

MCQ BASED QUESTIONS

- Q1. Successful organisations do not achieve goals by chance but by following a deliberate process known as
- (a) Planning
  - (b) Co-ordination
  - (c) Controlling
  - (d) Management
- Q2. Efficiency is concerned with
- (a) Doing the right thing
  - (b) Doing things right
  - (c) Achieving end results
  - (d) None of the above
- Q3. Which of the following statements is true with reference to principles of management?
- (a) The principles of management have evolved.
  - (b) The principles of management are yet to be evolved.
  - (c) The principles of management are in the continuous process of evolution.
  - (d) None of the above.
- Q4. The principles of management are intended to be applied to all types and sizes of organisations. This statement reflects that the principles of management are
- (a) General guidelines
  - (b) Flexible
  - (c) Universally applicable
  - (d) Mainly behavioural
- Q5. Rohan works as a production manager in Global Enterprises Limited. He has been given the task of getting 1000 units of hand woven table mats manufactured at the cost of ₹150 per unit within 10 days. In order to be acknowledged as an effective manager, he must ensure that
- (a) The cost of production does not exceed ₹150 per unit
  - (b) The work is completed within 10 days even at higher cost per unit
  - (c) The cost of production is less than ₹150 per unit
  - (d) All of the above
- Q6. Principles of management can be modified by the manager when the situation demands. This statement implies that the principles of management are
- (a) Rigid
  - (b) Contingent
  - (c) Flexible
  - (d) Universally applicable
- Q7. Jay is working as a marketing manager in a company. Has been given the task of selling 100000 units of a product at the cost of ₹100 per unit within 20 days. He is able to sell all the units within the stipulated time, but had to sell last 1000 units at 20% discount in order to complete the target. In such a situation, he will be considered to be
- (a) An efficient manager
  - (b) An effective manager
  - (c) Both effective and efficient manager
  - (d) None of the above
- Q8. Management is equally important to run a political organisation as it is to run an economic organisation. Which feature of management is being reflected in the given statement?
- (a) Management is goal oriented
  - (b) Management is multidimensional
  - (c) Management is all pervasive
  - (d) Management is a group activity

- Q9. Keeping in view the changes in the consumer demands and preferences 'Tasitemaker Bakery' has reduced the sugar and fat content in its products. This approach of business shows that management is
- An intangible force
  - A group activity
  - A dynamic function
  - A multidimensional activity
- Q10. According to this principle of general management, "an organisation should safeguard against abuse of managerial power, but at the same time a manager should have the necessary authority to carry out his responsibility." Name the principle of management being described in the given statement.
- Discipline
  - Authority and responsibility
  - Unity of command
  - Unity of direction
- Q11. Name the principle of management suggested by Henri Fayol, which advocates that, "there should be good superiors at all levels, clear and fair agreement and judicious application of penalties."
- Authority and responsibility
  - Esprit De Corps
  - Order
  - Discipline
- Q12. Through this principle of management, Henri Fayol guides the managers to exhibit exemplary behaviour and advises that they should not fall into temptation of misusing their powers for personal benefit at the cost of general interest of the organisation. Which principle of management is being described in the above statement?
- Remuneration of employees
  - Centralisation and decentralisation
  - Subordination of individual interest to general interest
  - Equity
- Q13. Management is considered to be an art because
- The principles of management have universal validity
  - The principles of management have universal application
  - Different principles of management are brought into effect differently by different managers
  - It is not important for the practising managers to be a member of a professional association.
- Q14. Which of the following is not a designation related to middle level management?
- Operations Head
  - Sales Manager
  - Chief Operating Officer
  - Divisional Manager
- Q15. Which of the following is a function of top level management?
- Ensuring quality of output
  - Assigning necessary duties and responsibilities to their departments
  - Taking responsibility for all the activities of the business and its impact on the society
  - Ensuring that the safety standards are maintained within the organisation.
- Q16. Which of the following statements is not true for lower level management?
- Analyse the business environment and its implications for the survival of the business.
  - Ensure the quality of the output
  - They strive to reduce the wastage of resources
  - They ensure that the safety standards are maintained within the organisation.
- Q17. Which principle of general management advocates that, "Employee turnover should be minimised to maintain organisational efficiency."?
- Stability of personnel
  - Remuneration of employees
  - Equity
  - Esprit De Corps

- Q18. Principles of management emphasize on logical and rational decision making rather than on the basis of bias and prejudice. The given statement highlights that the knowledge of principles of management leads to
- Providing managers with useful insight into reality
  - Scientific decisions
  - Meeting changing environmental requirements
  - All of the above
- Q19. The main task of this level of management is to determine the overall organisational objectives and strategies for their realisation.
- Operational management
  - Middle level management
  - First line managers
  - Top level management
- Q20. Co-ordination is considered to be the essence of management because
- It is a common thread that runs through all the activities within the organisation
  - It is implicit and inherent in all functions of the organisation
  - It is a force that binds all the functions of management
  - All of the above

## **Case studies based questions**

### **Case 1**

Read the following text and answer the question:

Priya, Riya and Seema are best friends They started a manufacturing unit of garments in Delhi. After a successful establishment in Delhi. They decided to open one of its branches in rural areas in Haryana with the objective of reducing the cost and offering jobs to the locals. They assessed and analyzed the type and number of employees required, keeping in mind that they have to encourage women in rural areas. They also offered employment opportunities to physically challenged people of rural areas. They satisfy the financial needs of employees. This step has raised the living standard of people living in rural areas.

- "They have to encourage women in rural areas and they offered employment opportunities to physically challenged people in rural areas." Which objective of management is highlighted here?
  - Personal
  - Organisational
  - Social
  - Economic
- "They decided to open a branch in rural areas with the objective of reducing cost and offering job to the locals. Which social objective is fulfilled by this effort?
  - Using eco-friendly methods of production
  - Providing financial support to community
  - Contribution towards civic amenities
  - Generation of employment opportunities
- "They satisfy the financial needs of employees by offering good salaries." This statement highlights which objective of management?
  - Social
  - Economic
  - Personal
  - Organisational
- "Priya decides all variety, quantity and colour of all the items or products for maximising sale in the market." The primary function of every manager is \_\_\_\_\_.
  - Directing
  - Organising
  - Planning
  - Staffing

5. "Allocation of resources for their purchase from different suppliers." Which function of management is highlighted here?
  - i. Planning
  - ii. Organising
  - iii. Coordination
  - iv. Controlling
  
6. "She prefers to use eco-friendly methods of production." Which objective of management is highlighted here.
  - i. Economic
  - ii. Social
  - iii. Personal
  - iv. Organisational
7. Which function of management ensures actual activities conform to planned activities?
  - i. Planning
  - ii. Coordination
  - iii. Directing
  - iv. Controlling

## **Case 2**

### **Read the following text and answer the question:**

In Shekhawat Ltd., Karanpreet working as a 'Production Manager' is a different person and has his own personalized and unique style of managing things and people. He tells his employees that we should work with team spirit, coordination and towards achieving the organisational goals. In a board meeting, it has been decided that the company will change some of its product features so as to make it more useful for the customers and to face intense competition. Karanpreet explains the decision taken in a board meeting to all the employees of the organisation.

1. "In Shekhawat Ltd. Karanpreet working as 'Production Manager' is a different person and has his own personalized and unique style of managing things and people." Identify the nature of management highlighted in the statement.
  - i. Profession
  - ii. Art
  - iii. Science
  - iv. None of the above
  
2. "In a board meeting, it has been decided that the company will change some of its product features so as to make it more useful for the customers and to face the intense competition." Which characteristic of management is reflected in the statement?
  - i. Management is a continuous process
  - ii. Management is group activity
  - iii. Management is multi-dimensional
  - iv. Management is a dynamic function
  
3. At which level Karanpreet is working?
  - i. Top-level
  - ii. Middle-level
  - iii. Lower-level
  - iv. Supervisory level
  
4. Karanpreet tells his employees that we should work with team spirit, coordination and towards achieving organisational goals. Identify the characteristic of management highlighted here.
  - i. Management is a goal-oriented
  - ii. Management is all-pervasive
  - iii. Management is a continuous process
  - iv. Management is a group activity

## ASSERTION AND REASONING BASED QUESTIONS

1. **Assertion (A):** Management is a systematic body of knowledge.

**Reason (R):** Management has its own theory and principles that have developed over a period of time.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

2. **Assertion (A):** Participating actively in social service projects of the Government is not a legal obligation.

**Reason (R):** It provides various tax deductions to the enterprise.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

3. **Assertion (A):** In any organisation, coordination is required so that production and sales department can work hand in hand.

**Reason (R):** Coordination integrates group efforts.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

4. **Assertion (A):** Coordination begins at the planning stage and continues till controlling.

**Reason (R):** Coordination is a one-time process.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

5. **Assertion (A):** One of the main differences between efficiency and effectiveness is based on the things they emphasise upon.

**Reason (R):** Efficiency emphasises doing the right task whereas effectiveness emphasises doing the task in the right way.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

6. **Assertion (A):** Coordination integrates group efforts.

**Reason (R):** Coordination unifies unrelated or diverse interests into purposeful work activity.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

7. **Assertion (A):** Scientific Principles are developed through observations and repeated experiments.

**Reason (R):** Management is an inexact science as there are no Laboratories available in this field.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

8. **Assertion (A):** Coordination is an all-pervasive function.

**Reason (R):** Coordination ensures unity of action.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

9. **Assertion (A):** Employees have the tendency to resist changes.

**Reason (R):** Management had to bring necessary changes in the organisation to survive in this competitive world and dynamic environment.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

10. **Assertion (A):** In the field of Management, only theoretical knowledge is not sufficient.

**Reason (R):** Managers have to use their personal skills and creativity to apply that knowledge under different situations.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

11. **Assertion (A):** Management is a dynamic function and has to adapt itself to the changing environment.

**Reason (R):** The effect of management is noticeable in an organisation where targets are met according to plans.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

**12. Assertion (A):** Staffing is finding the right people for the right job and is an important aspect of management.

**Reason (R):** Staffing makes sure that right people with the right qualifications are available at the right places and times to accomplish the goals of the organisation.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

**13. Assertion (A):** Management tries to integrate the personal objectives of the employees with the organizational objectives.

**Reason (R):** Workers may lose interest in work if their objectives are neglected and it will be better if their objectives are in the same line with that of organizational objectives.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

**14. Assertion (A):** Middle Management is the link between top and lower level managers.

**Reason (R):** Middle management are subordinate to top managers and superior to the first line managers.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.

**15. Assertion (A):** Profession involves skillful and personal application of existing knowledge to achieve desired results.

**Reason (R):** Experts in their respective areas have derived certain basic principles which are applicable to a particular form of art.

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true but R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true.