Title - MCQS Questions Bank No. 5

1) Code of conduct is an example of ------

(a) Controllable premise

(b) Semi-controllable

(c) Uncontrollable

(d) None of the above.

Ans:- a) Controllable premise
2) A small programme is called ------

(a) Schedule  
(b) Project  
(c) Budget  
(d) None

Ans:- b) Project

3) Guide post of managerial action is ------

(a) Rule  
(b) Policy  
(c) Programme  
(d) Strategy.

Ans:- a) Rule

4) Policies are ------

(a) Short-range plan  
(b) Medium –term plan  
(c) Long –range plan  
(d) All

Ans:- d) All
5) A sequence of activities to implement the policy is ---

(a) Programme  
(b) Budget  
(c) Plan  
(d) Procedure  

Ans:- a) Programme

6) Planning is ------------process

(a) directing  
(b) thinking  
(c) forecasting  
(d) none of these  

Ans:- b) thinking

7) Lower level management is concerned with the tactical administrative plans which are -----------

(a) long range plans  
(b) short range plans  
(c) medium range plans  
(d) none of these  

Ans:- b) short range plans
8) Policies are flexible whereas procedure are --------

(a) specific
(b) detailed
(c) Rigid
(d) All

Ans: - c) Rigid

9) -------- is described as interpretative planning

(a) Procedure
(b) Strategy
(c) Policies
(d) none of the above.

Ans: - b) Strategy

10) -------- indicates the exact manner in which the integrated serious of activities will have to be performed.

(a) Procedures
(b) Planning
(c) Organising
(d) staffing

Ans: - a) Procedures
11) Organisational decisions are made by ------

(a) Directors  
(b) Managers  
(c) Managing directors  
(d) None of these  

Ans:- b) Managers

12) Organisation means a formalised intentional structure of ------

(a) Roles  
(b) Rooms  
(c) Routes  
(d) None  

Ans:- a) Roles

13) A proper organisation avoids duplication of --------

(a) Action  
(b) Activities  
(c) Assets  
(d) None  

Ans:- b) Activities
14) Power is the ability to do -----

(a) something
(b) anything
(c) order
(d) none

Ans:- a) something

15) Authority and responsibility should be -------

(a) Equal
(b) Not equal
(c) effective
(d) none

Ans:- a) Equal

16) Authority is the right to give ---------

(a) Powers
(b) Order
(c) Responsibility
(d) None

Ans:- b) Order
17) Responsibility is an obligation to carry out certain -------

(a) Tasks  
(b) Talks  
(c) Tastes  
(d) None

Ans:- a) Tasks

18) Operational authority is to carrying out the -------

(a) Wards  
(b) Work  
(c) Supervisor  
(d) None

Ans:- b) Work

19) Authority flowing from top to bottom is called -------

(a) Formal authority.  
(b) Informal authority  
(c) Both  
(d) None.

Ans:- a) Formal authority.
20) The number of subordinates that a manager can manage is called-----

(a) Delegation
(b) Span of Management
(c) Development
(d) None.

Ans:- b) Span of Management

21) The staff are experts who provide advice to ----

(a) Workers
(b) Line workers
(c) Line officers
(d) None.

Ans:- c) Line officers

22) Functional authority ensures ---
(a) Co-Ordination
(b) Control
(c) Better division of labour
(d) None.

Ans:- c) Better division of labour
23) Aptitude test consists of -----
(a) Attitude test
(b) Intelligent test
(c) Interest test
(d) All

Ans:- d) All

24) Shifting a trainee from one job to another is known as ---------

(a) Job rotation
(b) Job playing
(c) Programmed learning
(d) None of these.

Ans:- a) Job rotation

25) Performance appraisal serves as a basis for ---------

(a) Training
(b) Promotion
(c) performance
(d) staffing

Ans:- b) Promotion
26) _______ is concerned with developing the employees in the present job.

(a) Man power planning
(b) On-the-job-training
(c) Job Description
(d) None of these.

Ans:- b) On-the-job-training

27) The supervisor motivate the subordinates in ------

(a) Consultative direction
(b) Free rein direction
(c) Autocratic direction
(d) All

Ans:- b) Free rein direction

29) Direction is known as ------

(a) Command
(b) Supervision
(c) Communication
(d) none

Ans:- b) Supervision
30) Direction has the following functions-------

(a) Supervision  
(b) Motivation  
(c) Communication  
(d) All  

Ans:- d) All

31) Telling people what to do is ---

(a) Directing  
(b) Motivating  
(c) Supervision  
(d) None  

Ans:- a) Directing

32) Effective control depends on ----

(a) Organisation structure  
(b) proper direction  
(c) Flow of communication  
(d) All  

Ans:- d) All
33) Control is the function of -----

(a) Top level management
(b) Lower level management
(c) All managers
(d) None

Ans:- c) All managers

34) Effective control depends on -----

(a) Organisation structure
(b) proper direction
(c) Flow of communication
(d) All

Ans:- d)

35) The requirement of Effective control system is -----

(a) Flexible
(b) Objective
(c) Suitable
(d) All

Ans:- d) All
36) CPM emphasis –

(a) Time  
(b) Cost  
(c) cost as well as time  
(d) None

Ans:- c) cost as well as time

37) BEP is a function of ----

(a) sales volume  
(b) cost  
(c) profit  
(d) sales volume, cost and profit

Ans:- d) sales volume, cost and profit

38) The heart of management is ----

(a) planning  
(b) organisation  
(c) controlling  
(d) coordinating

Ans:- d) coordinating
39) The process of MBO starts with -----

(a) setting up of obligation
(b) Fetron plan
(c) Review
(d) All

Ans:- a) setting up of obligation

40) Management is a -----

(a) profession
(b) principles
(c) performance
(d) None

Ans:- a) profession

41) Management is a -----Activity

(a) single
(b) group
(c) both group and single
(d) None

Ans:- b) group
42) Management applies to ----

(a) Business unit
(b) Family
(c) government
(d) All

Ans:- d) All

43) A manager needs three skills such as technical, human and ---

(a) Conceptual
(b) Process
(c) Accuracy
(d) None

Ans:- a) Conceptual

44) Management is a wider concept than administration according to---

(a) Oliver Sheltom
(b) Fayol
(c) Hernold Koontz
(d) William Newman

Ans:- b) Fayol
45) MBO was developed by ---- 
(a) Peter.F.Drucker  
(b) Chester Bernard  
(c) Fayol  
(d) None  
Ans:- a) Peter.F.Drucker

46) MBO offers the basis for assessing the ---  
(a) operations  
(b) performance  
(c) equality  
(d) None these  
Ans:- b) performance