1. unity of command implies
   (a) A subordinate should receive orders from all the superiors
   (b) individuals must sacrifice in the larger interest
   (c) be accountable to one and only one superior
   (d) None of these

Ans: - c) be accountable to one and only one superior
2. Purpose of time study is ..........
(a) to remove wastage of time
(b) to give timely assistance
(c) to determine fair days work
(d) watching time
Ans: - c) to determine fair days work

3. The scientific technique of task setting is known as ..................
(a) work study
(b) motion study
(c) time study
(d) method study
Ans: - c) time study
4. Scientific analysis of work under scientific management requires......

(a) time study

(b) motion study

(C) Both a & b

(d) work study

Ans:- c) Both a & b

5. Authority refers to .................

(a) Getting work done

(b) right to get work done

(c) being in a managerial position

(d) scalar chain

Ans:- b) right to get work done
6. Which among the following involves in planning process?

A) Selection of objective
B) determine the way to achieve objective
C) both A and B
D) None of the above

Ans:- c) both A and B

7. Which among the following is a single use plan?

A) Objectives
B) Policies
C) Rules
D) Budget

Ans:- d) Budget
8. ......................... is a time table of work?
   A) Budget
   B) Project
   C) Programmes
   D) Schedules
   Ans: - d) Schedules

9. Which among the following is not an element of co-ordination
   a) integration
   b) balancing
   c) proper timing
   d) directing
   Ans: - d) directing
10. Find the odd one out

a) goals
b) objective
c) polices
d) motivation

Ans:- d) motivation

11. Budget is an instrument of

a) planning only
b) control only
c) both planning and control
d) none of these

Ans:- c) both planning and control
12. .................... are the prescribe guidelines for conducting an action

a) Rules
b) Method
c) Budget
d) policy

Ans:- d) policy

13. The purpose and the aim for which the organisation is set up and operate is called

a) objective
b) strategy
c) policy
d) procedure

Ans:- a) objective
14. Planning process begins with
   a) setting objectives
   b) identity alternatives
   c) developing planning premise
   d) selecting alternatives
   Ans:- a)

15. It is a function of management which refers to the process of integrating the activities of different units of organisation to achieve the organisation goals. This is called
   a) Actuating
   b) controlling
   c) co-ordination
   d) planning
   Ans:- c) co-ordination
16. planning is

a) forward looking
b) backward looking
c) both forward and backward looking
d) none of the above

Ans:- c) both forward and backward looking

17. Management by objective is

a) goal oriented
b) work oriented
c) none of the above
d) Future oriented

Ans:- a) goal oriented
18. What is the full form of MBO?
A) Management By Opportunity
B) Method By opportunity
C) Management By Objectives
D) Method By Objective
Ans:- c) Management By Objectives

19. Which of the following is not said to be a feature of coordination?
A) Managerial responsibility
B) provides different functions
C) Relevant of group efforts
D) Not a separate function
Ans:- b) provides different functions
20. Planning is ..........

(a) pervasive

(b) futuristic

(c) continues

(d) All of these

Ans:- d) All of these

21. planning involves .............

(a) future course of action

(b) review of past performance

(c) analysis of policies

(d) All of these

Ans:- a) future course of action
22. planning provides.............
(a) information to outsiders
(b) basis for recruitment and selections
(c) purpose and direction of all persons
(d) None of these
Ans:- c) purpose and direction of all persons

23. operational planning is undertaken at.............
(a) Top level
(b) lower level
(c) middle level
(d) All of these
Ans:- b) lower level
24. ................. are guides to action
(a) strategy
(b) planning
(c) policies
(d) procedure
Ans:- c) policies

25. ............. as a special type of plan prepared for meeting the challenges
of competitors and other environmental forces.
(a) policies
(b) objectives
(c) strategy
(d) procedure
Ans:- c) strategy
26. ............... are goals established to guide the efforts of the company and each of its components
(a) objectives
(b) strategy
(c) policies
(d) procedure
Ans:- a) objectives

27. ............... is also known as management by result
(a) management by subordinate
(b) management by objectives
(c) management by art
(d) management by planning
Ans:- b) management by objectives
28. **............ co-ordination refers to the description of the behaviour and relationships of the organisation**

(a) vertical
(b) Horizontal
(c) procedural
(d) substantive

Ans:- c) procedural

29. **............ is a systematic way of handling regular events**

(a) procedure
(b) rules
(c) policies
(d) strategy

Ans:- a) procedure
30. Which among the following is not the principles of organisation?

A) Unity of objectives
B) Specialisation
C) Span of control
D) Initiative

Ans: d) Initiative

31. Which among the following is not a type or forms of organisation?

A) Formal Organisation
B) Project organisation
C) Committee organisation
D) Line organisation

Ans: a) Formal Organisation
32. In a line organisation which among the following will not work directly under the general manager?

A) Sales Manager.
B) Foreman
C) Works manager
D) Personnel manager

Ans:- b) Foreman