

10. What is Espirit de corps
 a) it is function of management b) it is principle of management
 c) it is management concept in Russia d) it is name of company
11. Discipline starts from
- a) Top to Bottom b) Bottom to top
 c) From middle d) All are wrong
12. Deciding in advance what to do ,when to do ,how to do.....
 A) planning b)controlling
 c) decision making d)motivating
13. Employees get energized due to
 a) controlling b)planning
 c) motivation d)decision making
14. Hierarechy of needs theory is put by
 a) maslow b) mary parker
 c) max weber d) gilbert
15. Line organization is oftype
 a) horizontal b)vertical
 c) both d) none
16. Military type of organization is seen in
 a) line b) staff
 c) line and staff d) project
- 17.Which organization is of temporary in nature
 a) line b) staff
 c) line and staff d) project
- 18.. Employees get energized due to
 a) controlling b)planning
 c) motivation d)decision making
19. Staffing is associate with
 a) marketing b)HR
 c) finanace d)none
- 20.When many functions are controlled by a central authority ,it is called as...
 a) Authority b) Management
 c) Discipline d) Centralization
- 21.Following is not the characteristic of management
 a) catalyst b) goal oriented
 c) authority d) acceptance

22. Which of the following can be considered as the project organization

- a) car production
- b) manufacturing of parts
- c) installation of dairy
- d) none of the above

23. Line organization is oftype

- a) horizontal
- b) vertical
- c) both
- d) none

24. Why plan fails ?

- a) Lack of knowledge
- b) Insufficient data
- c) Over confidence
- d) All are correct

25. Which of the next function after planning ?

- a) Scheduling
- b) Organizing
- c) Staffing
- d) Decision-Making

26. Out of following which is not the function of management ?

- a) Planning
- b) Controlling
- c) Discipline
- d) Directing

27. The staff specialist providesto the managers

- a) machines
- b) work
- c) advice
- d) orders

28. Vertical dimension of organization structure define

- a) Departmentation
- b) Hierarchy
- c) Both hierarchy and departmentation
- d) None of the above

29. Ability to adjust ,change is called

- a) flexibility
- b) balance
- c) stability
- d) ability

30. Which organization is of temporary in nature

- a) line
- b) staff
- c) line and staff
- d) project

31. Staffing is associate with

- a) marketing
- b) HR
- c) finance
- d) none

32. Following is not the type of communication

- a) oral
- b) written
- c) horizontal
- d) clear

33) Following are the physical resources

- a) Man
- c) Machine
- c) Material
- d) All.

34) Supervisor is-----

- a)Engineer b)Manager
- c)Team leader d)All

35)Who plan capacity of machine?

- a)Operator b) Supervisor
- c)CEO D)Quality inspector

36)Cycle time is concerned with-----

- a)Automobiles b)Operators work
- c) Machine & Process d)Time office

37)What are the advantages of prescribing standard form in planning?

- a) Systematic planning b)Standardization
- c)Factual information d) the All above Machine

38)Which information is not necessary in job description?

- a) Job name b)Operations
- c) Cycle name d)ALL

39) Which information is not necessary in Raw-material acceptance form?

- a)Quantity b)Cycle –time
- c)Inspected by d)None of material

40)-----is an instrument of management used in planning ,programming &

Control of business financial activity.

- a)Inspection b)Budget
- c)Quality d)Audit

41)----- means forecasting & preplanning with reference to finance.

- a) Audit b)Budget
- c)Control d)Inspection

42) Following information is not necessary for planning at supervisory level.

- a) Nos. of job to be done c) Time expectation
- c) Profile margin d) Sequence of operations

43) Following is not done planning by supervisor.

- a) Selection of machine c) Assigning workers
- c) Allocate time for operations d) Marketing of products

44) While allotting work to workers what information is not important?

- a) Qualification c) Skill
- c) Abilities d) Specialities

45) While selecting machines, what kind of information is not necessary to supervisor

- a) Total machines b) cycle time
- c) operations required d) Maintenance standards

46) While planning which parameter does supervisor observe.

- a) Manpower b) Schedule
- c) Oversight d) All

47) Supervisor is -----focussed in planning,

- a) Completely b) Internally
- c) Externally d) None of the above.

49) First step in planning is

- A) Establish Goals b) Identify resources
- c) Establish Task d) define assignment.

50) Scalar organization is also known as...

- a) line organization b) staff
- c) line and staff d) project

