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TEST

MAN Unit-1

QUESTIONS

SECTIONS

1. MCQ - 272 Questions

Section 1 : MCQ - 272 Questions

1 Following are mentioned few duties which is not the duty of management?

- To keep stability
- To motivate staff
- To reduce wastages
- To do manufacturing

Correct: +1

2 Out of mentioned below, which is not the output of management ?

- Desired results
- Goal achievement
- Technology
- Status in market

Correct: +1

3 Getting the things done from others is called as _____

- Management
- Adjustment
- Organisation
- Direction

Correct: +1

4 What is management ?

- It is a science
- It is an art
- Both (a) and (b) are wrong
- Both (a) and (b) are correct

Correct: +1

5 Out of mentioned below, which is not the input of management ?

- Human resources
- Financial resources
- Growth

Technology

Correct: +1

6 When there is no management, then what will not happen ?

Overlapping of duties

Wastages of resources

Poor functioning of executives

Mature work culture

Correct: +1

7 Management is there from _____.

After 1700

After 1800

After 1900

Historical period

Correct: +1

8 Match the pairs:

- | | |
|----------------|--------------------------------|
| 1. Adam Smith | (i) Need Hierarchy |
| 2. F.W. Taylor | (ii) Economics |
| 3. Maslow | (iii) Principles of Management |
| 4. Henry Fayol | (iv) Scientific Management |

- 1-(ii), 2-(iv), 3-(i), 4-(iii)
- 1-(ii), 2-(iii), 3-(iv), 4-(i)
- 1-(iv), 2-(iii), 3-(i), 4-(ii)
- 1-(iv), 2-(i), 3-(ii), 4-(iii)

Correct: +1

9 Mc Gregor has given his contribution in _____.

- Concept of bureaucracy
- Motion study
- Theory X and Theory Y
- Time study

Correct: +1

10 F.W. Taylor has given his highest contribution in _____.

- Economics and management

- Principles of management
- Functions of management
- Scientific management

Correct: +1

11 Principles of management is the contribution of ____.

- Adam Smith
- Henry Fayol
- Mary Parker
- F.W. Taylor

Correct: +1

12 Below are mentioned 'stages' of evolution in management-which is not correct ?

- The beginning of management thought
- The war management concept
- The pre war management concept
- Management theory in post war era

Correct: +1

13 "Management is getting the things done by others"-is said by _____.

- Henry Fayol
- Drucker
- Mery Parker
- Fayol

Correct: +1

14 Management is not _____

- An economic resource
- A system of authority
- A class or elite
- All are wrong

Correct: +1

15 Management is _____

- Methodology
- Social science
- Team activity

All are correct

Correct: +1

16 Henry Fayol has given _____ principles of management

14

12

16

13

Correct: +1

17 Following is not the principle of management

Initiative

Scalar chain

Staffing

Responsibility

Correct: +1

18 Following is not the principle of management.

Team work

- Organizing
- Division of work
- Remuneration

Correct: +1

19 Following in not the principle of management

- Centralization
- Authority
- Decentralization
- Esprit de corps

Correct: +1

20 Following is not the principal of management

- Authority
- Discipline
- Equity
- Planning

Correct: +1

21 Position, designation, seniority defines _____.

- Centralization
- Initiative
- Authority
- Scalar chain

Correct: +1

22 Meaning of _____ is right to command.

- Stability
- Authority
- Scalar chain
- Initiative

Correct: +1

23 Which statement is wrong ?

- Authority can not be delegated
- Authority is the power to act
- Higher the post, higher is the authority

Authority is right to command

Correct: +1

24 What is the second side of coin of authority ?

Position

Power

Responsibility

Remuneration

Correct: +1

25 Discipline starts from_____.

Top t Bottom

Bottom to top

From middle

All are wrong

Correct: +1

26 Which statement is wrong ?

Discipline has no excuses

- Organization needs discipline
- Discipline starts from bottom to top
- Lack in discipline leads to loss of control

Correct: +1

27 When many functions are controlled by a central authority, it is called as _____.

- Authority
- Management
- Discipline
- Centralization

Correct: +1

28 _____ gives power in the hands of center.

- Discipline
- Centralization
- Authority
- Responsibility

Correct: +1

29 Which statement is wrong ?

- Controls are concentrated at the centre
- Many functions are controlled by a central authority
- Centralization gives power in the hands of centre
- Centralization considers local level issues always

Correct: +1

30 Out of following which is not the correct advantage for 'Division of Work'?

- Extra pressure of work on very few is reduced
- Monopoly in skills by few is reduced
- Quality of work gets reduced
- Work gets completed in less time.

Correct: +1

31 To start with enthusiasm is called as _____.

- Initiative
- Dynamism
- Leadership

Management

Correct: +1

32 Which statement is wrong ?

- Initiative leads into new horizons of work
- Support by other is not expected after anybody's initiative
- Initiative may solve difficult problems
- Someone should take initiative

Correct: +1

33 Remuneration is not based on _____.

- Emotions
- Performance
- Responsibility
- Designation

Correct: +1

34 Requirement of remuneration is not _____.

- It must be in time

- Employee satisfaction
- Higher performance- higher remuneration
- Based on reference and contacts

Correct: +1

35 Which is statement is wrong ?

- In team work, there is more contribution from many
- Talent of each member cannot be used
- Teamwork creates good work culture
- Big task is easier due to teamwork

Correct: +1

36 Due to unity of direction _____

- Deviation from the defined path is prevented
- Work is dividend
- Authority is delegated
- Teams are formed

Correct: +1

37 Concentration in work is possible by _____.

- Authority
- Responsibility
- Stability
- Unity of command

Correct: +1

38 Equity is seen by few ways. Which is not the correct from following ?

- Pickup facility
- Dress code
- Canteen facility
- Chair and cabin

Correct: +1

39 Which statement is wrong ?

- Equity means equal wages
- Equity gives dignity
- Equity means no bias

Equity gives good work culture

Correct: +1

40 What is Esprit de Corps?

It is function of management

It is principle of management

It is management concept in Russia

It is name of company

Correct: +1

41 Out of following which is not the function of management ?

Planning

Controlling

Discipline

Directing

Correct: +1

42 Out of following which is not the function of management ?

Decision making

- Remuneration
- Organizing
- Staffing

Correct: +1

43 Deciding in advance what to do, how to do and when to do is _____.

- Planning
- Organizing
- Decision-making
- Motivating

Correct: +1

44 Which is not the correct type of plan?

- Corporate plan
- Action plan
- Operational plan
- Management plan

Correct: +1

45 Why plan fails ?

- Lack of knowledge
- Insufficient data
- Over confidence
- All are correct

Correct: +1

46 Which statement is wrong ? Plan fails due to _____.

- No feedback system
- Less devotion to work
- Conspiracy from enemy and bad luck
- Incorrect person to do plan

Correct: +1

47 Out of following which is not the objective of good plan?

- To reduce uncertainty
- To increase productivity
- To avoid heavy mental pressure

To get money

Correct: +1

48 Which statement is wrong ?

Planning affects performance

Planning is sometimes essential

Planning puts focus on objectives

Planning is necessary to facilitate control

Correct: +1

49 Which statement is wrong ?

Proper planning helps in motivating

Planning reduces risk

Planning is thinking after failures

Planning improves the processes

Correct: +1

50 First step in planning is:

Establish goals

- Identify resources
- Prioritize goals
- Establish tasks

Correct: +1

51 Which is the next function after planning ?

- Scheduling
- Organizing
- Staffing
- Decision-making

Correct: +1

52 'The assignment of each groupomg to a manager with the authority necessary to supervise it', is called as _____.

- Planning
- Organizing
- Staffing
- Controlling

Correct: +1

53 Out of following, which is the first activity in organizing ?

- Assigning the activities to managers
- Grouping the activities
- Delegation of authority to managers
- Identifying the activities

Correct: +1

54 Providing correct way to working is _____

- Planning
- Organizing
- Directing
- Controlling

Correct: +1

55 Which statement is wrong ?

- Directing is one time activity
- Directing should not be autocratic
- Directing needs good vision in leadership

Directing needs communication and motivation as supportive functions

Correct: +1

56 _____ is like a brake system in automobiles

Directing

Planning

Controlling

Management

Correct: +1

57 Work on correct track with correct speed is possible by _____.

Planning

Organizing

Directing

Controlling

Correct: +1

58 Out of following which is not the characteristics of controlling ?

It is a starting function

- It needs at any time
- It is flexible
- It is dynamic in nature

Correct: +1

59 Techniques not used for control function are _____.

- CPM
- PERT
- Audit
- Budget

Correct: +1

60 Control system having feedback is _____

- Reverse system
- Feedback control
- Open loop system
- Closed loop system

Correct: +1

61 First step in decision-making is _____

- Recognize the problem
- Evaluation
- Analysis
- Finding out alternatives

Correct: +1

62 Which of the following is the advantage of effective decision-making?

- No delays
- Quick actions
- No confusion
- All are correct

Correct: +1

63 Which is not the technique for effective decision-making in core company?

- Linear programming
- Simulation
- Outsourcing

Dynamic programming

Correct: +1

64 Employees get energized due to _____

Controlling

Planning

Motivation

Decision Making

Correct: +1

65 Scientific management theory started from _____

1900

1920

1870

1890

Correct: +1

66 Motion study is associated with ____.

Adam Smith

- Frank
- Gilberth
- Maslow

Correct: +1

67 Behavioural Management Theory is put up by _____.

- Maslow
- Mary Parker
- Max Weber
- Gilberth

Correct: +1

68 Extra pressure of work on 'very few' is avoided in _____.

- Authority
- Centralization
- Division of work
- None

Correct: +1

69 _____ anticipates problems and uncertainties.

- Planning
- Controlling
- Motivation
- Directing

Correct: +1

70 Directing needs good _____ in _____.

- Coordination, control
- Vision, Leadership
- Control, Vision
- None

Correct: +1

71 Control is _____ in nature and it needs at _____ time.

- Static, any
- Static, starting
- Dynamic, any

- Dynamic, starting

Correct: +1

72 What is the next step after finding the alternatives ?

- Critically evaluation of the alternatives
- Analysis
- Recognizing the problem
- Implementing the alternative

Correct: +1

73 Which is the important factor in deciding structure of organization ?

- Type of product
- Specializaion
- Functions
- All

Correct: +1

74 Vertical dimension of organization structure defines

- Departmentation

- Hierarchy
- Both hierarchy and departmentation
- None of the above

Correct: +1

75 Scalar organization is also known as _____

- Line organization
- Project organization
- staff organization
- Functional organization

Correct: +1

76 Line organisation is of _____ type.

- Horizontal
- Vertical
- Both
- None

Correct: +1

77 Decisions are very quick in _____

- Line organization
- Functional organization
- Line and staff organization
- Project organization

Correct: +1

78 Which is not the correct advantage of 'Line organization '?

- It is simple
- Confusion is less
- Specialised
- Easy to understand

Correct: +1

79 The structure of organization depends on _____

- Scope of functions
- Span of control
- Number of employees

All

Correct: +1

80 The structure of organization is not dependent on _____

Scope of control

Communication

Profit margin

Resources available

Correct: +1

81 Which are the essentials of organization ?

Organizational chart

Delegation

Integration

All

Correct: +1

82 Which is unimportant word in the definition of organization ?

Group of persons

- Profit
- Common aim
- United together

Correct: +1

83 Following group is not an organization .

- Group of 15 people on bus stop
- Employees doing discussions in work area
- Meeting members in a company
- Labour working on a site

Correct: +1

84 Which are the aims of forming organizaion ?

- Teamwork
- Combined efforts
- Responsibility on all
- All are correct

Correct: +1

85 Which statement is wrong ?

- Organization is a group of working people
- It has aims and objectives
- Organization has no boundaries
- Organization is a system

Correct: +1

86 Military type organization is seen in _____

- Line
- Staff
- Line and Staff
- Project

Correct: +1

87 Which is the first step in organization forming ?

- Assignment of duties
- Aims are determined
- Identifying activities

Formulating plans

Correct: +1

88 Structure of organization is represented by _____

Organization chart

Organization draft

Organization brochure

None of the above

Correct: +1

89 Project Organization has few forms. Which is correct one ?

Balanced matrix

Project matrix

Functional matrix

All

Correct: +1

90 Which is the correct limitation of project organization ?

Heavy pressure of work

- Complication of functions
- Differences of opinions
- All

Correct: +1

91 Where line organization is applicable ?

- Workspace
- Small firms
- Small process industries with automation
- All

Correct: +1

92 Functional organization is also called as_____

- Line Organization
- Staff Organization
- Project Organization
- None

Correct: +1

93 Functional Organization is_____

- Horizontal
- Vertical
- Both (a) and (b)
- None

Correct: +1

94 Which is the correct advantage of staff organization?

- Performance better than line
- Standardization in process
- More productivity than line
- All

Correct: +1

95 Which is not the correct disadvantage of staff organization?

- Discipline is lacking
- Lack of specializations
- Ego of specialty

Difficult to handle experts

Correct: +1

96 Line and Staff organization is _____

Horizontal

Vertical

Both (a) and (b)

None

Correct: +1

97 Which organization is temporary in nature ?

Line

Staff

Line and Staff

Project

Correct: +1

98 Which is not the correct disadvantage of "Line Organization"?

Poor Performance

- Lack of specialization
- Overlapping of activities
- Nobody is overloaded

Correct: +1

99 At which place line organization is not possible ?

- Small workshops
- Tiny firms
- Military department
- Government company

Correct: +1

100 _____ is a process of dividing large organization into small and flexible administrative units.

- Departmentation
- Defragmentation
- Divisions Formation
- None

Correct: +1

101 'Car division' in Tata Motors is example of _____

- Departmentation by product
- Departmentation by function
- Departmentation by process
- None

Correct: +1

102 Which statement is wrong ?

- Attention is given to the product
- Product may become brand name
- People become expert in the work allotted to them
- No duplication of work

Correct: +1

103 'Sales Department' in Nokia is the example of ____

- Departmentation by product
- Departmentation by process
- Departmentation by function

- None
- Option 5

Correct: +1

104 'Heart treatment' shop in Kirloskar, is the example of _____

- Departmentation by product
- Departmentation by process
- Departmentation by function
- none

Correct: +1

105 Which is the principle of organization?

- Authority and responsibility
- Span of control
- Delegation
- all

Correct: +1

106 'Number of subordinates handled by one manager effectively' is called as _____.

- Delegation
- Responsibility
- Span of control
- None

Correct: +1

107 _____ check the result, _____ shpws the result

- Authority, responsibility
- Responsibility, Authority
- Authority,Authority
- Responsibility,Responsibility

Correct: +1

108 Which is not the advantage of delegation ?

- Work load is reduced
- Stress level on manager reduces
- Work can be finished in time
- Controls from centre increases

109 Ability to adjust, change, bend is _____

- Flexibility
- Balance
- Stability
- Ability

Correct: +1

110 Following is not the type of communication

- Oral
- Written
- Horizontal
- Clear

Correct: +1

111 'Instructions' is the _____ communication

- Upward
- Downward

- Informal
- Horizontal

Correct: +1

112 'Meeting' is the _____ communication.

- Formal
- Non-verbal
- Written
- Both (b) and (c)

Correct: +1

113 'Request' is the _____ communication

- Upward
- Downward
- Both (a) and (b)
- None

Correct: +1

114 Which is barrier in communication?

- Language problem
- Poor Knowledge
- Confused information
- all

Correct: +1

115 People, structure, departments, functions form into _____.

- Management
- Organization
- Team
- None

Correct: +1

116 While assigning duties following must be avoided.

- Overlapping
- Under utilization
- Overloading
- All

117 Organization will never work without clear cut indentification of _____ and _____.

- Payment, bonus
- Authority, Responsibility
- Duty, Responsibility
- Authority, Order

Correct: +1

118 Network of formal relationships is _____

- Organizational structure
- Essentials for organization
- Organizational chart
- None

Correct: +1

119 Each one is accountable to immediate senior authority in _____ organization.

- Line
- Staff

Project

None

Correct: +1

120 "Everybody is smart; difficult to handle experts" is observed in ____ organization.

Line

Line and staff

Project

None

Correct: +1

121 A person is assigned to oversee the project and interacts on an equal basis with function in ____

Functional matrix

Balanced matrix

Project matrix

None

Correct: +1

122 Due to departmentation _____

- People become specialised
- Accountability of work is not easier
- More overlapping of work
- Control in work is difficult

Correct: +1

123 ____ gives weightage to information.

- Departmentation
- Authority
- Responsibility
- Delegation

Correct: +1

124 Authority enjoys _____ and _____.

- Duty, Responsibility
- Designation, Responsibility
- Status, dignity
- None

125 Referent Authority has _____.

- Use of punishment
- Use of award
- Use of skill
- Use of influence

Correct: +1

126 Some of my repetitive and easier work is allotted to my junior and now I am busy in some in work. What is this ?

- Division of work
- Delegation
- Use of power
- Exploitation

Correct: +1

127 "What's App" is _____ communication

- Formal
- Informal

Oral

All

Correct: +1

128 Staff includes _____

Selection

Training

Promotions

All the above

Correct: +1

129 Staffing deals with _____

Manpower

Materials

Travelling arrangement

Production Planning

Correct: +1

130 Staffing is associates with _____

Marketing

OR

HR

Finance

Correct: +1

131 Training activity is more concerned with _____

Process planning

Finance

Staffing

None

Correct: +1

132 Specify the correct flow:

(1) Selection

(2) Interview

(3) Advertisement

(4) Vacancy Created

(5) Letter

(6) Training

(7) Joining

1-2-3-4-5-6-7

2-4-3-1-5-7-6

4-3-2-1-5-7-6

4-2-3-1-5-6-7

Correct: +1

133 Following is not the characteristics of management.

Catalyst

Goal oriented

Authority

Acceptance

Correct: +1

134 Management is _____

1. continuous process

2. goal oriented

only 1 correct

only 2 correct

both correct

both incorrect

Correct: +1

135 Management _____

1. works like unifying force

2. shows harmony effect

Only 1 correct

Only 2 correct

both correct

both incorrect

Correct: +1

136 Management is _____ subject.

Multidisciplinary

Disciplinary

Converging

None

Correct: +1

137 Following is the conceptual managerial skill.

- Decision - making
- Motivating
- Communication
- Leadership

Correct: +1

138 Following subject is part of the management

- Sociology
- Public Administration
- Psychology
- All

Correct: +1

139 Following is not the human relations managerial skill.

- Communiating
- Leadership
- Organizational
- Motivating

140 Skill of motivation comes under _____

- Technical
- Conceptual
- Human Relation
- None

Correct: +1

141 Decision -making skill comes under _____

- Technical skills
- Conceptual skills
- Human Relations skills
- None of the above

Correct: +1

142 Organization skill comes under _____

- Technical
- Conceptual

Human Relations

None

Correct: +1

143 Leadership skill comes under _____

Technical

Conceptual

Human Relations

None

Correct: +1

144 Strategic planning decides _____ goals.

Major

Minor

All

All Incorrect

Correct: +1

145 Tactical planning decides the _____ use of resource for achieving _____ goals.

- Summarized, Few
- Detailed, Each
- Detailed, Main
- Summarized, Each

Correct: +1

146 Strategic planning is _____

1. done at higher level of management
2. more uncertain

- 1 correct
- 2 correct
- both correct
- both wrong

Correct: +1

147 Strategic planning is _____

1. short term
2. More uncertain

- Only 1 correct
- only 2 correct

Both correct

Both wrong

Correct: +1

148 Strategic planning is _____

1. More detailed

2. Less uncertain

Only 1 correct

Only 2 correct

Both correct

Both wrong

Correct: +1

149 Technical planning is _____

1. long term

2. More detailed

only 1 correct

only 2 correct

both correct

both wrong

150 Production management is also known as _____.

- Operations management
- Finance management
- HR management
- None

Correct: +1

151 Objectives of production management are _____

- Right quality and quantity
- Predetermined Time
- Pre-established Cost
- All

Correct: +1

152 While ascertaining profitability, the following aspects must be considered

1. Cost of control
2. Pricing
3. Forecasting of future profits
4. Measuring the cost of capital

- All of the above
- 1 and 2
- 3 and 4
- 1 and 3

Correct: +1

153 Effective utilization of human resource is object of _____

- Finance
- HRM
- Operations
- Marketing

Correct: +1

154 Marketing is exchange of values between the _____ and the _____

- Production, Purchasing
- Seller, Buyer
- Input, Output
- None

155 Customer orientation, integrated effort, viability are the basic elements of _____

- Production management
- Finance
- Marketing management
- HRM

Correct: +1

156 Sales cannot be promoted by _____

- Advertisement
- Personal Selling
- Design
- Sales Promotion

Correct: +1

157 Marketing mix is not the combination of _____

- Product Mix
- Pricing Mix

Promotion Mix

Advertisement

Correct: +1

158 Reputation build is concerned with _____

Profitability

Customer orientation

Viability

None of the above

Correct: +1

159 'Management is getting things done by others.' who claimed this?

Henry Fayol

Balanchard

Parker

Drucker

Correct: +1

160 'Management is the process of optimizing resources for achievign goals.' who put this theory?

- Robinson
- Drucker
- Parker
- Fayol

Correct: +1

161 Following is not the function of management

- Planning
- Organizing
- Discipline
- Staffing

Correct: +1

162 Following is not the principle of management

- Division of work
- Planning
- Espirit de corps
- Equity

163 Following is not the principle of management

- Team work
- Unity of command
- Staffing
- Scalar chain

Correct: +1

164 Following is not the principle of management

- Decentralization
- Motivating
- Centralization
- Authority

Correct: +1

165 Authority is not defined by the following:

- Position
- Designation

Seniority

Education

Correct: +1

166 ____ the post, _____ is the authority.

Higher, Higer

Lower, Higher

Higher, Lower

Higher, Moderate

Correct: +1

167 Mangement is _____

Product

Continuous process

Process

Concept

Correct: +1

168 Following is the area under management

- Psychology
- Economics
- Public Administration
- all

Correct: +1

169 Meaning of Authority is _____

- Right of command
- Right to justice
- Right to live
- Right to express

Correct: +1

170 _____ helps to seniors to get work done from juniors.

- Responsibility
- Scalar chain
- Teamwork
- Authority

171 All managerial functions are steled by managers with the tool of _____

- Planning
- Decision making
- Effective control
- Authority

Correct: +1

172 Which of the following is not a part of management?

- planning
- staffing
- budgeting
- communication

Correct: +1

173 Management is concerned with _____

- Legislative functions
- Administrative function

Executive functions

All

Correct: +1

174 The fundamental components of management does not include _____

Planning

Organizing

Motivation

Budgeting

Correct: +1

175 Management seeks to achieve the following results ?

1.Profits 2. Service 3.Style 4.Dynamism 5.Skills

1 and 2

only 1

1 and 2

1,2,3,5

Correct: +1

176 Match the following:

(A) Executive functions	(1) Administration
(B) Administrative functions	(2) Lower management
(C) Board of Directors	(3) Management
(D) R&D Officer	(4) Top Management

A-1, B-4, C-3, D-2

A-1, B-2, C-4, D-3

A-3, B-4, C-1, D-2

A-3, B-1, C-4, D-2

Correct: +1

177 Management includes _____

Production

Marketing

Auditing

Co-ordination

Correct: +1

178 According to James Lundy, three types of management are _____

Planning-Implementation-Control

- Planning-Organization-Co-ordination
- Plannin-Resource Mobilization-Education
- Planning-Implementation-Monitoring

Correct: +1

179 Which of the following is/are not correctly mathced?

- Management is the art and science of decision making and leadership-Donald Clough
- Management is the art of directing and inspiring people-George Terry
- Management is the function of executive leadership anywhere-Ralph Davis
- None

Correct: +1

180 _____can remove al the problems and can run the business on the right track

- Staffing
- Management
- Administration
- Co-ordination

Correct: +1

181 At what level of an organization does a corporate manager operate?

- Functional
- Top
- Operational
- Middle level

Correct: +1

182 Which one of the following is not a key management skill in planning ?

- Communication
- IT and computing
- Analytical
- Conceptual

Correct: +1

183 Lower manager is also called as _____

- Foreman
- Worker
- Supervisor

Operator

Correct: +1

184 Which type of issues are first level managers routinely influenced by ?

Shareholders

Strategic

Long range

Short range

Correct: +1

185 Which theory was put forward by F. W. Taylor?

Industrial management

Management by objectives

Scientific management

Functional management

Correct: +1

186 _____ can be called as leading, motivating, actuating and so on.

Planning

Organizing

Controlling

Directing

Correct: +1

187 The function of administration is_____.

Decision making

Policy making

Controlling

All the above

Correct: +1

188 No smoking in the factory is the example of _____

Rules

Programme

Project

Schedule

Correct: +1

189 Top level is known as _____ because all important decisions related to whole organization are taken by them.

- Strategic level
- Tactical level
- Operational level
- None

Correct: +1

190 A joint venture can be defined as _____.

- Two firms collaborate together on a specific project
- Merger
- Acquisition
- Franchise

Correct: +1

191 Sense of responsibility increases due to _____ provided by seniors.

- Authority
- Responsibility
- Initiative

Leading

Correct: +1

192 Minimum wages need to be paid in _____

Cash

Demand draft

Cheque

None

Correct: +1

193 Organization establishes relationships between _____

People, work and resource

Customer, work and resources

People, work and management

Customer, work and Management

Correct: +1

194 Organization is process of _____

Identifying and grouping of work to be performed

Defining and delegating the responsibility and authority

Both

None

Correct: +1

195 Responsibility always flows from ____

Superior to subordinate

Subordinate to superior

Both

None of the above

Correct: +1

196 Authority always flows from_____

Superior to subordinate

Subordinate to superior

both (a) and (b)

None

Correct: +1

197 'No one on the organization should have more than one boss' is a statement of _____

- Principle of specialization
- Principle of authority
- Principle of unity of command
- Principle of span of control

Correct: +1

198 The number of persons which can be effectively supervised by a single executive or department head should be limited to _____ in an average firm.

- Six
- Ten
- Fourteen
- Twenty

Correct: +1

199 The following is not a principle of organization _____.

- Principle of exception
- Principle of balance
- Principle of complexity

- Principle of co-ordination

Correct: +1

200 In the past three to four decades many management theorists, and writers have made remarkable analysis, we can understand the concept of management and have a better understanding of managerial functions. Which approach to management emphasizes managing people by understanding their individual psychological needs ?

- Empirical Approach
- Decision Theory Approach
- Management Science Approach
- Interpersonal Behaviour Approach
- Contingency Approach

Correct: +1

201 The communication process is made up of various components which of the following is the actual physical product from the source?

- Feedback
- Filter
- Message
- Channel
- Understanding

202 The conflict-resolution approach that corresponds with high level of assertiveness and a low level of cooperativeness is referred to as _____

- Compromising
- Collaborating
- Forcing
- Avoiding
- Accommodating

Correct: +1

203 Two vector theory of motivation provides useful insights into the relationship between individual and situational or hygiene factors. Which of the following is hygiene factor?

- Achievement
- Interpersonal relations
- Recognition
- Challenging work
- Increased responsibility

Correct: +1

204 Identify the sequence of different steps in controlling.

- (i) Measurement of performance

(ii) Comparison of actual and standard

(iii) Analysis of causes of deviation

(iv) Actual performance

(v) Corrective actionn plan

(iii), (iv), (v), (i), (ii)

(ii), (iii), (iv), (v), (i)

(i), (ii), (iv), (iii), (v)

(iv), (i), (ii), (iii), (v)

(v), (iv), (iii), (ii), (i)

Correct: +1

205 The book the practice of management is written by _____

Peter F. Drucker

Terry

Louis Allan

Henry Fayol

Correct: +1

206 "Management is an organ, organs can be described and defined only through their functions", this definition was given by _____.

- Peter F. Drucker
- Terry
- Louis Allan
- Henry Fayol

Correct: +1

207 "Management is what a manager does" is written by_____

- Peter F. Drucker
- Terry
- Louis Allan
- Henry Fayol

Correct: +1

208 "To manage is to forecast and plan, to organize, to compound, to co-ordinate and to control". This definition was given by _____.

- Peter F. Drucker
- Henry Fayol
- Louise Allan
- Terry

209 "Management is the art of getting things done through others and with formally organized groups" is written by _____.

- Harold Koontz
- Terry
- Louis Allan
- Henry Fayol

Correct: +1

210 Management is the art and science of decision making and leadership_____

- Harold Koontz
- Donald J. Clough
- Louis Allan
- Terry

Correct: +1

211 Luther Gullik classifies the function of management as_____

- POSDCOBR
- POSTCARD

POSDCORB

POSDORBC

Correct: +1

212 Who is father of administrative management?

Mary Packett

Lillian Gilbert

Henry Fayol

Elton Mayo

Correct: +1

213 Pioneer of Human Relations is _____.

Mary Parkett

Lillian Gilbert

Henry Fayol

Elton Mayo

Correct: +1

214 Henry Fayol laid down _____

12 principle

13 principle

14 principle

15 principle

Correct: +1

215 Espirit de corps means _____

union is strength

service is our motto

buyer beware

product is our strength

Correct: +1

216 F.W. Taylor is associated with _____

Scientific management

Future management

Modern management

Principles of management

217 Management is _____

- an art
- a science
- an art and a science
- an art not science

Correct: +1

218 Henry Fayol was a French _____.

- Industrialist
- Wirter
- Manager
- Actor

Correct: +1

219 General and Industrial Management was written by _____

- Harold Koontz
- Terry

Louis Allan

Henry Fayol

Correct: +1

220 Every subordinate should receive orders from and be accountable to only one superior is _____

Unity of direction

Unity of command

Cnetralization

Scalar chain

Correct: +1

221 Control system of an organization has no influence over the _____.

internet environment

external environment

customers

government

Correct: +1

222 The chain of command from the highest authority to the lowest level in the organization is _____.

- Unity of direction
- Unity of command
- Centralization
- Scalar Chain

Correct: +1

223 Allotment of work to each worker on the basis of the capacity of an average worker functioning is the normal working condition is _____.

- social task planning
- scientific task planning
- not a planning
- scientific organizing

Correct: +1

224 Study of the movements of both the workers and the machine to eliminate wasteful movement _____.

- fatigue study
- time study
- motion study
- work study

225 Which one of the following statements is not correct ?

- Management is a goal-oriented process
- Management is continuous process
- Management is a dynamic process
- Management is a rigid process

Correct: +1

226 Which one of the following is not an importance of management ?

- Integrating various interest group
- Developing society
- Disciplining employees
- Inculcating creativity

Correct: +1

227 Management is not _____

- an applied science
- a pure science

- an art
- an art and science both

Correct: +1

228 In which category does management fall?

- Well-established profession
- Semo-profession
- Emerging profession
- Marginal Profesion

Correct: +1

229 Top management is concerned with formulation of _____

- guidelines for supervisors
- long-term plans
- short-term plans
- none of these

Correct: +1

230 Co-ordination is _____.

- a management function
- the essence of management
- an objective of management
- a social objective

Correct: +1

231 The element that aims at integrating group efforts to achieve group objectives is called _____.

- Co-operation
- Co-ordination
- Management
- Directing

Correct: +1

232 Managing Director is the position of _____ level of management in a large company.

- Top
- Middle
- Lower
- Middle and Lower

233 Management is multidimensional because it has _____ dimensions.

- One
- Two
- Three
- Four

Correct: +1

234 Management is a _____ directed process as it aims at achieving specified goals.

- Continuously
- Future
- Goal
- Deliberately

Correct: +1

235 _____ is a systematised body of knowledge that explains certain general truths or operation of general laws.

- Science
- Art

- Profession
- Art and Profession both

Correct: +1

236 Pervasiveness of planning indicates that planning _____.

- is a top management function
- extends throughout the organization
- is a future-oriented activity
- is the first element of management process

Correct: +1

237 Which one of the following is not a limitation of planning ?

- Reducing uncertainty
- Identifying alternatives critically
- Developing leadership
- Selecting the most appropriate plan

Correct: +1

238 Which one of the following is not a limitation of planning ?

- Dynamic environment
- Costly process
- Rigidity
- Top management approach

Correct: +1

239 Which one of the following is a step of planning?

- Analysis of organization structure
- Analysis of environment
- Analysis of employee behaviour
- Analysis of employee morale

Correct: +1

240 The basic role of strategy is to provide_____.

- setting procedures
- direction for action
- direction for motivation
- direction for control

241 Which one of the following plans prescribes chronological steps for performing activities ?

- Procedure
- Rule
- Policy
- Method

Correct: +1

242 Which one of the following is a single-use- plan ?

- Strategy
- Rule
- Budget
- Method

Correct: +1

243 Decision-making is the case of _____.

- Planning
- Organizing

- Staffing
- Directing

Correct: +1

244 _____ is a statement of expected results in numerical terms.

- Forecast
- Budget
- Plan
- Estimate

Correct: +1

245 _____ is a feature of planning also referred to as primacy of planning.

- Pervasive
- Primary function of management
- Continuous
- Integration

Correct: +1

246 _____ is a comprehensive plan for achieving its objectives.

Strategy

Method

Rule

Policy

Correct: +1

247 _____ is the type of plan which is time-bound and linked with measurable outcome.

Strategy

Policy

Rule

Budget

Correct: +1

248 _____ is a standardized way or manner of performing a routine activity considering its objectives

Procedure

Method

Rule

Programme

249 _____ specifies the end to be achieved.

- Objective
- Strategy
- Policy
- Method

Correct: +1

250 _____ are relevant to recurring activities.

- Single-use plans
- Standing plans
- Objectives
- Programmes

Correct: +1

251 Organizing process includes one of the following_____.

- Grouping of activities
- Prescribing disciplinary action

- Determining objectives
- Prescribing work schedule

Correct: +1

252 One of the following is not an importance of organizing _____.

- Role clarity
- Performance appraisal
- Adaptation to change
- Growth and expansion

Correct: +1

253 Organization structure establishes relationships between _____.

- organization and environment
- people, work and resources
- organization and society
- suppliers and customers

Correct: +1

254 One of the following is an advantage of functional structure _____.

- Responsibility for end results
- Flexibility
- Personalised attention
- Easier employee learning

Correct: +1

255 Divisional structure leads to conflict in _____.

- resource allocation
- marketing management
- motivation
- planning process

Correct: +1

256 In which respect does formal organization differ from informal organization ?

- Production process
- Structuring
- Financial procedure
- Purchasing

257 Which one of the following does not follow scalar chain ?

- Informal organization
- Functional structure
- Formal organization
- Divisional structure

Correct: +1

258 Degree of decentralization indicates _____.

- degree of authority delegation
- degree of responsibility
- degree of power delegation
- degree of accountability

Correct: +1

259 _____ involves giving authority and responsibility to subordinates.

- Division of work
- Decentralization

- Delegation
- Centralization

Correct: +1

260 _____ is the process of grouping similar activities together and creating departments.

- Division of work
- Departmentalisation
- Delegation
- Centralisation

Correct: +1

261 _____ is the organizational structure in which activities are grouped on the basis of products.

- Divisional structure
- Functional structure
- Formal
- Informal

Correct: +1

262 _____ is the organizational structure in which no department is responsible for end results.

- Divisional structure
- Functional structure
- Formal
- Informal

Correct: +1

263 _____ is the duty for job performance.

- Authority
- Responsibility
- Accountability
- Both (b) and (c)

Correct: +1

264 _____ is the right to command

- Authority
- Responsibility
- Accountability
- both (b) and (c)

265 ____ cannot be delegated.

- Authority
- Responsibility
- Accountability
- Both (a) and (b)

Correct: +1

266 In staffing function, which one of the following groups of managers is involved ?

- Only top managers
- Only human resource managers
- Only middle managers
- All managers

Correct: +1

267 Which one of the following is not an importance of staffing?

- Suitable division of work among employees
- Developing skills in employees

- Employee satisfaction
- Efficient use of human resources

Correct: +1

268 In staffing function, which one of the following groups of managers is involved ?

- Recruitment, selection, training, placement
- Selection, training, Recruitment, placement
- Recruitment, selection, placement, training
- Recruitment, training, selection, placement

Correct: +1

269 Which one of the following sources is most relevant to recruiting managerial personal ?

- Direct recruitment
- Employment exchange
- Advertisement
- Casual callers

Correct: +1

270 Which one of the following is an internal source of recruitment ?

- Transfer
- Employee recommendations
- Campus recruitment
- Personal contacts

Correct: +1

271 Which type of learning is management development concerned with ?

- Specific job skill development
- Multi-skill development
- Manual skill development
- Inventory development

Correct: +1

272 For which group of persons is vestibule training relevant ?

- Operatives
- Top management
- Middle management
- Supervisory management

TEST

MAN Unit-1

ANSWERS

SECTIONS

1. MCQ - 272 Questions

Section 1 : MCQ - 272 Questions

- 1 To reduce wastages
- 2 Technology
- 3 Direction
- 4 Both (a) and (b) are correct
- 5 Human resources
- 6 Mature work culture
- 7 Historical period
- 8 1-(ii), 2-(iv), 3-(i), 4-(iii)
- 9 Theory X and Theory Y
- 10 Scientific management
- 11 Henry Fayol

12 The war management concept

13 Mery Parker

14 All are wrong

15 All are correct

16 14

17 Staffing

18 Organizing

19 Decentralization

20 Planning

21 Authority

22 Authority

23 Authority can not be delegated

24 Power

25 Top t Bottom

26 Discipline starts from bottom to top

- 27 Centralization
- 28 Centralization
- 29 Centralization considers local level issues always
- 30 Quality of work gets reduced
- 31 Initiative
- 32 Support by other is not expected after anybody's initiative
- 33 Emotions
- 34 Based on reference and contacts
- 35 Talent of each member cannot be used
- 36 Deviation from the defined path is prevented
- 37 Stability
- 38 Chair and cabin
- 39 Equity means equal wages
- 40 It is principle of management
- 41 Discipline

- 42 Remuneration
- 43 Planning
- 44 Operational plan
- 45 All are correct
- 46 Conspiracy from enemy and bad luck
- 47 To get money
- 48 Planning is sometimes essential
- 49 Planning is thinking after failures
- 50 Establish goals
- 51 Organizing
- 52 Organizing
- 53 Identifying the activities
- 54 Directing
- 55 Directing is one time activity
- 56 Controlling

- 57 Controlling
- 58 It is a starting function
- 59 Budget
- 60 Closed loop system
- 61 Recognize the problem
- 62 All are correct
- 63 Outsourcing
- 64 Motivation
- 65 1890
- 66 Gilberth
- 67 Mary Parker
- 68 Division of work
- 69 Planning
- 70 Vision, Leadership
- 71 Dynamic, any

72 Critically evaluation of the alternatives

73 All

74 Hierarchy

75 Line organization

76 Vertical

77 Line organization

78 Specialised

79 All

80 Profit margin

81 All

82 Profit

83 Group of 15 people on bus stop

84 All are correct

85 Organization has no boundaries

86 Line

- 87 Aims are determined
- 88 Organization chart
- 89 All
- 90 All
- 91 All
- 92 Staff Organization
- 93 Horizontal
- 94 All
- 95 Lack of specializations
- 96 Both (a) and (b)
- 97 Project
- 98 Nobody is overloaded
- 99 Government company
- 100 None
- 101 Departmentation by product

- 102 No duplication of work
- 103 Departmentation by function
- 104 Departmentation by process
- 105 all
- 106 Span of control
- 107 Authority, responsibility
- 108 Controls from centre increases
- 109 Flexibility
- 110 Clear
- 111 Downward
- 112 Formal
- 113 Upward
- 114 all
- 115 Organization
- 116 All

117 Authority, Responsibility

118 Organizational chart

119 Line

120 Project

121 Balanced matrix

122 People become specialised

123 Authority

124 Status, dignity

125 Use of influence

126 Delegation

127 Informal

128 All the above

129 Manpower

130 HR

131 Staffing

132 4-3-2-1-5-7-6

133 Acceptance

134 both correct

135 both correct

136 Multidisciplinary

137 Leadership

138 All

139 Organizational

140 Human Relation

141 Conceptual skills

142 Conceptual

143 Human Relations

144 Major

145 Detailed, Each

146 both correct

147 only 2 correct

148 Both wrong

149 only 2 correct

150 Operatoions management

151 All

152 All of the above

153 HRM

154 Seller, Buyer

155 Marketing management

156 Design

157 Advertisement

158 Viability

159 Parker

160 Robinson

161 Dicsipline

162 Planning

163 Staffing

164 Motivating

165 Education

166 Higher, Higer

167 Continuous process

168 all

169 Right ot command

170 Authority

171 Decision making

172 communication

173 All

174 Budgeting

175 1,2,3,5

176 A-3, B-1, C-4, D-2

- 177 Co-ordination
- 178 Planning-Implementation-Control
- 179 Management is the art of directing and inspiring people-George Terry
- 180 Co-ordination
- 181 Top
- 182 IT and computing
- 183 Supervisor
- 184 Short range
- 185 Scientific management
- 186 Directing
- 187 All the above
- 188 Rules
- 189 Strategic level
- 190 Two firms collaborate together on a specific project
- 191 Authority

- 192 Cash
- 193 People, work and reosource
- 194 Both
- 195 Subordinate to superior
- 196 Superior to subordinate
- 197 Principle of unity of command
- 198 Six
- 199 Principle of complexity
- 200 Interpersonal Behaviour Approach
- 201 Message
- 202 Forcing
- 203 Challenging work
- 204 (iv), (i), (ii), (iii), (v)
- 205 Peter F. Drucker
- 206 Peter F. Drucker

- 207 Louis Allan
- 208 Henry Fayol
- 209 Harold Koontz
- 210 Donald J. Clough
- 211 POSDCORB
- 212 Henry Fayol
- 213 Elton Mayo
- 214 14 principle
- 215 union is strength
- 216 Scientific management
- 217 an art and a science
- 218 Industrialist
- 219 Henry Fayol
- 220 Unity of command
- 221 external environment

- 222 Scalar Chain
- 223 scientific task planning
- 224 motion study
- 225 Management is a rigid process
- 226 Disciplining employees
- 227 a pure science
- 228 Emerging profession
- 229 long-term plans
- 230 the essence of management
- 231 Co-ordination
- 232 Top
- 233 Three
- 234 Goal
- 235 Science
- 236 extends throughout the organization

237 Reducing uncertainty

238 Top management approach

239 Analysis of environment

240 direction for action

241 Procedure

242 Budget

243 Planning

244 Budget

245 Primary function of management

246 Strategy

247 Budget

248 Method

249 Objective

250 Standing plans

251 Grouping of activities

- 252 Performance appraisal
- 253 people, work and resources
- 254 Easier employee learning
- 255 resource allocation
- 256 Structuring
- 257 Informal organization
- 258 degree of authority delegation
- 259 Delegation
- 260 Departmentliasion
- 261 Divisional structure
- 262 Functional structure
- 263 Responsibility
- 264 Authority
- 265 Accountability
- 266 All managers

267 Suitable division of work among employees

268 Recruitment, selection, placement, training

269 Advertisement

270 Transfer

271 Multi-skill development

272 Operatives

TEST

Unit-1 MAN

QUESTIONS

SECTIONS

1. MCQ - 58 Questions

Section 1 : MCQ - 58 Questions

1 _____ serve important roles in organizations.

- Supervisors
- Subordinates
- Managers
- Employees

Correct: +1

2 Managerial roles involve specific types of behavior, conduct and _____ that a manager must demonstrate to be successful.

- Activity
- Task
- Decisions
- Actions

3 Which of the following is not included in the three general manager roles identified by Henry Mintzberg ?

- Figurehead roles
- Interoersonal roles
- Information roles
- Decision roles

Correct: +1

4 Manager is responsible for activities of his/her _____

- Employee
- Ordinates
- Subordinates
- Supervisor

Correct: +1

5 _____ role involves receiving collecting of information and disturbing them as required.

- Interpersonal
- Information

Decisional

Managerial

Correct: +1

6 Decision roles include _____.

Negotiator

Monitor

Disseminator

Spokesperson

Correct: +1

7 According to Peter Drucker, _____ is what the modern world is all about.

Controlling

Management

Directing

Innovation

Correct: +1

8 Administrative is also called as _____.

- Middle level management
- Low level management
- Top level management
- None of the above

Correct: +1

9 Executive is also called as _____.

- Top level management
- Low level management
- Middle level management
- None of the above

Correct: +1

10 Supervisory is also called as _____.

- Top level management
- Middle level management
- Low level management
- None of the above

11 Top management includes _____.

- President
- Superintendents
- Branch managers
- General foreman

Correct: +1

12 Which of the following does not belong to middle management ?

- President
- General foreman
- Branch Managers
- Superintendents

Correct: +1

13 Middle management is concerned with implementation of policies and plans chalked out by the _____.

- Lowe management
- Top management

Upper middle management

None of the above

Correct: +1

14 Top management does not belong to _____.

Board of directors

Managing directors

Chief executive

Branch managers

Correct: +1

15 Lower management includes _____.

President

Foreman

Managing directors

Chief executives

Correct: +1

16 Operating force does not include _____.

- Workers
- Rank and file workman
- Skilled workers
- Employee

Correct: +1

17 _____ is the function of management.

- Organizing
- Managing
- Execution
- None of the above

Correct: +1

18 Identification of activities is the part of which management function ?

- Planning
- Organizing
- Directing
- Controlling

19 Which of the following is not the element of direction ?

- Supervision
- Motivation
- Authority
- Leadership

Correct: +1

20 _____ is one of the managerial skills.

- Technical skill
- Managing skill
- communication skill
- none of the above

Correct: +1

21 _____ is not the element of managerial skills.

- Conceptual skill
- Human relation skill

- Technical skill
- Communication skill

Correct: +1

22 _____ is related with the purchase of various materials required by the organization.

- Material management
- Purchasing
- Taxation
- Costing

Correct: +1

23 _____ involves giving information about products to buyers through different media.

- Marketing
- Costing
- Advertising
- Financial accounting

Correct: +1

24 The managerial function of organizing may be called as the _____.

- Proces of managing
- Process of controlling
- Process of management
- None of the above

Correct: +1

25 Lower manager is also called as _____.

- Foreman
- Inspector
- Director
- Supervisor

Correct: +1

26 Executory level is nothing but the _____.

- Middle level management
- Top level management
- Lower level management
- None of the above

27 Which term best describes the process of obtaining, deploying, and utilizing a variety of essential resources to contribute to an organization's success ?

- Planning
- Organizing
- Staffing
- Management

Correct: +1

28 Which title is given to an individual who is in charge of and coordinates the activities of a group of employees engaged in related activities within a unit of an organization ?

- Manager
- Employee
- Vender
- Contractor

Correct: +1

29 Which management function involves setting goals and objectives and creating specific plans for completing them ?

- Planning
- Organizing

Controlling

Leading

Correct: +1

30 Which level of management is responsible for establishing a vision for the organization, developing broad plans and strategies, and directing subordinate managers ?

First level managers

Middle level managers

Executive managers

Second level managers

Correct: +1

31 Which level of management is responsible for implementing programs that are intended to carry out the broader objectives of an organization set by executives ?

Supervisory managers

Middle managers

First level managers

Chief financial managers

Correct: +1

32 Which management principle states that every individual should report to only one boss in order to avoid conflict and/or confusion ?

- Division of command
- Chain of command
- Unity of command
- Unit of direction

Correct: +1

33 Which management principle states that orders instructions should flow down from top to bottom form a higher level manager to a lower one ?

- Division of work
- Chain of command
- Unity of direction
- Unity of command

Correct: +1

34 A manager who possesses knowledge of the processes, equipment, and potential problems of an industry would possess what type of managerial skill ?

- Technical
- Administrative
- Interpersonal

Organizational

Correct: +1

35 The ability of a manager to interface and work effectively with individuals and groups is descriptive of what type of managerial skill ?

Technical

Administrative

Interpersonal

Organizational

Correct: +1

36 By exceeing the monthly marketing budget set for a company, a manager would fail to meet which type of performance measure ?

Quantity

Quality and workmanship

Cost and budget control

Customer satisfaction

Correct: +1

37 If a manager leads a team to exceed their monthly goal of new clients, which type of paerformance results have they attained ?

Quantiy

- Quality and workmanship
- Cost and budget control
- Customer satisfaction

Correct: +1

38 For a manager, which should take priority- the job task or the employees performing the job?

- The job task always takes priority over employees.
- Employees always take priority over the job task
- Neither, a manager should balance interest in the job task with the needs of the employees performing the job.
- Neither, administration of the business takes priority over the job task and the employees.

Correct: +1

39 Economic uncertainty, regulatory requirements, and new competitors are examples of what type of factors that affect managers ?

- Interpersonal factors
- Internal factors
- Interpersonal factors
- External factors

Correct: +1

40 Which management function involves measuring results, comparing results to expectations, and taking corrective action ?

- Planning
- Organizing
- Leading
- Controlling

Correct: +1

41 Which type of issues are first level managers routinely influenced by ?

- Long range issues
- Short range issues
- Strategic issues
- Shareholder issues

Correct: +1

42 Which of the following characterize a manager as being effective ?

- They use a minimum amount of resources for the amount of outputs produced.
- They devote a large amount of time to planning
- They achieve their goals.

- They interview, select, and train people who are most suitable to fill open jobs.

Correct: +1

43 Which of the following characterize a manager as being efficient ?

- They use a minimum amount of resources for the amount of outputs produced.
- They devote a large amount of time to planning
- They achieve their goals
- They interview, select, and train people who are most suitable to fill open jobs.

Correct: +1

44 Which management principle states that work should be divided so that each person will perform a specialized portion ?

- Division of work
- Chain of command
- Unity of direction
- Unity of command

Correct: +1

45 What two major end results are managers seeking on a daily basis ?

- A product or service

- Management and efficiency
- Energy and utilities
- Facilities and equipment

Correct: +1

46 In management, the various roles that managers are called on to perform are defined in which process ?

- Management process
- Executive process
- Business process
- Supervisory process

Correct: +1

47 Which types of managers are responsible for reporting to middle managers ?

- Employees
- Managers
- Executive managers
- Second level managers

Correct: +1

48 Which part of the management process includes measuring results, comparing results to expectations, and taking corrective action to bring results in to line ?

- Planning
- Organizing
- Leading
- Controlling

Correct: +1

49 Which influential thought leader is known for his common sense approach to selfimprovement as demonstrated through the book he authored, How to Win Friends and Infulence People ?

- Dale Carngie
- Frederick W. Taylor
- W. Edwards Deming
- Steven Covey

Correct: +1

50 Which infulential thought leader is known as the father of scientific management ?

- Dale Cmaegie
- Federcik W. Taylor

W. Edwards Deming

Peter F. Drucker

Correct: +1

51 The term "core competency", was coined by which of the following influential business thinkers ?

W. Edwards Deming

C.K. Prahalad

Ken Blanchard

Frederick W. Taylor

Correct: +1

52 Which influential thought leader is known for his theory on organizational forms?

John Maxwell

Tom J. Peters

Henry Mintzberg

John P. Kotter

Correct: +1

53 The ability of a manager to interface and work effectively with individuals and groups is descriptions of what type of managerial skill ?

- Technical
- Administrative
- Interpersonal
- Organizational

Correct: +1

54 Which type of managers are responsible for reporting to middle managers ?

- Employees
- Managers
- Executive managers
- Second level managers

Correct: +1

55 In management, the various roles that managers are called on to perform are defined in which process ?

- Management process
- Executive process
- Supervisory process
- Business process

56 Which management function involves setting goals and objectives and creating specific plans for completing them ?

- Planning
- Controlling
- Organizing
- Leading

Correct: +1

57 Which of the following characterize a manager as being effective ?

- They use a minimum amount of resources for the amount of outputs produced.
- They interview, select, and train people who are most suitable to fill open jobs.
- They achieve their goals
- They devote a large amount of time to planning

Correct: +1

58 Which management principle states that work should be divided so that each person will perform a specialized portion ?

- Unity of direction
- Chain of command

- Division of work

- Unity of command

Correct: +1

TEST

Unit-1 MAN

ANSWERS

SECTIONS

1. MCQ - 58 Questions

Section 1 : MCQ - 58 Questions

1 Managers

2 Actions

3 Decision roles

4 Subordinates

5 Information

6 Negotiator

7 Controlling

8 Top level management

9 Middle level management

10 Low level mangement

11 President

- 12 President
- 13 Top management
- 14 Branch managers
- 15 Foreman
- 16 Employee
- 17 Organizing
- 18 Organizing
- 19 Authority
- 20 Technical skill
- 21 Communication skill
- 22 Purchasing
- 23 Advertising
- 24 Process of management
- 25 Supervisor
- 26 Middle level management

- 27 Management
- 28 Manager
- 29 Planning
- 30 Executive managers
- 31 Middle managers
- 32 Unity of command
- 33 Unity of direction
- 34 Technical
- 35 Interpersonal
- 36 Cost and budget control
- 37 Quantity
- 38 Neither, a manager should balance interest in the job task with the needs of the employees performing the job.
- 39 External factors
- 40 Controlling
- 41 Short range issues

- 42 They achieve their goals.
- 43 They interview, select, and train people who are most suitable to fill open jobs.
- 44 Division of work
- 45 A product or service
- 46 Management process
- 47 Managers
- 48 Controlling
- 49 Dale Carnegie
- 50 Frederick W. Taylor
- 51 C.K. Prahalad
- 52 Henry Mintzberg
- 53 Technical
- 54 Managers
- 55 Management process
- 56 Organizing

57 They achieve their goals

58 Unity of direction

TEST

Unit-2 MAN

QUESTIONS

SECTIONS

1. MCQ - 66 Questions

Section 1 : MCQ - 66 Questions

1 Following are the physical resources.

- Man
- Machine
- Material
- All

Correct: +1

2 This is concept in manpower planning.

- Matching needs of customer with business
- Matching quality with quantity
- Matching human needs with job needs
- All are wrong

Correct: +1

3 Supervisor is _____

- Engineer
- Manger
- Team leader
- All the above

Correct: +1

4 Who plan capacity of machine ?

- Operator
- Supervisor
- CEO
- Quality Inspector

Correct: +1

5 Cycle time is concerned with _____

- Automobile
- Operator's work
- Machine and Process

Time office

Correct: +1

6 What are the advantages of prescribing standard forms in planning ?

Systematic planning

Standardization

Factual information

All the above

Correct: +1

7 Which information is not necessary in Raw material acceptance form ?

Quantity

None of material

Cycle time

Inspected by

Correct: +1

8 Which information is not necessary in job description ?

Job name

- Operations
- Cycle time
- All

Correct: +1

9 Machine load chart is not doing this.

- Check the feasibility of production programmes
- Assist the efficient planning
- Training of operators
- Fixing of reliable delivery promises

Correct: +1

10 _____ is a financial statement prepared and approved prior to a defined period of time.

- Audit
- control darts
- budget
- order of payment

Correct: +1

11 _____ is an instrument of management used in planning, programming and control of business financial activity.

- Inspection
- Budget
- Quality
- Audit

Correct: +1

12 _____ means forecasting and preplanning with reference to finance.

- Budget
- Audit
- Control
- Inspection

Correct: +1

13 Following is not the information needed for palnning at supervisory level.

- Number of jobs to be done
- Time expectation
- Profile margin

- Sequence of operations

Correct: +1

14 Following is not done planning by supervisor.

- Selection of machines
- Assigning workers
- Allocate time for operations
- Marketing products

Correct: +1

15 What are the important informations to supervisor while planning ?

- Quantity of jobs
- Delivery time
- Quality standards
- All

Correct: +1

16 While selecting machines, what kind of information is not necessary to supervisor ?

- Total machines

- Cycle time
- Operations required
- Maintenance standards

Correct: +1

17 While allocating work to workers what information is not important ?

- Qualification
- Skills
- Abilities
- Specialities

Correct: +1

18 In planning _____

1. Rescheduling must not be avoided
2. If needed, do rescheduling

- Only 1 correct
- Only 2 correct
- Both correct
- Both wrong

19 While planning which parameters does supervisor observe.

- Manpower
- Schedule
- Oversight
- All

Correct: +1

20 (i) Supervisor makes shot-term planning.

(ii) Managers make long-term planning.

(iii) Supervisor do scheduling of daily activities.

- Only 1 is correct
- Only 2 is correct
- Only 1 and 2 correct
- All correct

Correct: +1

21 Supervisor is _____ focussed in planning.

- Completely

- Internally
- Externally
- None of the above

Correct: +1

22 Supervisor plans budget on _____ expenses and manager plans budget on _____ expenses.

- Small, Large
- Large, Small
- Eternal, Internal
- None of above

Correct: +1

23 Securing raw material from stores is the responsibility of _____

- Supervisor
- Line manager
- Purchase manager
- Materials manager

Correct: +1

24 What is the upward correct chronology ?

1.Worker, 2.Foreman, 3.Supervisor, 4.Manager, 5.Shift incharge, 6.Helper

1-6-3-5-2-4

6-1-3-2-5-4

6-1-2-3-5-4

1-6-3-2-4-5

Correct: +1

25 Safe working condition is the responsibility of _____.

1.Worker, 2.Supplier, 3.Supervisor, 4.Manager, 5.Factory head, 6.Cusotmer

2,3,4,5

1,3,5,6

1,2,3,4

1,3,4,5

Correct: +1

26 (i) Planning of material is responsibility of supervisor.

(ii) Planning of manpower is the responsibility of HR manager and not of supervisor.

Only 1 is correct

Only 2 is correct

Both are correct

Both are wrong

Correct: +1

27 Following qualities are not required in organizing skills of supervisor.

Planning

Decision making

Financial knowledge

Time management

Correct: +1

28 When there is change in technology _____

plan fails

plan has to be modified

plan must be rescheduled

All of the above

Correct: +1

29 When emergency situation comes _____

- Continue previous planning
- Change the situation
- Change the plan
- None of the above

Correct: +1

30 Planning by supervisor is _____.

1. Interdependent process
 2. A continuous process
 3. Integration of various activities
 4. Looking into past
- 1 and 2 correct
 - 2 and 3 correct
 - 1,2 and 3 correct
 - 2,3 and 4 correct

Correct: +1

31 Supervisor can delegate his task to _____

1. Foreman
2. worker
3. Colleague
4. Senior manager

- 1 and 2 only
- 1 and 3 only
- 2 and 4 only
- 1,2 and 3

Correct: +1

32 Good relations in a group helps to _____

- Increase comfort level
- Closeness
- Friendships
- Only (a) is more correct

Correct: +1

33 Supervisor organizes _____

1. Man
 2. Machine
 3. Material
 4. Money
 5. Work orders
- Only 1,2,5

Only 1,3,5

Only 1,2,3

All

Correct: +1

34 Supervisor fails to plan if _____

He is not dynamic

He is not educated

He is not popular

He is not senior

Correct: +1

35 _____ describes one of the concepts, that is crucial for the smooth of an organization Name the concept.

Planning

Management

None of the options are correct

Co-ordination

Correct: +1

36 In which step of the planning process, the bestt and most feasible plan will be chosen to be implemented ?

- Selecting an alternative
- Evaluating alternative course of action
- Setting up objectives
- Developing Premises

Correct: +1

37 In which step of the planning pros and cons of each alternative is examined ?

- Developing premises
- Setting up objectives
- Evaluating alternative course of action
- Selecting an alternative premises

Correct: +1

38 Planning is the _____

- Primary/First function of the manager
- The last function of the manager
- Both (a) and (b)

None of the options are correct

Correct: +1

39 Making assumptions for future is called _____

Making policy

Making derivative plan

Setting planning premises

All of the options are correct

Correct: +1

40 The composite plan which involves setting up a long-term objective, finding a course of action, and allocation of resources is called _____.

Programme

Strategy

Procedure

Policy

Correct: +1

41 The plan which includes objective, policy, procedure, and rule, is called _____.

Budget

All of the options are correct

Programme

Strategy

Correct: +1

42 Standardized way in which a task has to be performed is called _____

Procedure

Strategy

Policy

Method

Correct: +1

43 The sequence of steps or actions to be taken to enforce a policy and attain a predetermined objective is called _____.

Policy

Strategy

Procedure

Objective

Correct: +1

44 Organizations' own customised way of handling problems or making decisions is called _____.

- Budget
- Policy
- Rule
- Strategy

Correct: +1

45 Supervisor has to advise troubled employee to improve his performance. Which function of management he is performing ?

- Motivation
- Personal counseling
- Communication
- Controlling

Correct: +1

46 Following are the methods to improve discipline except :

- Effectively communicate the rules and policies to all employees and the penalties to be inflicted for breaking the rules.
- positively motivate the employees.

- Separating or removing the employee from the pay roll
- Give rewards and recognition to disciplined employees

Correct: +1

47 _____ is a conclusion of a process by which one chooses between two or more available alternative courses of action for the purpose of attaining goals.

- Organizing
- Decision making
- Controlling
- Designing

Correct: +1

48 Information passes through the foreman _____.

- Vertically Upward
- Vertically Downward
- Both (a) and (b)
- None of the above

Correct: +1

49 _____ is the person who actually gives practical shape to the policies of the enterprise with the help of workmen.

- Foreman/Supervisor
- Gang Manager
- First Manager
- Speed Manager

Correct: +1

50 _____ is the vital link or mediator between management and worker.

- Supervisor
- Gang Manager
- First Manager
- Speed Manager

Correct: +1

51 _____ is a generally designated by supervisor (in most of the industries) is a person in charge of and co-ordinate of, the activities of the group of workers engaged in a one type of task.

- First link manager
- Foreman
- Time keeper
- Gang manger

52 Controlling function of an organization is _____ .

- Forward looking
- Backward looking
- Forward as well as backward
- None of the above

Correct: +1

53 An efficient control system _____

- Accomplishes organizational objectives
- Boosts employee morale
- Judges accuracy of standards
- All of the above

Correct: +1

54 Following are the corrective actions might involved in control process by management except _____ .

- training of employees if the production target could not be met
- assigning of additional workers and equipment to the project

- permission for overtime work
- Fire the workers who failed to achieve target

Correct: +1

55 _____ is an important principle of management control based on the belief that an attempt to control everything results in controlling nothing.

- Management by objectives
- Management by Exception
- Participative management
- Critical path method

Correct: +1

56 Control must be tailored to following factors except _____.

- Plans and positions
- The individual managers and their responsibilities
- Leadership and motivation
- The need for efficiency and effectiveness

Correct: +1

57 Leadership is a function of all the following factors except _____

- Work group
- Product or Service
- Leader
- Situation

Correct: +1

58 While taking disciplinary action, you should _____

- Argue with the employee
- Allow employee to speak for the others involved
- Make the disciplinary process as formal as possible
- Enforce policies and rules with consistency

Correct: +1

59 Which of the following three factors affects an employe's motivation ?

- Attitude, intersets and needs
- Attitude, intersets and salary
- Attitude, intersets and working conditions
- Attitude,needs and salary

60 The upper limit of employees or subordinates a supervisor can effectively manage is called _____.

- Span of control
- Span of manpower
- Span of organization
- Span of function

Correct: +1

61 Supervisors have the tendency to spend most of their time on which of the following function ?

- Directing
- Controlling
- Planning
- Staffing

Correct: +1

62 Co-ordinating people and human resources to accomplish organizational goals is the process of _____.

- Planning
- directing

management

leadership

Correct: +1

63 The most effective leader is one who _____

makes managerial decisions without consulting others

works with managers and employees to make decisions

has the leadership style most appropriate to the situation and the employee involved

none of the above

Correct: +1

64 The control process is based on _____.

Clear standards

disciplinary action

misleading standards

all of the above

Correct: +1

65 Top management decision making for the purpose of controlling is descriptively characterized by _____.

- more uncertainly and less reliance on judgment
- more uncertainly and greater reliance on judgment
- less uncertainly and greater reliance on judgment
- less uncertainly and less reliance on judgment

Correct: +1

66 Following are the ways to elaborate dicisions.

- Write on notice board
- In written format
- In meetings
- all of the above

Correct: +1

TEST

Unit-2 MAN

ANSWERS

SECTIONS

1. MCQ - 66 Questions

Section 1 : MCQ - 66 Questions

1 All

2 Matching human needs with job needs

3 All the above

4 Supervisor

5 Machine and Process

6 All the above

7 Quantity

8 All

9 Training of operators

10 control darts

11 Quality

12 Budget

13 Profile margin

14 Marketing products

15 All

16 Maintenance standards

17 Qualification

18 Both correct

19 All

20 All correct

21 Internally

22 Small, Large

23 Supervisor

24 6-1-2-3-5-4

25 1,3,4,5

26 Only 1 is correct

- 27 Financial knowledge
- 28 All of the above
- 29 Change the plan
- 30 1,2 and 3 correct
- 31 1,2 and 3
- 32 Only (a) is more correct
- 33 Only 1,2,3
- 34 He is not dynamic
- 35 Planning
- 36 Selecting an alternative
- 37 Evaluating alternative course of action
- 38 Primary/First function of the manager
- 39 Setting planning premises
- 40 Strategy
- 41 Programme

42 Method

43 Policy

44 Policy

45 Personal counseling

46 Separating or removing the employee from the pay roll

47 Decision making

48 Both (a) and (b)

49 Foreman/Supervisor

50 Supervisor

51 Foreman

52 Forward as well as backward

53 All of the above

54 Fire the workers who failed to achieve target

55 Management by Exception

56 Leadership and motivation

57 Product or Service

58 Enforce policies and rules with consistency

59 Attitude, interests and needs

60 Span of control

61 Controlling

62 leadership

63 has the leadership style most appropriate to the situation and the employee involved

64 Clear standards

65 more uncertainty and greater reliance on judgment

66 all of the above

TEST

Unit-2 MAN

QUESTIONS

SECTIONS

1. MCQ - 75 Questions

Section 1 : MCQ - 75 Questions

1 Which of the following is a single use plan ?

- Objectives
- Policies
- Rules
- Budget

Correct: +1

2 Policy formation is the function of _____

- Top level management
- Low level management
- Middle level management
- None of the above

Correct: +1

3 Budget is an instrument of _____

- Planning only
- Control only
- Both planning and control
- None of the above

Correct: +1

4 Planning process began with _____

- Setting objectives
- Identity alternative
- Developing planning premise
- selecting alternatives

Correct: +1

5 Responsibility always flows from _____

- Superior to subordinate
- Subordinate to superior
- Both A and B

None of these

Correct: +1

6 Which of the following is not the principle of organization ?

Unity of objectives

Specialization

Span of control

Initiative

Correct: +1

7 Organization is a process of _____

Identifying and grouping of work to be performed

Defining and delegating the responsibility and authority

Both A and B

None

Correct: +1

8 Authority always flows from _____

Support to subordinate

- Subordinate to superior
- Both A and B
- None

Correct: +1

9 The _____ of the enterprise influence the organization structure.

- span of control
- Exception
- Delegation
- Objectives

Correct: +1

10 Effective organization must promote_____

- Interviews
- Creativity
- Specialization
- Responsibility

Correct: +1

11 Scalar principle can also called as _____

- Unity of cammand
- Chain of command
- Delegation
- Unity of direction

Correct: +1

12 The activities of the _____ should be divided accordtaccording to functions and assigned to persons according to their specialization.

- Enterprise
- Objectives
- Planning
- Supervision

Correct: +1

13 _____ is the right to decide, direct and coordinate.

- Employment test
- Exception
- Authority

Granting

Correct: +1

14 Which of the following is not the principle of organization ?

Objectives

Delegation

Span of control

Interviews

Correct: +1

15 _____ subordination must be avoided.

Dual

Single

Multiple

Triple

Correct: +1

16 How many steps are included in the organizing function ?

Four

- Five
- Six
- Three

Correct: +1

17 Which of the following is not the step of process of organizing ?

- Grouping of activities
- Granting authority
- Employment test
- Esatblishing relationship

Correct: +1

18 _____ means a form of human association for the attainment of common objectives.

- Planning
- Organization
- Committee
- Group activities

Correct: +1

19 Organization structure allocates authority and _____

- Responsibility
- Power
- Facility
- None of the above

Correct: +1

20 _____ is a term which is normally used in the battle fields for planning a military movement, handling of troops, etc.

- Guideline
- Strategy
- Policy
- Management

Correct: +1

21 Which of the following policies do not comes under the criteria regarding of source.

- Originated policies
- Appealed policies
- Production policies

External policies

Correct: +1

22 Which of the following policies do not comes under the crieteria regarding of functions.

Production policy

Marketing policy

Financial policy

Basic policy

Correct: +1

23 According to whom objective are goals, they are aims which management wish organisations to achieve.

John Maxwell

Tom J. Peters

Robert C.

John P. Kotter

Correct: +1

24 Which of the following policies do not comes under the crieteria regarding of level_____.

General policy

- Basic policy
- Marketing policy
- Departmental policy

Correct: +1

25 _____ is the decision making body of an organization?

- Decentralization
- Administration
- Functional organisation
- Leadership

Correct: +1

26 MBO offers the basis for assessing the _____.

- Operations
- Performance
- Equality
- None of these

Correct: +1

27 MBO was developed by _____

- Peter F. Drucker
- Chester Bernard
- Fayol
- None

Correct: +1

28 The process of MBO starts with _____.

- setting up of obligation
- Fetron plan
- Review
- All

Correct: +1

29 Effective control depends on _____

- Organisation sturcture
- Proper direction
- flow of communication

All

Correct: +1

30 The supervisor motivate the subordinates in _____.

Consultative direction

Free rein direction

Autocratic direction

All

Correct: +1

31 Organisational decisions are made by _____

Directors

Managers

Managing directions

None of these

Correct: +1

32 Organisation means a formalised intentional structure of _____

Roles

Rooms

Routes

None

Correct: +1

33 _____ is described as interpretative planning

Procedure

Strategy

Policies

None of the above

Correct: +1

34 A sequence of activities to implement the policy is _____.

Programme

Budget

plan

Procedure

Correct: +1

35 Planning is _____ process

- Directing
- Thinking
- Forecasting
- None of these

Correct: +1

36 The line of authority from the chief executives to the lowest level of organisation is called_____.

- Unity of command
- Unity of direction
- Scalar Chain
- Order

Correct: +1

37 Budgetary control requires the preparation of _____

- Training schedule
- Budget
- Network diagram

Responsibility centres

Correct: +1

38 First step in organizing is _____

Establishing authority relationship

Co-ordination of activities

Grouping of jobs into departmentation

Division of work

Correct: +1

39 Which among the following is true for formal organisation

It is not clear

To satisfy the members

Importance to persons and feelings

To fulfill the firm's goal

Correct: +1

40 The process of sharing authority by superior to subordinate is _____

Delegation

- Accountability
- Centralisation
- Responsibility

Correct: +1

41 Line organisation is also called _____

- Military organisation
- Functional organisation
- Line and staff organisation
- Project organisation

Correct: +1

42 The form of organisation known for giving rise to rumours is called _____

- Centralised organisation
- Functional organisation
- Decentralised organisation
- Informal organisation

Correct: +1

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

- Delegated organisation
- Divisional organisation
- Functional organisation
- Autonomous organisation

Correct: +1

44 Which of the following does not follow the scalar chain

- functional structure
- Divisional structure
- Formal structure
- Informal structure

Correct: +1

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

- Authority
- Manpower
- Incentives

Promotion

Correct: +1

46 Organising is _____

A remedy for all types of problems

Ensure accurate forecasting

None of these

All of these

Correct: +1

47 Organising process involves _____

Division of work

Grouping of identical work

All of these

None of these

Correct: +1

48 Formal organisation is _____

Created by management

- A result of social interaction
- To satisfy cultural needs
- none of these

Correct: +1

49 Organising deals with _____

- Division of work
- Decentralising activities
- Centralisation activities
- All of these

Correct: +1

50 The process of organising consists of _____

- Division of work into job
- Establishing authority relationships
- Both A and B
- none of these

Correct: +1

51 Authority refers to _____

- Getting work done
- Right to get work done
- Being in a management position
- None of these

Correct: +1

52 Principles of specialisation requires _____

- Division of labour
- Centralisationof work
- Decentralisaion of work
- none of these

Correct: +1

53 Delegation is _____

- Getting things done by others
- Fixing of responsibility
- Assigning the task

Unity of command

Correct: +1

54 Which among the following is not a principle of delegation ?

Functional Definition

Nity of command

Remuneration

Authority level principle

Correct: +1

55 Which among the following is considered as reluctance on the path of subordinates in delegation ?

Perfectionism

Fear of criticism

Autocratic attitude

Absence of control

Correct: +1

56 Which of the following statements is ture ?

There is scope for specialisation in line Organisaition

- It is difficult to fix responsibility in line organisation
- The line of authority in line organisation is vertical
- Line organisation is only suitable for large scale operation

Correct: +1

57 Whose definition on authority is, " Authority is the right to give orders and power to exact obedience"?

- Henry Fayol
- Allen
- Simon
- S.George

Correct: +1

58 _____ co-ordination refers to the description of the behaviour and relationships of the organisation.

- Vertical
- Horizontal
- Procedural
- Substantive

Correct: +1

59 _____ is a systematic way of handling regular events.

- Procedure
- Rules
- Policies
- Strategy

Correct: +1

60 Which among the following is not the principle of organisation ?

- Unity of objectives
- specialisation
- Span of control
- Initiative

Correct: +1

61 Which of the following is not a function of management ?

- Planning
- Staffing
- Co-operation

Controlling

Correct: +1

62 Planning is _____

forward looking

backward looking

Both forward and backward looking

none of these

Correct: +1

63 Planning provides _____

Information to outsiders

Basis for recruitment and selections

Purpose and direction of all persons

none of these

Correct: +1

64 Which among the following involves in planning process ?

Selection of objective

- Determine the way to achieve objective
- Both A and B
- none of these

Correct: +1

65 Which among the following is a single use plan ?

- Objectives
- policies
- Rules
- Budget

Correct: +1

66 Policy formulation is the function of _____

- Top level management
- Middle level management
- Operational management
- All of the above

Correct: +1

67 Budget is an instrument of _____

- Planning only
- Control only
- Both planning and control
- None of these

Correct: +1

68 _____ are the prescribe guidelines for conducting an action.

- Rules
- Method
- Budget
- Policy

Correct: +1

69 The purpose and the aim for which the organisation is set up and operate is called _____

- Objective
- Strategy
- Policy

Procedure

Correct: +1

70 Planning process began with _____

Setting objectives

Identity alternatives

Developing planning premise

Selecting alternatives

Correct: +1

71 Which among the following is not the principles organisation ?

Unity of objectives

Specialisation

Span of control

Initiative

Correct: +1

72 Organisation is a process of _____ -

Identifying and grouping of work to be perform

- Defining and delegating the responsibility authority
- Both A and B
- None of the above

Correct: +1

73 Responsibility always flows from_____

- Superior to subordinate
- Subordinate to superior
- Both A and B
- None of these

Correct: +1

74 Authority always flows from_____

- Superior to subordinate
- Subordinate to superior
- Both A and B
- None of the above

Correct: +1

75 The following is not a type of organisation structure.

- Line organisation
- Functional organisation
- Line and staff organisation
- Flexible organisation

Correct: +1

TEST

Unit-2 MAN

ANSWERS

SECTIONS

1. MCQ - 75 Questions

Section 1 : MCQ - 75 Questions

- 1 Budget
- 2 Low level management
- 3 Both planning and control
- 4 Setting objectives
- 5 Superior to subordinate
- 6 Initiative
- 7 Both A and B
- 8 Subordinate to superior
- 9 Objectives
- 10 Specialization
- 11 Chain of command

- 12 Enterprise
- 13 Authority
- 14 Interviews
- 15 Dual
- 16 Five
- 17 Employment test
- 18 Organization
- 19 Responsibility
- 20 Strategy
- 21 Production policies
- 22 Basic policy
- 23 Robert C.
- 24 Marketing policy
- 25 Administration
- 26 Performance

- 27 Peter F. Drucker
- 28 setting up of obligation
- 29 All
- 30 Free rein direction
- 31 Managers
- 32 Roles
- 33 Strategy
- 34 Programme
- 35 Thinking
- 36 Scalar Chain
- 37 Budget
- 38 Division of work
- 39 To fulfill the firm's goal
- 40 Delegation
- 41 Military organisation

- 42 Informal organisation
- 43 Divisional organisation
- 44 Informal structure
- 45 Authority
- 46 None of these
- 47 All of these
- 48 Created by management
- 49 Division of work
- 50 Both A and B
- 51 Being in a management position
- 52 Division of labour
- 53 Assigning the task
- 54 Remuneration
- 55 Fear of criticism
- 56 The line of authority in line organisation is vertical

- 57 Henry Fayol
- 58 Procedural
- 59 Procedure
- 60 Initiative
- 61 Co-operation
- 62 forward looking
- 63 Purpose and direction of all persons
- 64 Both A and B
- 65 Budget
- 66 Top level management
- 67 Both planning and control
- 68 Budget
- 69 Objective
- 70 Setting objectives
- 71 Unity of objectives

72 Defining and delegating the responsibility authority

73 Superior to subordinate

74 Superior to subordinate

75 Flexible organisation

TEST

Unit-3 MAN

QUESTIONS

SECTIONS

1. MCQ - 125 Questions

Section 1 : MCQ - 125 Questions

1 What is meant by understanding team ?

- Speciality of team
- Number of team members
- Requirements of team
- All

Correct: +1

2 Why understanding team is needed ?

- To assign team work
- To control activities of team
- To satisfy needs of team
- All

Correct: +1

3 What are benefits to supervisor of understanding team ?

- To take perfect decisions
- Promotion
- Status
- Increment

Correct: +1

4 Due to link of supervisor with stores and inventory.

1. Material can be received in time
2. Accumulation of material is avoided

- 1 is correct
- both correct
- 2 is correct
- both wrong

Correct: +1

5 Due to link with maintenance department, supervisor _____

- can give intimation of breakdown
- can avoid production stoppages

- both are correct
- both are incorrect

Correct: +1

6 Due to link of supervisor with quality control _____

1. Errors can be understood
2. Errors can be rectified

- 1 is correct
- both correct
- 2 is correct
- both wrong

Correct: +1

7 Communication with all departments is _____

- open loop
- closed loop
- oral
- non-verbal

Correct: +1

8 Why directions by supervisor are necessary ?

- To avoid mistakes
- People get direction
- Time is saved
- All

Correct: +1

9 Directions by supervisor cannot avoid following problem.

- Wastages of time
- Rework
- Machine capacity
- Repetitive mistakes

Correct: +1

10 Deviation in work is possible if there is are no _____

- Directions
- Instructions
- Control

All

Correct: +1

11 Following are the features of complete instructions _____

Instructions at proper time

By proper person

Simple and clear

All

Correct: +1

12 Instructions by supervisor should be _____

1. clear

2. Simple

3. On time

4. Specific

1,2 correct 3,4 wrong

1,2 wrong 3,4 correct

All correct

All wrong

Correct: +1

13 Good supervisor is not the following.

- counsellor
- advisor
- mentor
- teacher

Correct: +1

14 Why counseling by supervisor is needed ?

- Loss of confidence
- Dull working conditions
- Need support
- All

Correct: +1

15 Following is not the quality of supervisor as counsellor.

- Emotional
- Stable
- Motivator

Listner

Correct: +1

16 To give future predicions _____

1. Understanding present is not important
2. Logical thinking is needed

only 1 correct

only 2 correct

both correct

both wrong

Correct: +1

17 Future losses can be minimized by _____

Future predictions

Planning

Organizing

Staffing

Correct: +1

18 To avoid confusiionn taken by higher management, decisions must be _____

- Elaborated
- Cancelled
- Forced
- Reversed

Correct: +1

19 How decisions can be elaborated ?

- By written document
- By conducting meeting
- By counselling
- All

Correct: +1

20 What are not ways to lay disciplinary standards ?

- Disciplinnary actions
- Traning for discipline
- Policy decisions in discipline
- Forgiving for new times

21 Steps in controlling process are _____

- Setting performance standards
- Measurement of actual performance
- Comparing actual performance with standards
- All of the above

Correct: +1

22 What is chronology of steps in control process ?

1. Setting performance
 2. Comparing actual performance
 3. Taking corrective actions
 4. Measurement of actual performance
- 1-4-2-3
 - 1-2-4-3
 - 1-3-2-4
 - 2-1-4-3

Correct: +1

23 Out of following which is not the quantitative standards ?

- Cost
- Time
- Relations
- Amount

Correct: +1

24 Out of following which is not the qualitative standards ?

- Relations
- Goodwill
- Motivation
- Time

Correct: +1

25 Which is the method for measuring actual performance ?

- Sample checking
- Counting
- Personal observation
- all of the above

26 Critical point control method is concerned with _____.

- Taking corrective action
- Measurement of actual performance
- Analysing deviation
- None of the above

Correct: +1

27 After identifying the deviations _____

- Causes are analyzed
- Actions are taken on workers
- Measurements are taken
- Performance standards are calculated

Correct: +1

28 If machinery is obsolete then what is corrective action ?

- Do technological upgradation of machinery
- Replace it

- Sell it
- Destroy it

Correct: +1

29 If the cause of deviation is defective process then corrective action is _____

- Replace the process by new one
- Postpone the work
- Change the specification standards
- None of the above

Correct: +1

30 If material used is defective, then how to correct it ?

- Change the material
- Cancel the process
- Take action on supplier
- Change the quality standards of the material

Correct: +1

31 If the machinery is defective then how to take corrective action on this ?

- Repair the existing machine
- Sell out the machine
- Upgrade the machinery
- None of the above

Correct: +1

32 If physical condition of work is defective then how to take corrective action ?

- Improvement in physical condition
- Change the operator
- Take action on architecture
- None of the above

Correct: +1

33 For controlling overall organizational performance, following techniques are used _____

- Observation
- Performance evaluation
- Spot inspections
- all

34 Following is not quantitative control technique _____

- Ratio analysis
- Breakeven analysis
- Observation
- Audits

Correct: +1

35 What are the types of audits ?

- Internal
- External
- Management
- All

Correct: +1

36 For effective controlling by supervisor parameters are _____

- Timely and forward looking
- Flexible

Comprehensive

Above all

Correct: +1

37 1. Controlling should never be flexible.

2. Objectives of control should be clear.

Only 1 correct

only 2 correct

Both correct

Both incorrect

Correct: +1

38 The benefit obtained from a control system should be _____ than the cost involved in it.

More

Less

Equal

None of the above

Correct: +1

39 1. Control system should be periodically reviewed.

2. Control system should be flexible.

only 1 correct

only 2 correct

Both correct

Both wrong

Correct: +1

40 Why workers do resistance to managerial control ?

Too many controls

Incomplete measurements

Unreasonable standards

All the above

Correct: +1

41 Too many controls _____ workers.

Motivate

Assist

Irritate

Benefit

Correct: +1

42 Employees always dislike controls because _____

They don't want controls

They want to control management

control's are too many, incomplete in nature, unreasonable, disclose unpleasant facts

None of the above

Correct: +1

43 Which is not the control technique ?

Past oriented and future oriented

Market control

Production control

Clan control

Correct: +1

44 Inspection of jobs is _____

- Past control
- Future control
- Clan control
- New control

Correct: +1

45 Funds flow analysis is _____

- Past control
- Future control
- Clan control
- Old control

Correct: +1

46 Prices of products are due to which controls ?

- Past control
- Future control
- Market control
- Clan control

47 _____ is established by generating trust, tradition and shared belief.

- past control
- Futur control
- Market control
- Clan control

Correct: +1

48 Controls due to government rules are _____

- Past
- Future
- Market
- Bureaucratic

Correct: +1

49 Financial and accounting based control are _____

- Future
- Old

Market

Clan

Correct: +1

50 _____ provide that information which is not available with old techniques.

Old

New

Clan

Market

Correct: +1

51 Which are needs of Direction by supervisor ?

Harmony of objectives

Direct supervision

Unity of command

All

Correct: +1

52 In giving direction when supervisor says "goal of workers and organization are same" Then such directions are called _____

- Unity of command
- Harmony of objectives
- Direct supervision
- Follow through

Correct: +1

- 53 1. Direction should not be face to face.
2. There should be unity of command in directinos.

- only 1 correct
- only 2 correct
- Both correct
- Both wrong

Correct: +1

54 Supervisor gives directions, checks their performance and help the workers. This is called _____

- Unity of command
- Follow through
- Harmony of objectives

Efficient communication

Correct: +1

55 1. Order should be clear and complete.

2. Order should be non-compatible.

only 1 correct

only 2 correct

Both correct

Both wrong

Correct: +1

56 When instructions are in written form _____

1. subject is important .

2. Details are not involved.

3. No geographical distance with subordinate.

1 and 2 correct

2 and 3 incorrect

1 and 3 correct

1 and 3 incorrect

Correct: +1

57 Face to face suggestions are _____

- More effective
- Less effective
- Not necessary
- Avoided

Correct: +1

58 Match the pairs:

1. Harmony of objects

(a) Do what I say or otherwise

2. Force
good to you

(b) Do what I say because I am

3. Paternalism

(c) You do as I say

4. Bargain
will benefited

(d) If we perform together, each

- 1-D, 2-A, 3-B, 4-C
- 1-D, 2-A, 3-C, 4-B
- 1-A, 2-D, 3-B, 4-C
- 1-B, 2-C, 3-D, 4-A

Correct: +1

59 "Do what I say or Otherwise" is _____ instrucion.

- Force
- Paternalism
- Bargain
- Harmony

Correct: +1

60 "Do what I say because I an good to you..." is _____ instruction.

- Force
- Paternalism
- Bargain
- Harmony

Correct: +1

61 "You do As I say" is _____ instruction.

- Force
- Paternalism
- Bargain
- Harmony

62 "If we perform together each will achieve his goals" is _____ instruction.

- Force
- Paternalism
- Bargain
- Harmony of objectives

Correct: +1

63 Good instruction is _____

- reasonable
- Enforceable
- Clear
- All

Correct: +1

64 Good instructions is _____

- Understandable
- Complete

Appropriate tone

All

Correct: +1

65 Goof instruction is not _____

Reasonable

Oral

Complete

Clearly defined

Correct: +1

66 1. Direction starts from top and goes to bottom.

2. Direction is not continuous process.

only 1 correct

only 2 correct

both correct

both wrong

Correct: +1

67 Which of the following functions of production planning and control is related to the timetable of activities ?

- Scheduling
- Dispatching
- Expending
- Routing

Correct: +1

68 The objectives of Production Planning and Control are _____.

- Before execution
- After execution
- During execution
- None of the above

Correct: +1

69 The control activity in Production Planning and Control is performed _____ of the plan.

- Before execution
- After execution
- During execution
- None of the above

70 When the size of an organization increases, the functions under production control should _____

- Get more decentralized
- Get more centralized
- stay the same
- None of the above

Correct: +1

71 _____ is concerned with the time required to perform each activity under the production planning and control process.

- Loading
- Sequencing
- Routing
- Scheduling

Correct: +1

72 Centralized and decentralized are the types of _____

- Routing
- Dispatching

Scheduling

Follow up

Correct: +1

73 Direction is a _____ function.

Managerial

Production

Both (a) and (b)

None of the above

Correct: +1

74 Direction function is initiated by _____

lower level management

middle level management

top level management

all of the above

Correct: +1

75 Following is (are) the techniques of direction _____

- Consultative
- Free-rein
- Autocratic
- All of the above

Correct: +1

76 Direction should be such that the individuals can integrate their objectives with organizational objectives, is _____.

- Unit of command
- Direct supervision
- Harmony of objectives
- Efficiency

Correct: +1

77 Following is true for "Direction"

- It initiates action
- It ensures maximum individual contribution
- It provides stability and balance in the organization
- All of the above

78 Following is (are) the preparatory function(s).

- planning
- organizing
- staffing
- all of the above

Correct: +1

79 Characteristics of good order is (are) _____.

- It should be reasonable and enforceable overr subordinates
- It should be intelligible
- A written order is preferable to an oral order
- All of the above

Correct: +1

80 Which one of the following is not a feature of controlling ?

- Continuous process
- Action-oriented

Keeping employees busy

Pervasive function

Correct: +1

81 Which one of the following is not an importance of controlling ?

Better co-ordination

Better use of resources

Better planning

Better grievance handling

Correct: +1

82 Which one of the following is a step of controlling ?

Assessing personal required

Taking corrective action

Assessing environment

Taking disciplinary action

Correct: +1

83 _____ is the process of ensuring that actual results are in accordance with planned results.

- Controlling
- Co-ordinating
- Planning
- Directing

Correct: +1

84 _____ is the focus point for a manager while controlling, as controlling at every step is not possible.

- Controlling
- Co-ordinating
- Critical point control
- Both (a) and (b)

Correct: +1

85 Which of the following is not an importance of controlling function ?

- It ensures order and discipline
- It restricts co-ordination in action
- It helps in judging accuracy of standards
- It improves employee motivation

86 Which of the following statements does not highlight the relationship between planning and controlling ?

- Planning and controlling are separable twins of management
- Planning without controlling is meaningless, controlling without planning is blind
- Planning is prescriptive, controlling is evaluative
- Planning and controlling are interrelated and interdependent

Correct: +1

87 It is the process of ensuring that events conform to plans.

- Planning
- Controlling
- Organizing
- Directing

Correct: +1

88 The controlling function is performed by _____.

- Top level management
- Lower level management

Middle level management

All of the above

Correct: +1

89 Controlling function brings the management cycle back to the _____.

Organizing function

Directing function

Planning function

None of the above

Correct: +1

90 Deviations are said to be positive in nature when _____.

Planned performance is more than the actual performance

Actual performance is more than the planned performance

Both planned and actual performances are same

None of the above

Correct: +1

91 Which of the following statements is true with respect to controllig function ?

- It is a forward looking function
- It is backward looking function
- Both (a) and (b)
- None of the above

Correct: +1

92 Reducing the workers, absenteeism in a factory by 20% is an example of _____.

- Quantitative standard
- Qualitative standard
- Deviation
- None of the above

Correct: +1

93 The need for the controlling function is felt in _____.

- Business organizations
- Political organizations
- Social organizations
- All of the above

94 When the deviations between the actual performance and the planned performance are within the limits _____.

- A limited corrective action is required
- No corrective action is required
- A major corrective action is required
- None of the above

Correct: +1

95 The comparison of actual performance with the planned performance becomes easier if the standards are set in _____.

- Qualitative terms
- Quantitative terms
- Either of the above
- None of the above

Correct: +1

96 Deviations are said to be positive in nature when _____.

- Planned performance is more than the actual performance
- Actual performance is more than the planned performance

Both planned and actual performances are same

None of the above

Correct: +1

97 Which one of the following is an element of directing ?

Delegation authority

Designing organization structure

Communication

Designing control system

Correct: +1

98 Supervisor has to advice troubled employee to improve his performance. Which function of management he is performing ?

Motivation

Personal counselling

Communication

Controlling

Correct: +1

99 Personal Counselling is a very effective tool for troubled employee when _____

- he lost his interest in job and gives poor performance
- he is facing personal problem
- inferiority complex is developed
- all above

Correct: +1

100 Supervisor can counsel his employee by -

1. sharing worker's feelings
 2. understanding his problem
 3. giving him extra facility.
 4. changing his job position
- 1 and 2
 - 2 and 3
 - 3 and 4
 - 1 and 4

Correct: +1

101 Following are the methods to improve discipline except _____.

- Effectively communicate the rules and policies to all employees and the penalties to be inflicted for breaking the rules
- Positively motivate the employees

- Separating or removing the employee from the pay roll
- Give rewards and recognition to disciplined employees

Correct: +1

102 Discipline is necessary in all efficient organizations for following factors except _____.

- Encourage employees to behave sensibly at work
- Effectively realize or attain the objectives of the organization
- Help employees to learn the requirement of their job
- Wealth creation and expansion of plant

Correct: +1

103 Decision related to policy matter taken at high level of management after careful analysis and evaluation of various alternative like capital expenditure, decision related to pricing, expansion and change in product line etc. are the type of following type of decision _____.

- Programmed Decision
- Planning and Organizing
- Directing and controlling
- Strategic Decision

Correct: +1

104 Following are the general steps of which management activity ?

Step 1: Defining the problem

Step 2: Searching for alternative course of action.

Step 3: Evaluating the alternatives

Step 4: Selecting one alternative

- Decision making and problem solving
- Planning and organizing
- Directing and controlling
- None of the above

Correct: +1

105 _____ is a conclusion of a process by which one chooses between two or more available alternative courses of action for the purpose of attaining goals.

- Organizing
- Decision making
- Controlling
- Designing

Correct: +1

106 _____ is the person who actually gives practical shape to the policies of the enterprise with the help of workmen.

- Foreman/Supervisor

- Gang manager
- First link manager
- Speed manager

Correct: +1

107 _____ is a generally designated by supervisor (in most of the industries) is a person in charge of and co-ordinator of, the activities of the group of workers engaged in a one type of task.

- First link Manger
- Foremen
- Time keeper
- Gang Manager

Correct: +1

108 An efficient control system helps to _____.

- Accomplish organizational objectives
- Boost employee morale
- Judge accuarcy of standards
- All of the above

Correct: +1

109 Following are the corrective actions might involved in Control Process by management except _____.

- training of employees if the production target could not be met
- assigning of additional workers and equipment to the project
- Permission for overtime work
- Fire the worker who failed to achieve target

Correct: +1

110 _____ is an important principle of management control based on the belief that an attempt to control everything results in controlling nothing.

- Management by objectives
- Management by Exception
- Participative Management
- Critical Path Method

Correct: +1

111 "A good control system ensures that employees know well in advance what they are expected to do and what are the standards of performance on the basis of which they will be appraised." This statement focuses on which important aspect of controlling ?

- Improving Employee Motivation
- Judging accuracy of standards

Accomplishing organizational goals

Making efficient use of resources

Correct: +1

112 Control must be tailored to following factors except _____.

plans and positions

the individual managers and their responsibilities

Leadership and Motivation

the need for efficiency and effectiveness

Correct: +1

113 There are following types of control except _____.

Pre-Control

Concurrent Control

Feedback Control

Advanced Control

Correct: +1

114 Control that takes place before work is performed, is known as _____.

- Pre-control
- Concurrent control
- Feedback control
- Advanced control

Correct: +1

115 The following list is some of the common mistakes supervisors have made while trying to delegate except _____.

- unclear delegation
- supervise too closely
- improper selection of subordinates
- motivate the subordinates for active involvement

Correct: +1

116 Effective supervisors getting out and understanding the day-to-day operation firsthand. Supervisor knows his people as individuals and being known by them. Real involvement on the part of the supervisor reaps two advantages. First, it will provide him with knowledge about his section that is unobtainable any other way. Secondly, frequent interaction with people promotes concern for the workers daily performance. This is done _____.

- To get involved
- To open up for communication
- Give a chance to subordinate for development

- To provide feedback

Correct: +1

117 Any control system has four important elements. Which element helps in comparing the actual results with the standard or expected results ?

- A detector
- An Assessor
- An effector
- Communication network

Correct: +1

118 The day-to-day activities of an organization are controlled by _____.

- Management control system
- Operational control system
- Both (a) and (b)
- None of the above

Correct: +1

119 By what process do managers influence other members of an organization to implement organization's strategies ?

- Motivation

- Training
- Management Control
- Leading

Correct: +1

120 Following are not the causes of deviation in controlling process ?

- Newly purchased machinery
- Obsolete machinery
- Defective process and physical condition of physical equipment
- Defective Machinery

Correct: +1

121 Leadership is a function of all the following factors except _____.

- Work group
- Product or Service
- Leader
- Situation

Correct: +1

122 When management pays attention to more important areas and when day to day routine problems are looked after by lower-level management, it is known as _____.

- Management by objectives
- Management by Exception
- Participative Management
- Critical Path Method

Correct: +1

123 Which of the following is the origin of any motivated behavior ?

- Need
- Drives
- Goals
- Wants

Correct: +1

124 The higher is the quality of managers and their subordinates, the less is the need for _____.

- Direct control
- Preventive control
- Tactical control

Strategic control

Correct: +1

125 The general manager's meeting was most likely a result of the following management function _____.

Organizing

Planning

Decision making

Controlling

Correct: +1

TEST

Unit-3 MAN

ANSWERS

SECTIONS

1. MCQ - 125 Questions

Section 1 : MCQ - 125 Questions

1 All

2 All

3 To take perfect decisions

4 2 is correct

5 both are correct

6 2 is correct

7 closed loop

8 All

9 Rework

10 Control

11 All

12 All correct

13 teacher

14 All

15 Emotional

16 only 2 correct

17 Future predictions

18 Elaborated

19 All

20 Policy decisions in discipline

21 Setting performance standards

22 1-4-2-3

23 Cost

24 Relations

25 Sample checking

26 Taking corrective action

- 27 Causes are analyzed
- 28 Do technological upgradation of machinery
- 29 Replace the process by new one
- 30 Change the material
- 31 Repair the existing machine
- 32 Improvement in physical condition
- 33 Observation
- 34 Ratio analysis
- 35 Internal
- 36 Timely and forward looking
- 37 Only 1 correct
- 38 More
- 39 only 1 correct
- 40 Too many controls
- 41 Motivate

42 They don't want controls

43 Past oriented and future oriented

44 Past control

45 Past control

46 Past control

47 past control

48 Past

49 Future

50 Old

51 Harmony of objectives

52 Unity of command

53 only 1 correct

54 Unity of command

55 only 1 correct

56 1 and 2 correct

57 More effective

58 1-D, 2-A, 3-B, 4-C

59 Force

60 Force

61 Force

62 Force

63 reasonable

64 Understandable

65 Reasonable

66 only 1 correct

67 Scheduling

68 Before execution

69 Before execution

70 Get more decentralized

71 Loading

- 72 Routing
- 73 Managerial
- 74 lower level management
- 75 Consultative
- 76 Unit of command
- 77 It initiates action
- 78 planning
- 79 It should be reasonable and enforceable over subordinates
- 80 Continuous process
- 81 Better grievance handling
- 82 Taking corrective action
- 83 Controlling
- 84 Critical point control
- 85 It restricts co-ordination in action
- 86 Planning and controlling are separable twins of management

- 87 Controlling
- 88 All of the above
- 89 Planning function
- 90 Actual performance is more than the planned performance
- 91 It is backward looking function
- 92 Qualitative standard
- 93 All of the above
- 94 A major corrective action is required
- 95 Quantitative terms
- 96 Actual performance is more than the planned performance
- 97 Communication
- 98 Personal counselling
- 99 all above
- 100 1 and 2
- 101 Separating or removing the employee from the pay roll

- 102 Wealth creation and expansion of plant
- 103 Strategic Decision
- 104 Decision making and problem solving
- 105 Decision making
- 106 Foreman/Supervisor
- 107 Foremen
- 108 All of the above
- 109 Fire the worker who failed to achieve target
- 110 Management by Exception
- 111 Improving Employee Motivation
- 112 Leadership and Motivation
- 113 Advanced Control
- 114 Pre-control
- 115 motivate the subordinates for active involvement
- 116 To get involved

117 An Assessor

118 Operational control system

119 Management Control

120 Newly purchased machinery

121 Product or Service

122 Management by Exception

123 Need

124 Direct control

125 Decision making

TEST

Unit-3 MAN

QUESTIONS

SECTIONS

1. MCQ - 54 Questions

Section 1 : MCQ - 54 Questions

1 Coordinating people and human resources to accomplish organizational goals is the process of _____

- Management
- Directing
- Planning
- Leadership

Correct: +1

2 Empowerment is related to _____

- Planning
- Organizing
- Controlling
- Directing

Correct: +1

3 Directing and controlling are the _____

- Results of management
- Goals of management
- Functions of management
- All

Correct: +1

4 Budgetary control requires the preparation of _____

- Training schedule
- Responsibilities centre
- Budgets
- Network diagram

Correct: +1

5 Supervisory management spends most of his/her time in _____

- Planning and controlling
- Directing and controlling
- Planning and organizing

Organizing and controlling

Correct: +1

6 Which of the following would be included in the "controlling function" ?

Measuring results against corporate objectives

Giving assignments

Setting standards

Explaining routines

Correct: +1

7 _____ is deciding in advance what to do and how to do.

Organizing

Controlling

Planning

Directing

Correct: +1

8 Which is the first most essential function of management ?

Planning

- Organizing
- Controlling
- none of these

Correct: +1

9 Planning is _____

- Goal-oriented
- Objective oriented
- Both A and B
- None

Correct: +1

10 _____ are goals, they are aims which management wish organizations to achieve.

- Goals
- Objectives
- Activities
- None of these

Correct: +1

11 A clear statement of purpose universally understood is the outstanding guarantee of effective _____

- Execution
- Communication
- Process
- None

Correct: +1

12 _____ approach is essentially one-way and it is called an authoritarian approach.

- Modern
- Traditional
- Conventional
- Specific

Correct: +1

13 _____ are a guide to decision making.

- Procedures
- Policies
- Activities

None of these

Correct: +1

14 _____ are units for measuring one or more aspects of performance.

Rules

Standards

Quantity

All

Correct: +1

15 _____ are a guide to action only.

Procedures

Policies

Activities

None of these

Correct: +1

16 Standard operating procedures and methods evolve considerable use of _____ way under scientific management.

Two best

- Three best
- One best
- None

Correct: +1

17 Which budget includes spending data items ?

- Revenue
- Project
- Flexibility
- Expenditure

Correct: +1

18 Which of the following is not the type of budget ?

- Revenue
- Project
- Flexibility
- Activity

Correct: +1

19 _____ is the managerial function of guiding nursing and reading people to the attainment of objectives ?

- Controlling
- Direction
- Planning
- Organising

Correct: +1

20 Which among the following is not an element of direction ?

- Supervision
- Organising
- Motivation
- Leadership

Correct: +1

21 Which among the following statement relating to leadership is false ?

- Leadership is a process of influence
- Leadership is a goal oriented
- Leadership is a bossism

a leader must have followers

Correct: +1

22 Which among the following is not a quality for a leader ?

Charming personality

Ability to take decision

Communication skill

Lazy attitude

Correct: +1

23 Which type of leader allow complete delegation of authority ?

Creative leaders

Persuasive leaders

Laissez faire leaders

Intellectual leaders

Correct: +1

24 Under which style of leadership the leader completely delegate the authority to the subordinates ?

Free rein leadership

- Paternalistic leadership
- Participative leadership
- Authoritarian leadership

Correct: +1

25 Which among the following is not a style of grid in the managerial grid by Blake and Mouton ?

- Innovation management
- Task management
- Middle road
- Country club

Correct: +1

26 Which leadership Theory suggest that "leaders are born not made"?

- Trait theory
- Situational theory
- Great man theory
- Behavioural theory

Correct: +1

27 Which among the following is a characteristics of motivation ?

- Internal feeling
- Simple process
- One time process
- Not a goal oriented process

Correct: +1

28 Which among the following is not in the 5 types of needs proposed by maslow ?

- Psychological needs
- Social needs
- Esteem needs
- Safety needs

Correct: +1

29 Which theory explains that there are two separate factors influence motivation ?

- Adam's Equity theory.
- Maslow's need hierarchy theory
- Herzberg's hygiene theory

McGregor's Theory X and Theory Y

Correct: +1

30 _____ is the point at which there is no profit or no loss ?

Maximum profit point

Minimum loss point

Break even point

Break down point

Correct: +1

31 The heart of management is _____

Planning

Organising

Directing

Controlling

Correct: +1

32 Which among the following is not an element of direction _____

Motivation

- Communication
- Delegation
- Supervision

Correct: +1

33 The motivation theory which classifies need in hierarchical order is developed by _____

- Fred Luthans
- Scott
- Abraham Maslow
- Peter F. Drucker

Correct: +1

34 Which of the following is a financial incentive ?

- Promotion
- Stock incentive
- Job security
- Employees participation

Correct: +1

35 Which of the following is not an element of communication

- Decoding
- Communication
- Channel
- Receiver

Correct: +1

36 Grapevine is _____

- Formal Communicaiton
- Barrier Communicaiton
- Lateral Communicaiton
- Informal Communicaiton

Correct: +1

37 The highest level need in the need hierarchy of Abraham Maslow _____

- Safety needs
- Belongingness need
- Selfactualisation need

Prestige need

Correct: +1

38 Ability of a leader to look things from others point of view is _____

Empathy

Sympathy

Responsibility

Apathy

Correct: +1

39 Find the odd one out _____

Supervision

Leadership

Co-ordination

Communication

Correct: +1

40 Leadership style which takes decisions with subordinate is _____

Democratic leadership

- Autocratic leadership
- Laissez-faire leadership
- Paternalistic leadership

Correct: +1

41 An efficient control system helps to _____

- Accomplished organisational objectives
- Boosts employees morale
- Judges accuracy of standards
- All of the above

Correct: +1

42 Controlling function of management is _____

- Forward looking
- Backward looking
- Forward as well as backward looking
- None of these

Correct: +1

43 Directing and controlling are the _____

- Results of management
- Goals of management
- Functions of management
- All of the above.

Correct: +1

44 Coordinating people and human resources to accomplish organizational goals is the process of _____

- Management
- Directing
- Planning
- Leadership

Correct: +1

45 Which of the following would be included in the "controlling function"?

- Giving assignment
- Setting standards
- Measuring results against corporate objectives

Explaining routines

Correct: +1

46 The most effective leader is one who:

Makes managerial decisions without consulting others

Has the leadership style most appropriate to the situation and the employee involved.

Works with managers and employees to make decisions

None of the above

Correct: +1

47 Empowerment is related to:

Planning

Organizing

controlling

Directing

Correct: +1

48 Supervisory management spends most of his/her time:

Planning and controlling

- Directing and controlling
- Planning and organizing
- Organizing and controlling

Correct: +1

49 Which management function involves measuring results, comparing results to expectations, and taking corrective action ?

- Planning
- Organizing
- Leading
- Controlling

Correct: +1

50 An efficient control system helps to_____

- Accomplishes organisational objectives
- judges accuracy of standards
- Boosts employee morale
- all of the above

Correct: +1

51 Management audit is a technique to keep a check on the performance of _____

- Company
- Customers
- Shareholders
- Management of the company

Correct: +1

52 An example of an effective standard for a control system would be:

- Planning to increase sales of product XYZ from 2,000 to 4,000 per month by December of next year
- Deciding to hire 5 new employees
- Improving the quality of production
- Renting new premises

Correct: +1

53 Budgetary control requires the preparation of _____

- Training schedule
- Responsibility centres
- Budgets

Network diagram

Correct: +1

54 Which of the following is not application to responsibility accounting ?

cost centre

Accounting centre

Profit centre

Investment centre

Correct: +1

TEST

Unit-3 MAN

ANSWERS

SECTIONS

1. MCQ - 54 Questions

Section 1 : MCQ - 54 Questions

- 1 Leadership
- 2 Directing
- 3 Functions of management
- 4 Budgets
- 5 Directing and controlling
- 6 Measuring results against corporate objectives
- 7 Planning
- 8 Planning
- 9 Goal-oriented
- 10 Objectives
- 11 Communication

12 Traditional

13 Policies

14 Standards

15 Procedures

16 One best

17 Expenditure

18 Activity

19 Direction

20 Organising

21 Leadership is a bossism

22 Lazy attitude

23 Laissez faire leaders

24 Authoritarian leadership

25 Innovation management

26 Great man theory

- 27 Internal feeling
- 28 Psychological needs
- 29 Herzberg's hygiene theory
- 30 Break even point
- 31 Directing
- 32 Delegation
- 33 Abraham Maslow
- 34 Stock incentive
- 35 Communication
- 36 Informal Communicaiton
- 37 Selfactualisation need
- 38 Empathy
- 39 Supervision
- 40 Laissez-faire leadership
- 41 All of the above

- 42 Forward as well as backward looking

- 43 Functions of management

- 44 Leadership

- 45 Measuring results against corporate objectives

- 46 Has the leadership style most appropriate to the situation and the employee involved.

- 47 Directing

- 48 Directing and controlling

- 49 Leading

- 50 all of the above

- 51 Management of the company

- 52 Planning to increase sales of product XYZ from 2,000 to 4,000 per month by December of next year

- 53 Budgets

- 54 Accounting centre

TEST

Unit-4 MAN

QUESTIONS

SECTIONS

1. MCQ - 100 Questions

Section 1 : MCQ - 100 Questions

1 Which is not the effect of accident on worker?

- Injury to body
- Productionn stoppage
- Loss of job
- Financial loss

Correct: +1

2 If affected worker is recovered within 10 hours, then which type of accident is it ?

- Minor
- Reportable
- Major
- Fatal

Correct: +1

3 What happens in fatal accident ?

- Hospitalisation
- Fractures
- Disablement
- Death

Correct: +1

4 Who can be responsible for unguarded moving parts ?

- Workers
- Management
- Government
- All of the above

Correct: +1

5 Who is responsible for "unguarded moving parts"?

- Workers
- Management
- Government

None

Correct: +1

6 Which is not included in the causes of accidents due to 'Unsafe working conditions'?

Chemical leakages

Suffocation at work

Irregular floor heights

Quarrels of workers

Correct: +1

7 Which is not included in the 'cause of accidents' due to nature?

Floods

Gas leakage

Heavy rains

Temperature strokes

Correct: +1

8 Who gets affected directly or indirectly due to accidents ?

Worker

- Industry
- Family of worker
- All

Correct: +1

9 Accident is _____

- unfortunate
- mishappening
- sudden
- All

Correct: +1

10 Which is not included in the cause of accident due to worker?

- Lack of concentration
- Poor housekeeping
- Mischievous behaviour
- Overconfidence

Correct: +1

11 Which is not included in the cause of accident due to management?

- Bad habits of worker
- Untrained workers
- Bad construction of plant
- Faulty equipments

Correct: +1

12 Injury after accident disables the affected worker forever is _____ accident.

- Fatal
- Major
- Permanent
- None

Correct: +1

13 Internal accident means _____.

- Accident in the premises of company.
- Injury without showing external signs
- Both

None

Correct: +1

14 Which preventive measure industry should take to avoid accidents ?

Safety provisions

Training for safe working

Safety devices

All

Correct: +1

15 Examples of fire hazards are _____.

Smoking

Overloading power sockets

Faulty electrical equipment

All the above

Correct: +1

16 Faulty electrical equipment may cause _____.

Fire hazards

- Industrial accidents
- Loss of property
- All of the above

Correct: +1

17 Fire involving solid materials is of type _____.

- (A)
- (B)
- (C)
- (D)

Correct: +1

18 Fire involving flammable liquids such as petrol, diesel etc. is of type _____.

- (A)
- (B)
- (C)
- (D)

Correct: +1

19 Fire involving gases is of type _____.

- (A)
- (B)
- (E)
- (D)

Correct: +1

20 Fire involving metals is of type _____.

- (B)
- (C)
- (D)
- (E)

Correct: +1

21 E type of fire is by _____.

- Solid materials
- Gases
- Electrical apparatus

Metals

Correct: +1

22 Don't leave temporary equipment plugging _____ when its _____ use.

in, not in

off, in

off, not in

in, in

Correct: +1

23 Fire drill is _____.

Drilling in fire

Fire near drill

Demo of fire evacuation training

None of the above

Correct: +1

24 Whom to communicate before doing fire drill operation?

Fire marshall

- Fire commander
- Fire superintendent
- Fire Inspector

Correct: +1

25 During fire drill _____.

1. Communicate evacuation routes to people.
2. Create an in house safety committee.

- only 1 is correct
- only 2 is correct
- both are correct
- both are wrong

Correct: +1

26 _____ ensures the safe evacuation of all individuals during fire drill.

- Fire marshall
- supervisor
- Fire warden
- Fire inspector

27 During fire drill _____

1. Fire alarm system is not used
2. All individuals assembly at the master point

- only 1 is correct
- only 2 is correct
- both are true
- both are false

Correct: +1

28 To give practice of evacuation in emergency _____ is done.

- Fire
- Fire drill
- Fire fight
- Fire awareness

Correct: +1

29 Frequency of fire drill at non-fire prone places is _____.

- Once in a year

- Once in 6 months
- Once in 3 months
- Once in 2 months

Correct: +1

30 Frequency of fire drill at non-fire prone places is _____.

- Once in a year
- Once in 6 months
- Once in 3 months
- Once in 2 months

Correct: +1

31 _____ is a documented format that authorizes specified people to work under conditions.

- Work license
- Work permit
- Work authority
- Work order

Correct: +1

32 In work, following facts are important.

- Specific work
- Specified time
- Specific area
- All of the above

Correct: +1

33 Work permit sets out the _____ required to do work safely under _____.

- Risk, permission
- Function, labour law
- Process, higher authority
- Precautions, risk management

Correct: +1

34 Work permits is _____

1. Formal recorded process
 2. It is for authorized persons
 3. There is not clear definition of responsibilities
- 1,2 correct; 3 incorrect

3 correct; 1,2 incorrect

1 correct; 2,3 incorrect

2,3 correct; 1 incorrect

Correct: +1

35 Work permit is done at _____.

1. High risk areas

2. Routine activities

only 1 correct

only 2 correct

both correct

both incorrect

Correct: +1

36 Work permit is done at _____.

High voltage work

Electrical trouble shooting

Pressure testing

All

37 When work permit is not required?

- Complex
- Emergency
- Work at height
- Operational pipelines

Correct: +1

38 _____ is a person authorized by manager will be responsible for keeping area and staff safe.

- Issuer
- Field operator
- Responsible person
- Executor

Correct: +1

39 _____ is a person who is trained, competent and authorized to issue permit.

- Responsible person
- Issuer

- Executor
- Field operator

Correct: +1

40 _____ is a person who is trained, competent and authorized as per work permit.

- Field operator
- Executor
- Issuer
- Responsible person

Correct: +1

41 _____ is a person who is competent person and support the isolator at side and signs the work permit.

- Executor
- Field operator
- Issuer
- Responsible person

Correct: +1

42 Match the pairs:

- | | |
|--------------|----------------|
| 1. Cold work | (A) Fire |
| 2. Hot work | (B) Hand tools |

3. Confined space (C) Welding
4. Excavation (D) Pipeline

- 1.(B), 2.(C), 3.(D), 4.(A)
- 1.(D), 2.(C), 3.(B), 4.(A)
- 1.(A), 2.(B), 3.(C), 4.(D)
- 1.(C), 2.(B), 3.(A), 4.(D)

Correct: +1

43 Match the pairs:

- | | |
|-----------------|-------------------------|
| 1. Issue | (A) Hand back of permit |
| 2. Receipt | (B) Prejob checks |
| 3. Clearance | (C) Remove isolation |
| 4. Cancellation | (D) Handover of permit |

- 1.(D), 2.(C), 3.(B), 4.(A)
- 1.(D), 2.(B), 3.(C), 4.(A)
- 1.(A), 2.(B), 3.(C), 4.(D)
- 1.(B), 2.(D), 3.(A), 4.(C)

Correct: +1

44 Safety management brings _____ to safety operations.

- Repeatability
- Avoidance
- Control
- None

Correct: +1

45 Safety management does not apply _____

- Standardization
- Ensures centralized compliances
- Do not use software
- Safety investigation process

Correct: +1

46 Safety management does not ensure _____

- Safe workplace
- Time management
- Standardization of operation
- Investigation of accident

47 Safety management softwares do not share data among _____.

- Standardization
- Ensures centralized compliances
- Do not use software
- Supervisors

Correct: +1

48 1. Safety management is not helpful in corrective actions.
2. Safety management brings repeatability to safety operation.

- 1 is correct
- 2 is correct
- both correct
- both incorrect

Correct: +1

49 Head protection does not help to safeguard_____.

- Burn hazards
- Impact hazards

- Gas fumes
- Penetration hazards

Correct: +1

50 _____ is required when exposed to object falling from above.

- Head protection
- Eye protection
- Hearing protection
- Foot protection

Correct: +1

51 Face protection is not required in _____.

- Flying particles
- Gas vapours
- Noise above 85 decibels
- Molten metal

Correct: +1

52 For extended period we should not be exposed to noise above _____ decibels.

50

60

75

85

Correct: +1

53 Protective clothing are not useful for _____.

Open flames

Falling object

Low temperature

Liquid chemicals

Correct: +1

54 Protective clothing must be _____ when exposed to rotating equipment.

Loose

Tight

Both

None

55 Safe clothing includes _____

1. Shirts tucked in
2. Long sleeves buttoned

- only 1 correct
- only 2 correct
- both correct
- both incorrect

Correct: +1

56 All equipment should be _____ to protect against accidental operation.

- Locked in
- Locked out
- Closed in
- Closed out

Correct: +1

57 Using hand tools one must care _____

- Work with safety guards

- Warning labels
- Shields
- All the above

Correct: +1

58 While working on electrical equipments ensure that all metal hand tools are _____.

- Insulated
- Folded
- Protected
- None of the above

Correct: +1

59 Never use _____ to remove dust and debris from clothing.

- hand tools
- sticks
- clothes
- compressed air

Correct: +1

60 While using gas cylinders, use only those cylinders that are approved by _____

- statement transportation
- interstate transportation
- district officials
- gas agencies

Correct: +1

61 When there is doubt about how to use the cylinder, the user shall contact _____

- police
- supplier
- fire control
- none of the above

Correct: +1

62 Regarding cylinders _____

1. Cylinders should be kept near elevators for easy transportation
2. Cylinders must be dragged, but not be rolled

- only 1 correct
- only 2 correct

both correct

both wrong

Correct: +1

63 Match the pairs:

1. Gloves (A) Falling object

2. Hard hats (B) Hot sparks

3. Leather cap (C) Welding

4. Face protection (D) Molten metal

1.(A), 2.(B), 3.(C), 4.(D)

1.(B), 2.(C), 3.(D), 4.(A)

1.(C), 2.(A), 3.(B), 4.(D)

1.(D), 2.(B), 3.(C), 4.(A)

Correct: +1

64 Probability of the event tht might occur X Severity of the event if it occurs=_____.

Accident

Hazard

Risk

None of the above

65 Industrial safety management is that branch of management which is concerned with _____ hazards from the industries.

- Reducing
- Controlling
- Eliminating
- All

Correct: +1

66 The following is indirect cost of accident _____.

- Money paid for treatment of worker
- Compensation paid to worker
- Cost of lost time of injured worker
- All of the above

Correct: +1

67 The following is(are) physical hazard agent(s) _____.

- Falls
- Electricity

- Inhalation

- All of the above

Correct: +1

68 Check-list for Job Safety Analysis (JSA) consists of _____.

- Work area, material, machine, tools

- Men, machine, materials, tools

- Men, machine, work area, tools

- Men, work area, material, tools

Correct: +1

69 A safety programme consists of _____.

- Three E's

- Four E's

- Five E's

- Six E's

Correct: +1

70 Which of the following colour is used for radiation hazard ?

- Red
- Orange
- Green
- Purple

Correct: +1

71 Decibel (db) is a unit used to measure_____.

- Light
- Sound
- Frequency
- None of the above

Correct: +1

72 The following is (are) generally provided with limit switch ot prevent motion beyond present limit _____.

- Hoists
- Conveyors
- Machine tables
- All

73 The following is (are) used as safety devices in machines _____.

- Fail safe
- Safety interlocks
- Limit switches
- All of the above

Correct: +1

74 Water is used to extinguish _____.

- Class-A-fires
- Class-B-fires
- Class-C-fires
- All of the above

Correct: +1

75 The following extinguisher is suitable for cotton or other textile fire _____.

- Water
- Soda acid

- Foam
- Dry chemicals

Correct: +1

76 _____ is best suited to extinguishing oil or flammable liquid fire.

- Soda acid
- Vapourizing liquid
- Foam
- Dry chemical

Correct: +1

77 Which colour is used to indicate the Mandatory sign ?

- Red
- Yellow Amber
- Blue
- Green

Correct: +1

78 Which colour is used to indicate the Emergency escape and First Aid sign ?

- Red
- Yellow Amber
- Blue
- Green

Correct: +1

79 The only thing keep you safe consistently is _____.

- Personal Protective Equipment
- Safety Manager
- Warning Signboard
- Your Attention and Attitude towards safety

Correct: +1

80 What is the primary concern during the event of a fire ?

- Persona Safety
- Co-workers Safety
- Company Property
- None of these

81 Who will ensure that you are using proper PPE (Personal Protective Equipment).

- you
- you Co-worker
- Your safety management
- Company Owner

Correct: +1

82 If found any difficulty in PPE on wearing it, when you will ask your safety supervisor ?

- Immediately after wearign it
- After a few hours
- When you finish your work
- After a few days

Correct: +1

83 At which stage, Safety manangement is essential to avoid loss of life and property caused by electrical accidents ?

- During the construction
- During commissioning

During operation and Maintenance

All of these

Correct: +1

84 The minimum distance provided between two conducting points by air/gas/oil is known as _____.

Clearances

Creepages

Clearances and Creepages

All of these

Correct: +1

85 Electrical clearances are provided between _____.

Phases

Phases and Earth

Work section and Live parts

All of these

Correct: +1

86 The very first thing you should do if you are the first to witness or discover an accident on the job site is, to _____.

- Go and find at least one co-worker to help you so you can work as a team
- Go to the scene and help the person injured
- Find and fill out the necessary forms to document the incident
- Activate the emergency response system
- Contact your supervisor to report the incident

Correct: +1

87 A confined space is deemed ready for employee entry when _____.

- A company safety inspector has certified it
- The unit operations foreman declares it ready
- An engineer has completed the necessary calculations
- Your supervisor assigns you to the job

Correct: +1

88 One of the common signs of a heart attack is _____

- A sharp pain in the lower area of the spine
- Loss of bowel control
- A feeling of numbness in the legs

Discomfort in the chest and/or upper body

Correct: +1

89 Industrial safety management is that branch of management which is concerned with _____ hazards from the industries.

Controlling

Reducing

Eliminating

All of the above

Correct: +1

90 The fire triangle does not include _____.

Oxygen

Fuel

Temperature

Heat

Correct: +1

91 Which is not included in the causes of accidents due to worker?

Mischievous behaviour

- Poor housekeeping
- Leak of concentration
- Overconfidence

Correct: +1

92 Industrial accidents have following types _____

- Non-machinery
- Machinery
- Both
- none of the above

Correct: +1

93 _____ improves the safety in an industry.

- Reduced noise level
- Good house keeping
- Material handling system
- All of the above

Correct: +1

94 Most of the industrial accidents are_____.

- Unavoidable
- Not preventable
- Preventable
- None of the above

Correct: +1

95 The acronym "PASS" used for fire extinguisher operation stand for_____

- Pick up, Aim, Squeeze, Squirt
- Push, Alarm, Swirl, Sweep
- Pull, Aim, Squeeze, Sweep
- Pull, Aim, Swirl, Swat

Correct: +1

96 What is the most important reason why all accidents should be investigated and recorded ?

- Comply with health and safety law
- Satisfy the enforcement officer
- Something to read on the loo

Prevent similar accidents in the future

Correct: +1

97 Under the Health and Safety at Work Act 1974, an employer must _____

- Provide a bright, cheerful place to work
- Safeguard the safety and health of all employees
- Give everyone their very own copy of company safety policy
- Provide personalised hard hats in a variety of colour.

Correct: +1

98 Who has responsibility for health and safety at workplace?

- The client and main contractor only
- Self-employed contractors only and employees
- Employers, employees and sub-contractor
- Everyone at place of work no matter who employs them

Correct: +1

99 What is hazard?

- Anything with the potential to cause harm

- Where an accident is likely to cause harm
- The likelihood of something going wrong
- An accident waiting to happen

Correct: +1

100 Before choosing to fight a fire, which of the following questions should you ask ?

- Am I safe from toxic smoke and gases?
- Do I have an escape route?
- Do I have the right extinguisher ?
- All of the above

Correct: +1

TEST

Unit-4 MAN

ANSWERS

SECTIONS

1. MCQ - 100 Questions

Section 1 : MCQ - 100 Questions

1 Productionn stoppage

2 Minor

3 Death

4 All of the above

5 Management

6 Quarrels of workers

7 Gas leakage

8 All

9 All

10 Poor housekeeping

11 Bad habits of worker

12 Permanent

13 Injury without showing external signs

14 All

15 All the above

16 All of the above

17 (A)

18 (B)

19 (E)

20 (D)

21 Gases

22 in, not in

23 Demo of fire evacuation training

24 Fire marshall

25 both are correct

26 Fire warden

27 only 2 is correct

28 Fire drill

29 Once in 3 months

30 Once in 6 months

31 Work permit

32 All of the above

33 Precautions, risk management

34 1,2 correct; 3 incorrect

35 only 1 correct

36 All

37 Emergency

38 Responsible person

39 Issuer

40 Executor

41 Field operator

42 1.(B), 2.(C), 3.(D), 4.(A)

43 1.(B), 2.(D), 3.(A), 4.(C)

44 Repeatability

45 Do not use software

46 Time management

47 Do not use software

48 2 is correct

49 Gas fumes

50 Head protection

51 Gas vapours

52 85

53 Falling object

54 Tight

55 both correct

56 Locked out

57 All the above

58 Insulated

59 compressed air

60 interstate transportation

61 supplier

62 both wrong

63 1.(C), 2.(A), 3.(B), 4.(D)

64 Risk

65 All

66 Cost of lost time of injured worker

67 All of the above

68 Work area, material, machine, tools

69 Four E's

70 Purple

71 Sound

72 All

73 All of the above

74 Class-A-fires

75 Dry chemicals

76 Foam

77 Blue

78 Green

79 Your Attention and Attitude towards safety

80 Personal Safety

81 you

82 Immediately after wearing it

83 All of these

84 Clearances

85 All of these

86 Activate the emergency response system

- 87 A company safety inspector has certified it
- 88 Discomfort in the chest and/or upper body
- 89 All of the above
- 90 Temperature
- 91 Poor housekeeping
- 92 Both
- 93 All of the above
- 94 Preventable
- 95 Pull, Aim, Swirl, Swat
- 96 Prevent similar accidents in the future
- 97 Safeguard the safety and health of all employees
- 98 Everyone at place of work no matter who employs them
- 99 Anything with the potential to cause harm
- 100 All of the above

TEST

MAN Unit 4

QUESTIONS

SECTIONS

1. MCQ - 95 Questions

Section 1 : MCQ - 95 Questions

1 Industrial Acts are useful for _____.

- Guarantee of employee welfare
- Provision of legal platform
- Removes extortion of workers
- All the above

Correct: +1

2 Indian Factory Act is passed in _____.

- 1935
- 1947
- 1948
- 1977

Correct: +1

3 Major amendments done in Factory Act in _____.

- 1948
- 1952
- 1976
- 1991

Correct: +1

4 Adolescent is a person of the age between _____.

- 15-18 years
- 18-21 years
- 21-25 years
- 58-61 years

Correct: +1

5 One canteen should be provided atleast per _____ worker in a factory.

- 100
- 150
- 200

250

Correct: +1

6 Creches should be provided when there are more than _____ female workers of their kids of age below _____ years.

30,6

25,6

25,9

100,6

Correct: +1

7 Day as per Factory Act is _____.

6 am to 6 pm

period of 12 hours

period between 2 midnights

None of the above

Correct: +1

8 Week as per Factory Act is period between two _____.

Mandays

Thursdays

sundays

saturdays

Correct: +1

9 Factory using power as per Factory Act is a premise of minimum_____.

10 workers

20 workers

30 workers

40 workers

Correct: +1

10 A Labour Welfare Officer is appointed in the factory as per Factory Act when there are minimum _____ workers.

100

300

500

1000

Correct: +1

11 Rights of Labour Welfare Officer are given to _____.

- Factory head
- Industry Minister
- State Government
- None

Correct: +1

12 As per Factory Act, painting should be done _____

- Once in a year
- Twice a year
- Once in 3 years
- Once in 5 years

Correct: +1

13 As per Factory Act, space required for a watter is _____ cu. feet.

- 1000
- 2000
- 500

750

Correct: +1

14 Which is not included in "Wage" under Minimum Wages Act?

Travelling allowance

PF

Gratuity

All

Correct: +1

15 As per Factory Act, one box of First Aid is provided for _____ workers.

100

200

150

250

Correct: +1

16 One ambulance room should be provided in a factory employing more than _____ workers.

100

200

150

250

Correct: +1

17 Child is a person of the age _____.

less than 10 years

less than 15 years

less than 8 years

none of the above

Correct: +1

18 Calendar year as per Factory Act is ___.

1st April to 30th March

1st January to 31st December

1st July to 30th June

None of the above

Correct: +1

19 Workman's Compensation Acts is passed in _____.

- 1924
- 1948
- 1950
- 1934

Correct: +1

20 Who is incorrect person in the definition of Dependent ?

- Wife
- Widowed mother
- Minor son
- Firend

Correct: +1

21 Compensation is not extended to _____ under Workman's Compensation Act.

- Workers covered under ESI Act
- casual workers
- Wilful disobedience

All of the above

Correct: +1

22 Employer has to do compensation under which case?

Injury cause during employment

Injury caused by accident

Any disablement/death after accident

All of the above

Correct: +1

23 Minimum wages act is passed in _____.

1924

1935

1948

1952

Correct: +1

24 Drinking water must be away from latrine by _____ metres.

3

6

9

12

Correct: +1

25 "Advisory Board" concerned with 'Minimum Wages Act' is appointed by_____.

Factory head

MIDC

Appropriate Government

None

Correct: +1

26 Minimum wages which are fixed are declared by Government through_____.

Newspaper

Magazine

Official gazette

All

Correct: +1

27 What safety management can do ?

- Accidents prevention
- Avoiding damage
- Safe conditions at workplace
- All

Correct: +1

28 Accidents can be reduced to zero.

- Never possible
- May be possible
- Accidents can not be reduced
- None

Correct: +1

29 Fatal accident means _____

- Dangerous accident
- Accident due to unknown
- Death in accident

None of the above

Correct: +1

30 During welding _____

Gloves are must

Gum shoes are must

Helmate is must

Goggle is must

Correct: +1

31 _____ fitting clothes should not be allowed to work near machinery in motion.

Tight

Loose

Both

None

Correct: +1

32 For sitting facilities, _____ considerations must be followed.

Aethetic

Economical

Ergonomics

None

Correct: +1

33 Incharge of Creches must be _____

Man

Child

Woman

Any

Correct: +1

34 _____ boxes of first aid should be provided per _____ workers.

1,250

1,150

2,250

2,150

Correct: +1

35 Materials of ropes, chains must be _____ and with adequate _____.

- tight, strength
- sound, tight
- sound, strength
- strong, tight

Correct: +1

36 Workman's compensation act is administered by _____

- Local self government
- State government
- Central government
- None

Correct: +1

37 1. PF is included in minimum wages act.

2. Light bill is not included in minimum wages act.

- both 1 and 2 true
- both 1 and 2 false

1 true, 2 false

2 true, 1 false

Correct: +1

38 In which year did Factories Act come into force ?

23th September, 1948

1st April, 1949

4th April, 1949

12th September, 1948

Correct: +1

39 How many days in advance does the occupier of a factory premises gives notice of occupancy to the chief inspector?

15 days

20 days

10 days

25 days

Correct: +1

40 What are the general duties of an Occupier?

(A) Maintenance of a plant and system of work in factory are safe, without risk to health

(B) Ensure safety and absence of risk to health in, use, handling, storage and transport of articles and substances

(C) Specifying the area

(D) Defining the local mean time ordinarily deserved therein

- D
- C
- Only A and B
- All of the above

Correct: +1

41 Which provisions regarding health are mentioned in the sections 11 to 20 in Factories Act?

- (A) Clearliness
- (B) Dust and fumes
- (C) Ventilation and temperature
- (D) Disposal of wastes

- only B and C
- only A and D
- None of the above
- All of the above

Correct: +1

42 As per the Factories Act, after how many years should be factory premises be painted and refurbished ?

- 5 years
- 2 years
- 10 years
- Annually

Correct: +1

43 As per section 2 in Factories Act, who will be called as an audit ?

- A person who has completed 21 years of age
- A person who has completed 19 years of age
- A person who has completed 24 years of age
- A person who has completed 18years of age

Correct: +1

44 Section 2(g) under the Factory Act defines _____.

- Factory
- Manufacturing process
- Worker
- Occupants

45 Match the following:

- | | |
|--|-----------------|
| 1. Approval, licensign and registration of factories | (A) Section 18 |
| 2. Arrangement for drinking water | (B) Section 35 |
| 3. Maintenance of buildings | (C) section 6 |
| 4. Protective of eyes | (D) Section 40A |

- 1-(C), 2-(A), 3-(D), 4-(B)
- 1-(B), 2-(A), 3-(D), 4-(C)
- 1-(C), 2-(D), 3-(A), 4-(B)
- 1-(A), 2-(C), 3-(D), 4-(B)

Correct: +1

46 If there are _____ numbers of employees, then the employer has to provide a canteen.

- 250
- 510
- 320
- 100

Correct: +1

47 As per section 94, a person who repeats an offence, he shall be punishable with an imprisonment for a term which may extend upto _____ years and fine which shall not be less than Rs.10,000 but which may extend upto _____ or both.

- 3 years/Rs.2,00,000
- 5 years/Rs.1,20,000
- 2 years/Rs.2,50,000
- 4 years/Rs.3,00,000

Correct: +1

48 If a company has _____ number of employees, then the appointment of a safety officer is mandatory under the Factories Act.

- 500
- 100
- 1000
- 10000

Correct: +1

49 Which of the following is an obligation of the employer as mentioned in the Factories Act?

(A) Provide all benefits and facilities to the workers regarding annual leave, weekly holidays, and extra wages for overtime, washing, first aid, canteens, creches, rest and lunch rooms.

(B) Applicable to all workers

(C) To prevent haphazard growth of factories through the provisions related to the approval of plans before the creation of a factory

(D) To ensure adequate safety measures and to promote the health and welfare of the workers employed in factories.

only C

only A

B,C and D

All of the above

Correct: +1

50 Fitness certificate granted under "sub section 2" of the act is valid for how many months ?

10 ,months

24 ,months

6 ,months

12 ,months

Correct: +1

51 From the below mentioned options, which of the following is not mentioned under the welfare provision in the factories act ?

- Canteen
- Creches
- Drinking water
- First aid

Correct: +1

52 Which section of the act covers the topic annual leave with wages ?

- Section 27
- Section 5
- Section 86
- Section 79

Correct: +1

53 How many hours in a week can an adult work as per factories act ?

- 9 hours
- 56 hours
- 34 hours
- 48 hours

54 Section 99 of Factories Act with which of the following options?

- Appeal
- Penalty for permitting double employment of a child
- Display of notice
- Penalty for obstructing inspectors

Correct: +1

55 In which year did the industrial Disputes Act come into operation ?

- 1947
- 1949
- 1953
- 1963

Correct: +1

56 To which settlement machinery can the central government refer the disputes under rule 81-A?

- Conciliation
- Arbitration

- Adjudicator
- Supreme Court

Correct: +1

57 Before the Industrial Disputes Act was implemented in the year 1947, which act took care of the industrial disputes?

- Trade Disputes Act, 1929
- Royal Commission on Labour 1934
- Labour Management Relations Act, 1947
- None of the above

Correct: +1

58 Choose the correct option that correctly states out the Trade Disputes Act, 1929.

- Restraints imposed on the rights of strike
- To render the proceedings unstatutable under the Act for the settlement of an industrial dispute
- Solution to industrial unrest
- All

Correct: +1

59 The bill passing rule 81A has made two new institutions for the prevention and settlement of industrial disputes, i.e. work committees and _____.

- Industrial Tribunal
- Commission on Labour
- Arbitration
- Adjudication

Correct: +1

60 The industrial peace is secured through voluntary _____ and compulsory _____.

- Compromise, Arbitration
- Adjudication, Arbitration
- Work Committee, Industrial Tribunal
- Negotiation, Adjudication

Correct: +1

61 Choose the correct objective of the Industrial Disputes Act.

- To prevent illegal strikes
- To promote measures for securing and perserving good relations between the employees and the employers
- To provide relief to workmen in matters of lay-offs, retrenchment, wrongful dismissals
- All of the above

62 Power has been given to _____ to require works Committee to be constituted in every industrial establishment employing 100 workmen or more.

- Appropriate Government
- State Government
- High Court
- Board of Conciliation

Correct: +1

63 Which permanent settlement machinery has been mentioned in the act accountable for the speedy and amicable settlement of industrial disputes ?

- Adjudication
- conciliation
- Arbitration
- Appropriate government

Correct: +1

64 A report of the select committee on the Industrial Disputes Bill, 1946 was published in the Gazette of India, part_____.

- V
- IV

III

I

Correct: +1

65 On which date did the Industrial Disputes Act, 1947 receive assent and come in the Statute Book?

1st April,1947

23rd April, 1936

28th April,1937

11th March, 1947

Correct: +1

66 _____ means an interim or a final determination of any industrial dispute or of any question relating thereto by any labour court.

Banking Company

Closure

Award

Conciliation Proceeding

Correct: +1

67 A person shall not be appointed as the presiding officer of a labour court unless he has been the presiding officer under any provincial or state act for not less than _____ years.

- 2
- 10
- 5
- 15

Correct: +1

68 How many person shall a national tribunal consist of, which is/are to be appointed by the central government?

- 1
- 2
- 3
- 4

Correct: +1

69 Under Workmen's Compensation Act, 1923 ____.

- Individual manager subordinat to an employer cannot act as managing agent.
- Managing agent includes an individual manager subordinate to an employer.
- Only manager can act as managing agent.
- The appropriate government shall appoint managing agent.

70 The Workmen's Compensation Act, 1923 the Meternity Benenfit Act, 1965 and the Employees State Insurance Act,1948 are:

- Together can be applicable
- The Meternity Benenfit Act and the Employees State Insurance Act can be applicable at a time
- The Workmen's Compensation Act and the Employees State Insurance Act can be applicable at a time
- If the Workmen's Compensation Act and the Meternity Benenfit Act are applicable, the Employees State Insurance Act is not applicable.

Correct: +1

71 Assertion (A): Provisions of Employees Compensation Act and Merternity Benefit Act do not apply to all industries.

(R): Employees Compensation Act is a comperhensive social security legislation.

- (A) is wrong, but (R) is right
- (A) is right, but (R) does not related to the (A)
- (A) and (R) are right, and (R) validates (A)
- (A) and (R) are wrong

Correct: +1

72 While working at the construction of a multi-storeyed of a company, a worker employed by a 'contractor', supplied by a 'sirdar', faced an accident and became temporarily disabled. For paying compensation to the worker, who shall be held responsible as per law?

- The sirdar who supplied the worker
- Both
- None of the above

Correct: +1

73 No contribution is required for getting benefit under which of the following legislations?

- Maternity Benefit Act
- Employees Compensation Act
- Both under (a) and (b)
- None of the above

Correct: +1

74 If the money is due from the employer under the settlement or award, the workman or his assignee can make an application to the appropriate government for the recovery within the period given below.

- One year
- One year and also after the said period of the appropriate government is satisfied that the applicant has sufficient cause for not making the application within one year.
- Two years
- Three years

Correct: +1

75 The name of which of the following legislations has been recently changed ?

- Workmen's Compensation Act
- Employees State Insurance Act
- Maternity Benefit Act
- Payment of Gratuity Act

Correct: +1

76 Which of the following statements relating to the Employees Compensation Act is not correct?

- This Act is a link with the Workmen's Compensation Act
- This act is the outcome of the amendment that was made to the Workmen's Compensation Act
- This act does not have any provision relating to temporary disablement of workmen
- This act has a provision relating to permanent partial disablement

Correct: +1

77 Assertion (A): Industrial accidents occur inter-alia due to fatigue.

Reason (R): Fatigue is the result of personal health condition of the worker as well as by overwork, monotony and boredom as part of work experience.

- (A) is right but (R) is wrong
- (A) is right and the (R) rightly explains the(A)

Both (A) and (R) are wrong

(A) is wrong but (R) is right

Correct: +1

78 If there is willful removal or disregard by the workman of any safety guard or other device which he knew to have been provided for the purpose of securing safety of workman _____.

Employer is liable to pay compensation

Employer is not liable to pay compensation

Appropriate government is liable to pay compensation

The Trade Union is liable to pay compensation

Correct: +1

79 In case of fatal accident if the commissioner serves notice to the employer based on his source _____.

(a) The employer can neglect the notice

(b) If the employer thinks able, he shall make the deposit within sixty days of the service of notice

(c) If the employer thinks able, he shall make the deposit within thirty days of the service of notice

(d) If the employer thinks able, he shall in his statement indicate the grounds on which he disclaims liability

All statements are correct

All statements are incorrect

Only (a) and (d) are correct

Only (c) and (d) are correct

80 Under WC Act, employer shall not be liable to pay compensation in respect of any injury which does not result in the total or partial disablement of the workman for a period exceeding ____ days;

- 7
- 3
- 5
- 2

Correct: +1

81 Statutory Minimum wage is fixed under _____.

- Payment of Wages Act, 1936
- Equal Remuneration Act, 1976
- Workmen's Compensation Act, 1923
- Minimum Wages Act, 1948

Correct: +1

82 Under the Minimum Wages Act, 1948 the appropriate government shall fix the minimum rates of wages payable to the employees employed in an employment specified in _____.

- Schedule I part I
- Schedule I part II

Schedule I part I, II and the employments and added under section 27

Schedule I and II

Correct: +1

83 Which of the following is not a method for fixing Minimum Wages under the Minimum Wages Act, 1948?

Notification Method

Committee Method

Bargaining Method

None of the above

Correct: +1

84 The minimum wages as fixed under the Minimum Wages Act, 1948 must be revised at least once in _____

2 years

3 years

5 years

No mention under the Act

Correct: +1

85 The Minimum Wages Act, 1948 has

- One schedule covering different types of industries
- One schedule covering different types of industries, shops and establishments
- One schedule covering shops and establishments
- Two schedules covering industrial establishments and agriculture

Correct: +1

86 Which one of the following is not based on the principle of welfare ?

- Mica Mines Labour Welfare Funds Act
- Iron Ore Mines Labour Welfare Funds Act
- Minimum Wages Act
- Dock Workers (safety, health, welfare) Act

Correct: +1

87 Which one of the following is not based on the principle of welfare?

- Minimum Wages Act
- Iron Ore Mines Labour Welfare Funds Act
- Contract Labour (Regulation and Abolition) Act 1970
- All of the above

88 Under the Minimum Wages Act, which of the following cannot be appointed by the appropriate government by notification under the official gazette for deciding claims arising out of payment of less than the minimum rates of wages ?

- Any commissioner for Workmen's compensation
- Any officer of teh Central Government exercising functions as a Labour Commissioner for any region
- Any officer of the state governments not below the rank of labour commissioner
- Any officer not less than the of district magistrate

Correct: +1

89 What are the methods mentioned in Section 5 of the Minimum Wages Act,1948 for fixation/revision of minimum wages

- Committee method
- Notification method
- Voting method
- Both (a) & (b)

Correct: +1

90 In order to protect the minimum Wages against inflation, the Central Government has made the provision of Variable Dearness Allowance (VDA) linked to _____.

- Wholesale Price Index number for industrial Workers (WpI-IW)

- Consumer price Index Number for Industrial Workers (CPI-IW)
- Consumer price Index Number for all Urban Consumers (CPI-UC)
- Wholesale Price Index Number for all Consumers (WPI-UC)

Correct: +1

91 Which of the following are the responsibilities of Central Advisory Board?

- Advising the Central and State Governments in the matters of the fixation of minimum rates of wages
- Advising the Central and State Governments in the matters of the revision of minimum rates of wages
- Co - ordinate the work of State Advisory Boards
- All the above

Correct: +1

92 The Central Advisory Board shall consist of the following members nominated by the Central Government_____.

- The employers
- The employees
- Independent persons
- All

Correct: +1

93 If an employee works on any day on which he was employed for a period less than the requisite number of hours constituting a normal working day, he shall be entitled to receive wages

- for a full normal working day
- for the hours he had worked
- for a half working day
- None of the above

Correct: +1

94 To provide guidelines for wage structures in the country, a tripartite Committee Viz., "The Committee on Fair Wage" was constituted on _____.

- 1946
- 1948
- 1964
- 1950

Correct: +1

95 Under Minimum Wages Act act, the appropriate Governments have the power to notify employment where _____ number of employees are working in 'schedule of employment' to fix rates of minimum wages.

- 500 or more
- 100 or more

1000 or more

250 or more

Correct: +1

TEST

MAN Unit 4

ANSWERS

SECTIONS

1. MCQ - 95 Questions

Section 1 : MCQ - 95 Questions

- 1 All the above
- 2 1948
- 3 1976
- 4 15-18 years
- 5 250
- 6 30,6
- 7 period between 2 midnights
- 8 saturdays
- 9 10 workers
- 10 500
- 11 State Government

12 Once in a year

13 500

14 All

15 150

16 200

17 less than 15 years

18 1st January to 31st December

19 1924

20 Firend

21 All of the above

22 All of the above

23 1948

24 12

25 Appropriate Government

26 Official gazette

- 27 All
- 28 May be possible
- 29 Death in accident
- 30 Goggle is must
- 31 Both
- 32 None
- 33 Child
- 34 2,150
- 35 sound, strength
- 36 State government
- 37 2 true, 1 false
- 38 1st April, 1949
- 39 15 days
- 40 Only A and B
- 41 All of the above

42 5 years

43 A person who has completed 18 years of age

44 Manufacturing process

45 1-(C), 2-(A), 3-(D), 4-(B)

46 250

47 3 years/Rs.2,00,000

48 500

49 only A

50 24, months

51 Canteen

52 Section 79

53 48 hours

54 Penalty for permitting double employment of a child

55 1947

56 Adjudicator

57 Trade Disputes Act, 1929

58 To render the proceedings unstatutable under the Act for the settlement of an industrial dispute

59 Industrial Tribunal

60 Negotiation, Adjudication

61 All of the above

62 Appropriate Government

63 conciliation

64 V

65 11th March, 1947

66 Award

67 5

68 1

69 The appropriate government shall appoint managing agent.

70 If the Workmen's Compensation Act and the Meternity Benenfit Act are applicable, the Employees State Insurance Act is not applicable.

71 (A) and (R) are right, and (R) validates (A)

- 72 The contractor who employed the worker
- 73 Both under (a) and (b)
- 74 One year and also after the said period of the appropriate government is satisfied that the applicant has sufficient cause for not making the application within one year.
- 75 Workmen's Compensation Act
- 76 This act does not have any provision relating to temporary disablement of workmen
- 77 (A) is right and the (R) rightly explains the(A)
- 78 Employer is not liable to pay compensation
- 79 Only (c) and (d) are correct
- 80 3
- 81 Minimum Wages Act, 1948
- 82 Schedule I part I, II and the employments and added under section 27
- 83 Bargaining Method
- 84 5 years
- 85 Two schedules covering industrial establishments and agriculture
- 86 Minimum Wages Act

87 All of the above

88 Any officer not less than the of district magistrate

89 Both (a) & (b)

90 Consumer price Index Number for Industrial Workers (CPI-IW)

91 All the above

92 All

93 for a full normal working day

94 1948

95 1000 or more

TEST

Unit-4 MAN

QUESTIONS

SECTIONS

1. MCQ - 51 Questions

Section 1 : MCQ - 51 Questions

1 Which of the following is not the economic reason for ensuring safe workspace.

- Reduce accidents
- Insurance
- Improved employee relations
- Reduced cost

Correct: +1

2 Employees have a _____ right to work in a safe and healthy environment.

- Legal
- Illegal
- Prior
- None of above

Correct: +1

3 Who has a duty to maintain a safe workplace ?

- Employee
- Employer
- Worker
- Manager

Correct: +1

4 _____ safety is very important for each and every employee in the industry.

- Industry
- workplace
- individual
- All

Correct: +1

5 If the _____ measure are not applied then the accident may result into direct and indirect cost.

- legal
- safety
- economic

environmental

Correct: +1

6 Each shop supervisor may report to _____ as regards safety matters.

Top executive

Executive

Lower executive

Manager

Correct: +1

7 Shop supervisor may treat safety as a _____ aspect.

Primary

Secondary

Non considerable

Prior

Correct: +1

8 Which director/ manager may be given a line position or staff position depending upon the conditions in the industry ?

Safety

Deputy

Top

None

Correct: +1

9 Who appoints the management members of the safety committee ?

Employee

Top executive

Manager

Employer

Correct: +1

10 A safety committee may consists of executives, shop floor workers and_____.

Employees

Employers

Supervisors

All of the above

Correct: +1

11 On which level, the lower level employees get a channel of communication on safety matters directly.

- Top
- Lower
- Executive
- Middle

Correct: +1

12 It was observed that those organizations which made safety committees had _____ record of accidents than those without safety committees.

- Higher
- Lower
- Equal
- More

Correct: +1

13 Which of the following management is an integral part of an organization's responsibilities?

- Economic
- Employee
- Safety

All of above

Correct: +1

14 The _____ statement will give direction to the management.

Strategy

Functions

Safety policy

none

Correct: +1

15 Who is responsible for the implementation of safe methods and practices ?

Organization

Planning

Management

Employer

Correct: +1

16 Whose health and safety takes priority to the job or task to be accomplished ?

Employerd

- Manager
- Executive
- Workers

Correct: +1

17 If a job cannot be done in a safe method, the job should not be _____.

- Allocate
- Taken
- Attempted
- Recognize

Correct: +1

18 Industry units factories are often thought of as _____ places to work.

- Safe
- Dangerous
- Efficient
- None of above

Correct: +1

19 The success of any safety program relies on

- Importance of safety
- planning
- Safety policy
- All

Correct: +1

20 Which type of fire involves liquid materials of an organic nature ?

- Class A
- Class B
- Class C
- Class D

Correct: +1

21 Which type of fire involves electricity ?

- Class A
- Class B
- Class C

Class D

Correct: +1

22 The supervisor in the company is referred as _____.

Employer

Foreman

Manager

Executive

Correct: +1

23 The safety norms for _____ are similar to that many other industries.

Factories

Institutes

Organizations

Committee

Correct: +1

24 Who are the workers in the company ?

Managers

- Employers
- Employees
- Executives

Correct: +1

25 Which prevention is significant in industry ?

- Safety
- Disease
- Hazards
- Accident

Correct: +1

26 Who has various responsibilities for effective industrial safety management in order to prevent the occurrence of accident ?

- Employee
- Manager
- Employer
- Forman

Correct: +1

27 Who is charged with the responsibilities of preventing accidents ?

- Safety officer
- Foreman
- Employer
- Employee

Correct: +1

28 _____ is a chemical reaction that takes place when a material oxidizes rapidly.

- Hazard
- Safety
- Accident
- Fire

Correct: +1

29 Which type of fire involves flammable metals of an organic nature ?

- Class A
- Class B
- Class C

Class D

Correct: +1

30 Which type of fire involves solid materials of an organic nature ?

Class A

Class B

Class C

Class D

Correct: +1

31 _____procedure is a step by step description of a process when deviation may cause a loss.

Fire work

Safe work

Permit

None

Correct: +1

32 _____ is an act of been free from harm and danger.

Accident

- Fire
- Safety
- Awareness

Correct: +1

33 The safety function is taken care of by _____ officer.

- Executive
- Foreman
- Management
- Personal

Correct: +1

34 Which types of accidents have great effect on the employees, employer and nation economy ?

- Industrial
- Fire
- Transportation
- All

Correct: +1

35 Which of the following fire material comes under class D ?

- Liquids
- Wood
- Magnesium
- All of above

Correct: +1

36 Which of the following fire material comes under class A ?

- Wood
- Petrol
- Aluminium
- Sodium

Correct: +1

37 Policy formulation is the function of _____

- Top level management
- Middle level management
- Operational level management

All of the above

Correct: +1

38 A safety programme consists of _____

Three E's

Four E's

Five E's

Six E's

Correct: +1

39 The following is indirect cost of accident _____

Money paid for treatment of worker

Compensation paid to worker

Cost of lost time of injured worker

All of the above

Correct: +1

40 Which of these is most likely to cause an accident in a workplace ?

Administration

- Manual handling
- Adequate lighting
- Excessive noise

Correct: +1

41 The safe way of working is_____

- An effective and right way of working
- An ancient way of working
- A way of handling the work in a hurry
- A way of normal working

Correct: +1

42 In case of an accident, the victim should immediately be_____.

- Asked to take rest
- Enquired about the accident
- Attended to
- Left to himself without treatment

Correct: +1

43 Which of the following is not a principle duty of an employer ?

- To provide adequate supervision of work practices
- To give necessary instruction and training to employees.
- To provide meals at break times free of charge
- To provide and maintain workplaces, machinery and equipment which are safe and without risk to health as is reasonably practicable.

Correct: +1

44 The purpose of a Permit-To-Work is to_____.

- Ensure that potentially dangerous work is done safely
- Ensure that only competent workers undertake the job.
- Ensure that the correct tools and equipment are used on a job.
- Ensure that emergency procedures are in place.

Correct: +1

45 Industrial safety management is that branch of management which is concerned with _____ hazards from the industries.

- Reducing
- Controlling

- Eliminating
- All of the above

Correct: +1

46 The following is indirect cost of accident _____

- Money paid for treatment of worker
- Compensation paid to worker
- Cost of lost time of injured worker
- All of the above

Correct: +1

47 Class-A fire consists of fire due to _____.

- Wood
- Oil
- Transformer
- Chemical

Correct: +1

48 Water is used to extinguish _____.

- Class-A fires
- Class-B fires
- Class-C fires
- all of the above

Correct: +1

49 The following class of fire occur in electrical equipment

- Class-A fires
- Class-B fires
- Class-C fires
- All of the above

Correct: +1

50 _____ is best suited to extinguishing oil or flammable liquid fire.

- Soda acid
- Vaporizing liquid
- Foam
- Dry chemical

51 The following extinguisher is suitable for cotton or other textile fire

- Water
- Soda acid
- Foam
- Dry chemicals

Correct: +1

TEST

Unit-4 MAN

ANSWERS

SECTIONS

1. MCQ - 51 Questions

Section 1 : MCQ - 51 Questions

1 Reduced cost

2 Legal

3 Employer

4 workplace

5 safety

6 Top executive

7 Secondary

8 Safety

9 Employer

10 Supervisors

11 Executive

12 Lower

13 Safety

14 Safety policy

15 Management

16 Workers

17 Attempted

18 Dangerous

19 Importance of safety

20 Class B

21 Class C

22 Foreman

23 Factories

24 Employers

25 Accident

26 Employer

- 27 Safety officer

- 28 Fire

- 29 Class D

- 30 Class A

- 31 Safe work

- 32 Safety

- 33 Personal

- 34 Industrial

- 35 Magnesium

- 36 Wood

- 37 Top level management

- 38 Four E's

- 39 All of the above

- 40 Manual handling

- 41 An effective and right way of working

42 Attended to

43 To provide meals at break times free of charge

44 Ensure that potentially dangerous work is done safely

45 All of the above

46 Cost of lost time of injured worker

47 Wood

48 Class-A fires

49 Class-C fires

50 Foam

51 Dry chemicals