?

- a. Taylor
- b. James watt
- c. Gilbreth
- d. Peter Drucker

64. Authority hierarchy, rules and procedures and division of roles and responsibilities to manage work are all features of :

- a. Taylor's principles of management
- b. Fayol's principles of management
- c. General administrative theory

d. Weber's bureaucratic organization.

65. Mary Follett developed then theory of group dynamics for:

- a. Resolution of conflict
- b. Deciding wages
- c. The communication process
- d. Doing large – scale tasks

66. Possibly the most important pre-20th century influence on management was :

- a. Scientific management
- b. Middle management
- c. The industrial revolution
- d. The division of labour

67. Who is recognized as “the man who invented management”?

- a. F.W. Taylor
- b. Elton Mayo
- c. Peter F. Drucker
- d. Henri Fayol

68. Who is responsible for the actual operations of various departments?

- a. Top management
- b. Board of directors
- c. Middle management
- d. Frontline management

69. _____ sets the vision and mission of the organization.

- a. Top management
- b. Middle management
- c. Frontline management
- d. Board of directors

70. The board objectives and policies are decided by:

- a. Regional manager
- b. Marketing manager
- c. Supervisor
- d. Chief executive officer

71. When we classify managers according to their level in the organization, they are described as :

- a. Functional, staff and line managers
- b. Top managers , middle managers and supervisors
- c. High level and lower level managers

d. General managers and administrative manager

72. Top level managers engage chiefly in _____ planning or long range planning.

- a. Human resource
- b. Financial
- c. succession
- d. strategic

73. “Analysis of causes of deviations “is a part of which process?

- a. Motivation
- b. Team work
- c. Controlling
- d. Leadership

74. Which of the following is not a basic function of the management process?

- a. Controlling
- b. Organising
- c. Working
- d. Leading

75. _____ reduces uncertainty.

- a. Negotiating
- b. Planning
- c. Organizing
- d. Leading

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

- a. Advancement
- b. Technologies
- c. Discoveries
- d. Budgets

77. Getting work done with a minimum effort, expense or waste is the definition of:

- a. efficiency
- b. effectiveness
- c. productivity
- d. planning

78. _____ are an organization’s objectives and _____ are the documented ways that organizations intend to meet those objectives.

- a. standing plans: single-use plans
- b. stated goals : real goals

- c. goals : plans
- d. specific plans : directional plan

79. _____ is the judgment of the future.

- a. Forecasting
- b. Planning
- c. Mission
- d. Organizing

80. A _____ is a long term goal.

- a. plan
- b. operation
- c. innovation
- d. vision

81. _____ is a communication that flows from a higher level to lower level in the organization.

- a. Horizontal communication
- b. Upward communication
- c. Downward communication
- d. None of given option

82. _____ determines specific goals and lays down the board areas within which the goals are to be attained.

- a. Organization
- b. Management
- c. Business
- d. None of them

83. _____ is the application of knowledge and personal skills to achieve results.

- a. Art
- b. Science
- c. Work
- d. None of the above

84. Who is not a middle level manager?

- a. General manager
- b. Production manager
- c. Section head
- d. Marketing manager

85. Which managers supervise and coordinate the activities of operating employees?

- a. production manager

- b. frontline manager
- c. section head
- d. operation's manager

86. _____ is a policy making function.

- a. Production
- b. Plan
- c. Work
- d. Administration

87. _____ does not belong to Henry Fayol's 14 principles of management.

- a. Standardization
- b. Scalar chain
- c. Authority
- d. Discipline

88. _____ is the 2nd function of management.

- a. Organizing
- b. Planning
- c. Leading
- d. Controlling

89. The process of inspiring the subordinates to put in their best is known as _____.

- a. Motivation
- b. Team work
- c. Management
- d. Leadership

90. Which one of the following functions involves recruiting and placing qualified personnel needed for the organization?

- a. Planning
- b. Organization
- c. Staffing
- d. Leading

91. _____ converts efforts into results.

- a. Goal
- b. Business plan
- c. Vision
- d. Strategy

92. Plans that apply to the entire organization, establish the organization's overall objectives and seek to position the organization in terms of its environment are called:

- a. Tactical plans
- b. Strategic plans
- c. Single- use plans
- d. Operation plans

93. For manager, to control or direct the work of an employee, the manager must have:

- a. Line authority
- b. Responsibility
- c. Referent power
- d. Staff authority

94. _____ is the process by which an organization decides what it will sell , to whom , when and how.

- a. Strategic management
- b. Planning
- c. Selling
- d. Marketing

95. Manager who are responsible for making organization – wide decisions and establishing the plans and goals that affects the entire organization are:

- a. Production managers
- b. Top managers
- c. Frontline managers
- d. Research managers

96. _____ is the process of getting activities completed efficiently and effectively with and through other people.

- a. Leading
- b. Supervision
- c. Controlling
- d. Management

97. Which is not a type of communication?

- a. Voice mails
- b. Publications
- c. Formal presentation
- d. Listening

98. The five management functions of planning,organizing,commanding, coordinating and controlling work proposed by:

- a. F.w. taylor
- b. Henry ford
- c. Chester barnard

d. Henri fayol

99. Organizing includes:

- a. Defining organizational goals
- b. Hiring organizational members
- c. Motivating organisational members
- d. Determining who does what tasks

100. The process of monitoring, comparing and correcting is called _____.

- a. Coordinating
- b. Controlling
- c. Leading
- d. Organizing

101. The three essential managerial skills required by any person in an organization are _____.

- a. Technical, human and empirical
- b. Human, empirical and conceptual
- c. Technical, interpersonal and controlling
- d. Technical, human and conceptual

102. Managers with good _____ are able to get the best out of their people.

- a. Human skills
- b. Conceptual skills
- c. Technical skills
- d. Visual skills

103. Which one of the following skills is more important at lower levels of managements?

- a. Human
- b. Technical
- c. Conceptual
- d. Empirical

104. In order to achieve a mission, _____ is/are set.

- a. Smaller goals
- b. Vision
- c. Big plan
- d. Strategy

105. A business plan depends upon _____ information.

- a. Product
- b. Word of mouth
- c. Finance

d. Market

106. _____ refers to produce and earn at least what the business did the last year.

- a. Profit
- b. Survival
- c. Progress
- d. None of the above

107. Which of the following factor is considered while developing premises in the planning process?

- a. Government policy
- b. Technological changes
- c. Cost of raw materials
- d. None of the above

108. _____ is the right to issue orders or make decisions.

- a. To manage
- b. Government policy
- c. Supervise
- d. Authority

109. Developing responsible employees is a/an _____ process.

- a. Leading
- b. Planning
- c. Coordinating
- d. Old

110. _____ is the function of employing eligible people for the company.

- a. Planning
- b. Staffing
- c. Strategy
- d. Mission

111. In a joint stock company, loans are repaid by the _____.

- a. members
- b. promoters.
- c. company
- d. none of the above

112. A private limited company can have minimum _____ and maximum _____ members.

- a. 4, 50
- b. 4, 20
- c. 2, 50
- d. 2, 20

113. In a private limited company, generally _____ are the members.

- a. partners
- b . Neighbors
- c. friend and family members
- d. anyone

114. A company in which not less than _____ of the paid up share capital is held by Government is known as a Government company..

- a.48%
- b.49%
- c. 50%
- d.51%

115. In a line organization the authority flows from

- a. subordinate to subordinate
- b. superior to superior.
- c. subordinate to superior.
- d. superior to subordinate

116. In a line organization who is responsible for final results?

- a. the workers
- b. the superior authority
- c. the manager
- d. the foreman

117. _____ donot pay taxes on the profit earned.

- a. Partnerships
- b. Private ltd companies
- c. Public ltd. Companies.
- d. All of the above

118. Line organization is:

- a. rigid
- b. flexible
- c .strong
- d. expensive

119. What sort of company is Infosys?

- a. Public Ltd.
- b. Private Ltd
- c. Partnership
- d. none of them

120. In functional organization activities are grouped by _____ function.

- a. common b. separate
- c. grouped d. special

121. According to law _____ is not viewed as a separate legal entity.

- a. Entrepreneur b. Partner
- c. Company d. Proprietorship

122. In functional organization, line authority.

- a. does not exist b. certainly exists
- c. partially exists d. somewhat exists

123. ___ is a voluntary organization formed to serve the members and for the welfare of society.

- a. Cooperative society b. Company
- c. Public Limited company d. None of the above

124. Line organization lacks:

- a. coordination b. conflicts
- c. specialization d. nothing

125. Line and staff organization is the modification of:

- a. Functional organization b. Staff organization
- c. Special organization d. Line organization

126. The staff specialist provides _____ to line managers.

- a. machine b. work
- c. advice d. order

127. Which the following is not an advantage of a public limited company.

- a. Quick formation b. Large capital
- c. Professional management d. Limited liability

128. Project organization is a/an _____ organizational structure.

- a. Temporary b. Permanent
- c. Annual d. Quarterly

129. Assistant to the president to a company refers to which type of authority.

- a. Line b. Functional c. Assistant d. Staff

130. Members of a project organization are from the _____ department.

- a. higher b. HR c. functional d. CEO

131. In a department the _____ is in charge of a department.

- a. manager b. HR c. CEO d. project manager

132. _____ is a right to issue orders.

- a. Responsibility b. Span c. Stability d. Authority

133. The persons forming a joint stock company are _____

- a. Partners b. Entrepreneurs c. Promoters d. Investors

134. Which of the following is not the responsibility of a product manager?.

- a. Quality b. Quantity c. Storage of goods d. Controlling accident

135. _____ authority is the right given to an individual or a department to control specified processes or activities in other department.

- a. Functional b. Line c. Project d. Job

136. The process of concentration of _____ authority with the top management is known as centralization.

- a. Top b. Functional c. Line d. Decision making

137. In a project organization, the members can be from:

a. within the organization b. outside the organization c. None of the above d. a & b

138. Which of the following can be considered as a project organization?

a. Car production b. Manufacturing of parts
c. Installation of a dairy d. None of the above

139. The advantages of project organization are

a. It takes less time to complete b. Maximum use of specialist knowledge
c. Decisions are taken independently d. None

140. The process of ____ of tasks of similar nature is known as departmentation.

a. arranging b. deciding c. aligning d. grouping

141. The various departments in a company are: capacitors, sensors, resistors and

Fuses. It is an example of departmentation on the basis of:

a. Process b. Product c. Function d. Project

142. A public limited company can have minimum ____ and maximum ____ members.

a. 2, unlimited b. 2,100 c. 4,100 d. 7, unlimited

143. Suggest a suitable form of ownership for a bicycle repair business.

a. Public Limited b. Private Limited c. Partnership d. None of the above

144. Memorandum of Association of a company does not contain:

a. Purpose b. Liability c. Authorized capital d. Dividend

145. Departmentation helps to improve the _____ of an organization.

a. effectiveness b. life c. quality d. skills

146. Which of the following is not an element of a Communication process?

- a. Feedback b. Noise c. Span d. Message

147. ____ is the legitimate power to exercise influence, make decisions, carry out action and to direct others.

- a. C.E.O b. Supervisor c. Responsibility d. Authority

148. ____ is essential to direct, guide, instruct, and order the subordinate.

- a. Manager b. Authority c. Responsibility d. Chairman

149. The authority that a ____ possesses is known as line authority.

- a. Subordinate b. Manager c. Superior d. Chief Executives

150. The life and existence of a ____ doesn't depend upon the life of members.

- a. Partnership b. Entrepreneurship c. Proprietorship d. Company

151 Advantage of centralization

- a) Greater Quality
- b) Greater Control
- c) Greater self-satisfaction amongst staff
- d) Great fluency of work

152. In centralization the skills of the middle level management are

- a) Increased
- b) Decreased
- c) Underestimated
- d) Underutilized

153. With _____, the top management can focus on strategic issues for finding new avenues and opportunities.

- a) Work
- b) Processes
- c) Centralization
- d) Decentralization.

154. In partnership, the partners have unlimited liability:

- a) True
- b) False
- c) Partly True
- d) Partly False

155. The speed of decision making is quick in _____.

- a) Centralization
- b) Decentralization
- c) Span of control
- d) None of above

156. _____ is the number of subordinates that can be effectively supervised.

- a) Centralisation
- b) Decentralisation
- c) Span of control
- d) None of above

157. The organization always prefers _____ span of control.

- a) Small
- b) Economical
- c) Wide
- d) Narrow

158. In a tall organization structure, the span of control is:

- a) Economical
- b) Big

- c) Wide
- d) Narrow

159. In a flat organization structure, the span of control is:

- a) Economical
- b) Big
- c) Wide
- d) Narrow

160. Which the following is the advantage of a narrow span?

- a) Closer Supervision
- b) Lower Overhead
- c) Economical
- d) More Delegation

161. Which of the following is the advantage of a wide span?

- a) Lesser skilled people Managed easily
- b) Monitoring is easy
- c) Lower Operational cost
- d) Good Communication

162. Supervisors with high ability can have _____.

- a) Narrow span
- b) Wide span
- c) Big span
- d) Small Span.

163. Managers at lower level can have _____ span of control.

- a) Wide
- b) Narrow
- c) Low
- d) High

164. When complexity of a work is more, then _____ is preferable.

- a) Narrow span
- b) Wide span
- c) Big span
- d) Small Span.

165. Delegation is a right given by a ____ to ____ to make decisions.

- a) Manager , Employee
- b) CEO, HR
- c) Manager , Supervisor
- d) Supervisor , Subordinate

166. Organization is a/an _____ a system.

- a) Closed
- b) Exposed
- c) Open
- d) None of above

167. In order to have flexibility, the maintenance activities must be supported by _____ activities.

- a) Co ordinate
- b) Adaptive
- c) Supportive
- d) Financial

168. Which of the following not an adaptive activity?

- a) Modified plans
- b) Extensive market research
- c) Outsourcing of services
- d) Material development

169. Minimum _____ and maximum _____ persons can be partners in a business.

- a) 4,20
- b) 2,20
- c) 4,10

d) 2,10

170. Which one of the following is not included in the “Contents of Partnership Deed”?

- a) Name of Partnership Firm
- b) Duration of partnership
- c) Permanent address of partnership Business.
- d) Face value of share.

171. _____ concentrates on development of the organization.

- a) Availability
- b) Stability
- c) Productivity
- d) Flexibility

172. Stability is reluctance to _____.

- a) Change
- b) Productivity
- c) Availability
- d) Predictability

173. Communication is the transfer of _____.

- a) Words
- b) Speech
- c) Message
- d) Sayings

174. Noise is the _____ in communication.

- a) Medium
- b) Transmitter
- c) Both a and b.
- d) Barrier

175. The communication process is said to be completed only when receiver has _____ the message.

ANS

- a) Received
- b) Read
- c) Understood

d) Seen.

176. Which one of the following is not a form of communication?

- a) Downward
- b) Upward
- c) Horizontal
- d) Diagonal.