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DIPLOMA | DEGREE | BSCIT

Mo - 9326050669 / 9372072139

Management (TY Diploma Sem 6)

Ty Diploma - Sem 6
Management
Subject Code : 22509



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Management (TY Diploma Sem 6)**Unit 1 : Introduction to Management concepts and Managerial skills**

1	_____ serve important roles in organizations.
a)	Supervisors
b)	Subordinates
c)	Managers
d)	Employees
2	Managerial roles involve specific types of behaviour, conduct and _____ that a manager must demonstrate to be successful.
a)	Actions
b)	Activity
c)	Task
d)	Decisions
3	Which of the following is not included in the three general manager roles identified by Henry Mintzberg ?
a)	Figurehead roles
b)	Interpersonal roles
c)	Information roles
d)	Decision roles
4	Manager is responsible for activities of his/her _____
a)	Employee
b)	Ordinates
c)	Subordinates
d)	Supervisor
5	_____ role involves receiving collecting of information and disturbing them as required.
a)	Interpersonal
b)	Information
c)	Decisional
d)	Managerial
6	Decision roles include _____.
a)	Negotiator
b)	Monitor
c)	Disseminator
d)	Spokesperson



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7	According to Peter Drucker, _____ is what the modern world is all about
a)	Controlling
b)	Management
c)	Directing
d)	Innovation
8	Administrative is also called as _____
a)	Middle level management
b)	Top level management
c)	Low level management
d)	None of the above
9	Executive is also called as _____.
a)	Top level management
b)	Low level management
c)	Middle level management
d)	None of the above
10	Supervisory is also called as _____.
a)	Top level management
b)	Middle level management
c)	Low level management
d)	None of the above
11	Top management includes _____.
a)	Superintendents
b)	Branch managers
c)	General foreman
d)	President
12	Which of the following does not belong to middle management ?
a)	President
b)	General foreman
c)	Branch Managers
d)	Superintendents

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13	Middle management is concerned with implementation of policies and plans chalked out by the _____.
a)	Lower Management
b)	Top Management
c)	Upper middle Management
d)	None of the above
14	Top Management not belongs to _____
a)	Board of directors
b)	Managing directors
c)	Chief executive
d)	Branch Manager
15	Lower management includes _____.
a)	President
b)	Foreman
c)	Managing directors
d)	Chief executive
16	Operating force does not include _____.
a)	Workers
b)	Rank and file workman
c)	Skilled workers
d)	Employee
17	_____ is the function of management.
a)	Organizing
b)	Managing
c)	Execution
d)	None of the above
18	Identification of activities is the part of which management function ?
a)	Planning
b)	Organizing
c)	Directing
d)	Controlling

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19	Which of the following is not the element of direction ?
a)	Supervision
b)	Motivation
c)	Authority
d)	Leadership
20	_____ is one of the managerial skills.
a)	Technical skill
b)	Managing skill
c)	communication skill
d)	none of the above
21	_____ is not the element of managerial skills.
a)	Conceptual skill
b)	Human relation skill
c)	Technical skill
d)	Communication skill
22	_____ is related with the purchase of various materials required by the organization.
a)	Material management
b)	Taxation
c)	Costing
d)	Purchasing
23	_____ involves giving information about products to buyers through different media.
a)	Marketing
b)	Costing
c)	Advertising
d)	Financial accounting
24	The managerial function of organizing may be called as the _____.
a)	Process of managing
b)	Process of controlling
c)	Process of management
d)	None of the above



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25	Lower manager is also called as _____ .
a)	Inspector
b)	Director
c)	Supervisor
d)	Foreman
26	Executory level is nothing but the _____ .
a)	Middle level management
b)	Top level management
c)	Lower level management
d)	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 ?
a)	Planning
b)	Organizing
c)	Staffing
d)	Management
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 ?
a)	Manager
b)	Employee
c)	Vender
d)	Contractor
29	Which management function involves setting goals and objectives and creating specific plans for completing them ?
a)	Planning
b)	Organizing
c)	Controlling
d)	Leading
30	Which level of management is responsible for establishing a vision for the organization, developing broad plans and strategies, and directing subordinate managers ?
a)	First level managers
b)	Middle level managers
c)	Executive mangers
d)	Second level managers



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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 ?
a)	Supervisory managers
b)	Middle managers
c)	First level managers
d)	Chief financial managers
32	Which management principle states that easy to individual should report to only one boss in order to avoid conflict and/or confusion ?
a)	Division of command
b)	Chain of command
c)	Unity of command
d)	Unit of direction
33	Which management principle states that orders instructions should flow down from top to bottom form a higher level manager to a lower one ?
a)	Division of work
b)	Chain of command
c)	Unity of direction
d)	Unity of command
34	A manager who possesses knowledge of the processes, equipment, and potential problems of an industry would possess what type of managerial skill ?
a)	Technical
b)	Administrative
c)	Interpersonal
d)	Organizational
35	The ability of a manager to interface and work effectively with individuals and groups is descriptive of what type of managerial skill ?
a)	Technical
b)	Administrative
c)	Interpersonal
d)	
36	By exceeding the monthly marketing budget set for a company, a manager would fail to meet which type of performance measure ?
a)	Quantity
b)	Quality and workmanship
c)	Cost and budget control
d)	Customer satisfaction



37	If a manager leads a team to exceed their monthly goal of new clients, which type of performance result have they attained ?
a)	Quantity
b)	Quality and workmanship
c)	Cost and budget control
d)	Customer satisfaction
38	For a manager, which should take priority- the job task or the employees performing the job?
a)	The job task always takes priority over employees.
b)	Employees always take priority over the job task
c)	Neither, a manager should balance interest in the job task with the needs of the employees performing the job.
d)	Neither, administration of the business takes priority over the job task and the employees.
39	Economic uncertainty, regulatory requirements, and new competitors are examples of what type of factors that affect managers ?
a)	Interpersonal factors
b)	Internal factors
c)	Interpersonal factors
d)	External factors
40	Which management function involves measuring results, comparing results to expectations, and taking corrective action ?
a)	Planning
b)	Organizing
c)	Leading
d)	Controlling
41	Which type of issues are first level managers routinely influenced by ?
a)	Long range issues
b)	Short range issues
c)	Strategic issues
d)	Shareholder issues
42	Which of the following characterize a manager as being effective ?
a)	They use a minimum amount of resources for the amount of outputs produced.
b)	They devote a large amount of time to planning
c)	They achieve their goals.
d)	They interview, select, and train people who are most suitable to fill open jobs.



43	Which of the following characterize a manager as being efficient ?
a)	They use a minimum amount of resources for the amount of outputs produced.
b)	The devote a large amount of time to planning
c)	They achieve their goals
d)	They interview, select, and train people who are most suitable to fill open jobs.
44	Which management principle states that work should be divided so that each person will perform as specialized portion ?
a)	Division of work
b)	Chain of command
c)	Unity of direction
d)	Unity of command
45	What two major end results are managers seeking on a daily basis ?
a)	A product or service
b)	Management and efficiency
c)	Energy and utilities
d)	Facilities and equipment
46	In management, the various roles that managers are called on to perform are defined in which process ?
a)	Management process
b)	Executive process
c)	Business process
d)	Supervisory process
47	Which types of managers are responsible for reporting to middle managers ?
a)	Employees
b)	Managers
c)	Executive managers
d)	Second level managers
48	Which part of the management process includes measuring results, comparing results to expectations, and taking corrective action to bring results in to line ?
a)	Planning
b)	Organizing
c)	Leading
d)	Controlling

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49	Which influential thought leader is known for his common sense approach to self-improvement and demonstrated through the book he authored, How to Win Friends and Influence People ?
a)	Dale Carnegie
b)	Frederick W. Taylor
c)	W. Edwards Deming
d)	Steven Covey
50	Which influential thought leader is known as the father of scientific management ?
a)	Dale Carnegie
b)	Frederick W. Taylor
c)	W. Edwards Deming
d)	Peter F. Drucker
51	The term "core competency", was coined by which of the following influential business thinkers ?
a)	W. Edwards Deming
b)	C.K. Prahalad
c)	Ken Blanchard
d)	Frederick W. Taylor
52	Which influential thought leader known as his theory on organisational form?
a)	John Maxwell
b)	Tom J. Peters
c)	Henry Mintzberg
d)	John P. Kotter
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d)	Unity of command



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Unit 2 : Planning and Organizing at Supervisory Level

1	Following are the physical resources.
a)	Man
b)	Machine
c)	Material
d)	All
2	This is concept in manpower planning.
a)	Matching needs of customer with business
b)	Matching quality with quantity
c)	Matching human needs with job needs
d)	All are wrong
3	Supervisor is _____
a)	Engineer
b)	Manager
c)	Team Leader
d)	All of the above
4	Who plan capacity of machine ?
a)	Operator
b)	Supervisor
c)	CEO
d)	Quality Inspector
5	Cycle time is concerned with _____
a)	Automobile
b)	Operator's work
c)	Machine and Process
d)	Time office
6	What are the advantages of prescribing standard forms in planning ?
a)	Systematic planning
b)	Standardization
c)	Factual information
d)	All of the above



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7	Which information is not necessary in Raw material acceptance form ?
a)	Quantity
b)	None of Material
c)	Cycle Time
d)	Inspected by
8	Which information is not necessary in job description ?
a)	Job Name
b)	Cycle time
c)	Operations
d)	All
9	Machine load chart is not doing this
a)	Check the feasibility of production programmes
b)	Assist the efficient planning
c)	Training of operators
d)	Fixing of reliable delivery promises
10	_____ is a financial statement prepared and approved prior to a defined period of time.
a)	Audit
b)	control charts
c)	Budget
d)	Order of payment
11	_____ is an instrument of management used in planning, programming and control of business financial activity.
a)	Inspection
b)	Budget
c)	Quality
d)	Audit
12	_____ means forecasting and preplanning with reference to finance.
a)	Budget
b)	Audit
c)	control
d)	Inspection

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13	Following is not the information needed for planning at supervisory level.
a)	Number of jobs to be done
b)	Time expectation
c)	Profile margin
d)	Sequence of operations
14	Following is not done planning by supervisor.
a)	Selection of machines
b)	Assigning workers
c)	Allocate time for operations
d)	Marketing products
15	What are the important information's to supervisor while planning ?
a)	Quantity of jobs
b)	Delivery time
c)	Quality standards
d)	All
16	While selecting machines, what kind of information is not necessary to supervisor ?
a)	Total machines
b)	Cycle time
c)	Operations required
d)	Maintenance standards
17	While allocating work to workers what information is not important ?
a)	Qualification
b)	Skills
c)	Abilities
d)	Specialities
18	In planning
	1.Rescheduling must not be avoided
	2.If needed, do rescheduling
a)	Only 1 correct
b)	Only 2 correct
c)	Both correct
d)	Both wrong

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19	While planning which parameters does supervisor observe.
a)	Schedule
b)	Oversight
c)	Manpower
d)	All
20	1. Supervisor makes shot-term planning. 2. Managers make long-term planning. 3. Supervisor do scheduling of daily activities.
a)	Only 1 correct
b)	Only 2 correct
c)	All correct
d)	Both wrong
21	Supervisor is _____ focussed in planning.
a)	Completely
b)	Internally
c)	Externally
d)	None of the above
22	Supervisor plans budget on _____ expenses and manager plans budget on _____ expenses.
a)	Small, Large
b)	Large, Small
c)	External, Internal
d)	Internal, External
23	Securing raw material from stores is the responsibility of _____
a)	Supervisor
b)	Line Manager
c)	Purchase Manager
d)	Material Manager
24	What is the upward correct chronology ? 1.Worker, 2.Foreman, 3.Supervisor, 4.Manager, 5.Shift in charge, 6.Helper
a)	1-6-3-5-2-4
b)	6-1-3-2-5-4
c)	6-1-2-3-5-4
d)	1-6-3-2-4-5

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25	Safe working condition is the responsibility of _____.
	1.Worker, 2.Supplier, 3.Supervisor, 4.Manager, 5.Factory head, 6.Cusotmer
a)	2,3,4,5
b)	1,3,5,6
c)	1,2,3,4
d)	1,3,4,5
26	1. Planning of material is responsibility of supervisor. 2. Planning of manpower is the responsibility of HR manager and not of supervisor.
a)	Only 1 is correct
b)	Only 2 is correct
c)	Both are correct
d)	Both are wrong
27	Following qualities are not required in organizing skills of supervisor.
a)	Decision making
b)	Financial knowledge
c)	Time management
d)	Planning
28	When there is change in technology _____
a)	plan fails
b)	plan has to be modified
c)	plan must be rescheduled
d)	All of the above
29	When emergency situation comes _____
a)	Continue previous planning
b)	Change the situation
c)	Change the plan
d)	None of the above
30	Good relation in group helps to _____
a)	Increase comfort level
b)	Closeness
c)	Friendship
d)	Only (a) is more correct

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31	Planning by supervisor is _____.
	1. Interdependent process
	2. A continuous process
	3. Integration of various activities
	4. Looking into past
a)	1 and 2 correct
b)	2 and 3 correct
c)	1,2 and 3 correct
d)	2,3 and 4 correct
32	Supervisor can delegate his task to _____
	1, Foreman
	2. Worker
	3. Colleagues
	4. Senior manager
a)	1 and 2 only
b)	1 and 3 only
c)	2 and 4 only
d)	1,2 and 3
33	Supervisor organizes _____
	1. Man
	2. Machine
	3. Material
	4. Money
	5. Work orders
a)	Only 1,2,5
b)	Only 1,3,5
c)	Only 1,2,3
d)	All
34	Supervisor fails to plan if _____
a)	He is not dynamic
b)	He is not popular
c)	He is not senior
d)	He is not educated



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35	_____ describes one of the concepts, that is crucial for the smooth of an organization Name the concept
a)	Planning
b)	Management
c)	Co-ordination
d)	None of the above
36	In which step of the planning process, the best and most feasible plan will be chosen to be implemented ?
a)	Selecting an alternative
b)	Evaluating alternative course of action
c)	Setting up objectives
d)	Developing Premises
37	In which step of the planning pros and cons of each alternative is examined ?
a)	Setting up objectives
b)	Evaluating alternative course of action
c)	Selecting an alternative premises
d)	Developing premises
38	Planning is the _____
a)	Primary/First function of the manager
b)	The last function of the manager
c)	Both (a) and (b)
d)	None of the above
39	Making assumptions for future is called _____
a)	Making policy
b)	Making derivative plan
c)	Setting planning premises
d)	All of the options are correct
40	The composite plan which involves setting up a long-term objective, finding a course of action, and allocation of resources is called _____.
a)	Programme
b)	Strategy
c)	Procedure
d)	Policy



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41	The plan which includes objective, policy, procedure, and rule, is called _____.
a)	Budget
b)	Programme
c)	Strategy
d)	All of the options are correct
42	Standardized way in which a task has to be performed is called _____.
a)	Procedure
b)	Strategy
c)	Policy
d)	Method
43	The sequence of steps or actions to be taken to enforce a policy and attain a predetermined objective is called _____.
a)	Objective
b)	Policy
c)	Strategy
d)	Procedure
44	Organizations' own customised way of handling problems or making decisions is called _____.
a)	Budget
b)	Policy
c)	Rule
d)	Strategy
45	Supervisor has to advise troubled employee to improve his performance. Which function of management heist performing ?
a)	Motivation
b)	Personal counselling
c)	Communication
d)	Controlling
46	Following are the methods to improve discipline except _____.
a)	Effectively communicate the rules and policies to all employees and the penalties to be inflicted for breaking the rules.
b)	positively motivate the employees.
c)	Separating or removing the employee from the pay roll
d)	Give rewards and recognition to disciplined employees

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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.
a)	Organizing
b)	Decision making
c)	Controlling
d)	Designing
48	Information passes through the foreman _____.
a)	Vertically Upward
b)	Vertically Downward
c)	Both (a) and (b)
d)	None of the above
49	_____ is the person who actually gives practical shape to the policies of the enterprise with the help of workmen.
a)	Foreman/Supervisor
b)	Gang Manager
c)	Speed manager
d)	First Manager
50	_____ is the vital link or mediator between management and worker.
a)	Supervisor
b)	Gang Manager
c)	Speed manager
d)	First Manager
51	_____ is a generally designated by supervisor (in most of the industries) is a person in charge of and co-ordination of, the activities of the group of workers engaged in a one type of task.
a)	First link manager
b)	Foreman
c)	Time keeper
d)	Gang manger
52	Controlling function of an organization is _____.
a)	Forward looking
b)	Backward looking
c)	Forward as well as backward
d)	None of the above

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53	An efficient control system _____
a)	Accomplishes organizational objectives
b)	Boosts employee morale
c)	Judges accuracy of standards
d)	All of the above
54	Following are the corrective actions might involve in control process by management except _____.
a)	training of employees if the production target could not be met
b)	assigning of additional workers and equipment to the project
c)	permission for overtime work
d)	Fire the workers who failed to achieve target
55	_____ is an important principle of management control based on the belief that an attempt to control everything results in controlling nothing.
a)	Management by objectives
b)	Management by Exception
c)	Participative management
d)	Critical path method
56	Control must be tailored to following factors except _____.
a)	Plans and positions
b)	The individual managers and their responsibilities
c)	Leadership and motivation
d)	The need for efficiency and effectiveness
57	Leadership is a function of all the following factors except _____
a)	Work group
b)	Product or Service
c)	Leader
d)	Situation
58	While taking disciplinary action, you should _____
a)	Argue with the employee
b)	Allow employee to speak for the others involved
c)	Make the disciplinary process as formal as possible
d)	Enforce policies and rules with consistency



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59	Which of the following three factors affects an employee's motivation ?
a)	Attitude, interests and needs
b)	Attitude, interests and salary
c)	Attitude, interests and working conditions
d)	Attitude, needs and salary
60	The upper limit of employees or subordinates a supervisor can effectively manage is called _____.
a)	Span of control
b)	Span of manpower
c)	Span of organization
d)	Span of function
61	Supervisors have the tendency to spend most of their time on which of the following function ?
a)	Directing
b)	Planning
c)	Staffing
d)	Controlling
62	Co-ordinating people and human resources to accomplish organizational goals is the process of _____.
a)	Planning
b)	Directing
c)	Management
d)	Leadership
63	The most effective leader is one who _____.
a)	makes managerial decisions without consulting others
b)	works with managers and employees to make decisions
c)	has the leadership style most appropriate to the situation and the employee involved
d)	none of the above
64	The control process is based on _____.
a)	disciplinary action
b)	misleading standards
c)	Clear standards
d)	all of the above



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65	Top management decision making for the purpose of controlling is distinctively characterized by _____.
a)	more uncertainly and less reliance on judgment
b)	more uncertainly and greater reliance on judgment
c)	less uncertainly and greater reliance on judgment
d)	less uncertainly and less reliance on judgment
66	Following are the ways to elaborate decisions.
a)	Write on notice board
b)	In written format
c)	In meetings
d)	all of the above



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Unit 3 : Directing and Controlling at Supervisory Level

1	Coordinating people and human resources to accomplish organizational goals is the process of _____
a)	Management
b)	Directing
c)	Planning
d)	Leadership
2	Empowerment is related to _____
a)	Planning
b)	Organizing
c)	Controlling
d)	Directing
3	Directing and controlling are the _____
a)	Result of Management
b)	Goals of Management
c)	Function of Management
d)	All
4	Budgetary control requires the preparation of _____
a)	Training schedule
b)	Responsibilities centre
c)	Budgets
d)	Network diagram
5	Supervisory management spends most of his/her time in _____
a)	Planning and controlling
b)	Directing and controlling
c)	Planning and organizing
d)	Organizing and controlling
6	Which of the following would be included in the "controlling function" ?
a)	Measuring results against corporate objectives
b)	Giving assignments
c)	Setting standards
d)	Explaining routines

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7	_____ is deciding in advance what to do and how to do.
a)	Organizing
b)	Controlling
c)	Planning
d)	Directing
8	Which is the first most essential function of management ?
a)	Planning
b)	Controlling
c)	none of these
d)	Organising
9	Planning is _____
a)	Goal-oriented
b)	Objective oriented
c)	Both A and B
d)	None
10	_____ are goals, they are aims which management wish organizations to achieve.
a)	Goals
b)	Objectives
c)	Activities
d)	None of these
11	A clear statement of purpose universally understood is the outstanding guarantee of effective _____
a)	Communication
b)	Process
c)	None
d)	Execution
12	_____ approach is essentially one-way and it is called an authoritarian approach.
a)	Modern
b)	Traditional
c)	Conventional
d)	Specific



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Management (TY Diploma Sem 6)

13	_____ are a guide to decision making.
a)	Procedures
b)	Policies
c)	Activities
d)	None of these
14	_____ are units for measuring one or more aspects of performance.
a)	Rules
b)	Standards
c)	Quantity
d)	All
15	_____ are a guide to action only.
a)	Procedures
b)	Policies
c)	Activities
d)	None of these
16	Standard operating procedures and methods evolve considerable use of _____ way under scientific management.
a)	Two best
b)	Three best
c)	One best
d)	None
17	Which budget includes spending data items ?
a)	Revenue
b)	Project
c)	Flexibility
d)	Expenditure
18	Which of the following is not the type of budget ?
a)	Revenue
b)	Project
c)	Flexibility
d)	Activity



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Management (TY Diploma Sem 6)

19	_____ is the managerial function of guiding nursing and reading people to the attainment of objectives ?
a)	Controlling
b)	Direction
c)	Organising
d)	
20	Which among the following is not an element of direction ?
a)	Supervision
b)	Organising
c)	Motivation
d)	Leadership
21	Which among the following statement relating to leadership is false ?
a)	Leadership is a process of influence
b)	Leadership is a goal oriented
c)	Leadership is a bossing
d)	a leader must have followers
22	Which among the following is not a quality for a leader ?
a)	Charming personality
b)	Ability to take decision
c)	Communication skill
d)	Lazy attitude
23	Which type of leader allow complete delegation of authority ?
a)	Creative leaders
b)	Persuasive leaders
c)	Laissez faire leaders
d)	Intellectual leaders
24	Under which style of leadership the leader completely delegate the authority to the subordinates ?
a)	Free rein leadership
b)	Paternalistic leadership
c)	Participative leadership
d)	Authoritarian leadership



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Management (TY Diploma Sem 6)

25	Which among the following is not a style of grid in the managerial grid by Blake and Mouton ?
a)	Task management
b)	Middle road
c)	Country club
d)	Innovation management
26	Which leadership Theory suggest that "leaders are born not made"?
a)	Trait theory
b)	Situational theory
c)	Great man theory
d)	Behavioural theory
27	Which among the following is a characteristics of motivation ?
a)	Internal feeling
b)	Simple process
c)	One time process
d)	Not a goal oriented process
28	Which among the following is not in the 5 types of needs proposed by Maslow ?
a)	Psychological needs
b)	Social needs
c)	Esteem needs
d)	Safety needs
29	Which theory explains that there are two separate factors influence motivation ?
a)	Adam's Equity theory.
b)	Maslow's need hierarchy theory
c)	Herzberg's hygiene theory
d)	McGregor's Theory X and Theory Y
30	_____ is the point at which there is no profit or no loss ?
a)	Maximum profit point
b)	Minimum loss point
c)	Breakeven point
d)	Break down point



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Management (TY Diploma Sem 6)

31	The heart of management is _____
a)	Planning
b)	Organising
c)	Directing
d)	Controlling
32	Which among the following is not an element of direction _____
a)	Motivation
b)	Communication
c)	Delegation
d)	Supervision
33	The motivation theory which classifies need in hierarchical order is developed by _____
a)	Fred Luthans
b)	Scott
c)	Abraham Maslow
d)	Peter F. Drucker
34	Which of the following is a financial incentive ?
a)	Promotion
b)	Stock incentive
c)	Job security
d)	Employees participation
35	Which of the following is not an element of communication
a)	Decoding
b)	Communication
c)	Channel
d)	Receiver
36	Grapevine is _____
a)	Formal Communication
b)	Lateral Communication
c)	Informal Communication
d)	Barrier Communication



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Management (TY Diploma Sem 6)

37	The highest level need in the need hierarchy of Abraham Maslow _____
a)	Safety needs
b)	Belongingness need
c)	Self-actualisation need
d)	Prestige need
38	Ability of a leader to look things from others point of view is _____
a)	Empathy
b)	Sympathy
c)	Responsibility
d)	Apathy
39	Find the odd one out _____
a)	Leadership
b)	Co-ordination
c)	Communication
d)	Supervision
40	Leadership style which takes decisions with subordinate is _____
a)	Democratic leadership
b)	Autocratic leadership
c)	Laissez-faire leadership
d)	Paternalistic leadership
41	An efficient control system helps to _____
a)	Accomplished organisational objectives
b)	Boosts employees morale
c)	Judges accuracy of standards
d)	All of the above
42	Controlling function of management is _____
a)	Forward looking
b)	Backward looking
c)	Forward as well as backward looking
d)	None of these



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Management (TY Diploma Sem 6)

43	Directing and controlling are the
a)	Results of management
b)	Goals of management
c)	Functions of management
d)	All of the above.
44	Coordinating people and human resources to accomplish organizational goals is the process of
a)	Management
b)	Directing
c)	Planning
d)	Leadership
45	Which of the following would be included in the "controlling function"?
a)	Giving assignment
b)	Setting standards
c)	Measuring results against corporate objectives
d)	Explaining routines
46	The most effective leader is one who:
a)	Makes managerial decisions without consulting others
b)	Has the leadership style most appropriate to the situation and the employee involved.
c)	Works with managers and employees to make decisions
d)	None of the above
47	Empowerment is related to:
a)	Planning
b)	Organizing
c)	Controlling
d)	Directing
48	Supervisory management spends most of his/her time:
a)	Planning and controlling
b)	Directing and controlling
c)	Planning and organizing
d)	Organizing and controlling



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Management (TY Diploma Sem 6)

49	Which management function involves measuring results, comparing results to expectations, and taking corrective action ?
a)	Planning
b)	Organizing
c)	Leading
d)	Controlling
50	An efficient control system helps to _____
a)	Accomplishes organisational objectives
b)	judgets accuracy of standards
c)	Boosts employee morale
d)	all of the above
51	Management audit is a technique to keep a check on the performance of _____
a)	Company
b)	Customers
c)	Shareholders
d)	Management of the company
52	An example of an effective standard for a control system would be:
a)	Planning to increase sales of product XYZ from 2,000 to 4,000 per month by December of next year
b)	Deciding to hire 5 new employees
c)	Improving the quality of production
d)	Renting new premises
53	Budgetary control requires the preparation of _____
a)	Training schedule
b)	Responsibility centres
c)	Budgets
d)	Network diagram
54	Which of the following is not application to responsibility accounting ?
a)	cost centre
b)	Accounting centre
c)	Profit centre
d)	Investment centre



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Unit 4 : Safety Management

1	Which of the following is not the economic reason for ensuring safe workspace.
a)	Reduce accidents
b)	Insurance
c)	Improved employee relations
d)	Reduced cost
2	Employees have a _____ right to work in a safe and healthy environment.
a)	Legal
b)	Illegal
c)	Prior
d)	None of above
3	Who has a duty to maintain a safe workplace ?
a)	Employee
b)	Employer
c)	Worker
d)	Manager
4	_____ safety is very important for each and every employee in the industry.
a)	Industry
b)	workplace
c)	individual
d)	All
5	If the _____ measure are not applied then the accident may result into direct and indirect cost.
a)	legal
b)	safety
c)	economic
d)	environmental
6	Each shop supervisor may report to _____ as regards safety matters.
a)	Top executive
b)	Executive
c)	Lower executive
d)	Manager

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7	Shop supervisor may treat safety as a _____ aspect.
a)	Primary
b)	Secondary
c)	Non considerable
d)	Prior
8	Which director/ manager may be given a line position or staff position depending upon the conditions in the industry ?
a)	Safety
b)	Deputy
c)	Top
d)	None
9	Who appoints the management members of the safety committee ?
a)	Employee
b)	Top executive
c)	Manager
d)	Employer
10	A safety committee may consists of executives, shop floor workers and _____.
a)	Employees
b)	Employers
c)	Supervisors
d)	All of the above
11	On which level, the lower level employees get a channel of communication on safety matters directly.
a)	Top
b)	Lower
c)	Executive
d)	Middle
12	It was observed that those organizations which made safety committees had _____ record of accidents than those without safety committees.
a)	Higher
b)	Lower
c)	Equal
d)	More



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Management (TY Diploma Sem 6)

13	Which of the following management is an integral part of an organizations responsibilities?
a)	Economic
b)	Employee
c)	Safety
d)	All of above
14	The _____ statement will give direction to the management.
a)	Strategy
b)	Functions
c)	Safety policy
d)	none
15	Who is responsible for the implementation of safe methods and practices ?
a)	Organization
b)	Planning
c)	Management
d)	Employer
16	Whose health and safety takes priority to the job or task to be accomplished ?
a)	Employer
b)	Manager
c)	Workers
d)	Executive
17	If a job cannot to done in a safe method, the job should not be _____.
a)	Allocate
b)	Taken
c)	Attempted
d)	Recognize
18	Industry units factories are often thought of as _____ places to work.
a)	Safe
b)	Dangerous
c)	Efficient
d)	None of above

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Management (TY Diploma Sem 6)

19	The success of any safety program relies on
a)	Importance of safety
b)	Safety policy
c)	Planning
d)	All
20	Which type of fire involves liquid materials of an organic nature ?
a)	Class A
b)	Class B
c)	Class C
d)	Class D
21	Which type of fire involves electricity ?
a)	Class A
b)	Class B
c)	Class C
d)	Class D
22	The supervisor in the company is referred as
a)	Foreman
b)	Manager
c)	Executive
d)	Employer
23	The safety norms for are similar to that many other industries.
a)	Factories
b)	Institutes
c)	Organizations
d)	Committee
24	Who are the workers in the company ?
a)	Managers
b)	Employers
c)	Employees
d)	Executives

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Management (TY Diploma Sem 6)

25	Which prevention is significant in industry ?
a)	Safety
b)	Disease
c)	Hazards
d)	Accident
26	Who has various responsibilities for effective industrial safety management in order to prevent the occurrence of accident ?
a)	Employee
b)	Manager
c)	Employer
d)	Forman
27	Who is charged with the responsibilities of preventing accidents ?
a)	Safety officer
b)	Foreman
c)	Employer
d)	Employee
28	_____ is a chemical reaction that takes place when a material oxidizes rapidly.
a)	Hazard
b)	Safety
c)	Accident
d)	Fire
29	Which type of fire involves flammable metals of an organic nature ?
a)	Class A
b)	Class B
c)	Class C
d)	Class D
30	Which type of fire involves solid materials of an organic nature ?
a)	Class A
b)	Class B
c)	Class C
d)	Class D



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Management (TY Diploma Sem 6)

31	_____ procedure is a step by step description of a process when deviation may cause a loss.
a)	Fire work
b)	Safe work
c)	Permit
d)	None
32	_____ is an act of been free from harm and danger.
a)	Accident
b)	Fire
c)	Safety
d)	Awareness
33	The safety function is taken care of by _____ officer.
a)	Executive
b)	Foreman
c)	Management
d)	Personal
34	Which types of accidents have great effect on the employees, employer and nation economy ?
a)	Industrial
b)	Fire
c)	Transportation
d)	All
35	Which of the following fire material comes under class D ?
a)	Liquids
b)	Wood
c)	Magnesium
d)	All of above
36	Which of the following fire material comes under class A ?
a)	Wood
b)	Petrol
c)	Aluminium
d)	Sodium

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Management (TY Diploma Sem 6)

37	Policy formulation is the function of _____
a)	Top level management
b)	Middle level management
c)	Operational level management
d)	All of the above
38	A safety programme consists of _____
a)	Three E's
b)	Four E's
c)	Five E's
d)	Six E's
39	The following is indirect cost of accident _____
a)	Money paid for treatment of worker
b)	Compensation paid to worker
c)	Cost of lost time of injured worker
d)	All of the above
40	Which of these is most likely to cause an accident in a workplace ?
a)	Administration
b)	Manual handling
c)	Adequate lighting
d)	Excessive noise
41	The safe way of working is _____
a)	An effective and right way of working
b)	An ancient way of working
c)	A way of handling the work in a hurry
d)	A way of normal working
42	In case of an accident, the victim should immediately be _____.
a)	Asked to take rest
b)	Enquired about the accident
c)	Attended to
d)	Left to himself without treatment



43	Which of the following is not a principle duty of an employer ?
a)	To provide adequate supervision of work practices
b)	To give necessary instruction and training to employees.
c)	To provide meals at break times free of charge
d)	To provide and maintain workplaces, machinery and equipment which are safe and without risk to health as is reasonably practicable.
44	To purpose of a Permit-To-Work is to _____.
a)	Ensure that potentially dangerous work is done safely
b)	Ensure that only competent workers undertake the job.
c)	Ensure that the correct tools and equipment are used on a job.
d)	Ensure that emergency procedures are in place.
45	Industrial safety management is that branch of management which is concerned with _____ hazards from the industries.
a)	Reducing
b)	Controlling
c)	Eliminating
d)	All of the above
46	The following is indirect cost of accident _____.
a)	Money paid for treatment of worker
b)	Compensation paid to worker
c)	Cost of lost time of injured worker
d)	All of the above
47	Class-A fire consists of fire due to _____.
a)	Wood
b)	Oil
c)	Transformer
d)	Chemical
48	Water is used to extinguish _____.
a)	Class-A fires
b)	Class-B fires
c)	Class-C fires
d)	all of the above

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49	The following class of fire occur in electrical equipment
a)	Class-A fires
b)	Class-B fires
c)	Class-C fires
d)	All of the above
50	_____ is best suited to extinguishing oil or flammable liquid fire.
a)	Soda acid
b)	Vaporizing liquid
c)	Foam
d)	Dry chemical
51	The following extinguisher is suitable for cotton or other textile fire
a)	Water
b)	Soda acid
c)	Foam
d)	Dry chemicals



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Management (TY Diploma Sem 6)**Unit 5: Legislative Act**

1	Industrial Acts are useful for _____.
a)	Guarantee of employee welfare
b)	Provision of legal platform
c)	Removes extortion of workers
d)	All of these
2	Indian Factory Act is passed in _____.
a)	1935
b)	1947
c)	1948
d)	1976
3	Major amendments done in Factory Act in _____.
a)	1948
b)	1952
c)	1976
d)	1991
4	Adolescent is a person of the age between _____.
a)	15-18 years
b)	18-21 years
c)	21-25 years
d)	58-61 years
5	One canteen should be provided at least per _____ workers in a factory.
a)	100
b)	150
c)	200
d)	250
6	Crèches should be provided when there are more than _____ female workers of their kids of age below _____ years.
a)	30, 6
b)	25, 6
c)	25, 9
d)	100, 6



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Management (TY Diploma Sem 6)

7	Day as per Factory Act is _____
a)	6 a.m. to 6 p.m.
b)	Period of 12 hours
c)	Period between 2 midnights
d)	None of the above
8	Week as per Factory Act is period between two _____.
a)	Mondays
b)	Thursdays
c)	Sundays
d)	Saturdays
9	Factory using power as per Factory Act is as premise of minimum _____.
a)	10 workers
b)	20 workers
c)	30 workers
d)	40 workers
10	A Labour Welfare Officer is appointed in the factory as per Factory Act when the _____ workers.
a)	100
b)	300
c)	500
d)	1000
11	Rights of Labour Welfare Officer are given to _____.
a)	Factory head
b)	Industry Minister
c)	State Government
d)	None
12	As per Factory Act painting should be done _____.
a)	Once a year
b)	Twice a year
c)	Once in 3 years
d)	Once in 5 years



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Management (TY Diploma Sem 6)

13	As per Factory Act, space required for a water is _____.
a)	1000
b)	2000
c)	500
d)	750
14	Which is not included in "Wage" under Minimum Wages Act ?
a)	Travelling allowance
b)	PF
c)	Gratuity
d)	All
15	As per Factory Act, one box of First Aid is provided for _____ workers.
a)	100
b)	200
c)	150
d)	250
16	One ambulance room should be provided in a factory employing more than _____ workers.
a)	200
b)	300
c)	400
d)	500
17	Child is a person of the age _____.
a)	less than 10 years
b)	less than 15 years
c)	less than 8 years
d)	None of the above
18	Calendar year as per Factory Act is _____.
a)	1st April to 30th March
b)	1st January to 31st December
c)	1st July to 30th June
d)	None of the above



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Management (TY Diploma Sem 6)

19	Workman's Compensation Act is passed in _____.
a)	1924
b)	1950
c)	1934
d)	1948
20	Who is incorrect person in the definition of Dependent ?
a)	Wife
b)	Widowed mother
c)	Minor son
d)	Friend
21	Compensation is not extended to _____ under Workman's Compensation Act.
a)	Workers covered under ESI Act
b)	Casual workers
c)	Wilful disobedience
d)	all the above
22	Employer has to do compensation under which case ?
a)	Injury caused by accident
b)	Any disablement/death after accident
c)	Injury caused during employment
d)	All the above
23	Minimum wages act is passed in _____.
a)	1924
b)	1935
c)	1948
d)	1952
24	Drinking water must be away from latrine by _____ metres.
a)	3
b)	6
c)	9
d)	12

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Management (TY Diploma Sem 6)

25	"Advisory Board' concerned with 'Minimum Wages Act' is appointed by _____.
a)	Factory head
b)	MIDC
c)	Appropriate Government
d)	None
26	Minimum wages which are fixed are declared by Government through _____.
a)	Newspaper
b)	Magazine
c)	Official gazette
d)	All
27	What safety management can do ?
a)	Accidents prevention
b)	Avoiding damage
c)	Safe conditions at workplace
d)	All
28	Accidents can be reduced to zero.
a)	Never possible
b)	May be possible
c)	Accidents cannot be reduced
d)	None
29	Fatal accident means _____
a)	Dangerous accident
b)	Accident due to unknown
c)	Death in accident
d)	None of the above
30	During welding _____
a)	Gloves are must
b)	Gum shoes are must
c)	Helmet is must
d)	Goggle is must



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Management (TY Diploma Sem 6)

31	_____ fitting clothes should not be allowed to work near machinery in motion.
a)	Tight
b)	Loose
c)	Both
d)	None
32	For sitting facilities, _____ considerations must be followed.
a)	Aesthetic
b)	Economical
c)	Ergonomics
d)	None
33	In charge of Crèches must be _____
a)	Man
b)	Child
c)	Woman
d)	Any
34	_____ boxes of first aid should be proved per _____ workers
a)	1250
b)	1150
c)	2250
d)	2150
35	Materials of ropes, chains must be _____ and with adequate _____.
a)	tight, strength
b)	sound, tight
c)	sound, strength
d)	strong, tight
36	Workman's compensation act is administered by _____
a)	State government
b)	Central government
c)	None
d)	Local self-government



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37	1. PF is included in minimum wages act. 2. Light bill is not included in minimum wages act.
a)	both 1 and 2 true
b)	both 1 and 2 false
c)	1 true, 2 false
d)	1 false, 2 true
38	Advisory board in minimum wages act is appointed by ____.
a)	Company
b)	Appropriate government
c)	RBI
d)	None
39	Independent persons in committees of minimum wages act do not exceed ____ of the total members.
a)	1/3
b)	2/3
c)	1/4
d)	None
40	When Industrial Disputes Act was introduced?
a)	1949
b)	1977
c)	1950
d)	1947
41	The issues between employer and employee are covered in ____.
a)	Factory Act
b)	Workman Compensation Act
c)	Industrial Disputes Act
d)	Minimum Wages Act
42	What is meant by "Award" in Industrial Disputes Act?
a)	Prize
b)	Amount
c)	Certificate
d)	Decision

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43	Average pay for monthly paid worker is payment of _____
a)	2 months
b)	3 months
c)	4 months
d)	6 months
44	Average pay for weekly paid worker is payment of _____ -
a)	1 week
b)	2 weeks
c)	3 weeks
d)	4 weeks
45	Average pay for daily paid worker is payment of _____ .
a)	30 days
b)	15 days
c)	12 days
d)	10 days
46	1. Conflict between two workers. 2. Conflict between employer and employees
a)	Conflict between two workers
b)	Only (1) is industrial dispute
c)	Only (2) is industrial dispute
d)	Both cannot come under industrial disputes
47	Inability of employer to continue to employ workers is _____ .
a)	Layout
b)	Lockout
c)	Layoff
d)	Retrenchment
48	Reasons for layoff may be _____ .
a)	Shortage of funds
b)	Breakdown of machinery
c)	Shortage of raw materials
d)	All the above



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49	1. Layoff is a temporary phase 2. It is not the end
a)	Both (1) & (2) correct
b)	Only (1) is correct
c)	Only (2) is correct
d)	None
50	Lock out is _____
a)	Refusal to work by employees
b)	Termination of services
c)	Closing of a place of employment by employer
d)	Inability of employer to continue to employ workers
51	Termination of the services of a worker by the employer for any reason other than due to disciplinary actions _____.
a)	Strike
b)	Layoff
c)	Retrenchment
d)	Settlement
52	Under Minimum Wages Act, the appropriate Governments have the power to notify any employment where _____ number of employees are working in 'schedule of employment' to fix the rates of minimum wages.
a)	500 or more
b)	100 or more
c)	1000 or more
d)	250 or more
53	[1] Clerical worker is called workman [2] Supervisor is not called workman
a)	[1] Correct only
b)	[2] correct only
c)	Both correct
d)	Both incorrect
54	Works committee, courts of enquiry, industrial tribunals are associated with _____ act.
a)	Factory
b)	Industrial disputes
c)	Minimum wages
d)	None of the above



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55	In works committee _____ are involved.
a)	Only workers
b)	Workers and employer both
c)	Only employer
d)	Government officials only
56	In works committee _____.
a)	Workers are not less than that of employer.
b)	Employers are not less than that of workers
c)	Both are same
d)	None of the above
57	Conciliation office is appointed by _____.
a)	Union of workers
b)	Elected by employers
c)	an appropriate government
d)	None of the above
58	Chairman of Board of conciliation is _____.
a)	Independent person
b)	Appointed by government
c)	Both correct
d)	None of the above
59	Reports must be given by courts of enquiry within _____ months.
a)	3
b)	6
c)	9
d)	2
60	A district judge who may become presiding officer of labour court must have experience more than _____ years.
a)	1
b)	2
c)	3
d)	5



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61	Industrial Tribunals are constituted for _____.
a)	Wages
b)	Hours of work
c)	Bonus
d)	All the above
62	For solving issues of national importance there are _____.
a)	Industrial Tribunals
b)	National courts
c)	National Tribunals
d)	Labour courts
63	In which year did Factories Act come into force?
a)	23rd September, 1948
b)	1st April, 1949
c)	4th April, 1949
d)	12th September, 1948
64	How many days in advance does the occupier of a factory premises gives notice of occupancy to the chief inspector?
a)	15 days
b)	20 days
c)	10 days
d)	25 days
65	What are the general duties of an Occupier ? (A) Maintenance of a plant and system of work in factory are safe, without risks to health. (B) Ensure safety and absence of risks 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.
a)	D
b)	C
c)	Only A & B
d)	All of the above



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66	Which provisions regarding health are mentioned in the section 11 to 20 in Factories Act ? (A) Cleanliness (B) Dust and fumes (C) Ventilation and temperature (D) Disposal of wastes
a)	Only B & C
b)	Only A & D
c)	None of the above
d)	All of the above
67	As per the Factories Act, after how many years should the factory premises be painted and refurbished ?
a)	5 years
b)	2 years
c)	10 years
d)	Annually
68	As per section 2 in Factories Act, who will be called as an adult ?
a)	A person who has completed 21 years of age
b)	A person who is less than 19 years of age
c)	A person who has completed 24 years of age
d)	A person who has completed 18 years of age
69	Section 2 (g) under the Factory Act defines _____.
a)	Factory
b)	Manufacturing process
c)	Worker
d)	Occupants
70	Match the following: 1. Approval, licensing and registration of factories 2. Arrangement for drinking water 3. Maintenance of buildings 4. Protection of eyes
a)	1 - (C), 2 - (a), 3 - (d), 4 - (b)
b)	1 - (b), 2 - (a), 3 - (d), 4 - (c)
c)	1 - (C), 2 - (d), 3 - (b), 4 - (a)
d)	1 - (a), 2 - (c), 3 - (d), 4 - (b)



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71	If there are _____ numbers of employees, then the employer has to provide a canteen.
a)	250
b)	510
c)	320
d)	100
72	As per section, 94, a person who repeats an offence, he shall be punishable with an imprisonment for a term which may extent up to ____ years and fine which shall not be less than Rs. 10,000 but which may extend up to ____ or both.
a)	3 years/ Rs 2,00,000
b)	5 years/ Rs 1,20,000
c)	2 years/ Rs 2,50,000
d)	4 years/ Rs 3,00,000
73	If a company has _____ number of employees, then the appointment of a safety officer is mandatory under the Factories Act.
a)	500
b)	100
c)	1000
d)	10000
74	Which of the following is an obligation of the employer is as mentioned in the Factories Act ? (A) Provide wages for overtime, washing, first aid, canteens, crèches, 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
a)	Only C
b)	Only A
c)	B, C and D
d)	All of the above
75	Fitness certificate granted under "sub section 2" of the act is valid for how many months?
a)	10 months
b)	6 months
c)	12 months
d)	24 months



76	From the below mentioned options, which of the following is not mentioned under the welfare provision in the factories act ?
a)	Canteen
b)	Crèches
c)	Drinking water
d)	First aid
77	Which section of the act covers the topic annual leave with wages ?
a)	Section 27
b)	Section 5
c)	Section 86
d)	Section 79
78	How many hours in a week can an adult work as per factories act ?
a)	9 hours
b)	56 hours
c)	34 hours
d)	48 hours
79	Section 99 of Factories Act deals with which of the following options ?
a)	Appeal
b)	Penalty for permitting double employment of a child
c)	Display of notice
d)	Penalty for obstructing inspectors
80	In which year did the Industrial Disputes Act come into operation ?
a)	1947
b)	1949
c)	1953
d)	1963
81	To which settlement machinery can the central government refer the disputes under rule 81-A ?
a)	Conciliation
b)	Arbitration
c)	Adjudicator
d)	Supreme Court



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82	Before the Industrial Disputes Act was implemented in the year 1947, which act took care of the industrial disputes ?
a)	Trade Disputes Act, 1929
b)	Royal Commission on Labour, 1934
c)	Labour Management Relation Act, 1947
d)	None of the above
83	Choose the correct option that correctly states out the defect in the Trade Disputes Act, 1929.
a)	Restraints imposed on the rights of strike
b)	To render the proceedings unstatutable under the Act for the settlement of an industrial dispute
c)	Solution to industrial unrest
d)	All of the above
84	The bill passing rule 81A has made two new institutions for the prevention and settlement of industrial disputes, i.e. Work Committees and _____.
a)	Industrial Tribunal
b)	Commission on Labour
c)	Arbitration
d)	Adjudication
85	The industrial peace is secured through voluntary _____ and compulsory _____.
a)	Compromise, Arbitration
b)	Adjudication, Arbitration
c)	Work Committee, Industrial Tribunal
d)	Negotiation, Adjudication
86	Choose the correct objective of the Industrial Disputes Act.
a)	To prevent illegal strikes
b)	To promote measures for securing and preserving good relations between the employers and the employees
c)	To provide relief to workmen in matters of lay - offs, retrenchment, wrongful dismissals
d)	All of the above

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87	Power has been given to _____ require Works Committee to be constituted in every industrial establishment employing 100 workmen or more.
a)	Appropriate Government
b)	State Government
c)	High Court
d)	Board of Conciliation
88	Which permanent settlement machinery has been mentioned in the act accountable for the speedy and amicable settlement of industrial disputes ?
a)	Adjudication
b)	Conciliation
c)	Arbitration
d)	Appropriate government
89	A report of the select committee on the Industrial Disputes Bill, 1946 was published in the Gazette of India, Part _____.
a)	V
b)	IV
c)	III
d)	I
90	On which date did the Industrial Disputes Act, 1947 receive assent and came in the Statute Book ?
a)	1st April, 1947
b)	23rd April, 1936
c)	28th April, 1937
d)	11th March, 1937
91	_____ means an interim or a final determination of any industrial dispute or of any question relating thereto by any labour court.
a)	Banking Company
b)	Closure
c)	Conciliation Proceeding
d)	Award



92	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.
a)	2
b)	10
c)	5
d)	15
93	How many person/s shall a national tribunal consist of, which is/are to be appointed by the central government?
a)	1
b)	2
c)	3
d)	4
94	Under Workmen's Compensation Act, 1923 _____.
a)	Individual manager subordinate to an employer cannot act as managing agent.
b)	Managing agent includes an individual manager subordinate to an employer
c)	Only employer can act as managing agent.
d)	The appropriate government shall appoint managing agent.
95	The Workmen's Compensation Act, 1923, the Maternity Benefit Act, 1965 and the Employees State Insurance Act, 1948 are :
a)	Together can be applicable.
b)	The Maternity Benefit Act and the Employees State Insurance Act can be applicable at a time.
c)	The Workmen's Compensation Act and the Employees State Insurance Act can be applicable at a time.
d)	If the Workmen's Compensation Act and the Maternity Benefit Act are applicable, the Employees State Insurance Act is not applicable.
96	Assertion (A) : Provisions of Employees' compensation Act and Maternity Benefit Act do not apply to all industries. Reason (R): Employees' Compensation Act is a comprehensive social security legislation.
a)	(A) is wrong, but (R) is right
b)	(A) is wrong, but (R) does not related to the (A)
c)	(A) and (R) are right, and (R) validates (A)
d)	(A) and (R) are wrong



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97	While working at the construction of a multi-storeyed building 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?
a)	The contractor who employed the worker
b)	The Sirdar who supplied the worker
c)	Both (A) and (B)
d)	None of the above
98	No contribution is required for getting benefit under which of the following legislations?
a)	Maternity Benefit Act
b)	Employees' Compensation Act
c)	Both under (A) & (B)
d)	None of the above
99	If the money is due from the employer under the settlement or award, the workmen or his assignee can make an application to the appropriate government for the recovery within the period given below.
a)	One year
b)	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
c)	Two years
d)	Three years
100	The name of which of the following legislations has been recently changed?
a)	Workmen's' Compensation Act
b)	Employees' State Insurance Act
c)	Maternity Benefit Act
d)	Payment of Gratuity Act
101	Which of the following statements relating to the Employees 'Compensation Act is not correct?
a)	This Act has a link with the Workmen's Compensation Act
b)	This act is the outcome of the amendment that was to the Workmen's Compensation Act
c)	The act does not have any provision relating to temporary disablement of workmen
d)	This act has a provision relating to permanent partial disablement



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102	Reason (R): Fatigue is the result of personal health condition of the worker as well as by overwork, monotonies boredom as part of work experience.
a)	(A) is right but (R) is wrong
b)	(A) is right and the (R) rightly explains the (A)
c)	Both (A) and (R) are wrong
d)	(A) is wrong but (R) is right
103	If there is wilful 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 workmen .
a)	Employer is liable to pay compensation
b)	Employer is not liable to pay compensation
c)	Appropriate government is liable to pay compensation
d)	The Trade Union is liable to pay compensation
104	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 liable, he shall make the deposit within sixty days of the service of notice (C) If the employer thinks liable, he shall make the deposit within thirty days of the service of notice (D) If the employer thinks liable, he shall in his statement indicate the grounds on which he disclaims liability
a)	All statements are correct
b)	All statements are incorrect
c)	Only (a) and (d) are correct
d)	Only (c) and (d) are correct
105	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;
a)	7
b)	3
c)	5
d)	2

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106	Statutory Minimum wage is fixed under _____ .
a)	Payment of wages Act, 1936
b)	Equal Remuneration Act, 1976
c)	Workmen's Compensation Act, 1923
d)	Minimum Wages Act, 1948
107	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 _____ .
a)	Schedule I part I
b)	Schedule I part II
c)	Schedule I, part I, II and the employments and added under section 27
d)	Schedule I and II
108	Which of the following is not a method for fixing Minimum Wages under the Minimum Wages Act, 1948?
a)	Notification Method
b)	Committee
c)	Bargaining
d)	None of the above
109	The minimum wages are as fixed under the Minimum Wages Act, 1948 must be revised at least once in _____
a)	2 years
b)	3 years
c)	5 years
d)	No mention under the Act
110	The Minimum Wages Act, 1948 has _____
a)	One schedule covering different types of industries
b)	One schedule covering different types of industries, shops and establishments
c)	One schedule covering shops and establishments
d)	One schedule covering industrial establishments and agriculture



111	Which one of the following is not based on the principle of welfare ?
a)	Mica Mines Labour Welfare Funds Act
b)	Iron Ore Mines Labour Welfare Funds Act
c)	Minimum Wages Act
d)	Dock Workers (Safety, Health, Welfare) Act
112	Which of the following legislations apply to unorganized sector workers in India ?
a)	Child Labour (Prohibition and Regulation) Act, 1986
b)	Contract Labour (Regulation and Abolition) Act 1970
c)	Minimum Wages Act
d)	All of the above
113	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 minimum rates of wages ?
a)	Any commissioner for Workmen's compensation
b)	Any officer of the Central Government exercising functions as a Labour Commissioner for any region
c)	Any officer of the State Government not below the rank of Labour Commissioner
d)	Any officer not less than the rank of District Magistrate
114	What are the methods mentioned in Section 5 of the Minimum Wages Act, 1948 for fixation/revision of minimum wages.
a)	Committee method
b)	Notification method
c)	Voting method
d)	Both (a) & (b)
115	In order to protect the minimum wages against inflation, the Central Government has made the provision of Variable Dearness Allowance (VDA) linked to _____.
a)	Wholesale Price Index Number for Industrial Workers (WPI-IW)
b)	Consumer Price Index Number for Industrial Workers (CPI-IW)
c)	Consumer Price Index Number for all Urban Consumers (CPI-UC)
d)	Wholesale Price Index Number for all Urban Consumers (WPI-UC)

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116	Which of the following are the responsibilities of Central Advisory Board ?
a)	Advising the Central and State Governments in the matters of the fixation of minimum rates of wages
b)	Advising the Central and State Governments in the matters of the revision of minimum rates of wages
c)	Co-ordinate the work of State Advisory Boards
d)	All the above
117	The Central Advisory Board shall consist of the following members nominated by the Central Government .
a)	The employers
b)	The employees
c)	Independent Person
d)	All the above
118	If an employee works on any day on which he was employed for a period less than the requisite number of hour constituting a normal working day, he shall be entitled to receive wages
a)	for a full normal working day
b)	for the hours he had worked
c)	for a half working day
d)	None of the above
119	To provide guidelines for wage structure in the country, a tripartite Committee Viz., "The Committee on Fair Wage" was constituted on .
a)	1946
b)	1948
c)	1964
d)	1950
120	Match the pairs: 1. Settlement (A) Refusal to work by workers 2. Strike (B) Written agreement 3. Layoff (C) Closing factory by owner
a)	1.(C), 2.(B), 3.(D), 4.(A)
b)	1.(B), 2.(A), 3.(D), 4.(C)
c)	1.(A), 2.(B), 3.(C), 4.(D)
d)	1.(D), 2.(C), 3.(B), 4.(A)



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1	Indian factory act come in to force on -----
A	1st May 1960
B	1st April 1949
C	15th August 1947
D	26th January 1950
2	As per Indian factory act, The person who has control over the affairs of factory is known as -----
A	Employee
B	worker
C	occupier
D	None of the above
3	Section 27 under the Industrial dispute act is about ____
A	Manufacturing process
B	Penalty for instigation
C	occupier
D	None of the above
4	As per Indian Factory act, Employer has to provide canteen facility, if there are ---- number of employees.
A	50
B	100
C	200
D	250
5	----- section of Industrial Dispute act covers the topic penalty for instigation.
A	Section 7
B	Section 27
C	Section 5
D	None of the above
6	----- is not statutory welfare facility under Factory act
A	Canteen
B	Medical
C	Transport
D	None of the above
7	Bhopal gas tragedy led to an amendment under ---- legislation
A	indian Safety act
B	Indian boiler act
C	Indian wage act
D	None of the above
	<u>Explanation : Amendments under the Factories Act of 1948 and the creation of the Environment Protection Act of 1986</u>

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8	Arrangements of drinking water is mentioned under----- section of Factory act
A	15
B	11
C	10
D	18
9	For contravention of provisions of factories act , the occupier shall liable for punishment up to .-----
A	Fine of Rs 10000
B	Fine of Rs 100000
C	Fine of Rs 200000
D	None of the above
	<u>Explanation: imprisonment upto 2 years and fine upto Rs. 2 lakhs.</u>
10	The license fee can be paid to get license for a factory maximum up to -----
A	one year
B	Two year
C	Five Year
D	Three year
11	The occupier of a factory is required to send written notice to the Chief Inspector of Factories at least --- ---- -- days before he begins to occupy the premises as factory.
A	7
B	15
C	10
D	30
12	As per the Factories Act,1948 any engine,motor or other appliance which generates or otherwise provides power is termed as
A	Prime Mover
B	Machinery
C	Equoipment
D	All of the Above
13	As per section 16 of the Factory Act, 1948 the minimum space to be allocated to each worker employed in the factory is
A	12.2 cu.met
B	13.2 cu.met
C	14.2 cu.met
D	15.2 cu.met

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14	An adult worker is allowed to work for ----- hours in a week.
A	35
B	48
C	40
D	45
15	----- is not a essential element of a factory
A	There must be a premises
B	There must be manufacturing process being carried on at the premises
C	There must be ten or more workers where the manufacturing process is being carried on with the aid of power
D	There must be an electronic data processing units are installed
16	Section 2 (m) of the Factory Act 1948 Says about --
A	Factory
B	Manufacturing Process
C	Workers
D	All of the Above
17	Creche is to be provided if or more lady employees are engaged
A	15
B	25
C	30
D	40
18	The maximum daily hours of work in a day with normal wage allowed in factories is -----
A	8
B	9
C	10
D	11
19	----- is the chairman of Site Appraisal Committees
A	The Chief Inspector of the State
B	The Inspector of The District
C	Occupier
D	None of the above
20	----- authority enforces the Factory Act 1948
A	The Heavy Industries Department of Central Government
B	Human Resources Department
C	The Labour Department of the State Government
D	All of the Above

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21	--- year did the Industrial Dispute act come into operation.
A	1960
B	1st April 1947
C	2019
D	1965
22	The industrial peace is secured through voluntary _ and compulsory
A	Compromise and Arbitration
B	Adjudication and Arbitration
C	Work Committee and Industrial Tribunal
D	Negotiation and Adjudication
23	-----legislation there is a provision called "protected workmen".
A	Trade Unions Act, 1926
B	Industrial Employment (Standing Orders) Act, 1946
C	Industrial Disputes Act, 1947
D	Factories Act, 1948
24	Grievance Handling Machinery is given in -----
A	Industrial Dispute Act
B	Indian factory act
C	Minimum Wges act
D	All of the Above
25	To provide compensation to workmen in cases of Lay-off, retrenchment and closure is a provision of Act.
A	Factory Act
B	Industrial Dispute
C	Workmen Compensation
D	None of the above
26	----- is a machinery for the settlement of Industrial Disputes in India
A	National Commission on Labour
B	Wage Board
C	Industrial Tribunal
D	Standing Labour Committee
	<u>Explanantion : Industrial tribunals are specialized courts that handle disputes between employers and employees, or between an employer and a group of employees</u>

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27	----- machinery has been mentioned in the Industrial Dispute act accountable for the speedy and amicable settlement of industrial disputes
A	Adjudication
B	Conciliation
C	Arbitration
D	Appropriate government
	<u>Explanation: Conciliation is a process where a neutral third party, the conciliation officer, assists parties to reach a mutually agreed settlement of a dispute</u>
	----- means an interim or a final determination of any industrial dispute or of any question relating there to by any labour court.
28	
A	Banking Company
B	Conciliation Proceeding
C	Closure
D	Award
29	Industrial Dispute means, Dispute between -----
A	Employer and workmen
B	workmen and workmen
C	Employer and Employer
D	All of the Above
30	The ----- authorities are set up for settling the industrial Dispute.
A	labor court
B	Industrial Tribunal
C	Conciliation Board
D	All of the Above
31	An arbitrator is appointed by -----
A	Employer
B	Lawyer
C	Government
D	All of the Above
	<u>Explanation : An arbitrator is a neutral third party, appointed by disputing parties or an arbitration institution, to resolve conflicts outside of traditional court proceedings</u>

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32	"Award" under Industrial Disputes Act, 1947 is-----
A	interim determination of industrial dispute
B	final determination of industrial dispute
C	arbitration award under Section 10A
D	Both A & B
	<u>Explanation : both interim and final determinations, as well as arbitration awards under Section 10A, are considered "Awards" .</u>
33	Under the Industrial Disputes Act, ----- is not be considered as an industrial dispute
A	When employer fails to keep his verbal promises
B	When closure is a pretence
C	When demand made for alteration of conditions of service of employees in a cooperative society
D	When the lock-out is in disguise of closure
34	The ongoing globalization in India requires drastic changes under ----- of the labour legislation.
A	The Factory Act
B	The Employees State Insurance Act
C	The Industrial Disputes Act
D	The Employees Provident Funds Act
35	----- includes any court constituted under any law relating to investigation and settlement of industrial disputes in force in any State
A	Labour court
B	District court
C	Supreme court
D	None of the above
36	----- members does a conciliation board consist of as per the appropriate government
A	Chairman and one member
B	Chairman and 2-4 members
C	Chairman only
D	None of the above
37	A national tribunal consist of ---- number of person/s to be appointed by the central government.
A	2
B	5
C	1
D	3
38	----- is the time period in which all the awards of the arbitration are to be published from the date of its receipt by the appropriate government
A	15 days
B	7 days
C	180 days
D	30 days

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39	As per section _a conciliation proceeding shall be deemed to have commenced on the date on which a strike or lock - out is received by the conciliation officer
A	22
B	20
C	18
D	19
40	No person employed in a public utility service shall go on strike in breach of contract within of giving such a notice.
A	2 weeks
B	6 weeks
C	1 week
D	4 weeks
41	Section of industrial dispute act covers the compensation provided to workers who are in continuous service for not less than one year.
A	25
B	25A
C	25-FFF
D	26
	<u>Explanation :</u> <u>Section 25C : This section deals with lay-off compensation.</u> <u>Section 25F : This section deals with the conditions precedent to retrenchment of workmen</u> <u>Section 25FF : This section deals with compensation to workmen in case of closure of an undertaking.</u> <u>Section 26 : This section deals with the punishment for participating in an illegal strike.</u>
42	A workmen who is employed in an industrial establishment in the place of another workman whose name is borne on the muster rolls of the establishment is -----
A	Temporary workmen
B	Permanent workmen
C	Badali workman
D	All of the above
43	" dependent" means ----- relatives of a deceased workman,
A	widow
B	minor legitimate son
C	unmarried legitimate daughter
D	All of the above

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44	A person named as Minor who has not attained the age of ----- years
A	21
B	18
C	20
D	None of the above
45	if death results an from the injury, the amount of compensation to the employee equal to
A	40% monthly wages multiplied by the relevant factor
B	150% monthly wages multiplied by the relevant factor
C	100% monthly wages multiplied by the relevant factor
D	None of the above
	<u>Explanation : If death results from an injury, the amount of compensation to the employee is equal to 50% monthly wages multiplied by the relevant factor.</u>
46	Minimum rates of wages may be fixed by -----
A	Hour
B	Day
C	Month
D	All of the above
47	if workmen Loss of both hands or amputation at higher sites then he /she will get compensation ----- percentage of loss of earning capacity
A	25
B	100
C	50
D	None of the above
48	if workmen have permanent total disablement, he /she will get compensation amount ----- percentage of monthly wages.
A	50
B	25
C	100
D	None of the above
	<u>Explanation : According to the Workmen's Compensation Act, In case of permanent total disablement, the workman is entitled to 60% of the monthly wages multiplied by the relevant factor or an amount of Rs.1,40,000 whichever is higher.</u>
49	A workmen have Amputation through shoulder joint ,then he/she will get compensation ----- Percentage of loss of earning capacity.
A	10
B	50
C	70
D	90

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50	A workmen have Loss of both eyes, then He/She will get compensation ----- Percentage of loss of earning capacity
A	30
B	50
C	40
D	100
	<u>Explanation : A worker who has lost both eyes is considered to have 100% permanent total disablement and will receive compensation based on 60% of their monthly wages, or Rs. 1,40,000, whichever is higher.</u>
51	Basic compensations given to employees as salaries or wages are called -----
A	Basic pay
B	wages
C	salary
D	variable pay
52	----- is the total cash and non-cash payments that you give to an employee in exchange for the work they do for your business.
A	Salary
B	Compensation
C	Payment
D	All of the above
53	----- is the initial pay, you give your employees
A	wages
B	salary
C	Compensation
D	Basic Pay
54	Characteristic of a good compensation system is -----
A	Higher the qualification of worker, higher is compensation
B	Higher the efficiency of worker, higher is compensation
C	Higher the rank of worker, higher is compensation
D	All of the above
55	Major factors influencing compensation of worker are -----
A	skill
B	effort
C	working condition
D	All of the above

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57	Most common and usual form of direct compensation paid in organizations is -----
A	base pay and benefits
B	variable pay and benefit
C	base and variable pay
D	All of the above
58	An Act to provide for the payment by certain classes of employers to their Employees of compensation for injury by accident ----
A	Industrial Acts
B	Industrial Dispute Ac
C	Workman Compensation Act
D	Minimum Wages Act
59	----- means, where the disablement is of a temporary nature, such disablement as reduces the earning capacity of a *[employee] in any employment in which he was engaged at the time of the accident resulting in the disablement
A	Total disablement
B	partial disablement
C	major disablement
D	None of the above
60	----- is the maximum wage period for the payment of wages
A	15 days
B	21 days
C	1 day
D	1 month
61	----- deductions is not authorized payment of wages act
A	Deduction for Fines
B	Deduction for payment of Income tax
C	Deduction for Payment of insurance
D	Deduction for payment of uniform and property
62	----- of the wages payable is the maximum limit of fine to be imposed on an employee
A	5%
B	1%
C	3%
D	10%
63	section..... deals with the provisions relating to arrangements for drinking water in factories
A	18
B	12
C	9
D	7

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64	----- means a person who has completed his fourteenth year of age but has not completed his eighteenth year
A	adult
B	adolescent
C	workmen
D	None of the above
65	----- means a person who has completed his eighteenth year of age
A	Minor
B	adolescent
C	Adult
D	None of the above
66	-----means a person who has not completed his fourteenth year of age
A	Adult
B	Child
C	workmen
D	None of the above
67	----- means all remuneration expressed in terms of money
A	Salary
B	wages
C	Mobadla
D	All of the above
68	According to the definition of "Week" under the Minimum wage Act, it is a period of 7 days beginning at midnight on
A	Sunday
B	Monday
C	Friday
D	Saturday
69	The power of inspectors is discussed under Section-----of the Factories Act, 1948.
A	9
B	10
C	11
D	12
Answer	optiona
70	The responsibility for maintenance of employee health and safety is concerned with -----
A	Employee
B	Employer
C	Government
D	All of the above

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71	Ensuring the safety, health and welfare of the employees is the primary purpose of the -----
A	Factories Act, 1948
B	Industrial Dispute Act
C	Workman Compensation Act
D	Minimum Wages Act
72	A person who has ultimate control over the affairs of the factory under Factories Act, 1948 is called as ----
A	Manager
B	Chairman
C	Occupier
D	None of the above
73	Leave with wages is allowed for employees if they work for ____ days in a month
A	28
B	20
C	30
D	31
74	An adult worker can work up to _hrs in a day as per factories Act, 1948.
A	9
B	8
C	12
D	16
75	Section 22 and 23 of the industrial dispute Act says about
A	Fencing of machineries
B	Facing of machineries
C	Work on near machinery in motion
D	strikes and lock-out
76	The Section 20 of the Factories act discusses about-----
A	Latrines and Urinals
B	Drinking water
C	Spittoons
D	Lighting
77	Under Minimum Wages Act an Adult means a Person who has completed a age of years
A	18
B	15
C	16
D	19

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78	The employment of young person on dangerous machines shall be prohibited by
A	Industrial dispute Act
B	Workmen Compensation Act
C	Factory Act
D	None of the above
79	To close down a factory. the occupier has to give ____ days notice to the authorities
A	30
B	60
C	90
D	15
80	Under the Factories Act, white washing of the factory building should be carried out in every ____ months
A	12
B	24
C	26
D	14
81	"Management is the getting the thing done by others" this is said by
A	Henry Gantt
B	Drucker
C	Mary Parker
D	Henry Fayol
82	Accident may occur due to
A	fire drill
B	unsafe act of worker
C	good concentration on the work
D	All of the above
83	Controlling function includes the following processes.
	1. Analyzing the actual performance
	2 Finding out the reasons for discrepancies
	3 Evaluating the performance
	4 Establishing the standards of work performance.
	The correct sequence in which these processes are usually carried out is-
A	1,2,3,4
B	1,4,2,3
C	4,1,2,3
D	1,4,3,2

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84	Which one of the following statement is correct-
	1 Planning and controlling are one and the same.
	2 Controlling is a part of the planning process.
	3 Controlling is a substitute for planning
	4 A control process is meaningless without preset standards
A	2
B	3
C	1
D	4
85	Which basic function of management includes setting standards such as production of engine piston with desired quality standards-
	a. Planning b. Controlling. C. Directing d. All above
A	Planning
B	Controlling
C	Directing
D	All above
86	Which specific activities listed below are part of the controlling function-
A	giving each subordinates a specific task
B	recruiting skilled employees
C	developing rules and regulations
D	checking to see how actual performance compares with standards.
87	Directing function of management implies-
	1.Planning 2. Staffing 3. Leadership. 4. Motivation
A	1&2
B	3&4
C	2&4
D	2,3&4
88	Consider the following basic steps involved in the process of controlling-
	1. Identifying the strategic control points.
	2. Establishment of standards
	3. Measuring performance against standards
	4. Correcting deviations from the standards Arrange it in order in which it is carried out.
A	1,4,2,3
B	1,2,3,4
C	2,1,3,4
D	2,3,1,4

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89	Establishment of standards , comparing actual results with standards and taking corrective action are the steps in-
A	Planning
B	Controlling
C	Directing
D	Organizing
90	Which of the following management functions are closely related-
A	Organization and staffing
B	Planning and Controlling
C	Directing and Controlling
D	Planning and Staffing.
91	which of the following would be included in the controlling function
A	Setting corporate goals.
B	Explaining routines
C	Setting performance standards
D	Giving assignment
92	----- is the right to make the decision, to direct the work to workers and to give order to subordinates.
A	Leadership
B	Authority
C	Directing
D	Responsibility
93	----- are authorized to direct the work and issue of orders workers at lower level of management.
A	Top level Manager
B	Middle level manager
C	Supervisor
D	HR Manager
94	Directing is a continuous task of " _
A	Making decisions, giving orders and providing leadership
B	Controlling the process and cost of product
C	bringing simplicity in accomplishing set goal
D	Improving the efficiency of group only

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95	In order to achieve the desired results , the effort should be in proper direction, this is ensured by the following function of management "
	1.Directing 2.Coordinating 3.Forecasting 4. Controlling
A	1&4
B	2&3
C	2&4
D	1&3
96	Order issued by Supervisor must have clarity and completeness to-
A	achieve set goal of firm
B	fulfill the requirements of vision and mission of firm
C	avoid material waste and profit
D	get desired results as per set standard and increase in productivity
97	Issuing instructions to subordinates are necessary to-
	1. achieve desired set of standards
	2. increase productivity
	3. make efficient use of machine and equipment.
	4. to maintain discipline in only one section.
A	1,2,4
B	2,3,4
C	1,3,4
D	1,2,3
98	Supervisors should issue the order with no ambiguity and with completeness to-
A	understand the order by average worker
B	to get the idea of volume of work to be done.
C	help in setting the standards
D	get clarity in performance and achieve target
99	Supervisor can bring clarity in order and in performance by-
A	showing and illustrating different stages of work gradually one at a time.
B	demonstrating use of tools and machines
C	showing finished job to worker
D	all above.
100	Establish standards and evaluation of performance is the parameters of-
A	Planning
B	Controlling
C	Directing
D	Management

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101	Directing is not concerned with the following function-
A	communication
B	supervising
C	leadership
D	forecasting and management
102	Ensuring that everything is carried out according to plan is the part of the process-
A	Planning
B	Staffing
C	Organizing
D	Coordinating
103	Some times subordinates were found confused about their work, this mainly happens due to
A	change in working place and machine
B	lack of clarity and completeness in order issued by supervisor
C	lack of confidence and knowledge
D	physically not fit.
104	Prateek is working in multinational company in Mumbai. When he was new he does not know the rules , regulations and Quality policy of company. He was poor in some technical and generic skill. He was lacking in confidence and communication. But his supervisor Mr. Atul constantly encourages him and motivates to work. He demonstrates the work and direct him to do individually. Now Prateek is a skilled employee and working in the direction and leadership of Mr. Atul. Identify the function of managem
A	Coordination
B	Directing.
C	Leadership
D	Communication
105	Main objectives of budget is to
A	Develope existing and future projects
B	Test and implement program
C	planning and controlling of activities
D	all of these
106	Supervisor should plan for overall and effective utilization of _.
A	Man
B	Machine
C	Material
D	All of the above
107	Good planning of supervisor leads to _.
A	Minimum waste of material.
B	Higher productivity.
C	Better supervision.

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D	All of the above
108	Good planning of supervisor helps in _.
A	Make or buy decision.
B	Determination of selling price
C	Budgeting for materials and manpower
D	None of above
109	Matching human needs with jobs needs is also called as
A	Manpower planning.
B	Material planning.
C	Machine planning.
D	None of above
110	Supervisor has to play roles of _.
A	Engineer
B	Resource Manager
C	Team leader
D	All of the above
111	is responsible for effective utilization of Machines on the shop-floor.
A	Machine operator
B	Quality inspector
C	Supervisor
D	None of above
112	is responsible for effective utilization of manpower on the shop-floor.
A	Machine operator
B	Quality inspector
C	Supervisor
D	None of above
113	Good planning of supervisor can _.
A	Reduce manufacturing cycle time
B	Maintain or improve product quality
C	Reduce delays, and damage
D	All of the above
114	Supervisor planning _.
A	minimises future uncertainties in production.
B	Maximize future uncertainties in production.
C	has no effect on future uncertainties in production.
D	None of above

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115	Along with manpower planning supervisor should _.
A	Promote safety and good working conditions.
B	Maintain or improve product quality
C	Reduce delays, and damage
D	All of the above
116	Supervisor involved in _planning.
A	Long term
B	strategic
C	operational
D	Corporate
117	Which of the following is not correct statement regarding operational planning?
A	It decides the detailed use of resources for achieving targets.
B	It is carried at lower level of management.
C	It is more detailed.
D	It is long term planning.
118	The first step in planning process is _.
A	Establishing goals/objectives
B	Establishing planning premises
C	Deciding the planning period
D	Identification of alternatives
119	Deciding the planning period involves _.
A	decision regarding time span
B	decision regarding alternatives
C	decision regarding processes
D	decision regarding control
120	Arrange the following planning steps in chronological order?
	1.Identification of alternatives 2.Evaluation and selection of alternative 3.Measuring and controlling the process: 4.Developing derivative/supportive plans
A	1-2-3-4
B	1-2-4-3
C	2-1-3-4
D	1-3-2-4
121	The planning to buy raw materials is a plan to _.
A	support main plain.
B	support alternative plan
C	support measuring activity.
D	None of above

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122	"Management is the art of getting the work done through and with the people in formally organized groups." These words were told by:
A	Harold Koontz
B	F.W.Taylor
C	Henry Fayol
D	Mary ParkerFollet
123	The various steps of planning are given below: (a) premising (b) establish objectives (c) evaluate alternative course (d) decide planning period (e)measuring and controlling process (f) Develop derivative plans The proper sequence of planning from the first to last step is:
A	a-c-b-d-e-f
B	b-a-d-c-f-e
C	a-b-c--d-e-f
D	b-a-c-d-e-f
124	The process of deciding what to do, when to do and how to do is called :
A	Organizing
B	Controlling
C	Planning
D	Directing
125	Decision making is very fast in :
A	line organisation
B	functional organisation
C	line and staff organisation
D	project organization
126	The objectives and policies of an organization is set by:
A	Middle management
B	Top management
C	Lower management
D	All of the above
127	Which of the following is the first step of organizing process?
A	formulating plans and policies
B	Establish enterprise objectives
C	Identify and classify activities
D	delegation of activities
128	Arrange the following steps involved in the process of control in proper sequence: 1. Establishment of standards of work performance. 2 .Measuring actual performance

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	3.Comparing actual performance with established standards.
	4.corrective action to eliminate deviations from standards
A	1-2-3-4
B	2-1-3-4
C	2-3-1-4
D	3-1-2-4
129	Which of the following is true with respect to planning function?
A	Monitor whether work is done properly
B	Allocation of work to all
C	Make a blue print of ideas and work.
D	Compare the work done with established standards
130	Which of the following orders indicate the correct logical order of managerial functions?
A	Organizing, planning,directing,staffing, controlling
B	Planning,organizing,staffing, directing,controlling
C	Planning,directing,organizing,staffing, controlling
D	Organizing, planning , staffing, controlling,,directing
131	One of the management principles implies that each subordinate should have only one superior whose orders he has to obey.This principle refers to:
A	Authority and responsibility
B	Unity of direction
C	Scalar chain
D	Unity of command
132	The main advantage of functional organization is:
A	simplicity
B	expert advice
C	specialization
D	experience
133	In line and staff organization,the authority lies with:
A	line executive
B	staff executive
C	both line and staff
D	none of the above
134	The main advantage of line and staff organization is:
A	expert advice from specialists
B	experience
C	simple structure
D	quick decisions

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135	Which of the following are the functions of staffing? 1.Recruiting 2.Training 3.Directing 4.Appraisal
A	1,2,3 and 4
B	1,2 and 4
C	1,2 and 3
D	1 and 2
136	The ability to think in abstract terms to analyze and diagnose problems and make use of lateral thinking is called
A	analytical skills
B	technical skills
C	conceptual skills
D	decision making skills
137	The rate of minimum wage is fixed with respect to
A	Consumer Price Index
B	Cost of Living allowance
C	None of A & B
D	Both of A & B
138	In line and staff organization,the staff performs the function of
A	Management
B	Advising the management
C	Assigning responsibility
D	Administration
139	The general manager of a firm asks the sales manager to recruit a salesman on his behalf.This is an example of:
A	decentralization of authority
B	delegation of responsibility
C	delegation of authority
D	division of authority
140	Directing function of management refers to which of the following functions?
	1.Planning 2. Motivation 3.leadership 4.Controlling
A	1 and 2
B	2 and 3
C	1, 3 and 4
D	1,2, 3 and 4
141	Which of the following skills is equally important at all levels of management?
A	Technical skills
B	Conceptual skills
C	Human skills
D	Design skills

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142	The managerial skills which involve the ability to see the organization as a whole is called:----- -- .
A	Conceptual skills
B	Technical skills
C	Human skills
D	Tactical skills
143	Identify the managerial skills necessary for top level management.:
A	Technical skills and human skills
B	Human skills and conceptual skills
C	Technical skills and conceptual skills .
D	All of the above
144	The ability of a manager to work effectively with others and build cooperative work groups to achieve organizational goals is called -----
A	Technical skills
B	Design skills
C	Human skills
D	Conceptual skills
145	Ambiguous and incomplete order issued by supervisor results in
	1 Poor communication
	2 Incapability of supervisor to get work done.
	3 Loss of time, money and energy
	4 Higher idle time of employees
A	1&4
B	2&3
C	3&4
D	2&4
146	Employees who are more concerned about their work may loss their interest and enthusiasm towards work because of
	1 Ambiguous order issued by supervisor
	2 Feasibility of order is not possible
	3 There is no clarity and completeness in order
	4 Lack of motivation from supervisor
A	1&2
B	2,3&4
C	1,2,3 & 4
D	1,3&4
147	----- may lead the make employees confused about their work.
A	Not feasible and ambiguous order
B	Supervisor correct decision

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C	Quality Policy
D	None of the above
148	To complete the work without any problem and in time employees mainly needs-
A	Conducive environment
B	Knowledge and skill
C	Order with clarity, completeness and having feasibility
D	Good salary package
149	Proper instructions issued by supervisor to his subordinates result in-
A	Maintain quality standards
B	Completeness of work in time
C	Reduce heavy rejection
D	All above
150	While issuing order supervisor shall take care of-
	1 present situation of his section
	2 order must be issued loudly and in hard words to get work done.
	3. provide only necessary information
	4. checking the desired impact of order or repeat it.
A	1&2
B	2&3
C	3&4
D	4&1
151	Supervisor can reduce the anxiety of employee which affects on his performance by-
A	Showing sympathy and empathy towards him.
B	Helping in his work
C	Personal counseling
D	Allowing him to take leave to get refresh
152	Personal counseling is the technique by which supervisor can-
A	influence the employees
B	teach and trained the employees
C	advise the troubled employee to reduce his anxieties
D	Come closer to employee
153	Following are the features of the perfect order issued by supervisor-
	1 Clarity and completeness
	2 Feasibility and timely bounded
	3 Consideration of worker choice and interest
	4 Incomplete orders from higher authority
A	1&3

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B	1&2
C	2&4
D	3&4
154	Mr. Vijay is working in renowned company as worker. He is a sincere & obedient employee. But from last few days his behavior is changed. Most of the time he gets annoyed and behave erratically. He lacks his interest in work thus his performance also get reduced and more rejection takes place. Mr. Atul is a supervisor in his section, noticed the change in behavior of Mr. Vijay. He take him in confidence and advise. So that Mr. Vijay feels relax and again he concentrates on his work
A	Personal problem solving
B	Personal counseling
C	Personal controlling
D	Personal Directing
155	Identify the step of controlling process applicable in following case-
	In a company a manager is trying to find out the deviation between the actual number of parts produced and the desired number. He already knows about the standards as the company has assigned him a definite quantity of parts to be produced
A	taking corrective action
B	analyzing deviation
C	comparing actual and standard performance
D	setting standard
156	Mr Rajesh wants to set standard to be achieved in both qualitative and quantitative in his section. He wants to judge the motivation, skill level and satisfaction of the subordinates. All these things will require qualitative standards while on other hand he has to set quantitative standards for the number of units produced. Identify the step of controlling process applicable in this case.
A	Setting standard
B	analyzing standard
C	controlling standard
D	all above
157	Sachin is working in tool manufacturing company and have been assigned the job of judging the output of production in a neutral and reliable way. He is applying different techniques for achieving this aim. He is also keeping the units of measurement same to that of the units of set standard. Identify the step of controlling process applicable in this case.
A	Setting standard
B	Measurement of actual performance
C	Analyzing facts.
D	Taking corrective action
158	The number of subordinates that report to an executive or the number of subordinates that an executive can supervise directly is called:
A	Authority
B	Span of control

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C	Coordination
D	Effective delegation
159	Which of the following is not a principle of management?
A	Remuneration
B	Order
C	Budget
D	Scalar chain
160	"Espirit De Corps" refers to
A	Level of management
B	Principles of motion economy
C	Principles of organization
D	Principles of management
161	Who is known as father of scientific management?
A	Henry Fayol
B	Gilbreth
C	F.W.Taylor
D	Elton Mayo
162	Match the Pairs:
	1.F.W.Taylor (i) Hierarchy of needs
	2.Frank Gilbreth (ii) Father of Scientific management
	3. Henri Fayol (iii) Time and Motion study
	4. Abraham Maslow (iv) Fourteen Principles of Management
A	1-ii 2-iii 3-iv 4-i
B	1-ii 2-iv 3-iii 4-i
C	1-iv 2-ii 3-iii 4-i
D	1-iv 2-iii 3-i 4-ii
163	Management carries out the policies of -----through the framework of the ----- .
A	Organization, Administration
B	Management, Administration
C	Administration, Organization
D	Organization, Management
164	Administration is concerned with:
A	Implementing the policies of the organization
B	Deciding the goals and policies of the organization
C	Development of different parts of the organization in proper order.
D	None of the above
165	is a mechanism or structure that enables living things to work effectively together

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A	Management
B	Planning
C	Organization
D	Administration
166	Administration is an activity at:
A	Middle level management
B	Top level management
C	Lower level management
D	none of the above
167	is the process of getting activities completed efficiently and effectively with and through the people
A	Supervision
B	Leading
C	Controlling
D	Management
168	Decision making, policy making and making necessary adjustments is concerned mainly with
A	Staffing
B	Administration
C	Organization
D	None of the given options
169	find odd thing out with respect to type of communication (upward/downward)
A	open door policy
B	provide feedback to subordinates
C	participative techniques
D	grievance redressal procedure
170	Management is a/an:
A	determinative function
B	executive function
C	decision making function
D	top level function
171	Function of Management involves selecting missions and objectives and the actions to achieve them
A	Planning
B	Organizing
C	Leading
D	None of the given options
172	Top level management includes:
A	Superintendents and supervisors
B	Production manager and finance manager

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C	Board of directors and chief executives
D	Inspectors and marketing managers
173	Scalar organization is the other name given to:
A	line and staff organization
B	line organisation
C	functional organization
D	project organization
174	The line of authority from the chief executives to the lowest level of organization is called:
A	unity of command
B	Unity of direction
C	order
D	Scalar chain
175	Which function of management process consists of measuring results, comparing these results with standard expectations and applying corrective actions if needed?
A	Organizing
B	Controlling
C	Planning
D	Directing
176	Which of the following is not a correct advantage of line organization?
A	simple
B	flexible
C	speedy action
D	specialist advice
177	Measuring and correcting individual and organizational performance to ensure that events confirm to plans is done by _function
A	Staffing
B	Planning
C	Controlling
D	Organizing
178	Meaning of "Esprit de corps" according to Henry Fayol Principles is that-----
A	chain of superiors
B	in union there is strength
C	centralization of authority
D	respect for agreements
179	The "Father of Modern Management Theory," formulated principles of management
A	6
B	10
C	14

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D	12
180	The loyalty and devotion should be elicited from personnel by a combination of kindness and justice between managers and with subordinates
A	Equity
B	Stability
C	Order
D	Initiative
181	Line organization is also known as
A	Functional Organization
B	Military Organization
C	Project Organization
D	Multiple Organization
182	is also known as Functional Organization
A	Project Organization
B	Department Organization
C	Staff Organization
D	None of the given options
183	The proficiency in handling methods, processes and techniques of a particular kind of business refer to managerial skills
A	Conceptual skills
B	Technical skills
C	Decision making skills
D	None of the given options
184	Technical skills are essential for _level management
A	Top level
B	Middle level
C	Lower level
D	None of the given options
185	To recognize inter-relationships among different functions of the business and external forces and to guide effectively for organization effort _skills is requested
A	Conceptual
B	Technical
C	Organisational
D	Human relation
186	skills help select and fix different people at different work
A	Human relation
B	Decision making
C	Organisational
D	Technical

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187	skills refers to ability to work effectively with others and build cooperative work groups to achieve organizational goals
A	Organisational
B	Human relation
C	Leadership
D	Motivating
188	The ability to inspire confidence and trust in the subordinates in order to have maximum cooperation from them getting the work done is _skills
A	Motivating
B	Leadership
C	Decision making
D	Technical
189	The employees should receive orders and instructions from one supervision only will come under principles of Management
A	Unity of Direction
B	Unity of Command
C	Equity of Treatment
D	Discipline
190	Fredrick Taylor stressed on
A	Selecting the right people for the right job
B	Division of labour
C	Unity of command
D	Unity of direction
191	Who developed the concept of 'hierarchy of needs' in regards to motivation
A	F.W. Taylor
B	Abraham Maslow
C	Max Weber
D	Mary Follet
192	To motivate workers Taylor suggested
A	To give less work
B	To provide festival bonus
C	Differential piece rate plan
D	To pay more salary
193	The board objectives and policies are decided by
A	Regional manager
B	Marketing manager
C	Supervisor
D	Chief Executive Officer

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194	When we classify managers according to their levels in the organization, they are described as
A	Functional, staff and line managers
B	Top managers, middle managers and supervisors
C	High level and lower level manager
D	Work managers and general manager
195	Which of the following is not a function of the management process
A	Directing
B	Controlling
C	Processing
D	Leading
196	Getting work done with a minimum effort, expense or waste is the definition of
A	Efficiency
B	Effectiveness
C	Organizing
D	Planning
197	The type of planning which sets direction in which the organization wants to proceed in future is called:
A	Contingency planning
B	strategic planning
C	tactical planning
D	operational planning
198	_____ are the organization objectives and _____ are the documented ways that organization intends to meet those objectives
A	Standing plans ; Single use plans
B	Stated goals ; Real goals
C	Specific goals ; Directional plans
D	Goals ; Plans
199	_____ is the judgment of the future
A	Mission
B	Forecasting
C	Planning
D	Organizing
200	Who is not a middle level manager
A	General Manager
B	Production Manager
C	Stores Manager
D	Marketing Manager

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201	Advantages of written communication are
A	It gives evidences about event
B	It provide permonant record for future
C	Reduces chances of misinterpretaton
D	All of the above
202	Directing involves functions such as _____ and _____
A	Staffing and Planning
B	Leadership and Motivation
C	Controlling and Coordinating
D	Planning and Decision making
203	The first step in the strategic planning process is to :
A	set the company goals and objectives
B	define the company vision
C	to decide other functional strategies.
D	to lay down the rules and policies.
204	_____ is a policy making function
A	Production
B	Work
C	Plan
D	Administration
205	Which of the following is not a principle of Henri Fayol?
A	Scalar chain
B	Authority
C	Standardization
D	Discipline
206	The process of inspiring the subordinates to put in their best known as
A	Team work
B	Motivation
C	Management
D	Leadership
207	The process of monitoring, comparing and correcting is called
A	Leading
B	Decision making
C	Controlling
D	Coordinating

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208	The three essential managerial skills required by any successful manager in an organization are
A	Technical, human and social
B	Human, empirical and conceptual
C	Technical, interpersonal and controlling
D	Technical, human and conceptual
209	In a line organization the authority flows from
A	Subordinate to Subordinate
B	Superior to Superior
C	Superior to Subordinate
D	Subordinate to Superior
210	Which is not the correct type of plan?
A	Action plan
B	Corporate plan
C	Operational plan
D	Management plan
211	After plans have been made and the organization has been established and staffed, the next step is
A	Controlling
B	Directing
C	Decision making
D	Planning
212	Planning may fail because of
A	Absence of winning attitude
B	Guiding the subordinates
C	Monitoring of programme
D	Takes corrective action
213	_____ minimizes work pressures and dead line tensions
A	Organizing
B	Controlling
C	Planning
D	Leadership
214	_____ and _____ plans are the types of planning in management process
A	Stability and initiative
B	Operational and strategic
C	Directing and motivation
D	None of the given options
215	_____ is the downward transfer of authority from a manager to a subordinate
A	Centralization

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B	Coordinating
C	Delegation
D	Decision making
216	Which one of the following is not included in the types of management
A	Financial Management
B	Production Management
C	Personnel Management
D	Force Management
217	_____ and _____ are advantages of line organisation
A	Simplicity and quick decisions
B	Lack of specialisation and difficult to coordinate
C	Suitability and higher rejecting
D	None of the given options
218	_____ requires intuition and good judgment
A	Planning
B	Decision making
C	Communication
D	Controlling
219	In organisational structure, _____ is the ability to adjust, change, bend and blend without disturbing the basic structure
A	Balance
B	Stability
C	Flexibility
D	Span of control
220	_____ includes work analysis, planning, scheduling, routing, quality control and work study
A	Personnel Management
B	Distribution Management
C	Purchase Management
D	Production Management
221	Which of the following management involves selection, placement, training, transfer, safety, health for the functional area of management
A	Development management
B	Personnel management
C	Transport management
D	Purchase management
222	Supervisor has to advise troubled employee to improve his performance. Which function of management he is performing-
A	Motivation

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B	Personal counseling
C	communication
D	controlling
223	Personal Counseling is a very effective tool for troubled employee when-
A	he lost his interest in job and gives poor performance
B	he is facing personal problem
C	inferiority complex is developed
D	all above
224	----- is essential because the performance of the troubled employee gets affected and also spoil the discipline of section.
A	Controlling
B	Strict monitoring
C	Personal counseling
D	Discipline
225	Supervisor can counsel his employee by-
	1. sharing worker feelings 2. understand his problem 3. giving him extra facility. 4. changing his job position
A	1&2
B	2&3
C	3&4
D	1&4
226	Which of the following is not a function of management?
A	Organizing
B	Controlling
C	Planning
D	Remuneration
227	"When employees are specialized, they become more skilled and efficient and the rate of production will increase." This refers to which principle of management of Henry Fayol?
A	Division of work
B	Remuneration
C	Initiative
D	Unity of direction
228	"Managers should be fair in treatment towards all the employees and deal with kindness and justice." - This principle refers to:
A	Unity of command
B	Unity of direction
C	Equity of treatment
D	Scalar chain

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229	The management principle "Initiative" refers to :
A	fair remuneration to be paid to all employees
B	placing everything in order
C	stable and secure atmosphere
D	the necessary level of freedom provided by managers to subordinates to create and carry out plans
230	The function of lower level management is:
A	to evaluate the performance of managers
B	to guide and instruct workers for day to day activities
C	to design operating policies
D	to design the organization structure
231	Mr.X is working as the CEO of a very prestigious company.The managerial skills which are very important to him are:
A	Technical and conceptual skills
B	Conceptual skills and human skills
C	Technical and human skills
D	Conceptual skills and controlling skills
232	"Management is the art of knowing what you want to do and then seeing that it is done in the best and cheapest way."- These are the words of :
A	Harold Koontz
B	F.W.Taylor
C	Henry Fayol
D	Mary Parker Follet
233	Which of the following statements is wrong?
A	Administration relates to top level function.
B	Management is an execution function
C	Management decides what is to be done and when it is to be done .
D	Administration needs conceptual and human skills
234	Identify the person who supervises and coordinates the activities of operating employees.
A	Inspectors
B	workers
C	branch managers
D	chairman
235	"Selection of workers on the basis of their skills,performance standards and pay scales based on performance"- These are features of:
A	Taylor's principles of scientific management
B	Henry Fayol's principles of scientific management
C	Weber's Bureaucratic organization
D	general administrative theory

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236	Designing the organization system is the function of
A	Top level management
B	Middle level management
C	Lower management
D	Lower middle level management
237	Monitoring day to day activities and progress is the function of:
A	Top level management
B	Middle level management
C	upper middle level management
D	Lower level management
238	Which of the following is not a function of staffing?
A	recruitment
B	induction
C	training
D	budget
239	Which of the following is not a type of organization?
A	line organization
B	functional organization
C	flexible organisation
D	project organization
240	Authority always flows from:
A	superior to subordinate
B	subordinate to superior
C	both a and b
D	none of the above
241	Responsibility always flows from:
A	superior to subordinate
B	subordinate to superior
C	both a and b
D	none of the above
242	level management give finishing touch to the plans and policies to top management
A	Middle
B	Upper middle
C	Lower
D	Operating force
243	It is the first function of management
A	Planning

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B	Controlling
C	Communicating
D	Capital
244	Position, designation, seniority defines
A	Centralization
B	Authority
C	Initiative
D	Scalar chain
245	_____ organisation is called as horizontal organisation
A	Line
B	Line and staff
C	Functional
D	Complex
246	Middle level is _____ of management
A	Strategic level
B	Tactical level
C	Operational level
D	All of the above options
247	Which of the following is the advantage of controlling
A	Tool of the fast development
B	It reduces the elements of risk
C	Process of motivation
D	Proper utilization of resources
248	For good working of management, _____ avoids confusion, mistakes and delays in getting the work done
A	Equity of treatment
B	Unity of direction
C	Unity of command
D	Remuneration
249	According to Henri Fayol principles, manager should deal with his subordinates with kindness and justice will come under
A	Discipline
B	Equity of treatment
C	Esprit de corps
D	Initiative
250	_____ refers to the relationship between people, work and resources to achieve goals
A	Actuating
B	Scheduling

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C	Project
D	Organizing
251	level is known as Top level management because all important decisions related to whole organization are taken by top management
A	Tactical level
B	Operational level
C	Strategic Level
D	Controlling level
252	results into better output interms of work
A	Unity of direction
B	Division of work
C	Discipline
D	All of the above options
253	The planning process is used to prepare _in an organization
A	Advancement
B	Technologies
C	Discoveries
D	Budgets
254	_____ is a long term goal
A	Plan
B	Operation
C	Vision
D	Innovation
255	According to M.S. Hardy "Planning is deciding in advance what is to be done. It involves the from among alternatives.
A	Selection of objectives
B	Selection of Policies
C	Selection of Procedures and programmes
D	All of the Above
256	An organization is an
A	open system
B	close system
C	inactive system
D	none of the above
257	Choose correct hierarchy of plan in an organization
A	1. Divisional Plan 2. Corporate Plan 3. Departmental Plan 4. Sectional Plan
B	1. Corporate Plan 2. Divisional Plan 3. Departmental Plan 4. Sectional Plan
C	1. Sectional Plan 2. Corporate Plan 3. Divisional Plan 4. Departmental Plan

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D	1. Divisional Plan 2. Departmental Plan 3. Sectional Plan 4. Corporate Plan
258	Single use plans are most suitable for
A	Programmes
B	Projects
C	Budgets
D	All of the Above
259	Matching people to jobs in organizing must consider
A	Maintainance Factors
B	Motivation Factors
C	A & B Both
D	none of the above
260	Motivation factors while matching people with job can include
A	Salary
B	Security
C	Status & Satisfaction
D	All of the Above
261	While matching job in organizing the manager must consider facts into an account
A	Why people works
B	Why people works for you
C	A & B Both
D	none of the above
262	The man needs must be satisfied by jobs requirement. Which of the following is not the need of man as per maslow's need hierarchy theory
A	Physiological and Saffey needs
B	Planning, Organising and Decision Making
C	Belongingness and self esteem needs
D	Self Actualization Needs
263	Which of the following are duties of supervisor
A	To plan the work
B	To plan distribution of work to workforce as per individual capabilities
C	To make plans and devise methods to boost productivity
D	All of the Above
264	is concerned with the direct supervision of the workers by planning and executing activities given by top management
A	Top Management
B	Manager
C	Foreman

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D	All of the Above
265	Planning by supervisor requires following skills qualities within themselves
A	Ability to plan and control the work
B	Full knowledge of men, machinery and machines.
C	Democratic Leadership
D	All of the Above
266	Plans are made for _____ activities
A	Past
B	Future
C	Present
D	none of the above
267	Planning is the objectives and choosing a course of action.
A	determining
B	acheiving
C	vanishing
D	All of the Above
268	Supervision makes plan for _____ time
A	shorter (day or week or month)
B	longer (years)
C	indefinite
D	Quarterly or Half yearly
269	Supervisor makes plan for
A	Department
B	Office and Workshop
C	Entire Organization
D	Self
270	In business of publishing books, supervisors needs to take care of following facts to take decisions regarding price of book, copies to be sold and time of printing books
A	Number of people who are likely to read book
B	Prices of similar books available in market
C	Capital Required and availability of raw material, machinery etc.
D	All of the Above
271	_____ are basis as well as part of planning by supervisor. They gives direction to planning
A	staffing
B	workers
C	objectives
D	management

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272	Supervisor plans are always _-
A	Fix and do not change in any condition
B	Flexible and can change as per conditions
C	Partially fix and partially flexible
D	Fake
273	Major function of planning involves supervisor for
A	Manpower planning and communicating requirement to HR Department
B	Scheduling different staff as per best suitable combination of availability of resources
C	supervision and maintain quality of work in project
D	All of the Above
274	Planning by supervisor may get failed if there is
A	change in technology
B	better utilization of resources
C	reduction in waste
D	forward looking positive attitude in team members
275	Supervisors are _focussed in planning _
A	externally
B	internally
C	everywhere
D	nowhere
276	Supervisors manages
A	Entire organization
B	Managers
C	Group of employees
D	supervisors
277	Supervisor plans budgets related to
A	Manpower
B	Overhead
C	Raw material and small expenses
D	All of the Above
Answ er	optiond
279	planning is based on past performance of organization and less uncertain
A	Strategic
B	Operational
C	Middle Level
D	Blind

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280	Identify correct sequence of detailing the planning
	1. Establish Planning Premise 2.Evaluation and selection of alternatives 3. Establish Goals / Objectives
	4. Decide Planning Period 5.Measure and control the process . 6. Develop supporting plans 7. Identify Alternatives
A	1-3-5-7-2-4-6
B	7-5-3-1-2-4-6
C	3-1-4-7-2-6-5
D	3-1-4-7-5-6-2
Answer	optionc
Mark s:	2
281	In detailing process of planning the objectives set by organization depends on
A	mission of organization
B	abilities of organization
C	resources available with organization at present and future
D	All of the Above
282	Planning premises can be
A	internal or external
B	tangible or intangible
C	controllable or non-controllable
D	All of the Above
283	Internal Premises of planning does not include
A	sales forecast
B	ability of organization in the form of machines, methods
C	technological changes
D	behavior of employee and owners
284	External premises of planning does not include
A	government policies and regulation
B	ability of organization in the form of machines, methods
C	technological changes
D	population growth
285	Tangible premises of planning includes
A	industry demand
B	population growth
C	A & B Both
D	political stability

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286	Non controllable premises of planning does not include
A	Strike
B	availability of resources
C	Natural Calamity
D	wars
287	Evaluation of alternatives in planning can be done by supervisor using ____
A	Operation Research
B	Quantitative Techniques
C	Software Packages
D	All of the Above
288	Prescribing standard forms for various activities is necessary for
A	Standardization of system
B	To collect factual data for decision making
C	To get clarity of work through systematic documentation
D	All of the Above
289	Prescribed Standard forms in planning can be a documentation of _type
A	Job Description
B	Sheet for machine planning and issue of tools
C	Matrrial flow/material load chart
D	All of the Above
290	_____ is a financial statement prepared and approved prior to a defined period of time
A	Budget
B	Audit
C	Control charts
D	All of the Above
291	In organization, planning for safe working conditions are responsibilities of all except
A	Worker
B	customer
C	supervisor
D	Factory Head and Manager
292	Budget is an instruments helpful for
A	Planning Activity
B	Controlling Activity
C	Planning and controlling activity
D	none of the above
293	Budget depends upon
A	Future Condition

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B	Present condition
C	Past Statistical Data
D	B & C both
294	Material Budget and Manpower budget are _budgets
A	Functional
B	Fixed
C	Main
D	Master
295	_____ budget shows the quantity of each type of raw material required by months or quarters to produce goods
A	Production
B	Material
C	Manpower
D	Main
296	In materials budget, Material to be purchased is derived from following formula
A	Materials Purchased = Materials Required + Ending Inventory - Beginning Inventory
B	Materials Purchased = Materials Required + Ending Inventory + Beginning Inventory
C	Materials Purchased = Materials Required - Ending Inventory - Beginning Inventory
D	none of the above
297	Formation of manpower budget is dependent on _____
A	Production Budget
B	Master Budget
C	Material Budget
D	Sells Budget
298	Effects of ignoring manpower budget are _1. Labour Shortage 2. Hire Workers at Higher Salary 3. Layoff Workers at Awkward times 4. Insecurity, Low morale among workers
A	1 & 4 Only
B	1, 2, 3, and 4
C	1,2, 4 Only
D	2 & 4 Only
299	Manpower budget is calculated by formula
A	Units to be Produced * Manpower Cost per unit
B	Units to be Produced + Manpower Cost per unit
C	Units to be Produced - Manpower Cost per unit
D	Units to be Produced / Manpower Cost per unit

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300	Material budget will enable fixation of
A	Minimum and Maximum Stock Level
B	Reordering Level
C	A & B Both
D	none of the above
301	Find odd thing out
A	Manpower budget helps in Recruitment of workers
B	Manpower budget helps to determine finance required for labor
C	Manpower budget helps in preparing material budget
D	Manpower budget helps for anticipating labour time required for production
302	Labor to considered in manpower budgeting can be of type
A	Skilled, Semiskilled or Unskilled
B	Male or female
C	A and B Both
D	none of the above
303	Organization of phycal resources includes
A	creation of department
B	"creation of sections and positions to perform organizing activities
C	establishing relationships among the various parts of an organisation
D	All of the Above
304	Choose the correct sequence for steps in organization of physical resources
	1. Identification of major functions to which these activities relate.
	2. Establishing relationship among individuals and groups.
	3. Grouping and sub-dividing the activities within each function on the basis of similarity or relatedness.
	4. Determining the activities to be performed to achieve the objectives of the organisation.
A	1-3-4-2
B	4-1-3-2
C	3-1-2-4
D	3-2-4-1
305	Organising becomes necessary when _to achieve some common objectives.
A	One person work
B	two persons work together
C	two or more persons work together
D	none of the above
306	Which one of the following two is an organisation ? 1) People waiting at a bus stop. 2) Members of a football team.
A	1 only

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B	2 only
C	1 & 2 Only
D	none of the above
307	Which physical resources can be organized at supervisory level
A	Men
B	Machinery
C	Material
D	All of the Above
308	Organization of physical resources
A	Facilitates administration, growth and diversification
B	Stimulates creativity
C	Enables optimum use of resources
D	All of the Above
309	Which of the following is not an objective of organizing resources ?
A	Division of authority and responsibility
B	Undefined Objectives
C	An effective system of communication
D	Well organised and coordinated group of people
310	In Organizing resources, the authority is the power and right of a person
A	to use and allocate the resources efficiently
B	to take decisions
C	to give orders while achieving the organizational objectives
D	All of the Above
311	Top level management has _____ authority
A	Greatest Level
B	Middle Level
C	Lowest Level
D	No
312	Choose the wrong statement from following
A	Responsibility creates authority
B	Authority creates responsibility
C	Authority is the right to give orders and the power to exact obedience
D	Higher authorities have more responsibilities
313	Authority without responsibility leads to
A	good behavior
B	responsible behavior
C	irresponsible behavior

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D	All of the Above
314	Responsibility without authority makes person
A	ineffective
B	effective
C	over smart
D	top level manager
315	Which of the following law is relating to Industrial Relations?
A	Minimum Wages Act 1948
B	Workmen Compensation Act 1923
C	Factories Act 1948
D	Industrial Disputes Act 1947
316	Which of the following Act has provision for the constitution of Board of Conciliation?
A	Factories Act 1948
B	Industrial Disputes Act 1947
C	Minimum Wages Act 1948
D	The Workmen's Compensation Act 1923
317	The Factory act is applicable to the premises wherein..... or more workers are employed without the use of power.
A	5
B	10
C	15
D	20
318	Which of the following Schedules of Industrial Disputes Act 1947 indicates "The matters within the jurisdiction of Labour courts"?
A	The First Schedule
B	The Second Schedule
C	The Fifth Schedule
D	The Third Schedule
319	Lay off indicates the temporary inability of an employer to avail the services of the employee due to following reasons except:
A	Non availability/shortage of material, fuel or power
B	Accumulation of excess stocks
C	Breakdown of machinery
D	Relief to an employee from his monotonous job
320	_____ is the temporary removal or suspension of the employee from his job during period of emergency.
A	Transfer
B	Lay off

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C	Discharge or Dismissal
D	all of the above
321	Following are the methods to improve discipline except:
A	Effectively communicate the rules and policies to all employees and the penalties to be inflicted for breaking the rules
B	Positively motivate the employees.
C	Separating or removing the employee from the pay roll
D	Give rewards and recognition to disciplined employees
322	Discipline is necessary in all efficient organizations for following factors except
A	Encourage employees to behave sensibly at work.
B	Effectively realize or attain the objectives of the organization
C	Help employees to learn the requirement of their job
D	Wealth creation and expansion of plant
323	Decision related to policy matter taken at higher level of management after careful analysis and evaluation of various alternatives like capital expenditure, decision related to pricing, expansion and change in product line etc. are the type of following type of decision;
A	Programmed Decision
B	Non Programmed Decision
C	Major Decision
D	Strategic Decision
324	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
A	Decision making & Problem solving
B	Planning & organizing
C	Directing & controlling
D	None of the above
325	Following statements related with Decision making are valid and correct except:
	1. A Decision is a course of action or inaction selected to meet the requirements of solution.
	2. Decision making is an intellectual activity, because it calls for both judgment and imagination to select one from many alternatives.
	3. A Decision is in act of choice wherein a manager forms a conclusion about what must be done under a given situation.
	4. Decision making involves only one alternative.
A	1,3 & 4 are incorrect statements
B	All of the above are incorrect statements
C	Only 4 is incorrect statement

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D	All of the above are correct statements
	_____ 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.
326	
A	Organizing
B	Decision Making
C	Controlling
D	Designing
327	Read the following statements and identify the correct option for characteristics suited to the statements:
	1. It is the knacks of getting other people to follow you and to do willingly the things you want them to do.
	2. It means to inspire confidence & trust so that there is maximum cooperation from the employees within the control of manager.
	3. It is the ability to persuade others to seek defined objectives enthusiastically.
A	Leadership Qualities
B	Quality of Supervisors
C	Responsibility of Top level Management
D	None of the above
328	Following types of information is passes through the foreman.
A	Vertically Upward
B	Vertically Downward
C	Both a & b
D	None of the above
329	_____ is the person who actually gives practical shape to the policies of the enterprise with the help of workmen
A	Foreman/Supervisor
B	Gang Manager
C	First Link Manager
D	Speed Manager
Answ er	optiona
Mark s:	2
330	_____ is a vital link or mediator between management & worker.
A	Supervisor
B	Gang Manager
C	First Link Manager
D	Speed Manager

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331	A _____ is a generally designated by supervisor (in most of the industries) is a person in charge of and coordinator of, the activities of the group of workers engaged in a one type of task.
A	First Line Manager
B	Foreman
C	Time Keeper
D	Gang Manager
332	In case of piecework, due to non availability of fixed minimum piece rate, the employer has to pay..... to the employee.
A	Negotiated Rate
B	Over time rate
C	Minimum time rate
D	Lumpsum amount
333	Every control system has at least four elements, viz. :
A	Detector or Sensor, Assessor, Effector and Communication Network.
B	Actuators, Control Unit, Sender, Receiver
C	Sensor, Transducer, Transformer, Control Unit
D	Communication Network, Decoder, Encoder, Receiver
334	Management audit is a technique to keep a check on the performance of:
A	Company
B	Management of the company
C	Shareholders
D	Customers
335	Controlling function of an organization is;
A	Forward looking
B	Backward looking
C	Forward as well as backward looking
D	None of the above
336	An efficient control system helps to:
A	Accomplishes organizational objectives
B	Boosts employee morale
C	Judges accuracy of standards
D	All of the above
337	Following are the corrective actions might involve in Control Process by Management except:
A	training of employees if the production target could not be met
B	assigning of additional workers and equipment to the project
C	permission for overtime work
D	Fire the worker who failed to achieve target
	_____ is an important principle of management control based on the belief that an attempt

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338	to control everything results in controlling nothing.
A	Management by Objectives
B	Management by Exception
C	Participative Management
D	Critical Path Method
339	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.â€œ This statement focus on which importance aspect of Controlling:
A	Improving Employee Motivation
B	Judging accuracy of standards
C	Accomplish organizational goals
D	Making efficient use of resources
340	Control must be tailored to following factors except;
A	Plans and positions
B	The individual managers and their responsibilities
C	Leadership & Motivation
D	The need for efficiency & effectiveness
341	There are following types of control except;
A	Pre Control
B	Concurrent Control
C	Feedback Control
D	Advanced Control
342	The advanced and quantitative technique used for managerial control is a _____
A	PERT (Program Evaluation and Review Technique)
B	Budget
C	Operational Audit
D	BEA
343	The traditional device which is widely used for managerial control is _____
A	Budget
B	Break Even Analysis
C	Statistical Data
D	All of the above
344	Control that takes place before work is performed is known as _____
A	Pre Control
B	Concurrent Control
C	Feedback Control
D	Advanced Control

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345	_____ One of the most frustrating situations manager can find themselves in is knowing that something is going wrong in their company/agency/department and not knowing exactly where the responsibility for the trouble lies. This type of problem is related and responsible with which of the management function:
A	Planning
B	Controlling
C	Organizing
D	Coordinating
346	The following list is some of the common mistakes supervisors have made while trying to delegate except:
A	Unclear Delegation
B	Supervise too closely
C	Improper selection of subordinates
D	Motivate the subordinates for active involvement
347	Effective supervisors getting out and understanding the day-to-day operation firsthand. He knowing 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 what managerial experts call a "therapeutic climate"--the supervisor demonstrates concern for the workers' daily performance,
A	To get involved
B	To open up for communication
C	Give a chance to subordinate for development
D	To provide feedback
348	Any control system has four important elements. Which element helps in comparing the actual results with the standard or expected results?
A	A detector
B	An assessor
C	An effector
D	Communication network
349	The day-to-day activities of an organization are controlled by:
A	Management Control System
B	Operational Control System
C	Both (a) and (b)
D	None of the above
350	By what process do managers influence other members of an organization to implement organization's strategies?
A	Motivation
B	Training
C	Management Control
D	Leading

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351	Following are not the causes of deviation in controlling process ?
A	Newly purchased machinery
B	Obsolete Machinery
C	Defective process and physical condition of physicalequipments
D	Defective Machinery
352	Leadership is a function of all the following factors except;
A	Work group
B	Product or Service
C	Leader
D	Situation
353	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;
A	Management by Objectives
B	Management by Exception
C	Participative Management
D	Critical Path Method
354	In the process of controlling management certain steps are normally taken which includes;
	1. analyze the actual performance
	2. finding out the reasons for discrepancies
	3. evaluating the performance
	4. establishing the standards of work performance
	The correct sequence in which these steps are usually taken is:
A	4,1,2,3
B	1,4,2,3
C	1,4,3,2
D	4,1,3,2
355	Which of the following is the origin of any motivated behaviour?
A	Need
B	Drives
C	Goals
D	Wants
356	The higher quality of managers and their subordinates the less the need for.....
A	Direct control.
B	Preventive control
C	Tactical control
D	Strategic control.
357	Can banking be treated as an industry?

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A	Yes as a public utility service
B	No as there is no production Activity in banking
C	No as Banking comes under finance ministry
D	No as finance sector has different regulator
358	The General Manager is meeting was most likely a result of the following management function:
A	Organizing
B	Planning
C	Decision-Making
D	Controlling
359	Leadership can _____ subordinates to help the organization achieve its goals.
A	Motivate
B	Communicate
C	Direct
D	All of the above
360	Which type of decision making is carried out by lower level management and deals with specific day-to-day processes?
A	Top level decision making
B	Operational decision making
C	Administrative decision making
D	Mid-level decision making
361	The process by which a sender transmits content is known as _____
A	Encoding
B	Decoding
C	Feedback
D	Receiver
362	According to Abraham Maslow, the most elevated / higher type of need is _____.
A	Self-actualization
B	Physiological
C	Esteem
D	Safety
363	It is interesting and inspiring to know about N. R. Narayan Murthy, Ex-Chairman of Infosys, an IT legend, institution builder, a leader par excellence and embodiment of directing abilities. He started his career as head of the computer centre at IIM, Ahmadabad. He started Infosys, a small software company along with his friends in 1981 and turned it into a global IT company by 2002. He was the chief mentor, CEO of the company for two decades. During that time he took the company to unimaginable
A	Managers are important but leaders are vital for lasting organizational success.
B	A leader not only commits his followers to organizational goals but also pools needed resources, guides and motivates subordinates to reach the goals.

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C	A leader maintains personal relations and helps followers in fulfilling their needs. He provides needed confidence, support and encouragement and thereby creates congenial work environment.
D	All of the above
365	HCL Technologies has formulated a rather innovative approach to management, where employees come before customers. Every employee ranks their boss, their boss's boss, and at least three other company managers on a 1-to-5 scale. Then the results are posted online for everyone to see. This company realizes that satisfied and secure employees can best focus on customer success. HCL has formed new strategic alliances, and is embarking on a rather innovative approach to shared risk with customers.
A	Leadership & Team Work
B	Motivation & Controlling
C	Directing & Controlling
D	Motivation & Organizing
366	According to Harold Koontz and Heinz Wehrich "Leadership is the art or process of _____". This is defined by:
A	influencing people so that they will strive willingly and enthusiastically
B	influencing people towards the achievement of group goals
C	A & B both
D	None of the above
367	_____ Motivation refers to the way in which urges, drives, desires, aspirations, strivings or needs direct, control and explain the behaviour of human beings". This is defined by:
A	William G. Scout
B	Mc Farland
C	Dubin
D	Fred Luthans
368	According to William G. Scout, Motivation means
A	a process of stimulating people to action to accomplish desired goals
B	a process of directing people to action
C	a process of setting goals for workers to action
D	None of the above
370	Identify the following type of communication on the basis of channel, direction and mode of communication. "A typist informs his fellow typist during the lunch-break about the rude behavior of her supervisor."
A	Formal, Downward, Verbal
B	Formal, Upward, Verbal
C	Informal, Horizontal, Verbal
D	Informal, Horizontal, Verbal
371	Identify the following type of communication on the basis of channel, direction and mode of communication. "The sales assistants discussing with his friend regarding customers' behaviour."

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A	Formal, Downward, Verbal
B	Formal, Upward, Verbal
C	Informal, Horizontal, Verbal
D	Informal, Horizontal, Verbal
372	Identify the following type of communication on the basis of channel, direction and mode of communication. "The supervisor sending an explanation to the General Manager stating the performance of his department."
A	Formal, Downward, Verbal
B	Formal, Upward, Verbal
C	Informal, Horizontal, Verbal
D	Informal, Horizontal
373	Identify the following type of communication on the basis of channel, direction and mode of communication. "The General Manager seeking explanation from a supervisor for poor performance in his department."
A	Formal, Downward, Verbal
B	Formal, Upward, Verbal
C	Informal, Horizontal, Verbal
D	Informal, Horizontal, Downward
374	The control process is based on _.
A	Clear standards
B	disciplinary action
C	Misleading standards
D	All of the above
375	Empowerment means
A	giving employees the authority
B	giving employees the responsibility
C	to respond quickly to customer requests by giving authority and responsibility
D	All of the above
376	Which of the following industrial Acts safe guards the security of dependents of the employee?
A	Factories Act 1948
B	Industrial Disputes Act 1947
C	Workmen's compensation Act 1923
D	Minimum Wages Act 1948
377	The most effective leader is one who:
A	makes managerial decisions without consulting others
B	works with managers and employees to make decisions
C	has the leadership style most appropriate to the situation and the employee involved
D	none of the above

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378	Coordinating people and human resources to accomplish organizational goals is the process of:
A	planning.
B	directing.
C	management
D	leadership
379	_____ can be delegated from superior to subordinate
A	Authority
B	Responsibility
C	Accountability
D	none of the above
380	Principal of Taylor and Fayol are mutually complementary. One believed that management should not close its ears to constructive suggestion made by the employees, while the other suggested that a good company should have an employee suggestion system, whereby suggestions which result in substantial time or cost reduction should be rewarded.
	Identify and explain the principles of Taylor and Fayol referred in the above paragraph.
A	Cooperation
B	Team Work
C	Initiative
D	All of the above
381	which of the following is not a provision of Factories Act 1948?
A	Welfare
B	Health
C	Workmen's compensation
D	Safety
382	Which of these statements best describes the concept of reinforcement (strengthening or forced) ?
A	Rewards are negative reinforcements.
B	Punishment and reward are both reinforcements.
C	Punishment cannot be reinforcements
D	Punishment can never be fair
383	Authority creates
A	accountability
B	responsibility
C	span of control
D	organization
384	_____ flows from bottom level to top level
A	authority
B	responsibility
C	accountability
D	organization

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385	Which of the following is an advantage of group decisions making
A	Compromise & bargaining happens
B	Quick decision making
C	Time required is more
D	Variety of approaches to find possible problem solutions
386	Supervisors have the tendency to spend most of their time on this function:
A	Directing
B	Controlling
C	Planning
D	Staffing
387	The upper limit of employees or subordinates a supervisor can effectively manage is called:
A	Span of control
B	Span of manpower
C	Span of organization
D	dSpan of functions
388	supervisory level of organizing and management holds more
A	authority
B	accountability
C	responsibility
D	span of control
389	Which of the following will help motivate employees?
A	Compromise on poor performance
B	Ask for performance and set standards
C	Use positive reinforcement, and generalize it
D	Use the same methods of reinforcement for everyone
390	means giving explanations for any variance in the actual performance from the expectations set
A	Authority
B	Responsibility
C	Accountability
D	none of the above
391	Which of the following three factors affects an employee's motivation?
A	Attitude, interests and needs
B	Attitude, interests and salary
C	Attitude, interests and working conditions
D	Attitude, needs and salary
392	Accountability arises from

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A	authority
B	responsibility
C	span of control
D	none of the above
393	While taking disciplinary action, you should _____
A	Argue with the employee
B	Allow employee to speak for the others involved
C	Make the disciplinary process as formal as possible
D	Enforce policies and rules with consistency
394	if X is given a task with sufficient authority, and X delegates this task to Y and asks him to ensure that task is done well, responsibility rest with __, but accountability still rest with
A	Y, X
B	X, Y
C	X, X
D	Y, Y
395	level of management is least accountable
A	top
B	middle
C	supervisory
D	none of the above
396	The following is (are) the element(s) of control
A	Authority and knowledge
B	Guidance and direction
C	Constraint and restraint
D	All of the above
397	Identify correct point with respect to delegation of authority
A	Reduced Workload due to division of work and allocate it to sub-ordinates.
B	Effectiveness in work is achieved due to reduced work load.
C	It gives chance to the subordinates to explore their abilities and skill.
D	all of the above
398	_____ is a process of influencing people.
A	Motivation
B	Leadership
C	Delegation
D	Controlling

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399	The old control technique(s) which were used through years is (are)
A	Unity of policies
B	Break-even analysis
C	Budgetary control
D	All of the above
400	Communication barrier(s) in the international environment is (are)
A	Loss by transmission
B	Loss by poor retention
C	Poor listening
D	All of the above
401	In span of control a manager can supervise and control effectively a large group of persons at one time
A	wide
B	narrow
C	superior
D	inferior
402	The external factor(s) that limit control is (are)
A	govt. policies
B	Market changes
C	Economic changes
D	All of the above
403	Wide span of control can lead to -
A	communication gaps
B	specialization of work
C	less overhead cost of supervision
D	none of the above
404	Narrow span of control can also be known as
A	short organization
B	tall organization
C	flat organization
D	project organization
405	Following factor influences span of control
A	managerial abilities and degree of decentralization
B	nature of work and delegation of authorities
C	competence of subordinates
D	All of the above
406	can not be delegated and arises from responsibility.

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A	authority
B	power
C	capability
D	accountability
407	Matching people with job needs, supervisor must be well known with
A	his relatives to whom he want to work in the organization
B	job requirement
C	salary given by employer to supervisor
D	all of the above
408	For matching people with job needs the manager can
A	offer high salary to attract suitable person
B	provide job security to suitable person
C	offer good work environment to suitable person
D	all of the above
409	In working situation there are certain aspects of job and the environment. If it is below certain standards it will lead to extreme dissatisfaction. This is called as --
A	motivation factors
B	maintenance factors
C	money factors
D	personal factors
410	Improvement in hygiene factor can lead to extreme satisfaction is called as _-
A	maintenance factors
B	motivators
C	demotivators
D	all of the above
411	which of the following can not be the factor for job insecurity
A	good salary
B	near retirement
C	more frequent chances of sickness
D	chances of accident at work
412	Food, cloth and shelters are _-
A	physiological needs
B	security needs
C	self actualization needs
D	self esteem needs
413	Matching human need with job needs consists of _____ components

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A	knowledge, skills
B	personality
C	experience
D	all of the above
414	In matching human need with job needs which of the following test can not help in matching the job
	1. aptitude test
	2. psychological test
	3. interviews
	4. Trade Test
A	1 & 2 Only
B	1, 2, 3 and 4
C	1,2 & 3 Only
D	2 & 3 Only
415	In matching human need with job needs the employees with high achievement always
A	welcomes autonomy
B	Seeks variety of inputs
C	expect frequent feedback from supervisors
D	all of the above
416	In matching human needs with job needs, the employees with low achievement prefers
A	situation of stability, security and predictability
B	autonomy in work
C	variety of inputs
D	none of the above
417	Delegation of Authority means
A	financial release
B	material release
C	manpower release
D	power release
418	Along with Authority which one of the following should go together and hand in hand
A	Coordination
B	cooperation
C	responsibility
D	control
419	Number of sub ordinates a manager can supervise effectively is
A	span of control
B	scope of supervisor
C	focus of supervisor

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D	authority of supervisor
420	Identify correct statements from following with respect to working in a group or team
	1. 20 Persons going in the bus
	2. Bus goes out of order and 20 persons push it to take it to mechanic under guidance of bus driver
A	1 only
B	2 Only
C	1 & 2 Both
D	Neither 1 nor 2
421	is a social process by which people interact face to face in small group.
A	Group dynamics
B	Individual work
C	Group conflict
D	Change management
422	Group dynamics focuses on
A	individual benefit
B	gossiping in group
C	team work
D	none of the above
423	_____ provides personal relationship at workplace.
A	conflict
B	Group
C	disput
D	all of the above
424	Formation of groups at workplace leads to
A	job satisfaction
B	improving understanding from friends
C	protection from external threats
D	all of the above
425	Which of the following is not the type of groups in organizing resources ?
A	formal gorups
B	informal groups
C	inactive groups
D	both formal and informal groups
426	which of the following is not formal group ?
A	committee
B	group of friends
C	project teams

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D	task forces
427	Identify false statement about groups
A	groups resist innovation
B	group often opposes management policies and rules
C	individual feels unsecured in group
D	all of the above
428	Forming groups while organizing resource may create _ conflict in groups
A	goal
B	role
C	stress
D	undefined
429	Organisation establishes relationship between
A	People, work and resources
B	Customer, work and resources
C	People, work and management
D	Customer, work and management
430	The following is not a principle of organisation
A	Principle of exception
B	Principle of balance
C	Principle of complexity
D	Principle of co-ordination
431	Technical skills are most important for which of the following:
A	SUPERVISORS
B	MANAGERS
C	CEO
D	ENTREPRENEURS
432	These plans are there to ensure discipline.
A	policies
B	rules
C	both
D	none of the above
433	What are the approaches in selecting an alternative ?
A	experience
B	experimentation
C	research and analysis
D	all of the above

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434	which of the following are the goals of organizing ?
	1. To meet the organizational requirements such as higher productivity, operational efficiency, quality of products/service etc.
	2. To satisfy the needs of the individual employees like interests, challenge, achievement etc.
A	1 only
B	2 Only
C	1 & 2 Both
D	none of the above
435	The organizational process of determining how activities are to be grouped is called
A	organization
B	departmentation
C	supervision
D	hypervision
436	_____ and _____ are fundamental aspects of organisation.
A	Division of work and co-ordination of their efforts
B	Delegation of authority & determination of activities
C	Determination & classification of activities
D	Delegation of authority & co-ordination of activities
437	Budget refers to
A	Planned target of performance
B	Steps of handling future activities
C	Systematic action and allocation of resources
D	Statement of expected results expressed in numerical terms
438	Which of the following would be included in the "controlling function"?
A	measuring results against corporate objectives
B	explaining routines
C	setting standards
D	giving assignments
439	Empowerment is related to:
A	planning
B	organizing
C	directng
D	controlling
440	Motivation is related to:
A	planning
B	controlling
C	leading
D	tactical decisions

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441	Supervisory management spends most of his/her time:
A	planning and controlling.
B	directing and controlling
C	planning and organizing
D	organizing and controlling
442	Guiding and supervising the efforts of subordinates towards the attainment of the organizational goals describes the function of :
A	planning
B	organizing
C	directing
D	controlling
443	Directing function of management embraces activities of :
A	issuing orders to subordinates
B	supervising subordinates
C	providing leadership and motivation to subordinates
D	all of these
444	Adequate motivation of employees results in:
A	fostering in-disciplines among the subordinates
B	boosting the morale of the subordinates
C	decreasing the productivity of subordinates
D	all of these
445	Establishing standards, comparing actual results with standards and taking corrective actions are the steps included in the process of :
A	planning
B	controlling
C	directing
D	organizing
446	The last function in the sequence, which culminates in the attainment of organization objectives is:
A	organizing
B	coordinating
C	controlling
D	planning
447	In comparison to top level managers, a first -line supervisor will spend more time in :
A	direction of subordinates
B	policy making
C	public relations
D	long range planning

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448	Which level of management would be most involved in the function of directing and controlling?
A	top
B	middle
C	lower
D	all of these
449	Elaborating decisions can
A	Create confusion among workers
B	Avoid confusion among workers
C	Create problems to workers
D	Increase work load of workers
450	The decision making for controlling of any process has several characteristics. Which of the following wing is NOT typically included?
A	it is goal oriented
B	it occurs in sequential chains
C	it occurs over time
D	it cannot be learned in the classroom
451	The decision making process is conducted in three different ways .Which is NOT a typically method?
A	intuitively
B	based on judgment
C	by fate
D	by a problem solving process.
452	The decision making for the purpose of controlling is made up of :
A	diagnosis
B	discovery of alternatives
C	analysis of alternatives
D	all of these
453	Following are the ways to elaborate decisions
A	Write on notice board
B	In written format
C	In meetings
D	All of the above
454	Creative behavior is made more likely:
A	when it is rewarded
B	when the level of stress is appropriate
C	when adequate time is available for considering a problem
D	All of these

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455	Participation of groups while decision making and elaborating decisions is helpful in minimizing deviations but one disadvantage of group participation in decision making is
A	too much time required
B	knowledge available
C	motivation of the members
D	effect on morale
456	Top management decision making for the purpose of controlling is distinctively characterized by:
A	more uncertainty and less reliance on judgment
B	more uncertainly and greater reliance on judgment
C	less uncertainly and greater reliance on judgment
D	less uncertainly and less reliance on judgment
457	Guidelines for establishing vertical layers include all but which one of the following:
A	keep the number of levels to a minimum
B	place decision making at the highest level it can be efficiently handled
C	avoid duplication in the chain of command
D	authority and responsibility should be clearly defined.
458	A supervisor is most likely to be able to directly affect an employees:
A	task assignments
B	work habits
C	personal aspirations
D	attitudes and values
459	Which is not goal of performance appraisal is :
A	to uncover training needs
B	to identify psychological problems
C	to identify candidate for promotion
D	to discuss way in which performance can be improved
460	Traditional approach to appraisal, now-a-days, have increasingly emphasized the evaluation of:
A	employee characteristics
B	employee performance
C	employee relations
D	none of these
461	The traditional method of appraisal whereby the rate lists the employees according to their level of performance is called the:
A	personal observation
B	critical incident method
C	forced distributing method
D	None of the above
462	Directing functions of management embraces activities of :

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A	issuing of orders to subordinates
B	communicating with subordinates
C	proving adequate leadership and motivation to subordinates
D	All of these
463	The direction process has several characteristics. Which of the following is not typically included?
A	it is goal oriented
B	it occurs in sequential chains
C	it occurs over time
D	it cannot be learned in the classroom
464	In comparison to top level manager, a first-line supervisor will spend more time in :
A	direction of subordinates
B	policy making
C	public relations
D	Long-range planning
465	Technical skill of a supervisor will be most needed where:
A	operations are complex and organizational level is low
B	operations are simple and organizational level is low
C	operations are simple and organizational level is high
D	operations are complex and organizational level is high.
466	Execution involves all of the following steps except:
A	providing direction
B	initiating operations
C	providing support resources
D	measuring performance against the plan
467	The element that is a linking process of managerial functions is :
A	planning
B	controlling
C	communicating
D	representing
468	Successful communication involves the occurrence of a :
A	desire change
B	undesired change
C	no change
D	none of these
469	The proper sequence of elements in the expanded communication model is :
A	sender-message-transmission-recipient-meaning
B	message-sender-signal-receiver-decode

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C	sender-transmission-message-decode-meaning
D	message-transmission- encode-receiver-decode
470	The relationship between leadership and management is most accurately stated as:
A	leadership is a subset of management
B	leadership and management are synonymous terms
C	there is not relationship between leadership and management
D	management is a subset of leadership
471	The manager who motivates people by explicitly or implicitly threatening punishment of some kind for non- cooperation is using:
A	positive leadership
B	negative leadership
C	centralised leadership
D	decentralized leadership
472	Needs hierarchy theory of motivation was given by
A	Abraham Maslow
B	David Mc Clelland
C	Kurt Lewin
D	Herzberg
473	What in your opinion would be the most powerful personal objective of a Noble Prize winning chemist working in the research department of a medical concern?
A	money
B	status
C	pride of creativity
D	none of these
474	Managerial control typically consists of three steps. Which one does NOT belong?
A	take corrective action
B	evaluate progress
C	remove unnecessary obstacles
D	measure performance
475	The proper sequence of the three steps in the traditional control process is :
A	set standards, take corrective action, measure performance
B	measure performance, set standards, take corrective actions
C	set standards, measure performance, take corrective actions
D	measure performance, take corrective actions, set standards
476	Control systems typically focus on all except...
A	quality of the product
B	resources consumed
C	employee performance

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D	quality of planning process
477	Several means are available for the determination of performance:
A	observations
B	reports
C	statistical data
D	all of these
478	For best management, controlling should be
A	profit-oriented
B	cost-oriented
C	objective-oriented
D	Man-oriented.
479	In controlling ,a common means for determining performance is by means of:
A	reports
B	personal objectives
C	standards
D	key cases
480	The control function of management embraces:
A	cost control
B	financial control
C	budgetary control
D	all of these
481	Several types of control systems rely on quantitative data in their measurement process. Which type does NOT?
A	social control
B	financial control
C	production control
D	quality control
482	The area having to do with identifying personal characteristics and situational factors leading to managerial success is that of:
A	communication
B	motivation
C	leadership
D	development
483	When management pays attention to more important areas and when day-to -day routine problems are looked after by lower-level of management ,this is known as:
A	Management By Objectives (MBO)
B	Management of Exception (MBE)
C	Unity of Command

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D	Critical Path Method (CPM)
484	Effective communication requires:
A	a sender
B	a receiver
C	information and sender
D	information and understanding
485	One of the sign of effective non-verbal communication is:
A	acceptance
B	written presentation
C	oral presentation
D	body language
486	The best analogy of communication in an organization with respect to human body is:
A	circulatory system
B	nervous system
C	respiratory system
D	digestive system
487	Positive motivation makes people willing to do their work in the best way they can and improve their _.
A	Skills
B	Performance
C	Both (A) and (B)
D	None of the above
488	The process by which actual performance of subordinates is guided towards common goals of the enterprise is called as
A	Directing
B	Controlling
C	Staffing
D	Division of work
489	principle of management concerns with the distribution of authorities among the various levels of management
A	Equity
B	Division of work
C	Centralisation
D	Discipline
490	is the process of dispersion of decision making authority throughout the organisation
A	Centralisation
B	Decentralisation
C	Responsibility

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D	Duplication
491	Following are disadvantages of written communications except
A	Expensive
B	Needs to be understood by receiver
C	Can be written casually
D	Important documents can be leaked
492	is the process of dividing large organisation into small and flexible administrative units
A	Division of work
B	Defragmentation
C	Departmentation
D	Divisions formation
493	Loss of craftsmanship is disadvantage of
A	Division of labour
B	Division of authority
C	Division of resources
D	Division of power
494	With _____, the top management can focus on strategic issues for finding new avenues and opportunities
A	Processes
B	Centralisation
C	Decentralisation
D	None of the given options
495	Fill up the blank in the given figure of Maslow's hierarchy of needs
A	Employee needs
B	Esteem needs
C	Technical needs
D	Flexible needs
496	Fill in the blanks with the functions of management in the given figure
A	Training, Placement
B	Authority, Responsibility
C	Planning, Controlling
D	Equity, Stability
497	According to management skill, fill up the blank in given figure
A	Planning skills
B	Interpersonal skills
C	Knowledge skills
D	None of the given options

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498	According to principles of management the figure relates to principle
A	Division of work
B	Unity of direction
C	Unity of command
D	Initiatives
499	Functional areas of management are given in figure. Fill up the blank
A	Production
B	Authority
C	Department
D	Planning
500	For issuing of work tools----- form is used
A	equipment
B	machine
C	job card
D	issue of tools
501	Effective communication at directing level can be in the form of
A	free flow of ideas and informaton
B	suggestions
C	complaints and graviences
D	All of the above
502	Machine planning form contains
A	Duration of machine use
B	machine No.
C	description of wirk
D	All of the above
503	which of the following is not principle of directing
A	harmony of objectives
B	unity of command
C	organizing
D	follow up
504	_____ are made under different conditions to determine the behaviour of the system containing the problem based on which decisions could be taken for doing appropriate control action
A	Evaluations
B	Observations
C	Hypothesis
D	Results

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505	Abraham Maslow, a well-known Psychologist in a classic paper published in 1943, outlined the elements of an overall theory of motivation. His theory was based on human needs. He felt that within every human being, there exists a hierarchy of five needs. Figure shows Maslow's Need Hierarchy Theory of Motivation. Answer the questions related to Motivation Theory respective to the diagram.
	Hunger, thirst, shelter, sleep are some examples of most basic in the hierarchy and corresponds to
A	Basic Physiological Needs
B	Affiliation/Belonging Needs
C	Safety/Security Needs
D	Esteem Needs
506	Abraham Maslow, a well-known Psychologist in a classic paper published in 1943, outlined the elements of an overall theory of motivation. His theory was based on human needs. He felt that within every human being, there exists a hierarchy of five needs. Figure shows Maslow's Need Hierarchy Theory of Motivation. Answer the questions related to Motivation Theory respective to the diagram.
	According to Maslow, Affection, sense of belongingness, acceptance and friendship lies in which category:
A	Basic Physiological Needs
B	Affiliation/Belonging Needs
C	Safety/Security Needs
D	Esteem Needs
507	Abraham Maslow, a well-known Psychologist in a classic paper published in 1943, outlined the elements of an overall theory of motivation. His theory was based on human needs. He felt that within every human being, there exists a hierarchy of five needs. Figure shows Maslow's Need Hierarchy Theory of Motivation. Answer the questions related to Motivation Theory respective to the diagram.
	Growth, self-fulfillment and achievement of goals, these types of needs are lies in which category:
A	Safety/Security Needs
B	Esteem Needs
C	Affiliation/Belonging Needs
D	Self Actualization Needs
508	A good decision is dependent upon recognition of the right _____
A	problem
B	idea
C	interaction
D	None of the above
509	Following are the main purposes of communication except:
A	To share ideas
B	To motivate
C	To hide the information
D	To improve the understanding of a certain event

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510	"What a man can be, he must be. this is a need, which is paramount in a very small percentage of people, those who have reached high on the ladder of success in life and have nothing further to gain from the material values of life.
	This generally results in a change in the life cycle of the individuals." Through the above paragraph, Abraham Maslow discuss the following type of Need
A	Esteem or Recognition Needs
B	Self Actualization Needs
C	Safety or Security Needs
D	Affiliation or Acceptance Needs
511	A.....is a number of persons who communicate with one another over a span of time, and which is small enough so that each person is able to communicate with all the others, not at second hand through other people, but face to face.
A	Group
B	Organization
C	Team
D	None of the above
512is an element of managerial tasks and involves the measurement and correction of the performance of subordinates to make sure that the objective of the enterprise and the plans devised to attain them, are accomplished efficiently and economically.
A	Directing
B	Controlling
C	Motivating
D	Planning
513	The best kind of managerial controls are those.....
A	which correct deviations from plans before they occur
B	which correct deviations from plans after they occur
C	which does not correct the deviations from plans may occur
D	None of the above
514	Some Common aspect(s) of standard(s) listed below:
A	Quantity
B	Quality
C	Cost & Time
D	All of the above
515	"Managers should insist on checking personally before the work is permitted to proceed. it is for the purpose of seeing how far the goal or objective is being realized, how far the standards are being followed."
	The above paragraph mentioned the following step in control process:
A	Establishment of Standards
B	Taking Corrective action
C	Measurement of Performance
D	None of the above

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516	Effective control cannot tolerate
A	Needless delays
B	Excuses
C	Excessive Expectation
D	All of the above
517	"A Manager is the principal medium of communication in any enterprise. He should give orders and instructions to his subordinates and supervise them to ensure that their performance is according to plan."
	The above mentioned statement elaborates which type of Management function?
A	Coordinating
B	Controlling
C	Organizing
D	Directing
Answer	optiond
Mark s:	2
518	In respect of Agreements which are directed at achieving obedience, application, energy and outward marks of respect, clearness in rules, good supervision will ensure.....in an enterprise.
A	Authority
B	Remuneration
C	Stability
D	Discipline
519	Which part of the management process includes measuring results, comparing results to expectations, and taking corrective action to bring results in to line?
A	Planning
B	Organizing
C	Leading
D	Controlling
520	Making assignments, issuing orders and instructions, providing guidance and inspiration to subordinates for the achievement of organizational objective is called
A	Planning
B	Organizing
C	Directing
D	Controlling
521	Motivation based on force of fear is called _____.
A	negative motivation

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B	extrinsic motivation
C	positive motivation
D	intrinsic motivation
522	Wages, salaries, bonus, vacation pay, insurance are examples of _.
A	financial motivation
B	extrinsic motivation
C	non-financial motivation
D	intrinsic motivation
523	According to Maslow, self-actualization needs is a
A	psychological needs
B	high level needs
C	lower level needs
D	medium level needs
524	According to terry, "Decision making is the selection based on some criteria from _possible alternatives"
A	One
B	Two
C	More than two
D	Two or more than two
525	which of the following is not the type of plan ?
A	single plan
B	standing plan
C	budget
D	none of the above
Answ er	optiond
526	The purchase of land and building is an example of.....
A	group decision
B	minor decision
C	major decision
D	spot decision
527	Exchange of ideas, opinions, information etc. between two or more persons is_.
A	organizing
B	Communication
C	Planning
D	Staffing
528	Communication is a _____
A	two-way process

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B	four-way process
C	one-way process
D	three-way process
529	The person who sends a message is known as_.
A	Messenger
B	Communicator
C	Sender
D	Receiver
530	Direction is a managerial function performed by _at largest scale
A	lower level management
B	subordinates
C	top level management
D	middle level management
531	When an individual or a group agrees to work under the direction of an informal leader is called _.
A	specific delegation
B	informal delegation
C	general delegation
D	formal delegation
532	"No smoking" - This factor is an example of.....
A	project
B	schedule
C	rules & discipline
D	programme
533	The number of subordinates that report directly to a single supervisor is _____.
A	span of business
B	span of organizing
C	span of supervision
D	span of activity
534	Directing function of management implies
	1. Planning
	2. Staffing
	3. Leadership
	4. Motivation
	Choose the correct answer using the codes given below:
A	1 and 2
B	3 and 4
C	2 and 4
D	2,3 and 4

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535	Which is not an objective of fire drill _.
A	To check plant capacity
B	To evaluate employee performance
C	To improve employee performance
D	All of the above
536	Which is a cause of accidents due to unsafe working conditions? _.
A	Bad house keeping
B	Poor workplace layout
C	both a and b
D	None of the above
537	Which one is not a type of accident .
A	Mining accident
B	Fatal accident
C	Construction accident
D	None of the above
538	After a fire drill _.
A	Reset fire alarm
B	Don't resent fire alarm
C	Switch off fire alarm
D	All of the above
539	which is not a preventive measure under safety _.
A	Work permit
B	Safety devices
C	Training for safe working
D	Plant safety inspection
540	Providing a fire extinguisher equipment is a part of
A	Safety programme
B	Safety device
C	Safety provision
D	None of above
541	Preventive measures refers to: _.
A	Safe working methods
B	Proper selection of workers
C	Training for safe working
D	All of the above
542	Which one is not a step in fire drill-----

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A	Create in house safety committee
B	Communicate evacuation routes
C	Define related policies
D	Conduct fire drill regularly
543	Which one is not an effect of accident on family?
A	loss of earning member
B	Hospitalization related time
C	Feeling of insecurity
D	Loss of production
544	Which one is not an effect of accident on worker?
A	Loss of skills
B	Leave for recovery
C	Bad message to other worker
D	Injury to body parts
545	Which is not a cause of accident due to unsafe working condition .
A	Lack of safety awareness
B	Oily surface, slippery floor
C	Suffocation at work
D	Poor electrification
546	Issue of work permit means .
A	Worker can go to the site for work
B	Worker are not permitted to work at site
C	workers should leave the work site
D	None of above
547	Safety management is a branch of management
A	To provide comfort industry
B	To control hazards in industry
C	To improve efficiency industry
D	All of the above
548	Work that can create fire, needs a _____.
A	Cold work permit
B	Hot work permit
C	Emergency permit
D	All of the above
549	Selection of PPE depends on _____.
A	Pprocess and body exposure
B	employee demand

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C	environment
D	All of the above
550	To avoid accidents, the worker must be _.
A	Disciplined
B	Mentally stable
C	Alert
D	All of the above
551	Which is a cause of accident?
A	unstable mental condition
B	Adequate lighting
C	lack of knowledge of laws
D	All of the above
552	Which is indirect cost of accident _.
A	Compensation paid to worker
B	Cost of time lost
C	Money paid for treatment of worker
D	All of above
553	In case of occurrence of fire _.
A	Run randomly out of building
B	Wait for supervisor's instructions
C	Don't leave the place of fire
D	Safely reach to predetermined safe area
554	Safety devices are used in industry for _.
A	Reducing chances of damage
B	Providing comfort
C	Avoiding accidents
D	All of the above
555	While working with grinder _.
A	wear gloves and safety goggles
B	wear gloves and helmet
C	wear helmet and goggles
D	All of the above
556	Safety cards are _.
A	Banners with safety information
B	Flex board with slogan
C	Cards with hazard symbol
D	Cards with operational symbol

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557	Around work station having moving and rotary parts, the protective cloths used shall be _.
A	Tightly fit
B	Loose fit
C	White in colour
D	None of the above
558	Burn hazard may certainly be due to presence of _____
A	Electrical shock
B	Fire
C	Explosion of boiler
D	All of above
559	Safety equipments shall be decided _.
A	Randomly
B	according to habit of worker
C	As per type of work and body exposure
D	None of above
560	Which is not a safety preventive measure _.
A	Proper selection of worker
B	Identifying accident prone areas
C	development of work station
D	Safety programmes
561	Which accidents shall be reported to management ?_.
A	Only serious accidents
B	Major accidents
C	All accidents
D	Which causes damage of machines
562	Long form of PPE _.
A	Personal protective equipments
B	Power pipeline ends
C	Pressure pipeline ends
D	All of the above
563	Safety management is needed for _.
A	Managing workplace safely
B	Improving efficiency
C	Increasing production
D	None of the above
564	Which type of work permit is required while working in pipes, tanks and boilers?

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A	Hot work
B	Confined space
C	Excavation
D	None of above
565	Personal protective equipment is a _.
A	Carrier between hazard and person
B	Barrier between hazard and person
C	Promoting hazards
D	All of the above
566	Duty of safety officer: _.
A	Arrange safety training
B	Inspection of fire extinguisher
C	Reporting of accidents
D	All of the above
567	Which is not a type of work permit _.
A	Hot work
B	Excavation
C	Radiography
D	Videography
568	Confined space is a _.
A	Small and enclosed area
B	Open space
C	Auditorium
D	All of the above
569	Safety audit means to _.
A	Calculate number of accidents occurred in year
B	Decide what to do after accident
C	Identify unsafe conditions and unsafe act
D	All of the above
570	Safety policies are framed because of _.
A	Safety of employees
B	Legal obligations
C	To minimize accidents
D	All of the above
571	To work with nuclear reactor, type of work permit required is _.
A	Hot work permit
B	Excavation permit

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C	Radiography permit
D	All of the above
572	Maintenance in hazardous area should not be started without
A	having food
B	enough tools
C	work permit
D	None of the above
573	Dos and don'ts at the work station are _.
A	Rules to be followed
B	Safety symbols
C	Work permits
D	None of the above
574	Ensuring fire alarm system back to normal operating condition shall be done _.
A	Before fire drill
B	During fire drill
C	After fire drill
D	All of the above
575	Paper and clothes are: _.
A	Flammable solid materials
B	Flammable liquid materials
C	Flammable gas materials
D	All of the above
576	Objective of fire drill is to _.
A	Avoid fire in industry
B	Practice how to behave in emergency
C	Carry repairs in fire equipments
D	All of above
577	Accident affects _.
A	Worker
B	Management
C	Industry
D	All of the above
578	Chemical leakage, poor electrification, weak machine foundations are the causes of accidents due to
A	worker
B	Nature
C	Unsafe working condition
D	All of the above

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579	Causes of accident due to worker are _.
A	Stress in work, un-necessary daring
B	poor house keeping
C	poor illumination
D	All of above
580	Land sliding is a type of accident _.
A	On construction site, mines
B	In chemical plant, production industry
C	In mines, chemical industry
D	All of the above
581	Tools required for safety are: _.
A	Mobile, helmet, safety shoes
B	Helmet, safety shoes, goggle
C	Goggle, mobile, safety shoes
D	None of above
582	Safety management is a department for _.
A	Designing policies about sale
B	Designing policies to avoid accidents
C	Designing policies to increase production
D	All of the above
583	Fire hazards are _.
A	Human hazards
B	Natural hazards
C	Workplace hazards
D	None of the above
584	Fire drill shall be done _.
A	Once in a week
B	Once in a week
C	Once in a quarter
D	Once in an year
585	Accident due to unsafe workplace is _.
A	Due to management
B	Natural
C	Due to worker
D	All of the above
586	Industrial accident causes damage to _.

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A	Property, material, human
B	Human, work station, nature
C	Atmosphere, property, trees
D	All of above
587	Injury without showing external signs: _.
A	Internal injury
B	External injury
C	temporary injury
D	Permanent injury
588	Fire drill is carried out to _.
A	Firing the furnace
B	Ceasing the fire
C	practice evacuating buildings in case of emergency
D	All of above
589	Natural causes of accidents are: _.
A	Earthquake
B	Floods
C	Cyclone
D	All of the above
590	Mining accidents are because of _.
A	Collapsing of soil layers
B	suffocation
C	poisonous gases
D	All of the above
591	Fatal accident results in _.
A	Death of an employee
B	Minor casualty
C	Temporary disability
D	All of above
592	Safety management concentrates on _.
A	Expecting accidents
B	Avoiding accidents
C	promoting accidents
D	None of above
593	As per safety procedures, compressed gas cylinders may be moved _.
A	By rolling
B	By dragging

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C	By throwing
D	All of the above
594	Using a tool without proper sharpening is _.
A	More easy
B	More dangerous
C	More accurate
D	All of above
595	Long form of OSHA _.
A	Operational safety and health administration
B	Occupational safety and health administration
C	Occupational safety and health awareness
D	Occupational safety and health act
596	Under occupational health the employer is responsible for providing a
A	Safe workplace
B	Land
C	Insurance
D	purified water
597	Unsafe physical condition refers to -----
A	Improper guardr
B	Insufficient illumination
C	Improper ventilation
D	All of the above
598	Safety training includes _.
A	Emergency information
B	Safety procedure and PPE
C	Area hazards and safety communication
D	All of above
599	Workplace safety requirements are _.
A	Safety labels and signs
B	Alarm
C	Colour coded systems
D	All of above
600	Safety standards focus on _.
A	Mechanical Hazards
B	Chemical hazards
C	Toxic substances
D	All of the above

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601	Objective of safety management is to _.
A	Prevent accident
B	Improve production
C	Ensure quality
D	Non of the above
602	Fatal accidents result in: _.
A	Death of an employee
B	Less harmful in nature
C	Injury without external signs
D	Permanent disability
603	After the fire drill, supervisor has to _.
A	Record the evacuation time
B	Reset the fire alarm
C	Ensure fire alarm to back in operating condition
D	All of the above
604	General safety norms include _.
A	Head protection
B	Minimum wages
C	Proper selection of worker
D	Skill development
605	Promoting safety awareness does not consist of the following _.
A	Safety training programmes
B	Display of banners
C	Organizing seminars on safety
D	Fencing of rotary and moving parts
606	lack of concentration is the cause of accident due to
A	Management
B	Unsafe working conditions
C	Natural couse
D	Worker
607	Unsafe working conditions : _.
A	Poor workplace layout
B	poor illumination
C	bad house keeping
D	all of the above
608	Effect of accident on Industry is _.
A	Production stoppage

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B	Faith of workers get disturbed
C	Loss of earning member
D	Loss of skill
609	SOP for an activity is prepared by -----
A	Plant manager
B	Factory inspector
C	Concerned employee
D	Supplier of machine
610	Example of Chemical Hazards_.
A	Acid
B	Caustic substances
C	Paint
D	all of the above
611	Proper storage of flammable liquids prevents_.
A	Thermal hazards
B	Chemical hazards
C	Fire hazards
D	Electrical hazards
612	During a fire drill, supervisor has to monitor_.
A	Closure of the doors after exiting rooms
B	Assembly at the designated muster point
C	Safe evacuation of all individuals
D	All of the above
613	Safety management ensures ----- compliances from all location.
A	decentralized
B	centralized
C	local
D	distributed
614	Which one of the following can be considered as unsafe act?.
A	Unsafe speeds
B	Not using safety devices
C	Adopting unsafe procedures.
D	All of the above
615	Which one of the following is not included in the causes of accident due to worker?
A	Lack of concentration
B	Poor housekeeping
C	Mischievous behavior

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D	Overconfidence
616	Following is not included in the cause of accident due to management?
A	Bad habits of worker
B	Untrained workers
C	Bad construction of plant
D	Faulty equipment
617	Who may be responsible for accident?
A	Worker
B	Management
C	Working conditions
D	All of the above
618	Who is responsible for unguarded moving parts?
A	Workers
B	Management
C	Government
D	None
619	Which one of the following is not included in the causes of accidents due to unsafe working conditions ?
A	Chemical leakages
B	Suffocation at work
C	Irregular floor heights
D	Quarrels among the workers
620	Which one of the following is not included in the causes of accidents due to nature?
A	Floods
B	Gas leakage
C	Heavy rains
D	Temperature strokes
621	Who gets affected directly or indirectly due to accidents?
A	Employee
B	Industry
C	Family of worker
D	All of the above
622	Which one of the following preventive measures an industry should adopt to avoid accidents?
A	Safety provision
B	t Safety training of workers
C	Safety devices
D	All of the above

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623	An accident that disables the affected worker forever is a
A	permanent accident
B	Internal accident
C	Fatal accident
D	None of the above
624	What occurs in fatal accident?
A	Hospitalization
B	Fractures
C	Disablement
D	Death
625	If affected worker is not recovered within 48 hours, then which type of accident is it ?
A	Minor
B	Major
C	Reportable
D	Fatal
626	Which one of the following is not the effect of accident on worker.
A	Injury to body
B	Production stoppage
C	Loss of job
D	Financial loss
627	Which one of the following is not a part of the immediate cause of accident:
A	Unsafe act
B	Unsafe condition
C	Physical condition of the person
D	Fire
628	Floods, earthquakes, and tsunami are causes of accidents due to _____
A	workers
B	management
C	working place
D	natural disasters
629	Which factor does not cause accidents due to dangerous machines?
A	Boiler
B	Unsafe clothing
C	Prime movers
D	Transmission System
630	An example of wrong layout or design of working place...

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A	Congestion
B	short circuit
C	Oily or greasy floors
D	All of the above
631	House-keeping refers to -----
A	Safe material handling
B	Personal protection devices
C	Safe activities in the organization
D	Neatness and cleanliness
632	Safety management deals with :.
A	Loss of life
B	Personal injury
C	Damage to the equipment
D	Prevention of an accident
633	Get the odd one out: .
A	Hand gloves
B	Helmet
C	Goggle
D	Pullover
634	Which one of the following is contributory cause of an accident?
A	Improper material handling
B	Poor housekeeping
C	Protruding object
D	Tendency of show off
635	In a minor accident, the affected worker is recovered within .
A	48 hrs
B	06 months
C	01 week
D	01 year
636	Management is responsible for .
A	Overtime work
B	Fear of accident
C	Lack of confidence
D	Unguarded moving parts
637	The cause of accident due to unsafe working conditions:
A	Chemical leakages
B	Suffocation at work

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C	Irregular floor heights
D	All of the above
638	Which one of the following is the cause of accident due to worker.
A	Floods
B	Untrained workers
C	Poor house keeping
D	Poor electrification
639	Who gets affected directly or indirectly due to an accident? _.
A	Worker
B	Industry
C	Family of worker
D	All of the above
Answer	optiond
Marks:	2
640	Which one of the following is the cause of accident due to management
A	Lack of concentration
B	Poor house keeping
C	Mischievous behavior
D	Over confidence
641	Internal accident means an _.
A	Accident in the premises of the company
B	Injury without showing external signs
C	both A & B are correct
D	None of the above
642	Example of Fire Hazards are: _.
A	Smoking
B	Overloading power sockets
C	Faulty electrical equipments
D	All of the above
643	Faulty electrical equipments may cause _.
A	Fire hazard
B	Industrial accidents
C	Loss of property
D	All of the above
644	Fire drill is _.
A	Drilling in fire

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B	Fire near drill
C	a kind of training
D	None of the above
645	Before doing fire drill operation, communication should be established with _.
A	Fire marshal
B	Fire commander
C	Fire superintendent
D	Fire inspector
646	The fire triangle does not include-----
A	Oxygen
B	Fuel
C	Temperature
D	Heat
647	To give practice of evacuation in emergency ----- is done.
A	Fire grill
B	Fire drill
C	Fire fight
D	Fire awareness
648	Documented format that authorizes specified people to work under conditions is a
A	Work License
B	Work permit
C	Work authority
D	Work Order
649	A document that sets out the logical sequence of steps to perform an activity is known as -----
A	Safe operating practice
B	Safe operating procedure
C	Sound operating practice
D	Simple operating practice
650	Work permit sets out the ----- required to be taken to do work safely under-----
A	Risk, permission
B	Function, labor law
C	Process, higher authority
D	Precaution, risk management
651	Work permit is given at
A	High risk areas

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B	Routine activities
C	Low risk areas
D	All of the above
652	Work permit is essentially obtained at _.
A	High voltage work
B	Electrical trouble shooting
C	Pressure testing
D	All of the above
653	Work permit is not required in case of _.
A	Complex machinery
B	Emergency
C	Work at height
D	Operational pipe lines
654	A person authorized to keep workplace safe is:
A	Issuer
B	Field operator
C	Responsible person
D	Executer
655	Safety management does not ensure
A	Safe work place
B	Time management
C	Standardization of operation
D	Investigation of accident
656	Get the odd one out:
A	Stress in work
B	Lack of confidence
C	Bad habits
D	Unguarded moving parts
657	Work permit does not involve following person -----
A	Issuer
B	Executor
C	software designer
D	Field operator
658	Safety procedure includes: _.
A	Safety training
B	Industrial safety
C	safe working conditions

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D	All of the above
659	Find the odd one out:
A	Loss of time in assisting injured workers
B	Loss due to damage caused to machines
C	Compensation paid
D	Loss due to reduction in efficiency
660	The following is an indirect cost of accident _.
A	Medical expenses
B	Compensation paid to worker
C	Cost of lost time of injured worker
D	All of the above
661	The following is/are physical hazard agents _.
A	falls
B	electricity
C	inhalation
D	All of the above
662	Check list for job safety analysis consist of _.
A	Work area,material, machines, tools
B	Material, machines, tools,men
C	Work area,men, machines, tools
D	Work area,material, men, tools
663	Which one of the following is not an accident based on the place of accident? _.
A	Construction accident
B	Laboratory accident
C	Industrial plant accident
D	Chemical plant accident
664	For household wiring and small units, the following should be used for safety measure _.
A	MCB
B	ACB
C	OCB
D	MCCB
665	Which one of the following is generally provided with limit switch to prevent motion beyond preset limit.
A	Hoist
B	Conveyors
C	Machine table
D	All of the above

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666	The following are used as safety devices in machines
A	emergency stop
B	safety inter locks
C	limit switches
D	All of the above
667	Class-A fire consists of fire due to _.
A	Wood
B	Oil
C	Transformer
D	Chemical
668	Water is used to extinguish _.
A	Class-A fire
B	Class-B fire
C	Class-C fire
D	All of the above
669	The following class of fire occurs in electrical equipment
A	Class-A fire
B	Class-B fire
C	Class-C fire
D	All of the above
670	The following extinguisher is suitable for fire due to cotton
A	Water
B	Soda acid
C	Foam
D	Dry chemical
671	is best suited for extinguishing oil or flammable liquid fire.
A	Soda acid
B	Vaporizing liquid
C	Foam
D	Dry chemical
672	Purpose of Negative motivation during disciplinary action is to
A	Punish hardly to worker so that he wont do such mistake again
B	To threaten the person so that he wont ask for salary increment
C	Person will improve his performance in future with fear of disciplinary action
D	All of the above
673	which of the following is not form of non-verbal communication

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A	posture
B	nodding
C	instant messages
D	body language
674	Complex nature of work demands a _span of control
A	Wide
B	Small
C	Flat
D	Fast
675	span of control can be employed if the organisation and its control system are efficient and communication is good
A	Smaller
B	Wider
C	Open
D	Closed
676	_____ refers to the capacity to withstand the losses of key personnel without serious loss to the effectiveness of the organisation in performing its work
A	Availability
B	Productivity
C	Stability
D	Flexibility
677	The communication process is said to be completed only when receiver has _the message
A	Seen
B	Understood
C	Received
D	Read
678	_____ is a distinct process comprising of functions such as planning, organising, staffing, directing and controlling
A	Management
B	Organization
C	Administration
D	Departmentation
679	In an organization, the functional areas of management are:
A	production, marketing and finance
B	production,marketing and communication
C	marketing, finance and communication
D	production, finance and communication
680	In a business,which sector deals with all employee matters?

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A	sales
B	customer services
C	human resources
D	communication
681	Which of the following is not from the functional areas of management?
A	production, management
B	marketing management
C	Personnel management
D	Information management
682	Which of the following is not among the levels of Management ?
A	Top level management
B	Middle level management
C	Intermediate level management
D	Lower level management
683	Who defined management as " Management is the art of getting things done through and with people in formally organized groups?"
A	Harold Koontz
B	F.W.Taylor
C	Elton Mayo
D	Abraham Maslow.
684	The first step in the process of planning is to:
A	Identify alternatives
B	Selecting alternatives
C	Setting objectives
D	developing planning premises
685	The purpose and aim for which the organization is set up is called:
A	objective
B	policy
C	strategy
D	procedure
686	Identify which of the following is not a principle of management.
A	Equity
B	Span of control
C	Stability
D	Scalar chain
687	The type of plan prepared to meet the challenges of competitors is called -----
A	rules

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B	strategy
C	policy
D	procedure
688	Who introduced the functional type of organization?
A	Chester Bernard
B	Frederick Winslow Taylor
C	Louis Alexander Allen
D	max Weber
689	Which of the following statements is true in case of line organization?
A	The line of authority is not clear
B	Suitable for large organizations only
C	There is lack of specialization
D	There is lot of confusion
690	The process of sharing of authority by superior to subordinate is called -----
A	Delegation
B	Centralization
C	Responsibility
D	Equity
691	Identify which from the following is not an element of "Directing"?
A	Organizing
B	Supervision
C	Leadership
D	Motivation
692	The type of organizational structure suitable for textile industry is .
A	Line organization
B	functional organization
C	Line and staff organization
D	Project organization
693	The function of "Controlling" is performed by:
A	Top level management
B	Middle level management
C	All managers
D	none of the above
694	Telling people what to do is:
A	Planning
B	Supervising
C	Motivating

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D	Directing
695	The means by which long term objectives will be achieved are called -----
A	Mission statements
B	Vision statementa
C	strategies
D	Long term goals
696	Which of the following is not a part of "controlling" process ?
A	Setting performance standards
B	Measuring performances
C	Writing reports
D	Taking corrective actions
697	Ram is working as a supervisor on the shop floor of a certain production company. Which of the following managerial skills should he compulsorily possess?
A	Conceptual skills
B	Design skills
C	Technical skills
D	Empirical skills
698	Which of the following is true regarding technical and human skills?
A	Technical skills and human skills remain equally important as managers move from lower levels to higher levels.
B	Technical-skill needs remain necessary and need for human skills decrease as managers move from lower levels to higher levels.
C	Human skills remain necessary and technical - skill needs decrease as managers move from lower levels to higher levels
D	Both technical- skill and human- skill needs decrease as managers move from lower levels to higher levels
699	An organization is:
A	a physical location where people work.
B	a group of people working for the same company
C	a intended arrangement of people to achieve specific purpose.
D	none of the above
700	Which of the following is not a recognized key skill of management?
A	Conceptual skills
B	Technical skills
C	Human skills
D	Writing skills

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701	Mr. Ramesh works as a branch manager for X firm.He is from:
A	Top level management
B	Middle level management
C	Lower level management
D	Supervisory level management
702	To which of the following management functions, "motivation" is related?
A	Planning
B	Controlling
C	Organizing
D	Directing
Answer	optiond
703	Strategic plans are:
A	single use plans
B	Long range plans
C	for lower management levels
D	standing plans
704	Who suggested that standard methodology for doing a work should be adapted and workers should be motivated with pay according to output?
A	Elton Mayo
B	Max Weber
C	Henry Fayol
D	F.W.Taylor
705	Identify the odd one from the following:
A	Board of directors
B	Managing directors
C	Inspectors
D	General managers
706	Identify the function of management which involves filling and keeping filled positions in organizational structure.
A	Organizing
B	Controlling
C	Staffing
D	Planning
707	A manufacturing company has grouped its main functions into marketing, engineering, production and finance.What kind of organizational structure is adapted by this company?
A	Departmentalization by function
B	Departmentalization by territory
C	Departmentalization by product

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D	Departmentalization by process
708	The management principle of Henry Fayol that aims at avoiding the possibility of conflicting orders is -----
A	Scalar chain
B	Unity of command
C	Equity
D	Esprit de corps
709	Creation of demand, customer satisfaction and generation of profits are objectives of:
A	Production management
B	Finance management
C	Marketing management
D	Human resource management
710	The focus of Human resource management revolves around
A	Machine
B	Men
C	Motivation
D	Money
711	The method of recruitment and selection will depend upon:
A	state of economy
B	the size of the organization
C	types of training programs of the company
D	objectives of the company
712	which of the following is not a purpose of an organizational structure?
A	To coordinate people and resources
B	To organize line of communication
C	To formalize authority
D	To limit worker's rights
713	Identify the type of organization shown in figure.
A	Line organization
B	Staff organization
C	Line and staff organization
D	All of the above
714	In which type of organizational structure, each specialist is supposed to give his functional advice to all foremen and workers?
A	Line organization
B	functional organization
C	Line and staff organization
D	All of the above

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715	Which type of organization structure is preferred in automobile industry?
A	Line organization
B	functional organization
C	Line and staff organization
D	project organization
716	The process of dividing work and then grouping them into units and sub units for the purpose of administration is called:
A	Departmentation
B	Organization
C	Committee
D	All of the above
717	A day according to factory Act is
A	Duration from Sun rise to Sun set
B	Duration of a Shift
C	Period of 24 hours starting at mid night
D	None of A,B & C
718	Which of the following Provisions of Factory Act provides for First Aid facility at work place ?
A	Welfare
B	Health
C	Safety
D	All of A, B & C
719	According to provisions of Factory Act, provision of Canteen becomes necessary in the factory when the number of ordinarily employed workers is more than
A	100
B	150
C	200
D	250
720	According to Factory Act, the working women in factory can avail the facility of Creches for their children with age below years.
A	Three
B	Five
C	Six
D	None of A,B & C
721	which of the Factory provision provides for the constitution of "Site Appraisal Committee" ?
A	Welfare
B	Provision relating to Hazardous Processes
C	Health
D	None of A,B & C

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722	Which of the following provision of Factory Act provides for "Artificial Humidification"?
A	Welfare
B	Health
C	Safety
D	All of A, B & C
723	The ceiling of number of working hours per week for adult worker according to Factory Act is hours.
A	Thirty Six
B	Twenty Four
C	Fifty Six
D	Forty Eight
724	According to provision of working hours of Factory Act, the interval for rest after continuous work of not more than five hours is minutes.
A	Thirty
B	One hour
C	Fifteen minutes
D	Twenty minutes
725	The age of young person according to Factory Act lies between years.
A	Ten to Fourteen
B	Fourteen to Eighteen
C	Eighteen to Twenty
D	Twenty to Twenty five
726	According to Factory Act, the young person working in factory has to carry during working
A	Birth Certificate
B	Token with reference of fitness certificate
C	Certificate of fitness
D	Both B & C
727	A Factory ordinarily employs 165 employees out of which twelve are women. Select the correct welfare provisions according to factory act from the following options.
A	A canteen for employees is needed.
B	Rest room / Lunch room is needed.
C	Creche is needed
D	All of A, B & C
728	Select the correct form of Light at work place as per health provision of factory act from the following options.
A	Fluorescent light
B	Light without eye straining shadows
C	Lighting free from glare

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D	Both B & C
729	In a factory lubrication of prime mover part is needed. Who among the following are not permitted for this work?
A	Employee who is a young person
B	Women employee
C	None of A & B
D	Both A & B
730	An underground work place employs a cage lowered and lifted by hoist.. Which of the following is the correct frequency for thorough examination of the hoist mechanism by Chief factory inspector?
A	Three Months
B	Twelve months
C	Six months
D	Three times a year
731	skill is the ability to inspire people to do what the manager wants to do
A	Organisational
B	Motivating
C	Decision making
D	Technical
732	In the management activity levels, _level includes superintendents, branch managers, general foreman
A	Top
B	Lower
C	Middle
D	Upper
733	From the following given functions, _function comes under top level management
A	To cooperate to run the organisation smoothly
B	Assigning duties to their subordinates
C	Shouldering financial responsibilities
D	Direct supervision of workers and their work
734	management includes economic forecasting, costing, accounting
A	Purchase
B	Financial
C	Personnel
D	Production
735	Conceptual skills is critical in _executive positions, whereas technical skills is essential for level management
A	Middle, Top
B	Lower, Middle

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C	Top, Lower
D	Lower, Top
736	Management may be called an _as well as
A	Art, Science
B	Idea, Science
C	Objective, Society
D	Union, Society
737	function comes under lower level mangement
A	Establishment of organization
B	Establishing the policies
C	Developing and improving work methods and operations
D	Setting basic goals and objectives
738	is the advantage of line and staff organization
A	It encourages dictatorial way of working
B	It is limited to very small concerns
C	Less wastage of material, man and machine hours
D	Product cost will increase because of high salaries
739	In the line and staff organization, the line executives are marked _where as staff executives are placed
A	Horizontally, Vertically
B	Vertically, Horizontally
C	Diagonally, Vertically
D	Horizontally, Diagonally
740	In _____ organization, the authority flows from the works manager to superintendent to foreman and then to worker
A	Line
B	Line and staff
C	Functional
D	Project
741	In the organization, _empowers the superior to make a subordinate to do the work
A	Policies
B	Authority
C	Employment
D	Finance
742	Identify the type of organization shown in figure
A	Line organization
B	functional organization
C	Line and staff organization

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D	Project organization
743	Identify the type of organization shown in figure
A	Line organization
B	functional organization
C	Line and staff organization
D	Project organization
744	Which of the following functional areas of management is also called operations management?
A	Finance management
B	production management
C	marketing management
D	human resource management
745	Which of the following is not an objective of production management?
A	right quality
B	right quantity
C	capital budgeting
D	right manufacturing cost
746	The relationship between the positions in a company and its employees can be determined from -----
A	Decision tree
B	Organization structure
C	Procedure manual
D	mission statement
747	Which of the following statements is not correct with respect to functional organization ?
A	Specialists give expert advice to workers.
B	Quality of work is improved.
C	Discipline is of the highest order.
D	Each worker receives instructions from different supervisors.
748	Human resource management does not involve:
A	Recruitment
B	cost control
C	selection
D	training
749	A supervisor is teaching an employee to use an equipment safely. Which of the following skills is very important to the supervisor?
A	Technical skills
B	Conceptual skills
C	Strategic skills
D	Design skills

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750	Which level of management makes decisions about activities like acquiring other companies, investing in research and development and building new plants?
A	Top level management
B	Middle level management
C	Supervisory level management
D	All of the above
751	A manager is assigning tasks to his employees and granting them the authority to get the tasks completed. Which managerial function is he performing?
A	leading
B	controlling
C	staffing
D	organizing
752	Organizational development is an example of which type of planning?
A	Operational planning
B	Strategic planning
C	Contingency planning
D	Single use planning
753	Select the odd one from the following;
A	Winch
B	Pulley Block
C	Crane
D	Rope sling
754	Under which of the following cases, appointment of safety officer becomes compulsory according to safety provisions of factory Act;
A	Operations involve risk of bodily injury
B	Operations involve hazard of poisoning or disease
C	Number of workers ordinarily employed exceeds thousand
D	All of the above
755	Select the correct Chapter of Factory act applicable to launch prosecutions against factory-owners; from the following.
A	Chapter II
B	Chapter III
C	Chapter VI
D	Chapter X
756	According to Factory Act, a worker is entitled for over time under which of the following cases?
A	Working more than nine hours a day
B	Working more than 48 hours a week
C	None of A & B

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D	Both of A & B
757	Select the correct time slot in which women employee can be employed under normal conditions according to provisions of Factory Act.
A	Any of the three shifts
B	Any shift between 6.00 a m to 7.00 p m
C	None of A & B
D	Both of A & B
758	Select the correct chapter of Factory act from the following for penalizing a factory.
A	Chapter Nine
B	Chapter Seven
C	Chapter Ten
D	Chapter Four - A
759	The duty of works committee in Industrial disputes Act is to
A	Finalize the work procedures in the factory
B	To promote good relations between Employer and workmen
C	Both of A & B
D	None of A & B
760	The conciliation officers appointed as per the provisions of Industrial disputes act have the duty of _
A	Inspection of Accident site in Factory
B	Holding court inside Factory
C	Mediating in and promoting settlement of disputes
D	None of A,B & C
761	The members on board of conciliation set up under the provisions of Industrial disputes Act are.....
A	Independent member appointed by Labour court
B	Independent member appointed by Industrial tribunal
C	Members recommended by parties in dispute
D	None of A,B & C
762	Labour court constituted as per the provision of Industrial Disputes Act is headed by
A	Presiding Officer
B	Judge
C	Chairman
D	None of A,B & C
Answ er	optiona
Mark s:	1

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763	Labour court constituted under the provision of industrial dispute Act adjudicates industrial disputes listed under
A	Fifth Schedule
B	Fourth Schedule
C	Third Schedule
D	Second Schedule
764	The industrial Tribunal constituted as per the provision of Industrial Disputes Act has Jurisdiction over the disputes falling under
A	The third schedule only
B	The second schedule only
C	Either second or third schedule
D	None of A,B & C
765	The condition for disqualification of the presiding officer of Labour court / Industrial Tribunal / National Tribunal despite fulfilling judicial eligibility criteria is
A	Age above sixty five years
B	Not an independent person
C	None of A & B
D	Both of A & B
766	According to Industrial disputes Act, grievance redressal Committee becomes compulsory when the number of workmen exceeds
A	Hundred
B	Ten
C	Fifty
D	Twenty
767	According to Industrial disputes Act, an award in regard to an industrial dispute has to be enforced within a maximum time limit of days.
A	Three hundred sixty five
B	Thirty
C	One hundred Eighty
D	Sixty
768	The appropriate section of Industrial disputes act applicable to matters related to strikes and lockout is
A	Section 22 and 23
B	section 7
C	section 25
D	None of the above
769	Identify the unfair labour practice from the following;
A	Lock out of factory

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B	Lay off of worker
C	Employer taking active interest in organising trade union of workmen
D	None of A,B & C
770	An electrician after an accident at work place loses his capacity to perform the duties of electrician for one month. Under which category, the disablement can be classified?
A	Total and Permanent
B	Total and Temporary
C	Partial and Permanent
D	Partial and Temporary
771	A minor according to Workmen Compensation Act is equivalent to which of the following identity of Factory Act?
A	Adolescent
B	Young person
C	Both of A & B
D	None of A & B
772	How much compensation is due in case of an accident in a factory resulting in total disablement of worker for two days?
A	Two month wage
B	No compensation other than medical expenses and paid leave
C	Two day wage
D	Only medical expenses
773	The authority to settle workmen compensation issues as per the provision of workmen compensation Act is
A	Presiding Officer
B	Factory Inspector
C	Commissioner of Work men's compensation
D	None of A,B & C
Answ er	optionc
Mark s:	1
774	In case of any appeal against an order by commissioner of Workmen compensation Act, the party has to approach
A	Industrial tribunal
B	Labour Court
C	National Tribunal
D	High Court
775	Complete deafness due to injury in an accident deprives the workmen of
A	100% earning capacity
B	50% earning capacity

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C	80% earning capacity
D	75% earning capacity
776	According to provision of workmen compensation Act, the multiplying factor for working out the lump sum compensation _____
A	Increases with age of workmen
B	Increases with years of service of workmen
C	Decreases with age of workmen
D	Decreases with years of service of workmen
777	Occupational diseases are listed in schedule of workmen compensation Act.
A	One
B	Four
C	Two
D	Three
778	The schedule III of workmen compensation Act enlists _____
A	Temporary injuries
B	Occupational Diseases
C	None of A & B
D	Both of A & B
779	Which of the following is not included in the wage of the employee ?
A	House rent allowance
B	Employer contribution to pension fund
C	Traveling allowance
D	Both B & C
780	Minimum Wage comprises of how many components?
A	Five
B	Two
C	Three
D	Four
781	How many classes of employment are there in Maharashtra?
A	Three
B	Two
C	Four
D	None of A,B & C
782	Adherence to the provisions of minimum wages Act is verified by
A	Labour Commissioner
B	Factory Inspector
C	Both of A & B

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D	None of A & B
783	The clerical category of employment is equivalent to which of the following categories?
A	Semiskilled
B	Skilled
C	Highly Skilled
D	Unskilled
784	In case it is noticed during factory inspection that the drinking water facility is located very close to wash rooms, then the factory has defaulted under which of the following provision of Factory Act?
A	Safety
B	Health
C	Welfare
D	Working Hours
785	There are 162 employees in a factory. The workers after working for four hours, break for lunch. They assemble at the open space in shop floor and eat their lunch. In the above narrative, which of the welfare provision of Factory Act is violated?
A	Canteen facility as workers eat at work place.
B	Shelter / Rest room facility as workers eat at work place
C	Both of A & B
D	None of A & B
786	Lunch break is provided after four hours of work in a factory and the workers are instructed to report back to work in twenty minutes for the post lunch session. In the above narrative, which provision of Factory Act is violated?
A	Welfare
B	Health
C	Working Hours
D	None of A,B & C
787	An employer decides to withdraw the transport facility given to the employees. He gives a one month notice to employees and offers to compensate them with allowance to cover travel expenditure through public transport. Which provisions of industrial disputes Act support this Act of employer?
A	Authorities under the Act
B	Notice of Change
C	None of A & B
D	Both of A & B
788	Manpower planning is the function
A	strategic
B	operational
C	low level
D	high level

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789	An employee retired from a factory has a dispute with the management regarding his gratuity amount. Which authority he has to approach for stelement of the issue?
A	Industrial tribunal
B	Labour Court
C	Both of A & B
D	None of A & B
790	An employer is active in the trade union activities. The employer transfers him to another location of the factory with an intention of distancing him from the trade union. Identify the provisions of Industrial dispute Act applicable.
	PROCEDURE, POWERS AND DUTIES OF AUTHORITIES and First
A	Schedule
B	Strikes / Lock outs
C	Unfair Labour Practices
D	None of A,B & C
791	A worker while carrying out his work in a factory meets with an accident resulting in the loss of his thumb in his right hand. According to the provisions of workmen compensation Act, the injury to the worker can be classified as
A	Permanent Total disablement
B	Temporary total disablement
C	Permanent partial disablement
D	Temporary partial disablement
792	A worker of a maintenance contractor engaged in servicing of exhaust fans in the shop floor meets with an accident and is totally disabled temporarily. According to provisions of Workmen compensation Act, is the employer of the factory is liable for compensation to the maintenance worker?
A	No, as he is from the contractor's employee
B	Yes, as he is working in the place of work is
C	No as the work performed is not regular work of factory
D	Both of A & C
793	Under which of the following cases, an employer is liable for penalty as per the provisions of Workmen compensation Act?
A	When Employer fails to send statement on accident to commissioner
B	Employer fails to submit return of injuries and compensation paid.
C	None of A & B
D	Both of A & B
794	A worker in a factory has eight hours of work in an ordinary day of work. However, on a particular day, the worker finished the work assigned to him in six hours and leaves the work place as no further work was assigned. Is the worker eligible for full day wage?
A	No, ashea has not worked for eight hours
B	No, he left work place early.

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C	Yes, as employer did not assign him sufficient work
D	None of A,B & C
795	A worker in a factory works as skilled employee for half day and semi skilled employee for rest of the day as per the requirement of work place. Which of the following wage can be correct for the worker?
A	Wage of semi skilled worker for the whole day
B	Wage of skilled worker for the whole day
C	Wage of skilled worker for half day and wage of semi skilled worker for remaining half day
D	Both of B & C
796	This is a narrative about a factory having 300 workers out of which 70 are women. The workers have to bring their lunch as there is no canteen facility. One woman has a son aged 12 years and she has requested for permission to accommodate him in Creche after his school hours. Her request is rejected.
	Identify the provisions of Factory Act that are violated.
A	Safety and Health
B	Welfare in respect of canteen
C	Welfare in respect of Canteen and Creche
D	None of A,B & C
797	Select the correct match of Provision and the corresponding condition from the following;
A	Health - Ventilation, Safety - Protection to eyes
B	Welfare- Fire protection, Safety- Exposure to toxic substance
C	None of A & B
D	Both of A & B
798	The manufacturing process in a factory involves large number of risky operations. The number of workers in the factory is six hundred forty six. Decide whether there is necessity for the appointment of a safety Officers in the Factory.
A	Not necessary as the number of employees is less than Thousand
B	Absloutely necessary as the process involves risky procedures.
C	Not necessary as individual process have safety measures
D	Can not decide as data is insufficient.
799	A factory undertakes manufacturing process classified under the hazardous. Identify the condition under provisions of Factory Act is applicable to the factory?
A	Site appraisal Committee appointment
B	Compulsory disclosure of information by the occupier.
C	None of A & B
D	Both of A & B

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800	Calculate the available leave with wage as balance of a worker from the following data. He has worked 240 days per year for four consecutive years. He has availed 14 days of leave with wage during the four years of his service.
A	48 Days
B	24 days
C	34 days
D	40 days
801	Identify the correct statement applicable to the narrative below; "A worker working in a factory having 45 workers has a grievance to be addressed. He approached the grievance redressal cell in the factory with his complaint. The grievance redressal committee gave its decision in three weeks. However, the employee was not satisfied by the decision and approached the employer who disposed off the grievance after five weeks."
A	There is no provision like this, the employee has to approach Labour court.
B	The process of grievance redressal is perfectly alright.
C	The grievance redressal cell has delayed its decision
D	The employer has delayed his decision.
802	The workers of a Factory have a dispute referred to Conciliation board. The proceedings of the board are concluded and the settlement has not been arrived. Hence the workers proceed on strike from the next day of conclusion of conciliation procedure. In the above narrative, identify the violation of provision of industrial dispute Act.
A	Non settlement of dispute in conciliation process.
B	Strike by workers within sevendays of conclusion of conciliation process.
C	Both of A & B
D	None of A & B
803	A factory employing about 50 workers continuously for more than one year is facing slow down. In view of the situation, the factory lays off the workers for a period of 15 days after which the factory is expecting fresh orders after 15 days. In this situation, the workers of the factory are liable to
A	Full salary for the entire fifteen days of lay off
B	Half of total wage they were paid before lay off
C	No wage is payable as they are going to be joined shortly
D	The lay of period will be treated as leave without pay
804	A worker in a factory having continuous service of more than one year is laid off by the management as he was slowing down production as per directives of trade union instructions. Is the worker liable for lay off compensation?
A	Yes, half of his total wage before lay off
B	No, as he is part of strike.
C	The worker is not to be laid off at all
D	None of A,B & C
805	Select the appropriate condition for retrenchment of worker with more than one year continuous service.

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A	Notice for retrenchment in prescribed manner is served as per Government guidelines
B	Worker is paid retrenchment compensation.
C	Retrenchment notice period has expired and the worker is paid for the notice period.
D	All of the above
806	Which of the following acts can be classified as unfair labour practice?
A	Wrongful dismissal of worker
B	Not paying Allowances due
C	Establishing management sponsored trade union.
D	All of A, B & C
807	In case of death of a worker in a factory, who among the following are eligible as dependent to receive the compensation?
A	Widowed Mother of worker
B	Widow of worker
C	Both of A & B
D	married daughter of worker
808	In case of death of a worker in a factory, the amount of compensation to the dependent of worker is calculated by which of the following method?
A	Forty percent of monthly wage of worker multiplied by relevant factor
B	Fifty percent of monthly wage of worker multiplied by relevant factor
C	Monthly wage of worker multiplied by relevant factor
D	None of A,B & C
809	Select the correct fact from the following in relation to the relevant factor used for calculating amount of compensation using the monthly wage.
A	The relevant factor increases with the age of dead / injured worker
B	The relevant factor decreases with the age of dead / injured worker
C	The relevant factor remains same with the age of dead / injured worker
D	Decreases with the monthly wage of the worker
810	In order to calculate the compensation amount of a worker injured permanently with total disablement, select the correct methodology from the following.
A	Forty percent of monthly wage of worker multiplied by relevant factor
B	complete monthly wage of worker multiplied by relevant factor
C	Fifty percent of monthly wage of worker multiplied by relevant factor
D	None of A,B & C
811	The award by commissioner appointed as per the provision of Workmen compensation Act has divided the compensation among the number of dependents. Some of the dependents are not satisfied with the division. Suggest the authority for appeal against the compensation award.
A	Industrial tribunal
B	Labour court
C	High court

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D	Any of A, B & C
812	Which of the following is correct to decide the compensation claim by the family of dead worker. The worker died on account of fall from high platform as he had not fastened safety belt.
A	Pay compensation equal to forty percent of monthly wage of worker multiplied by relevant factor.
B	Pay compensation equal to fifty percent of monthly wage of worker multiplied by relevant factor.
C	Pay no compensation as the worker has disregarded safety tool provided to him
D	None of the above
813	Separate out the injury which does not come under permanent total disablement from the following.
A	Loss of both hands
B	Loss of a hand and foot
C	Amputation through Shoulder joint
D	Both of B & C
814	Suggest the factor which controls the compensation amount for a worker in case of permanent disablement which is not total.
A	Loss of limbs
B	Percentage loss of earning capacity
C	Loss of fingers
D	None of the above
815	The correct option among the following arranging the injuries in the descending order of the percentage loss of earning capacity is
A	Loss of thumb - Loss of four fingers in one hand- Loss of all toes in one leg- Loss of one eye
B	Loss of one eye- loss of thumb- Loss of four fingers in one hand - loss of all toes in one leg
C	Loss of all toes in one leg - Loss of four fingers in one hand - Loss of one eye - Loss of thumb
D	Loss of four fingers in one hand - Loss of one eye - Loss of thumb - Loss of all toes in one leg.
816	Frequent revision is necessary in which of the following wage component?
A	Variable Dearness Allowance (VDA)
B	House rent allowance (HRA)
C	Basic wage
D	All of A, B & C
817	According to minimum wages Act, the employer is liable for penalty and punishable with imprisonment under which of the cases?
A	For violation of Section 13 on fixing hours of work
B	For non payment of currently applicable minimum wages
C	Both of A & B
D	None of A & B
818	According to Maslows need hierarchy theory which of the following are not higher level needs
A	physiological needs
B	social and belongingness needs

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C	social esteem needs
D	self actualization needs
819	As per maslows need hierarchy theory, Physiological needs and security needs are
A	lower level needs
B	middle level needs
C	higher level needs
D	all of the above
820	Material requisition form is used to
A	procure material from supplier
B	supply material to workstation
C	keep record of material received
D	All of the above
821	The standard form to keep material received report is
A	material requisition form
B	Raw material received report
C	raw material inter-processing form
D	job description
822	which of the following type of form helps to maintain sufficient level of inventory?
A	job description
B	machine planning
C	raw material inter-processing form
D	issue of tools
823	Job description form will give
A	the detail idea about the job to be performed
B	the number of worker required
C	the tools required
D	machines to be used
824	Which of the following is not a part of motivation
A	verbal and non verbal motivation
B	Positive and negative motivation
C	monetary and non-monetary motivation
D	None of the above
825	Allotment of task to the individual has been done by---
A	production manager
B	supervisor
C	CEO
D	plant manager

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826	These factors affects the workers motivation
A	Attitude
B	Interest
C	Needs
D	All of the above
827	Which of the following is not an example of positive motivation
A	bonus
B	disciplinary action
C	salary
D	promotion
828	find odd thing out with respect to type of motivation
A	pension
B	profit sharing
C	job security
D	employee stock option
829	find odd thing out with respect to type of communication
A	memos
B	agenda
C	rumours
D	appeals
830	If the given task to the individual is very complex then--
A	task is cancelled
B	alternate work is given
C	task is divided among group of the workers
D	All of the above
831	which of the following is a form of written communication?
A	circular
B	memos
C	report
D	All of the above
832	matching human needs with job needs is the concept in
A	manpower planning
B	material planning
C	machine planning
D	resource planning
833	Choose the correct statement

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	1) Operator plans the capacity of machine
	2) Supervisor is working as Engineer, manager as well as team leader
A	Both correct
B	Both wrong
C	only 1 is correct
D	only 2 is correct
834	Advantages of prescribing standard form in planning is/are
A	Standerdization
B	systematic planning
C	factual information
D	All of the above
835	which of the following are not the characteristics of personal counselor
A	motivational approach
B	fixed mindset in any situation
C	leadership skills
D	problem solving nature
836	Possible mistakes can be predicted by using
A	complexity of used technology
B	comparing deviations with actual results
C	analysing workers attitude
D	All of the above
837	An industry is selling a product for Rs. 10 per unit. The fixed cost for assets is Rs. 40000 with variable cost of Rs. 6 per unit. How many units should be produced to break even?
A	8000
B	10000
C	12000
D	20000
838	In preparing budget-----department plays a key role
A	finance
B	human resource
C	sales
D	marketing
839	Material budget insures-----
A	low risk of inventory planning
B	highest purchase lead time
C	low transportation cost
D	All of the above

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840	a hierarchy of command and control is
A	Responsibility
B	Authority
C	Leadership
D	None of the above
841	MRP and JIT methods can be also used for preparing----- budget
A	Material
B	Cash
C	manpower
D	Production
842	Material budget analyses the.....
A	material requirement
B	material prices
C	both A & B
D	non of the above
843	Principle of organization shows that ___ and ___ should go hand in hand.
A	Authority,Responsibility
B	Authority, Simplicity
C	Authority, Flexibility
D	Authority, stability
844	In direct material budget, direct materials includes
A	supplies needed for manufacturing
B	raw material
C	stores
D	All of the above
Answer	optiond
845	Major objective of marketing management is
A	Creation of demand
B	Customer satisfaction
C	Market share
D	All of the above
846	Which of the following factors affect material budget
A	material cost
B	manpower
C	both A & B
D	non of the above

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847	Manpower budget is related to
A	planning of manpower requirement
B	planning of manpower supplies
C	both A & B
D	non of the above
848	Manpower budget includes funds allocated to-----
A	salaries
B	training
C	workforce engagement
D	All of the above
849	Science,Not rule of thumb, this principle of management is given by
A	James Lundy
B	Henry Fayol
C	Koontz
D	F.W.Taylor
850	HR budget use which of the following data from every department
A	financial information
B	performance results
C	historical data
D	All of the above
851	Training and development and employee turnover rates is the essentials of
A	Manpower budget
B	capital budget
C	material budget
D	non of the above
852	Information in the HR budget includes--
A	forecasting on number of employees
B	salary data
C	new benefits programs
D	All of the above
853	A reporting relationship in which an employee receives orders from, and reports to, only one supervisor is known as:
A	Line of authority
B	Centralization
C	Unity of direction
D	Unity of command

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854	Staffing refers to:
A	Measuring performance
B	Managing the positions
C	Management in action,
D	Making strategic plans
855	Effect of ignoring manpower budget is
A	material shortage
B	labour shortage
C	time shortage
D	money shortage
856	Hire workers at higher salary is the effect of
A	ignoring manpower budget
B	recession
C	lock outs
D	All of the above
857	External information is more useful for..... managers :
A	Top level
B	Middle level
C	Link level
D	lower level
858	If one worker produces average 100 units of job per month and the demand for one month is 1000. The Salary of a worker is 1000 per month. Calculate the total labour cost.
A	10000
B	10
C	100
D	1000
859	laying disciplinary standard in overall working helps to
A	reduce loss
B	avoid misconduct
C	improves quality of product
D	All of the above
860	laying disciplinary standards through way of disciplinary action is an example of which type of motivation
A	intrinsic motivation
B	positive motivation
C	negative motivation
D	extrinsic motivation

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861	Advantage of working in group is
A	protecting themselves from stress and danger
B	high salary
C	job satisfaction
D	both A & C
862	Which are the possible ways of laying disciplinary standards
A	Award disciplined practices
B	Define standard for Zero error in quality
C	Training for every discipline workers
D	All of the above
863	Controlling is _____ function
A	Primary
B	Goal Oriented
C	A & B both
D	Last
864	Controlling helps in _-
A	Accomplishing organization standards
B	improving employee motivation
C	Making optimum use of resources
D	All of the above
865	Group members must gives first priority to ----
A	personal interest
B	organizational interest
C	leader interest
D	non of the above
866	The objectives of quality control activity is to not to
A	Reduce delay in material receiving
B	assign simple work to only selected workers
C	do inventory management
D	avoid machine breakdown
867	Formal groups are based on -----
A	specialization of workers
B	similarity of skill sets
C	both A & B are correct
D	both A & B are wrong
868	External sources of information to quality control department includes
A	Feedback from maintainance department

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B	Feedback from customer regarding quality of product
C	Feedback from stores department
D	Feedback from human resource department
869	Committees, Project teams, Task force are the examples of -
A	Formal group
B	Informal group
C	membership
D	friendship group
870	In controlling process the standards can be _term
A	Qualitative
B	Quantitative
C	A & B both
D	None of the above
871	Quantitative standards in setting performance standard can be in terms of
A	Revenue to be earned
B	Product units to be produced and sold
C	Time to be spent in performing task
D	All of the above
872	Example of formal groups are---
A	Technological group
B	interest group
C	reference group
D	All of the above
873	Qualitative standards in setting performance standards can not include
A	Cost to be incurred
B	Improving good will of worker
C	Improve motivation level of worker
D	Being flexible to be modified whenever required
874	Identify the informal group from below
A	Committees
B	project teams
C	task forces
D	interest group
875	Methods of measurement of actual performance does not include
A	View past performance of worker, ask them reasons and stop their salary so that they will leave company
B	Preparing current performance report of the worker

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C	Measuring company performance
D	Inspect every unit or sample meeting quality standard
876	Break even point in break even analysis can be calculated as
A	Fixed cost / selling price per unit - variable cost per unit
B	Sales (units) * Cost per unit - Fixed cost
C	Sales (units) * Cost per unit
D	None of the above
877	Break even point in break even analysis means
A	point at which their is no profit no loss
B	point at which their is only profit no loss
C	point at which their is only loss
D	point above which their is no profit only loss
878	with the help of break even analysis we can determine relationship between
A	cost and profit only
B	cost, volume and profit
C	profit only
D	cost only
879	Which of the following are characteristics of Break Even Point ?
A	There is no loss and no profit to the firm.
B	Total revenue is equal to total cost.
C	Contribution is equal to fixed cost.
D	All of the above
880	Given selling price is Rs 10 per unit, variable cost is Rs 6 per unit and fixed cost is Rs 5,000. What is break-even point?
A	500 units
B	1000 units
C	1250 units
D	None of the above
881	At breakeven point
A	Total expenses = Total revenue
B	Total expenses > Total revenue
C	Total expenses < Total revenue
D	None of the above
882	Which is the advantage of group dynamics
A	It creates good and pleasant work environment
B	pramotes creativity
C	enhances mutual cooperation

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D	All of the above
883	The breakeven point is obtained at intersection of
A	Total revenue and Total cost line
B	Total cost and variable cost line
C	Variable cost and fixed cost line
D	Fixed cost and total cost line
884	Which are the disadvantages of group dynamics
A	It resist work innovation by resisting change in work method
B	It may lead to unequal participation in a group
C	It reduces need of close supervision
D	both A & B are correct
885	Analysis which focuses on firms profitability is classified as
A	loss analysis
B	marginal analysis
C	production analysis
D	break even analysis
886	The written statement which include all detailing about work to be performed by worker is called as-----
A	human needs
B	job needs
C	job description
D	non of the above
887	Identify type of prescribed form to be handled by supervisor
A	Material requisition form
B	Raw material interprocessing form
C	raw material received report
D	job description form
888	Identify given type of prescribed form to be handled by supervisor
A	Material requisition form
B	Raw material received report
C	Raw material interprocessing form
D	Job description form
889	Identify type of prescribed form to be handled by supervisor from following options
A	Material Requisition form
B	Raw material interprocessing form
C	Raw material received report
D	Job description form

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890	Factors which leads to extreme satisfaction are
A	Salary
B	security
C	Status
D	All of the above
891	Identify type of prescribed form to be handled by supervisor while working
A	job description form
B	material handling form
C	material received form
D	machine planning form
892	Identify type of prescribed form to be handled by supervisor during completion of work
A	material reception form
B	machine planning form
C	job description form
D	issue of tools form
893	Identify type of prescribed form to be handled by supervisor at workplace
A	job description form
B	machine planning form
C	issue of tools form
D	material receiving form
894	Purpose of issue of tools form during planning is to ____
A	guide to have maintainance of over utilised tools
B	locate the tools which are accompanied by other worker
C	A & B both
D	None of these
895	Machine planning form tell the supervisor that
A	For how much time machine is utilized
B	all technical details of machine
C	schedule maintainance of overutilized machines
D	All of the above
896	form allows supervisor to transfer raw material from one person to another person or from one department to another department
A	Raw material received report
B	Raw material inter processing form
C	Raw material required form
D	material planning form

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897	In Raw material received report if the quality of material received does not meet the quality conditions then it should be returned back to
A	Supplier
B	Customer
C	Top management
D	Worker
898	Prescribed standard forms while planning helps supervisor to
A	avoid confusion and give clarity of work
B	keep systematic documentation of all activities
C	bring standardization in work and effective utilization of resources
D	All of the above
899	Startups can have _type of budgeting
A	Zero based budgeting
B	Kaizen budgeting
C	base budgeting
D	None of the above
900	Suppose Materials Required for Production is 4000, Desired Ending Inventory at end of month is 1000 and beginning inventory is 500.. Determine total cost of purchased material if total cost per unit is 10 Rs
A	40000
B	45000
C	50000
D	100000

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901	Suppose we have to do production for 3 months with 100, 200, 250 units in January, February, march month respectively.. The labour cost per unit is 2, 2.5 and 2 Rs in January, February, march month.
	Find average labour cost incurred per month in manpower budget
A	300
B	400
C	500
D	600
902	budget should be prepared before preparing manpower budget
A	production
B	master
C	fixed
D	variable
904	Tangible changes are concerned with changes in-
A	Technology
B	Size of organization
C	Specialization of work
D	All of the above
905	According to factory act, all inside walls and partitions, all ceiling tops of rooms, passage and staircase to be repainted once in years
A	7
B	3
C	5
D	10
906	The unbroken line of authority from the highest level to the lowest level is called
A	Scalar Chain
B	Unity of Command
C	Unity of Direction
D	All of the above
907	Which of the following is not a provision of Factory Act?
A	Ventilation and temperature
B	Lighting
C	fixation and revision of minimum wages
D	drinking Water
908	Initiative includes
A	Employee suggestions
B	New ideas
C	solution to a problem

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D	All of the above
Answer	optiond
Marks:	2
909	A factory should employ a welfare officer if it is having minimum number of workers
A	150
B	500
C	250
D	100
910	which fayols principle of management is explained by following figure
A	Scalar Chain
B	unity of direction
C	centralization
D	unity of command
Answer	optiona
Marks:	2
911	MSBTE board is _____ controlling organization for all colleges affiliated to MSBTE
A	centralized
B	decentralised
C	non unique
D	All of the above
912	According to factory act, which of the following part should be securely fenced by safeguards.
A	Parts of electrical generator, motor etc.
B	Parts of transmission machinery
C	Dangerous parts of any other machinery
D	All of the above
913	which of the following function is not a part of staffing activity
A	training and development
B	selection and recruitment
C	preparing job analysis, job description etc
D	All of the above
914	lower level of management has highest percentage of
A	Administration
B	Management
C	Organization
D	All of the above

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915	managerial skills can be
A	learned by practice
B	improved by giving practical exposure to worker
C	of theoretical importance
D	A and B both
916	A worker will get overtime wages at the rate of twice his ordinary rate of wage, if he works more than hours ____ in any week
A	48
B	50
C	45
D	None of the above
917	----- includes cleanliness in work area and rest area.
A	SOP
B	PPE
C	Housekeeping
D	None of the above
918	----- is a legal document that provides logical sequence of steps to perform an activity.
A	PPE
B	SOP
C	Housekeeping
D	None of the above
919	It is not necessary to report ----- accidents to management.
A	Reportable
B	Minor
C	Major
D	Fatal
920	If a Occupier or Manager fails to produce registers or other document on demand by Inspector and prevents any factory worker from being examined by the Inspector he will be punishable with.....
A	Rs. 10000
B	Rs. 15000
C	Rs. 25000
D	Rs. 20000
921	The government of India has set up the second national labour on
A	15 th December 1999
B	15th October 1999
C	17th september 1999
D	15th June 19999

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922	----- is an example of unsafe working condition.
A	Poor discipline at workplace
B	Oily surface
C	Lack of safety awareness
D	Untrained worker
923	Carbon dioxide is not used for which class of fire?
A	class A
B	Class B
C	Class C
D	Class E
924	DGMS stand for
A	Directorate of Goods for Mining Safety
B	Directorate General of Measurement and Safety
C	Directorate General of Mines Safety
D	None of the above
925	Which of the following is a cause of dispute:
A	Economic cause
B	Technical Cause
C	Social Cause
D	All of the above
926	Lock-out means:
A	Termination of the service of worker
B	refusal of employer to continue to employ workers in his industry
C	Closing of place of employment
D	None of the above
927	Retrenchment does not include.....
A	Voluntary retirement of the worker
B	Termination of services on reaching the age of superannuation
C	Termination of services on the ground of continued ill health
D	All of the above
928	The work committee shall be formed in any industry that have employed minimum workers in preceding 12 months.
A	100
B	150
C	200
D	250
929	A worker having more than one year of continuous service under an employer, if is laid off, shall get compensation equal to

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A	40% of the total of his basic wages and dearness allowance
B	40% of the total of his basic wages
C	50% of the total of his basic wages and dearness allowance
D	None of the above
930	According to Minimum Wages Act, government may provide a day for rest in every period of days
A	6
B	7
C	8
D	10
931	Which one of the following activity does not require a work permit?
A	Carrying tools to the tool room
B	High risk activity
C	Pressure testing
D	Work near energized lines
932	Get the odd one out:
A	Issuer
B	Foreman
C	Field operator
D	Executor
933	The sole purpose of work permit is:
A	To finish the work quickly
B	To avoid accident
C	Increase efficiency
D	None of the above
934	The fire drill should be conducted on a :
A	Holiday
B	National holiday
C	Working day
D	None of the above
935	With reference to a fire drill, which one of the following statement is incorrect?
A	Small fire is created in a fire drill
B	Employees get to know causes of fire
C	Employees get to know ways of extinguishing a fire
D	All of the above
936	Get the odd one out:
A	Oil
B	Grease

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C	Acid
D	Solvent
937	Cooling effect of water is essential for:
A	Fire involving ordinary combustible matter
B	Fire in flammable liquids
C	Fire involving gaseous substances
D	Fire involving metal
938	A blanketing effect is essential for:
A	Fire involving ordinary combustible matter
B	Fire in flammable liquids
C	Fire involving gaseous substances
D	Fire involving metal
939	It is necessary to dilute the burning gas for:
A	Fire involving ordinary combustible matter
B	Fire in flammable liquids
C	Fire involving gaseous substances
D	Fire involving metal
940	Special extinguishing medium is essential for:
A	Fire involving ordinary combustible matter
B	Fire in flammable liquids
C	Fire involving gaseous substances
D	Fire involving metal
941	The electrical nonconductivity of the extinguishing media is important for:
A	Fire involving ordinary combustible matter
B	Fire in flammable liquids
C	Fire involving gaseous substances
D	Fire involving electrical equipment
942	Get the odd one out:
A	Nitrogen oxide
B	Sulphure dioxide
C	Carbon dioxide
D	Arsenic hydride
943	Which one of the following is not a mechanical hazard:
A	Improper use of tools
B	Improper ventillation
C	Unsafe clothing
D	Short circuit

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944	Which one of the following is not applicable to Good housekeeping:
A	Minimises discomfort to employees
B	Reduces chances of fire
C	Refers to cleanliness
D	Extinguishes fire

Wishing All The Best

Thank you
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