

QUESTIONS FOR PRACTICE

MCQ

- Q1.** The following is not an objective of management
 (a) earning profit
 (b) growth of the organisation
 (c) providing employment
 (d) policy making
- Q2.** Coordination is
 (a) function of management
 (b) the essence of management
 (c) an objective of management
 (d) None of the above
- Q3.** Which of the following is not an importance of management?
 (a) Management increases efficiency
 (b) Management helps in achieving individual goals only
 (c) Management creates a dynamic organization
 (d) Both (a) and (c)
- Q4.** Ajay is working as an operations manager in WH Ltd. What is the managerial level at which he is working?
 (a) Top (b) Middle level
 (c) Lower level (d) Shop floor
- Q5.** To conserve tigers, Airtel started an earnest awareness campaign 'Save our Tigers'. Which objective of management is highlighted here?
 (a) Organisational (b) Social
 (c) Personal (d) Both (b) and (c)
- Q6.** In Tysfo Ltd. the purchase department purchased 20 tonnes of raw material for the production department. However, the production department required only 15 tonnes. Due to this reason, goods were produced beyond required level and were not accepted by sales department. As a result, many goods remained unsold. Identify the aspect of management lacking in the given case.
 (a) Planning (b) Coordination
 (c) Directing (d) None of these
- Q7.** Which objectives of management deals with the commitment of an organisation towards the society?
 (a) Personal objectives
 (b) Social objectives
 (c) Organisational objectives
 (d) Economic objectives
- Q8.** What is concerned with completing activities or achieving goals, within the prescribed time limit?
 (a) Process (b) Efficiently
 (c) Effectively (d) None of the above
- Q9.** Finance manager and marketing manager comes at which level of management?
 (a) Top level management
 (b) Lower level management
 (c) Middle level management
 (d) Either (a) or (c)
- Q10.** Which of the following is not an essential organisational objective of management?
 (a) Survival
 (b) Eco-friendly production
 (c) Growth
 (d) Profit
- Q11.** In order to achieve organisational goals, ... objectives should be integrated with organisational goals, as only satisfied employees will help in achieving organisational goals.
 (a) organisational (b) social
 (c) personal (d) None of the above
- Q12.** Which of the following highlights the importance of coordination?
 (a) Growth in size
 (b) Functional differentiation
 (c) Specialisation
 (d) All of the above
- Q13.** Without coordination, directing is impossible and of no worth if there is lack of coordination between superiors and
 (a) managers (b) directors
 (c) subordinates (d) All of these
- Q14.** The coordinates the activities of the whole organisation keeping in view the desired goals.
 (a) middle level management
 (b) top level management
 (c) lower-level management
 (d) All of the above
- Q15.** is a process through which harmony is established among different activities of an organisation.
 (a) Planning (b) Organising
 (c) Coordination (d) Either (a) or (b)
- Q16.** Which of the following functions are required to be carried out for successfully establishing coordination?
 (a) Planning and directing
 (b) Organising
 (c) Staffing
 (d) All of the above
- Q17.** is an important function of management as it ensures that right people with right qualification are employed at a right place.
 (a) Organising (b) Planning
 (c) Staffing (d) Directing
- Questions 18–19 contain two statements-- Assertion (A) and Reason (R). Each question has FOUR choices (a), (b), (c), (d), only one of which is correct.**
 In the light of these statements, choose the most appropriate option:
 (a) (A) is incorrect but (R) is correct.

- (b) (A) is correct but (R) is incorrect.
- (c) Both (A) and (R) are correct and (R) is the correct explanation of (A)
- (d) Both (A) and (R) are correct but (R) is not the correct explanation of (A).

Q18. Assertion (A): Management is multidimensional.

Reason (R): The effect of management is noticeable in the organization when targets are achieved according to the plans, employees are happy and satisfied, and there is order instead of chaos.

Q19. Assertion (A): Planning is that function of management which determines in advance what to do, how to do.

Reason (R): Directing is the last function of management.

Q20. Personal objectives are related with satisfying the personal needs of the employees. Management must seek to satisfy the diverse needs of employees like

- (a) financial needs, by giving competitive salary and perks
- (b) social needs, by peer recognition
- (c) higher level needs, by providing opportunities for personal growth and development
- (d) All of the above

SUBJECTIVE QUESTIONS

Q1. The management of Usha Ltd. strongly believes that the members of the organisation should work towards fulfilled the common organisational goals. This requires team work and integration of efforts of all individuals departments and specialists. This is because all the individuals and departments depend on each other for information and resources to perform their respective activities. Manager needs to reconcile differences in approach, timing, efforts and interest. At the same time it should enable all its members to grow and develop. Thus, there is a need to harmonise individual goals and organisational goals.

(i) State the concept of management discussed above.

(ii) State any three features of the concept identified in above para.

Q2. Vivek Ltd. is using eco-friendly method of production. Identify the objective it is trying to achieve.

Q3. If a manager is able to achieve the target of production of 5000 units but at a higher cost. Is he efficient or effective?

Q4. Dev argues that management is required in all kinds of organisations where as Mohan feels that management is not required in non-business organisations such as school, club, hospitals, etc. who is correct?

Q5. "An organisation is a collection of diverse individuals with different needs." Which characteristics of management are highlighted in this statement?

Q6. Rajan has retired from the post of a foreman in a factory. At what level of management is he working?

Q7. MNC Ltd. is facing a lot of problems these days. The company's profit margin is declining day by day. The production manager is blaming marketing management whereas marketing is blaming both. What quality of manager do you think is lacking? Explain it briefly.

Q8. Hema is one of the most successful managers of her company, 'Nexon Ltd'. She uses her creativity and initiative in handling challenging situations at work. The knowledge gained by her during her student days at a renowned management institute as well as through her observation and experience over the years is applied by Hema in a skillful manner in the context of the realities of a given situation. She often reads books and other literature in various fields of management to keep her knowledge updated.

(i) An aspect of the nature of management is being highlighted in the above description. Identify the aspect.

(ii) Explain any three features of the aspect identified in part (i).

Q9. Feel India Ltd. decided to synchronize all the activities of organisation. While deciding what is to be done, when it is to be done, they tried to bring harmony between organisational goal and individual goal. While hiring employees HR department made sure people with right qualification only joined the organisation and they are paid as per their qualification. Further the directors made arrangement that at the end of every three months performance of the employees is compared with planned performance so that steps can be taken to check the deviation.

(i) Identify the three functions of management highlighted in above para.

(ii) Also identify the concept of management that gives importance in above para.

Q10. Rohan, Sohan and Mohan are three friends they work in same company. One day they were having a conversation. When Rohan said I have purchased two new machines and it has become very difficult to motivate workers at shop floor to use these machines. Sohan said I am facing problems in finding the exact number and types of employees for my department. Mohan said I have to decide the long the plans of organisation and I am responsible for the overall welfare of the organisation.

(i) Identify different levels of management these friends belong to.

(ii) Explain any two functions of each level.



HOMEWORK

MCQ

- Q1. Successful organisations do not achieve goals by chance but by following a deliberate process known as
(a) Planning (b) Co-ordination
(c) Controlling (d) Management
- Q2. Management is essential for the organisations which are
(a) Non-profit organisations (b) Service organisations
(c) Social organisations (d) All of the above
- Q3. Ramesh is manager of PQR Ltd. He noticed that changes were taking place in the market, due to which company's future can be in danger. He started adopting changes in its product design and starting producing goods as per the taste and preference of consumers and he got support of all workers also. He did everything which he could do. Identify the feature of management highlighted in the above para.
(a) Management is goal-oriented process
(b) Management is all pervasive
(c) Management is Multidimensional
(d) Management is a Dynamic function
- Q4. People in the organisations carry out diverse tasks with the aim to achieve
(a) Different objectives (b) Common objectives
(c) Both of the above (d) None of the above
- Q5. Successful management ensures that
(a) Goals are achieved with least cost
(b) Timely achievement of goals
(c) Both of the above
(d) None of the above
- Q6. Mr. Hitesh is working as a foreman in a garment manufacturing unit and he supervises 10 employees under him and makes day to day production plan and other activities. At which level of management he is working ?
(a) Top level Management
(b) Middle level Management
(c) Supervisory Management
(d) Can't say
- Q7. An organization in Germany needs to be managed as much as an organization in India. Though the way they manage would vary due to differences in culture, traditions and history. Name the feature of management referred above.
(a) Management is all pervasive
(b) Management is a dynamic function
(c) Management is a group activity
(d) Management is goal oriented process
- Q8. Lakhan works as a production manager in Naresh Enterprises Limited. He has been given the task of getting 1000 units of hand woven table mats manufactured at the cost of ₹150 per unit within 10 days. In order to be acknowledged as an effective manager, he must ensure that
(a) The cost of production is ₹150 per unit but work is completed in 15 days
(b) The work is completed within 10 days even at higher cost per unit
(c) The cost of production is less than ₹150 per unit and work is completed in 11 days
(d) All of the above
- Q9. Sita is working as a marketing manager in a company, she has been given the task of selling 100000 units of a product at the cost of ₹100 per unit within 20 days. She is able to sell all the units within the stipulated time, but had to sell last 1000 units at 20% discount in order to complete the target. In such a situation, he will be considered to be
(a) An efficient manager
(b) An effective manager
(c) Both effective and efficient manager
(d) None of the above
- Q10. Yash Ltd. is facing a lot of problem these days. It manufactures electronic goods like washing machines, microwave ovens, refrigerators and air conditioners. The company's margins are under pressure and the profits and market share are declining. The production department blames marketing department for not meeting sales targets and marketing department blames production department for producing goods, which are not of good quality to meet customer's needs. The finance department blames both production and marketing departments for declining return on investment and bad marketing. What quality of management do you think the company is lacking?
(a) Coordination (b) Decentralisation
(c) Delegation (d) None of the above
- Q11. Ramesh Enterprises Limited is planning to increase its sales by 30% in the next quarter. Identify the feature of management being highlighted in the given statement.
(a) Management is all pervasive
(b) Management is a goal oriented process
(c) Management is a continuous process
(d) All of the above
- Q12. Management is equally important to run a political organisation as it is to run an economic organisation. Which feature of management is being reflected in the given statement?
(a) Management is goal oriented
(b) Management is multidimensional
(c) Management is all pervasive
(d) Management is a group activity
- Q13. Management translates the works to be carried out in terms of goals to be achieved and assigns the means to achieve it. This statement relates to
(a) Management of work
(b) Management of people
(c) Management of operations
(d) All of the above



- Q14.** Which of the following statements highlights that management is a group activity?
- Organisation is a collection of diverse individuals with different roles.
 - Achievement of common goal requires teamwork and co-ordination of efforts in a common direction.
 - Each member of the organisation may have different individual goals but they must travel together towards common goals.
 - All of the above
- Q15.** Keeping in view the changes in the consumer demands and preferences 'Tushar Bakery' has reduced the sugar and fat content in its products. This approach of business shows that management is
- An intangible force
 - A group activity
 - A dynamic function
 - A multidimensional activity
- Q16.** Which of the following is not an organisational objective of management?
- Earning enough revenue to cover costs
 - Earning sufficient profits to cover risks of business
 - Increase in the prospects of business in the long run
 - Providing free education to their employees children
- Q17.** Management of Globus Ltd. fulfils all its objectives and the organization is able to work effectively and efficiently. It is using environment friendly methods of production and disposing off the waste material either by recycling it or using the same for landfill in such a manner that the aquatic life is not disturbed. It also provide employment opportunities to the disadvantaged sections of the society. Identify the objective of management of Globus Ltd. which it wants to fulfil by doing the above activities.
- Personal Objectives
 - Organisational objectives
 - Social Objectives
 - Both (a) and (b)
- Q18.** Management is considered to be an art because
- The principles of management have universal validity
 - The principles of management have universal application
 - Different principles of management are brought into effect differently by different managers
 - It is not important for the practising managers to be a member of a professional association.
- Q19.** Your elder brother is working as a finance manager in a multi-dimensional company. State the level of management he is working at?
- Top level management
 - Bottom level management
 - Middle level management
 - Can't say
- Q20.** Which of the following is a function of top level management?
- Ensuring quality of output
 - Assigning necessary duties and responsibilities to their departments
 - Taking responsibility for all the activities of the business and its impact on the society
 - Ensuring that the safety standards are maintained within the organisation.
- Q21.** Which of the following statements does not pertain to middle level management?
- They are responsible for all the activities of the operational managers.
 - They are responsible for the welfare and survival of the organisation.
 - The interpreter the policies made by top level managers
 - Co-operate with other departments for the smooth running of the organisation.
- Q22.** Which of the following statements is not true for lower level management?
- Analyse the business environment and its implications for the survival of the business.
 - Ensure the quality of the output
 - They strive to reduce the wastage of resources
 - They ensure that the safety standards are maintained within the organisation.
- Q23.** Identify the level of management which does not interact with the work force directly.
- Supervisory management
 - Operational management
 - First line managers
 - Middle level management
- Q24.** This level of management serves as a link between top level managers and first line managers.
- Supervisory level management
 - Operational management
 - Middle level management
 - None of the above
- Q25.** The General Manager of Bharat Ltd. called the meeting of the Production manager and Sales manager of the company. She explained them that both of these departments are the base of company's success. Therefore, it is necessary for both of them to work with coordination. Also, they are told that whatever decision they took for their respective departments; which could affect others, they must give its information to them immediately. They did the same. As a result of this, there never arose a situation in the company. When the sales orders could not be compiled with because of the shortage of goods. Identify the feature of coordination highlighted in the above para.
- Coordination is deliberate function
 - Coordination is a continuous process
 - Coordination ensures unity of action
 - Coordination is pervasive function