Sem-III

Module – I----INTRODUCTION OF MANAGEMENT

# Select the most appropriate answer from the options given below.

* + 1. Management is a field of (a)Action (b) debate (c) creativity (d) artist
    2. The present age is an age of a) Administration (b) management (c) organization (d) Planning
    3. Management is (a)Permanent (b) dynamic (c) rigid (d) fixed
    4. Management facilitates use of resources.(a)Minimum (b) maximum (c) optimum

(d) better

* + 1. Management is a (a)Thought (b) process (c) human being (d) forecasting
    2. Management implies a)Casual thinking (b) secondary function (c) last functions (d) rational thinking
    3. Conceptual skills are required at level of management. (a)Lower (b) middle (c) higher (d) lowest
    4. is the ability of manager to interact with subordinates. (a) Conceptual skill (b) human relation skill (c) technical skill (d) Administrative skill
    5. Management is the art of getting thing done from (a)Managers (b) ministers (c) supervisors (d) others
    6. ‘One best way’ was introduced by (a)Peter Drucker (b) Weber (c) Taylor (d) Fayol
    7. revolves around investigation of minute operations.(a)Work study (b) R&D (c) self- study (d) social study
    8. According to Henry Fayol authority should be to responsibility.(a)Inferior (b) superior

(c) equal (d) unequal

* + 1. Esprit de corps means (a)Team spirit (b) decision making (c) planning (d) team building
    2. Fayol suggested of individual interest to general interest .(a)Joining (b) linking (C) delinking (d) subordination
    3. Employee behaviour is influenced by attitude.(a)Mental (b) physical (c) group (d) rigid
    4. Hawthorne studies established incentives. (a)Financial (b) non-financial (c) motivational (d) verbal
    5. Management by objective was introduced by (a)Taylor (b) Fayol (c) Peter Drucker (d) Elton Mayo
    6. Indian management thoughts are based on

(a)Traditions (b) customs (c) scriptures (d) sayings

1. \_\_\_\_\_Dimensions of management were designed by (a)Elton mays (b) William Stanton (c) Peter Drucker (d)Philip Kotler

20 Ethos are moral ideas and (a) rumours (b) facts (c) research (d) attitude

1. \_ refers to team spirit.(a)Equity (b) discipline (c) espirit de crops (d)Order
2. Indian ethos in management means the applications of principle management according to our

wisdom. (a)Modern (b) ancient (c) global (d) Local

1. stressed that informal organization is a reality. (a) Fayol (b) Drucker (c) Mayo (d) Kotler
2. Efficiency is concerned with doing things. (a)Right (b) left (c) centre (d) Up
3. People are concerned with final results.(a)Only (b) always (c) sometime (d) everytime
4. Planning is a . (a) physical (b) mental (c) virtual (d) psychological
5. Planning is looking. (a) forward (b) backward (c) downward (d) Upward
6. MBO is good setting. (a)individual (b) group (c) team (d) joint
7. Planning is deciding in advance the future state of .

(a)employment (b) business (c) profession (d) trade

1. Planning is the function of management. (a) primary (b) secondary (c) elementary (d) nessesary
2. Planning is a function / actions. (a) regular (b) continuous (c) irregular (d) long term
3. Planning premises are assumptions and (a) goals (b) predictions (c) policies (d) Strategies
4. Planning needs to be (a) complicated (b) flexible (c) rigid (d) simple
5. Planning is a in business.

not necessary (b) a must (c) useless (d) dangerous

1. Programmed decision are on \_ problems. (a) rare (b) repetitive (c) fixed (d) routine
2. Decision-making management process.(a)accelerates (b) steps (c) discourages (d) motivate
3. Decision-making is a process. occasional (b) continuous (c) fixed (d) moving (d) Changing
4. .Decision-making is (a) an art (b) a science (c) a profession (d) always difficult
5. Adequate and reliable data make decision

(a) accurate (b) risky (c) dangerous (d) ineffective

1. Decision taken should be (a) casual (b) rational (c) easy (d) troublesome
2. \_\_\_ is a long term action plan for achieving the goals.

(a) strategy (b) procedures (c) program (d) policies

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a modern programmed technique of decision-making

(a) brainstorming (b) simulation (c) attribute listing (d) Participation

1. \_\_\_\_\_\_\_\_\_\_\_\_predicts that certain things would happen in certain way.

(a) probability (b) game theory (c) linear programming (d) PERT

1. Planning is component of management process.

(a) dispensable (b) indispensable (c) negligible (d) normal

1. Planning is a process in the case of business organisation.

(a) continuous (b) casual (c) occasional (d) compulsory

1. Strategies constitute one component of

(a) single use plan (b) standing plan (c) business plan (d) market plan

1. The genesis of MBO is attributed to

(a) George Odiorne (b) Peter Drucker (c) Philip Kotler (d) George Terry

1. MBE focus managerial attention on problems.

(a) minor (b) major (c) routine (d) business

1. MIS is (a) past-oriented (b) service-oriented (c) future-oriented (d) profit-oriented
2. Programmed decision making techniques include

(a) linear programming (b) Gordon technique (c) quality circle (d) participative- technique

1. Brain storming technique encourages by group members.

(a) Independent thinking (b) collective thinking (c) group thinking (d) no thinking

1. Decision tree is one decision-making technique.

(a) programmed (b) non-programme (c) group (d) individual

1. Organisation structure suggests its

(a)objective (b) framework (c) efficiency (d) relationships

1. Organisation uses two or more co-exiting organisational structures.

(a) Matrix (b) line (c) line and staff (d) virtual

1. Formal organisation structure is in nature.

(a) official (b) un-official (c) unstructured (d) structured

1. It is necessary to keep subordinates under the control of one superior.
   * + 1. 4 to 6 (b) 15 (c) 1 to 2 (d) unlimited
2. Departmentation division of work and specialization.
   * + 1. facilitates (b) opposes (c) discourages (d) needs
3. Delegation of authority burden on superior. (a) maintains (b) reduces (c) increases

(d) balance

1. Authority, responsibility and are inter-related concepts

(a) accountability (b) delegation (c) span of control (d) depart-mentation

1. Departmentation by functions is suitable to organization.
   * + 1. small (b) large (c) medium sized (d) all
2. Decentralisation is determined by the \_\_\_\_of the organization.
   * + 1. budget (b) size (c) manpower (d) result
3. Matrix organisation is a combination of project organization and organization.
   * + 1. functional (b) line (c) line and staff (d) project
4. Formal organisation is found to be (a) static (b) flexible (c) rigid (d) stable
5. Narrow span of control results in organization structure.
   * + 1. tall (b) flat (c) unstable (d) rigid
6. One obstacle to delegation on the part of superior is .
   * + 1. fear of competition (b) negative approach (c) over smartness of subordinates

(d) conservative approach

1. Virtual organisation is a \_\_network between different companies.

a. traditional (b) mid-term (c) temporary (d) Modern

1. Decentralisation is necessary for effective management of a business organization.
   * + 1. small (b) medium (c) large (d) all
2. Line and staff organisation is suitable for business firms. (a) large (b) small (c) tiny (d) non profitable
3. Under \_\_\_\_\_\_\_\_structure employee’s work under dual authority.(a) line (b) informal (c) matrix (d) line and staff
4. There should be \_\_\_between authority and responsibility.

(a) similarity (b) balance (c) equity (d) order

1. Organizing is a process of creating an \_\_\_\_\_\_ structure.
   1. Organization (b) functioning (c) management (d) realistic
2. Informal organization operates formal organization.
   1. within (b) outside (c) away from (d) parallel to
3. The levels of management are many in organization.
   1. tall (b) medium (c) flat (d) small
4. Decentralisation introduces in an organization.
   1. autocratic spirit (b) democratic spirit (c) team spirit (d) participative spirit
5. Span of control/management has application.
   1. limited (b) narrow (c) wide (d) universal
6. Informal organization prefer to use \_\_\_communication.
   1. downward (b) upward (c) grapevine (d) formal
7. Line and staff organization in operation.
   1. simple (b) complicated (c) easy (d) good
8. In line and staff organisation, the staff executives are the ----------
   1. doers (b) advisors (c) decision-making (d) executors
9. Delegation of authority is needed to reduce the excessive burden on the
   1. Superiors (b) workers (c) top manages (d) subordinates
10. Motivation is \_ to perform.
    * + 1. asking (b) postponing (c) guiding (d) willingness
11. Quality direction depends on face-to-face
    * + 1. clash (b) understanding (c) contact (d) planning
12. Communication raises
    * + 1. appearance (b) meeting (c) efficiency (d) status
13. Communication pleasant human relations.
    * + 1. breaks (b) develops (c) guides (d) faces
14. Motivation is and encouraging.
    * + 1. Rigid (b) inspiring (c) winning (d) developing
15. A good leader leads but does not (a) run (b) joy (c) push (d) move
16. Autocratic leader does not allow subordinates to ask
    * + 1. why (b) questions (c) classifications (d) clarifications
17. Democratic leader acts as a good
    * + 1. administrator (b) manipulator (c) listener (d) friend
18. Control compares against a
    * + 1. target (b) standard (c) deadline (d) competitor
19. Management audit is an process.
    * + 1. evaluation (b) acting (c) enlightened (d) engrossing
    1. Directing harmonises and organisation goals.
       * 1. administrative (b) individual (c) business (d) union
20. Personal contact ensures employee
    * + 1. retrenchment (b) turnover (c) absence (d) loyalty
21. \_\_\_\_\_\_uses network analysis by identifying critical and non-critical activities.
    * + 1. PERT (b) CPM (c) Budgetary control ( d) decision making
22. Noise and distance are barriers to effective communication.
    * + 1. physical (b) cultural (c) psychological (d) Natural
23. \_\_\_\_\_is a function of leadership. (a) directing (b) confidence (c) vision

(d) controlling

1. \_\_\_\_\_\_ is a psychological process.
   * + 1. communication (b) motivation (c) controlling (d) planning
2. style of leadership involves management by emotions
   * + 1. Bureaucratic (b) neurocratic (c) democratic (d) participative
   1. The first step in controlling process is

(a) identifying deviation (b) establishment of standard (c) measurement of performance (d) measurement of output

1. \_\_\_\_\_\_\_is financial factor influencing motivation.

(a) job security (b) bonus (c) participation (d) motivation

1. \_\_\_\_\_is quality of a good leader. (a) optimism (b) planning (c) controlling

(d) organising

1. Management audit lays down standards for performance
   * + 1. competitive (b) critical (c) future (d) better