



4 MULTIPLE CHOICE QUESTIONS (MCQs) WITH ANSWERS

1. Which of the following is not a function of management?
(a) Planning (b) Coordination
(c) Organising (d) Directing.
2. Managers at the top level spend their time more in _____.
(a) Planning (b) Organising
(c) Staffing (d) Directing.
3. Efficiency means _____.
(a) Doing the task correctly (b) Doing the task with minimum cost
(c) Deriving more benefits by using less resources (d) All of the above.
4. Which of the following is not an organisational objective?
(a) Survival
(b) Giving employment opportunities to disadvantaged sections of society
(c) Profit
(d) Growth.

5. Through _____ management helps individuals to develop team spirit, cooperation and commitment to group success.
- (a) Coordination (b) Supervision
(c) Controlling (d) Motivation and leadership.
6. Which of the following is not a characteristic of a profession?
- (a) Service motive (b) Restricted entry
(c) Based on practice and creativity (d) Well-defined body of knowledge.
7. Foremen and Supervisors comprise _____.
- (a) Top level of management (b) Middle level of management
(c) Operational management (d) None of these.
8. Which function of management relates to assigning duties, grouping tasks, establishing authority and allocating resources required to carry out a specific plan?
- (a) Planning (b) Organising
(c) Staffing (d) Directing.
9. Which function of management is concerned with finding the right people for the right job?
- (a) Planning (b) Organising
(c) Staffing (d) Directing.
10. The process by which a manager synchronises the activities of different departments is known as _____.
- (a) Coordination (b) Cooperation
(c) Organising (d) Supervision.
11. A production manager was able to produce the desired output with minimum cost but not within the required time. In this case the manager was:
- (a) Effective only (b) Efficient only
(c) Both effective and efficient (d) Neither effective nor efficient
12. Which of the following statement best explains the "Management is an Art"?
- (a) Two managers deal with the same problem differently.
(b) Management has drawn its knowledge from other disciplines also.
(c) No formal qualification is required for the appointment as a manager in a company.
(d) Outcomes of managerial actions cannot be predicted accurately.
13. Match the example in column I with the function in column II:
- | <i>Column I (Example)</i> | <i>Column II (Function)</i> |
|------------------------------------|-----------------------------|
| (i) Matching outcomes with targets | (a) Planning |
| (ii) Objectives | (b) Organizing |
| (iii) Resources for implementation | (c) Directing |
| (iv) Recruitment and training | (d) Staffing |
| (v) Supervision and motivation | (e) Controlling |
- Select from the following choices:
- (a) (i)-e; (ii)-c; (iii)-d; (iv)-a; (v)-b
(b) (i)-e; (ii)-a; (iii)-c; (iv)-b; (v)-d
(c) (i)-e; (ii)-a; (iii)-b; (iv)-c; (v)-d
(d) (i)-e; (ii)-a; (iii)-b; (iv)-d; (v)-c



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1. Principles of management are not:
 - (a) Universal
 - (b) Flexible
 - (c) Absolute
 - (d) Behavioural.
2. How are principles of management formed?
 - (a) In a laboratory
 - (b) By experiences of managers
 - (c) By experiences of customers
 - (d) By propagation of social scientists.
3. Which of the following statements best describes the Principle of 'Division of work'?
 - (a) Work should be divided into small tasks
 - (b) Labour should be divided
 - (c) Resources should be divided among jobs
 - (d) It leads to specialisation.
4. Which of the following is not a principle of management given by Taylor?
 - (a) Science, not rule of thumb
 - (b) Functional foremanship
 - (c) Maximum, not restricted output
 - (d) Harmony, not discord.
5. Management should find 'One best way' to perform a task. Which technique of Scientific management is defined in this sentence?
 - (a) Time Study
 - (b) Motion Study
 - (c) Fatigue Study
 - (d) Method Study.

6. Which of the following statements is false about Taylor and Fayol?

- (a) Fayol was a mining engineer whereas Taylor was a mechanical engineer
- (b) Fayol's principles are applicable in specialised situations whereas Taylor's principles have universal application
- (c) Fayol's principles were formed through personal experience whereas Taylor's principles were formed through experimentation
- (d) Fayol's principles are applicable at the top level of management whereas Taylor's principles are applicable at the shop floor.

7. An employee directly contacts the CEO of the company with a complaint regarding working conditions in the factory. Which of the following principles is being violated here?

- (a) Unity of Command
- (b) Unity of Direction
- (c) Scalar Chain
- (d) Discipline

8. Same battery can be used in different mobile phones of a particular brand. This is an example of which of the following techniques of scientific management?

- (a) Standardisation
- (b) Simplification
- (c) Method Study
- (d) Functional Foremanship