MANAGEMENT
2nd ROUND WORKSHEET FOR EXIT EXAM ON THEMATIC AREA TWO

Courses
Human Resource Management, Organizational Behaviour and Leadership & Change Management

STUDENT NAME:	
STUDENT ID NO:	
SECTION:	
DEPARTMENT	**MANAGEMENT**

INSTRUCTIONS TO THE STUDENTS

- ALL the questions are compulsory and **MUST** be answered
- Use only PEN for writing answers.
- Observe correct spelling.
- Double answers will not carry any marks.

LEVEL: UNDERGRADUATE			
Date& Day	**05 December 2022/Monday**	**Time**	

Type of Questions	**TOTAL QUESTIONS**	**ACTUAL MARK**	**REMARK**
I. MULTIPLE CHICE ONLY	**500**		

TOTAL MARKS SECURED IN WORDS: _____

1. Which of the following consists of planning and decision-making?
   (a) Organizing communication
   (b) Directing traditional management
   (c) Planning human resource management
   (d) Controlling networking
2. ___ entails supervising, disciplining, evaluating, and managing the change of the four managerial resources.
   (a) Controlling
   (b) Organizing
   (c) Planning
   (d) Directing
3. Fredrick Taylor stressed on ___
   (a) Selecting the right people for the job
   (b) Division of labour
   (c) Unity of command
   (d) Unity of direction
4. Organizations create ___ to standardize employee behavior
   (a) Terms
   (b) Informal practices
   (c) Values
   (d) Formal regulations
5. T-group is also referred to as ___.
   (a) Team training
   (b) Sensitivity training
   (c) Survey feedback
   (d) QWL
6. ___ creates both barriers and opportunities for workgroup interaction
   (a) Performance evaluation
   (b) Formal regulations
   (c) Authority
   (d) Physical work setting
7. Attributes that have a positive connotation in our culture tend to be positively related to group productivity. They include
   (a) Authoritarianism
   (b) Dominance
   (c) Sociability
   (d) Unconventionality
8. Fayol suggested that organizations can be subdivided into ___ main areas of activity?
   (a) 12
   (b) 14

(c) 4
(d) 6

9. The extent to which a manager can use extrinsic and intrinsic rewards to control other people is called:
   (a) Influence
   (b) Reward power
   (c) Coercive power
   (d) Legitimate power
10. Gardner developed the theory of ___.
   (a) Learning
   (b) Memory
   (c) Multiple intelligence
   (d) Dreams
11. ___is associated with a participative management background.
   (a) Lewin
   (b) Likert
   (c) Eric
   (d) Leavitt
12. The ability to control another's behavior because the individual wants to identify with the power source is:
   (a) Referent power
   (b) Expert power
   (c) Influence
   (d) Reward power
13. An informal group that attempts to influence people outside the group by pooling the resources and power of its members is known as
   (a) A coalition
   (b) An upward appeal
   (c) An ingratiation group
   (d) An impression management group
14. Who conducted the learning experiment on dogs- "To teach dogs to salivate in response to the ringing of the bell?"
   (a) Skinner
   (b) Pavlov
   (c) Bandore
   (d) Sheldon
15. A neutral third party who facilitates a negotiated solution by using reasoning, persuasion, and suggestions for alternatives is called a/an:
   (a) Advisor
   (b) Mediator

(c) Negotiator
(d) Conciliator

16. When one party is willing to be self-sacrificing in order that the relationship can be maintained, which conflict-handling intention will be used?
    (a) Avoiding
    (b) Compromising
    (c) Problem solving
    (d) Yielding
17. Eustress is considered as ___
    (a) Good
    (b) Bad
    (c) Harmful
    (d) Fatal
18. Change may bring some potential ___to the organizational power to some people.
    (a) Barriers
    (b) Opportunity
    (c) Threat
    (d) Benefit
19. The responses to the change depend upon the employee's ___ about the change.
    (a) Attitude
    (b) Experience
    (c) Perception
    (d) Motivation
20. Classical condition is a form of ___ learning process
    (a) Manipulation
    (b) Memory bored
    (c) Dissociative
    (d) Associative
21. The term used for the workers who entered the workforce from the early 1940s through the early- 19060‟s
    (a) Baby boomers
    (b) Capitalists
    (c) Veterans
    (d) Labourers
22. According to ___ theory brain produces the emotion and corresponding physiological behaviors at the same time
    (a) James-Lange Theory
    (b) Lazarus‟ appraisal Theory

(c) Cannon-Bard Theory
(d) Schechter-singer Theory

23. ___ influence the behavior of a person in the early stages of life.
    (a) Situation
    (b) Family
    (c) Environment
    (d) Heredity
24. ___ propounded the cognitive dissonance theory.
    (a) Blake
    (b) Festinger
    (c) Trompenaars
    (d) Turner
25. Bodily involvement is the basis for the inclusion of basic emotions. Fear, grief, love, rage. Who is associated with this finding?
    (a) Gray
    (b) Izard
    (c) James
    (d) Watson
26. Which is not one of the big five personality traits?
    (a) Agreeableness
    (b) Negative affectivity
    (c) Introversion
    (d) Openness to experience
27. When we judge someone on the basis of our perception of the group to which he or she belongs, we are using the shortcut called:
    (a) Stereotyping
    (b) Contrasting
    (c) Categorizing
    (d) Projecting
28. ___ is a cognitive process that enables us to interpret and understand our surroundings.
    (a) Cognition
    (b) Perception
    (c) Schema
    (d) Semantic memory
29. Motivational concepts that focus on the perceived internal needs and outcomes of individuals are referred to as:
    (a) Process theories

(b) Motivational theories
(c) Content theories
(d) Internal theories

30. Decision making occurs as a reaction to a
(a) Argument
(b) Problem
(c) Perception
(d) Expectation

31. Food, drink, sleep, oxygen, and an acceptable temperature are all examples of:
(a) Physiologic needs
(b) Safely needs
(c) Competence needs
(d) Social needs

32. Two mechanisms by which the perception process takes place include internal processes and ___.
(a) External influences
(b) Central tendencies
(c) Skill assessment
(d) Process intensity

33. Who is credited with having developed the concept of a priority or hierarchy of needs?
(a) F.W. Taylor
(b) F.U. Herzberg
(c) A.H. Maslow
(d) T.P. Triumph

34. ___emphasizes "social ties or bonds" between individuals.
(a) Individualism
(b) Feminity
(c) Collectivism
(d) Masculinity

35. Top-level managers engage chiefly in ___ planning or long-range planning.
(a) Human resource planning
(b) Financial Planning
(c) Strategic Planning
(d) Succession Planning

36. Training starts with:
(a) Organization analysis
(b) Introduction
(c) Selection
(d) Planning

37. GLOBE project identified ___ cultural dimensions.
(a) Five

(b) Nine
(c) Twelve
(d) Four

38. To be people smart ___ intelligence is required.
(a) High
(b) Spiritual
(c) Interpersonal
(d) Intrapersonal

39. The creative process model includes preparation, incubation, insight, and ___
(a) Verification
(b) Thinking
(c) Achievement
(d) Creativity

40. The ability is to apply specialized knowledge or expertise. All jobs require some specialized expertise, and many people develop their technical skills on the job. ___programs can be used to develop this type of skill.
(a) Sensitivity Training
(b) Vocational and on-the-job training
(c) Mentoring
(d) Coaching

41. ___ focus on operations before they begin.
(A) Feedback Controls
(b) Feed Forward Controls
(c) Concurrent Controls
(d) Decisional Controls

42. What pattern of behavior in temporary groups consists of a first meeting, a phase characterized by inertia, a transition resulting in major change, another phase of inertia, and finally accelerated activity at an end meet?
(a) The punctuated-Balanced model
(b) The punctuated –Equilibrium model
(c) The inertia Effect
(d) The shortened-Balanced model

43. The keys to empowerment may be ___ to understand but they are ___ to implement
(a) Easy; easy
(b) Easy; hard
(c) Hard; easy
(d) Hard; hard

44. Which of the following is a political tactic?
(a) Creating an unfavourable image
(b) Associating with influential people
(c) Creating information
(d) None of the above

45. When one party perceives its interests are being opposed or set back by another party, this is known as:
    (a) Competition
    (b) Conflict
    (c) Dysfunctional conflict
    (d) Equity
46. Which of the following situations tend to produce either functional or dysfunctional conflict?
    (a) Unclear policies, standards, or rules
    (b) Inadequate communication
    (c) Unclear job boundaries
    (d) All of the above
47. ___and ___are two types of locus of control.
    (a) Internal / external
    (b) Social / political
    (c) Mental / physical
    (d) Emotional / social
48. ___ and ___ may help to overcome resistance to change.
    (a) Power and politics
    (b) Authority and threat
    (c) Education and communication
    (d) Social and political pressure
49. In this situation people generally get more committed towards the change. They are directly involved in the change process.
    (a) Education and communication
    (b) Facilitation and support
    (c) Participation and involvement
    (d) Negotiation and agreement
50. How does a manager want to achieve his objectives?

    (a) Efficiently (b) Effectively

    (c) Efficiently and effectively (d) none of the above
51. A manager obtains the required capital at 12% interest while the prevailing rate of interest happens to be 10%. How would you describe such a manager?

    (a) Efficient (b) Effective

    (c) Efficient and Effective (d) Inefficient
52. What type of power management is?

    (a) Visible (b) Invisible

    (c) Separate (d) Collective

53. By evaluating results what does management try to find out and then takes corrective action.

(a) Profit (b) Loss

(c) Deviations (d) None of these

54. In the context of business what does research refer to?

Finding out new products

Finding out new markets

Finding out new methods of distribution

All the above

55. What happens when the management of an organization gets weakened?

(a) Organization progresses (b) Production increases

(c) Profit increases (d) Organization faces heavy loss

56. Which one of the following sequence of process of management is correct:

Planning, Controlling, Organizing, Staffing

Staffing, Planning, Organizing, Controlling

Planning, Organizing, Staffing, Controlling

Organizing, Planning, Staffing, Controlling

57. Management is:

(a) An Activity (b) A process

(c) A Tradition (d) an Illusion

58. Management ensures:

Providing employment opportunities

Maintaining profit

Ensuring maximum utilization of resources

Control on cost

59. Management is important because:

It helps in achieving group goals

It helps in development of society

It increases efficiency

All of the above

60. Which of the following has formalized methods of acquiring training and experience?

(a) Management (b) Law

(c) Medical (d) All of these

61. Which of the following have no representative professional organizations available?

(a) Law (b) Management

(c) Medical (d) Accountancy

62. Which degree is essential to become a manager?

(a) B.Com. (b) M.Com.

(c) M.B.A. (d) None of these

63. For which of following minimum qualification has not been prescribed?

(a) Manager (b) Doctor

(c) Lawyer (d) Chartered Accountant

64. What is the name of the management institute established in India?

(a) IIT (b) AIMA

(c) IIM (d) ICICI

65. "Art is bringing about of a desired result through application of skill". Whose statement is this?

(a) T.L. Massie (b) G.R. Terry

(c) Prof. Dalton E. McFarland (d) None of these

66. Whose specialty happens to be 'personal skill'?

(a) Profession (b) Art

(c) Science (d) None of these

67. Who said that management is a soft science?

(a) Ernest Dale (b) G.R. Terry

(c) Keynes (d) Fayol

68. The principles of Physics and Chemistry are stable. What is your opinion about management?

(a) Stable (b) Unstable

(c) No principle is available (d) None of these

69. Management is a/an

(a) Art (b) Science

(c) Profession (d) All of the above

70. Name the country in which management is accepted as profession.

(a) America (b) Japan

(c) India (d) America and Japan

71. Management may be called which of the following science?

(a) Perfect Science (b) Physics

(c) Applied Science (d) Chemistry

72. Levels of management in an organization serve as a _____ line among the different managerial posts.

(a) Strong (b) Dividing

(c) Weak (d) Straight

73. A _____ chain is formed from the top-level management to the lower-level management.

(a) Vertical (b) Thick

(c) Scalar (d) Small

74. At what level of management does the Chief Executive Officer operate?

(a) Top-level (b) Middle-level

(c) Lower-level (d) None of these

75. To which level of management do the managers of first-line belong?

(a) Lower-level (b) Middle - level

(c) Top-level (d) None of these

76. What is that area called where the non-managerial members work?

(a) Shopping Area (b) Showroom Area

(c) Platform Area (d) Factory Area

77. 'Thinking before doing', under which function of management is this performed?

(a) Controlling (b) Directing

(c) Organizing (d) Planning

78. Under what function of management does the determining of structure of roles fall?

(a) Planning (b) Organizing

(c) Directing (d) Controlling

79. Under what function of management does the work of filling posts with people fall?

(a) Planning (b) Organizing

(c) Staffing (d) Directing

80. Under what function of management does the ‘corrective action’ fall?

(a) Planning (b) Organizing

(c) Directing (d) Controlling

81. What, out of the following, does not fall under directing?

(a) Planning (b) Supervision

(c) Leadership (d) Motivation

82. Number of levels of management is:

(a) One (b) two

(c) Three (d) four

83. Coordination is needed where the efforts of _____ persons are required?

(a) One person (b) Two persons

(c) Three persons (d) Many persons

84. "Coordination is not a separate function of management but it happens to be the final truth of all functions." In what context this observation has been made?

(a) Coordination is the essence of management
(b) Coordination is not established automatically
(c) Coordination is a continuously moving process
(d) None of these

85. Which of the following is true?

(a) Coordination is not equally important at all levels of management

(b) Coordination has no importance

(c) Coordination is equally important at all levels of management

(d) None of these

86. Cooperation means _____ .

(a) Desire to work jointly (b) Determining Activities

(c) Both the above (d) None of the above

87. To what function of management is coordination associated with?

(a) Planning (b) Organizing

(c) Staffing, directing and controlling (d) All of these

88. What out of the following has been called the essence of management?

(a) Communication (b) Coordination

(c) Supervision (d) Leadership

89. What is the focus of attention when a manager is busy in planning activity?

(a) Coordination (b) Directing

(c) Controlling (d) Staffing

90. What information do we get about coordination through the medium of inter-dependence of various processes?

(a) Meaning (b) Characteristics

(c) Need (d) None of these

91. The words cooperation and coordination are _____ .

(a) Opposite (b) Synonym

(c) Complementary (d) All the above

92. What contributes to the elimination of complexities of large-scale organizations?

(a) Planning (b) Directing

(c) Controlling (d) Coordination

93. On what basis the principles of management were derived?

(a) On the basis of observation (b) On the basis of experimental studies

(c) On the basis of both (a) and (b) (d) None of these

94. Where are the principles of management applicable?

(a) In the field of business (b) In the non-business field

(c) In both (a) and (b) (d) None of these

95. What is the meaning of the universality of the principles of management?

(a) Applicable to all the fields (b) Applicable no where

(c) Applicable only to business (d) Applicable only to non-business field

96. Out of the following which one gives more strength to research work.

(a) Principles of management (b) Functions of management

(c) Levels of management (d) All the above

97. Which of the following, according to Foyal, happens to be the meaning of the division of work?

a. Equitable division of the whole work among the persons available

b. Alloting a specific part of the whole work to every person

c. Both the above

d. None of the above

98. What principle of management is violated if an employee gets orders from more than one superior?

(a) Unity of command (b) Unity of direction

(c) Division of work (d) Scalar chain

99. 'Three subordinates- S_1, S_2 and S_3 receive orders from M_1'. In such a situation which principle of management is being observed?

(a) Equity (b) Order

(c) Unity of command (d) Unity of direction

100. Which of the following principles aims at checking the ignoring of activities?

(a) Unity of command (b) Unity of direction

(c) Discipline (d) All the above

101. A purchase manager of a company has to purchase 500 tonnes of raw material. Apart from the other suppliers in the market, his son also supplies that raw material. The manager purchases the raw material from the firm of his son at a rate higher than the market rate, which principle of management has been violated by this situation?

a. Unity of command

b. Unity of direction

c. Subordinating personal interest to general interest

d. Equity

102. Which of the following elements should be kept in mind while determining fair remuneration?

(a) Cost of living (b) Demand of labourers

(c) Qualification (d) All of these

103. What type of Centralization Fayol talks about?

(a) Little Centralization (b) More Centralization

(c) Effective Centralization (d) No Centralization

104. In what situation has Fayol permitted the violation of the Principle of Scalar Chain?

a. When the employee is extraordinarily capable
b. At the time of sudden happening
c. In all conditions and circumstances
d. In no condition or situation

105. The violation of which principle of management results in 'disorderly flow of information'?

(a) Scalar Chain (b) Unity of Command
(c) Authority and Responsibility (d) Stability of employees

106. 'A proper place for everything and everything in its right place', with which order is this statement connected as explained in the principle of order?

(a) Material (b) Social
(c) Both the above (d) None of the above

107. What principle of management has been given by Henry Fayol?

a. Principle of Unity of command
b. Principle of optimum production
c. Principle of using science instead of rule of thumb
d. None of these

108. In which book Henry Fayol has mentioned the 14 principles of management:

a. General and industrial management (b) Principles based management

(c) General management (d) Industrial management

109. Which one is not the Henry Fayol's principle of management:

(a) Division of Work (b) Differential wages
(c) Scalar chain (d) Equity

110. According to which principle of management, all similar activities for the fulfillment of one object must be kept under one authority.

(a) Equity (b) Centralization
(c) Unity of command (d) Unity of direction

111. How many Principles of Management has been given by Henry Fayol?

(a) 5 (b) 14
(c) 16 (d) 20

112. Who is the Father of Administrative Management?

(a) Taylor (b) Fayol
(c) Both (d) None of these

113. Which of the following system of management talks about cheap and efficient way of doing a job?

(a) Administrative (b) Scientific

(c) Both the above (d) None of the above

114. Which system of management talks of "complete mental change"?

(a) Administrative management (b) Scientific management

(c) Both (a) and (b) (d) None of these

115. Which system of management gives due importance to 'specialization'?

(a) Scientific management (b) Administrative management

(c) Both (a) and (b) (d) None of these

116. What study did Taylor make to set standard time for work?

(a) Time study (b) Fatigue study

(c) Motion study (d) Method study

117. What did Taylor want to standardize?

(a) Material (b) Machine and Tools

(c) Methods (d) All of these

118. In what two departments did Taylor divide the work of a factory manager?

a. Department of Planning and Production
b. Department of Planning and Finance
c. Department of Planning and Marketing
d. Department of Planning and Research

119. What type of revolutionary change is talked about by F.W. Taylor?

(a) Green Revolution (b) White Revolution

(c) Mental Revolution (d) None of these

120. Which management expert is talked about mental revolution?

(a) Fayol (b) Taylor

(c) Hamman (d) None of the above

121. What was the title of the research paper written by Taylor in 1903?

(a) Factory management (b) Shop management

(c) Office management (d) Production management

122. Which company did Taylor join in America in 1878 as a labourer?

a. Bethlehem Steel Works
b. American Steel Company
c. Midvale Steel Company
d. None of these

123. Under fatigue study:

a. Tiring work is given to employees
b. Employee's movements are increased
c. Record is maintained for time consumed on employee's work
d. Rest is given to employees during work

124. Which study is not done under scientific management:

(a) Motion (b) Profit

(c) Time (d) Fatigue

125. Scientific management brings:

(a) Social change (b) Economic change

(c) Mental change (d) Industrial change

126. In which year Taylor became an Engineer from a worker?

(a) 1878 (b) 1884

(c) 1901 (d) 1903

127. Business environment is a group of _____ powers.

(a) Special (b) General

(c) Internal (d) Special and General

128. Which of the following is not included in special powers of the business environment.

(a) Technical Situations (b) Customers

(c) Suppliers (d) Investors

129. Which of the following has got the First Mover Advantage?

(a) Asian Paints (b) Goodlass Nerolac

(c) Kansai Paints (d) Maruti Udyog

130. Which of the following is available in time with the help of the study of environment?

(a) Government Help (b) Foreign Aid

(c) Warning Signal (d) Material

131. The study of environment makes available _____ resources.

(a) Costly (b) Cheap

(c) Inferior (d) Useful

132. Which of the following is undergoing quick changes?

(a) Competition (b) Fashion

(c) Technique (d) All the above

133. ITC Hotels made a study of the business environment and planned to open _____ in India and abroad.

(a) Factories (b) Hotels

(c) Shops (d) Offices

134. With the help of the study of business environment an organization can improve its _____ .

(a) Present (b) Future

(c) Present and Future (d) Past

135. Which of the following is not a part of the internal environment?

(a) Customers (b) Objectives

(c) Policies (d) Organization Structure

136. Which of the following is included in the Micro Environment (Operating Environment)?

(a) Suppliers (b) Competitor

(c) Suppliers and Competitor (d) Economic Environment

137. Which of the following is included under the Macro Environment (or General Environment)?

(a) Economic Environment (b) Political Environment

(c) Social and Legal Environment (d) All the above

138. A firm should make efforts that it has _____ type of customers?

(a) One (b) Two

(c) Three (d) Many

139. Which of the following is included in the Economic Environment?

(a) Economic System (b) Economic Policies

(c) Economic Conditions (d) All the above

140. Determination of the economic policies is for the purpose of regulating _____ .

(a) Political Environment (b) Social Environment

(c) Legal Regulatory Environment (d) Economic Activities

141. Under which environmental effect, IBM and Coca-Cola had to leave India?

(a) Political (b) Social

(c) Economic (d) Technical

142. Which of the following is a factor of the social environment of business?

(a) Customs (b) Level /Standard of Education

(c) Rate of Interest (d) All the above

143. Which component of business environment resulted in the relaxation of ban imposed on the Foreign Direct Investment?

(a) Economic Environment (b) Political Environment

(c) Social Environment (d) Legal Regulatory Environment

144. With the introduction of Photostat Machines in the market, the carbon paper industry was adversely affected. Which component of environment was responsible for it?

(a) Economic (b) Political

(c) Technical (d) All the above

145. Which of the following deals with the process of simplification of Import-Export?

(a) Liberalisation (b) Privatisation

(c) Liberalisation and Privatisation (d) Globalisation

146. Reducing the role of Public Sector and increasing the role of Private Sector falls under _____ .

(a) Liberalisation (b) Privatisation

(c) Liberalisation and Privatisation (d) Globalisation

(a) Liberalisation (b) Privatisation

(c) Liberalisation and Privatisation (d) Globalisation

149. Under Industrial Policy the role of _____ has been decided.

(a) Public Sector (b) Private Sector

(c) Public Sector and Private Sector (d) Government

150. Trade Policy brings under control the _____ .

(a) Import Trade (b) Export Trade

(c) Foreign Trade (d) Local Trade

151. The income and expenditure policy of the government is called _____ .

(a) Fiscal Policy (b) Industrial Policy

(c) Trade Policy (d) Monetary Reforms

147. In all the countries there is a free-flow of goods and services under which of the following does it come?

148. Under _____ the Reserve Bank keeps control on the money supply in order to achieve the objectives of the general economic policy.

(a) Fiscal Policy (b) Monetary Policy

(c) Trade Policy (d) Industrial Policy

152. Price control means that the companies will sell goods on the _____ price.

(a) Government (b) Market

(c) Printed (d) Voluntary

153. The entry of the multinational companies in large numbers in the Indian market has created _____ .

(a) Huge Demand (b) Huge Supply

(c) Tough Competition (d) Huge Demand and Supply

154. With which of the following the Indian Companies have to compete?

(a) New and Old Indian Companies (b) Multinational Companies

(c) Imports (d) All the above.

155. As a result of the Economic Reforms the Seller Market has been replaced by _____ .

(a) Buyer Market (b) Foreign Market

(c) Whole-sale Market (d) Retail Market

156. These days companies cannot avoid investing in _____ .

(a) Research (b) Development

(c) Research and Development (d) Employees

157. Which factor is not included in Internal Environment?

(a) Objective (b) Policies

(c) Public (d) Production-Method

158. _____ is included in Economic Environment.

(a) Economic System (b) Economic Policies

(c) Economic Conditions (d) All of the above

159. Which factor is not included in Micro Environment?

(a) Customer (b) Public

(c) Supplier (d) Production Capacity

160. Which factor is not included in Macro Environment?

(a) Economic Environment (b) Competitors

(c) Social Environment (d) Political Environment

161. Planning is _____ .

(a) Flexible (b) Stable

(c) Rigid (d) None of these

162. Planning is the _____ function of management.

(a) First (b) Second

(c) Third (d) Fourth

163. _____ is the essence of Planning.

(a) Organizing (b) Controlling

(c) Forecasting (d) Directing

164. Planning results in decreasing _____ .

(a) Coordination (b) Proper use of resource

(c) Future uncertainties (d) Control

165. _____ gives a complete detail of doing a particular activity.

(a) Procedure (b) Budget

(c) Program (d) Method

166. What out of the following is the example of objective?

(a) Raising sales up to ™5000 crore (b) Giving employment to 1000 people

(c) Raising income by 3% (d) All of these

167. "The basis of promotion of employees will be age." With which policy is this statement related?

(a) Personnel (b) Sale

(c) Pricing (d) None of these

168. Which out of the following policies will you recommend?

(a) Strict (b) Lenient

(c) Both (a) and (b) (d) None of these

169. Punishment can be awarded for not following a particular element of planning. Name the element.

(a) Procedure (b) Policy

(c) Rule (d) Program

170. "In case the debts are not paid within a month interest at a definite rate will be levied." To what element of planning does this saying point out?

(a) Policy (b) Rule

(c) Procedure (d) Budget

171. What do we call the quantitative details of expected results?

(a) Rule (b) Program

(c) Procedure (d) Budget

172. Which of the following is not the internal element of limitation of Planning?

(a) Capital (b) Raw material

(c) Increase in population (d) Machine

173. What resources are specially kept in view in planning?

(a) Limited (b) Unlimited

(c) Both (a) and (b) (d) None of these

174. 174.At what managerial level planning is needed?

(a) Top level (b) Middle level

(c) Lower level (d) All the levels

175. 175.When can the planning process be ignored?

(a) In ordinary situation (b) In case of emergency

(c) Both the above (d) In no situation

176. 176.Planning of different departments is _____ .

(a) Independent (b) Individual

(c) Mutually dependent (d) None of these

177. 'Smoking is prohibited in the factory' what element of planning does it exemplify?

(a) Policy (b) Rule

(c) Procedure (d) Method

178. Rules are _____ details.

(a) Special (b) General

(c) Uncommon (d) None of these

179. What out of the following is the focus of planning?

(a) Budget (b) Objectives

(c) Program (d) Rules

180. Which one of the following is not an element of planning:

(a) Rules (b) Program

(c) Object (d) Staffing

181. Which one is not the characteristic of rules:

(a) Rules are rigid (b) Violation of rules is punishable

(c) Following rule is voluntary (d) Rule is a sort of order

182. Which one of the following is not a step of planning:

(a) To forecast (b) Establishing objectives

(c) Valuation of objectives (d) Induction of employees on the job

183. Planning is a process:

(a) Periodic (b) Continuous

(c) Casual (d) Annual

184. It is not the feature of budget:

(a) Budget creates illusion (b) Budget is an element of planning

(c) Budget relates to planning and control (d) Budgets are object oriented

185. Planning is helpful in increasing _____ .

(a) Cost (b) Loss

(c) Efficiency (d) None of these

186. Under what function of management the relationship between different posts (positions) is explained?

(a) Planning (b) Communication

(c) Organization (d) Supervision

187. Where lays the need of organization?

(a) In business organization (b) In non-business organization

(c) In both (a) and (b) (d) No where

188. Which organization structure is consciously or deliberately established?

(a) Formal (b) Informal

(c) Both (a) and (b) (d) None

189. Which organization structure is based on rules and procedures?

(a) Informal (b) Formal

(c) Both (a) and (b) (d) None

190. Which structure of organization is helpful in locating the inefficient employees?

(a) Formal (b) Informal

(c) Both the above (d) None of the above

191. Which organization structure does not have duplication of work?

(a) Formal (b) Informal

(c) Both (a) and (b) (d) None of these

192. Which of the following is not the disadvantage of formal organization?

(a) Lack of initiative (b) Delay in work

(c) Lack of favoritism (d) Mechanical relationship

193. In which organization structure do we find “group norms”?

(a) Formal (b) Informal

(c) Both (a) and (b) (d) None of these

194. Which of the following is written in the organization manual?

(a) Goods purchased

(b) Goods sold

(c) Meeting of Organization

(d) Authority and responsibility of different posts

195. Which of the following organizations lasts longer?

(a) Formal (b) Divisional

(c) Both the above (d) Informal

196. _____ is more stable organization.

(a) Formal (b) Informal

(c) Both (a) and (b) (d) None

197. Which one is not correct in respect of formal organization:

(a) Definite responsibility (b) Definite authority

(c) Effective control (d) Social popularity

198. Which one of the following is not a part of process of organization:

(a) Grouping of activities

(b) Doing complete Centralization

(c) Defining inter-relationship

(d) Knowing the objectives of enterprise

199. Which is not a feature of formal organization:

(a) It is personal (b) It is more stable

(c) It is deliberately created (d) It is based on rules and procedures

200. How many standardized forms of organization structure are there?

(a) Two (b) Three

(c) Four (d) No definite number

201. Which of the following are parts of formal organization?

(a) Functional organization (b) Line organization

(c) Line and staff organization (d) All of these

202. Which organization resists changes?

(a) Formal (b) Informal

(c) Both (a) and (b) (d) None

203. What do we call the division of organization structure on the basis of products?

(a) Functional organization (b) Divisional organization

(c) Both (a) and (b) (d) None

204. If a company deals in metal products and plastic products, what type of organization will be useful for it?

(a) Informal (b) Functional

(c) Both the above (d) Divisional

205. Which organization structure is compulsory?

(a) Formal (b) Informal

(c) Both (a) and (b) (d) None

206. Departments are established on the basis of _____ in functional organization.

(a) Activities (b) Products

(c) Demand (d) Market

207. In which situation the divisional structure happens to be appropriate?

(a) Where the number of major products is more than one

(b) Where the size of the organization is quite large

(c) Both the above

(d) Where primarily only one product is sold

208. Number of sub-ordinates under a superior is called:

(a) Office environment (b) Strict control

(c) Span of management (d) Scalar chain

209. In which type of organization, the principle of scalar chain is fully followed:

(a) Divisional organization (b) Formal organization

(c) Informal organization (d) None of the above

210. What is the key to managerial post?

(a) Responsibility (b) Authority

(c) Accountability (d) None

211. How is accountability created?

(a) By assigning responsibility (b) By assigning authority

(c) Both (a) and (b) (d) None of these

212. What is the basis of delegation of authority?

(a) Centralization (b) Decentralization

(c) Both (a) and (b) (d) Division of labor

213. "Every step that increases the importance of the subordinates is called Decentralization and any step that decreases it is called Centralization". What is it about?

(a) Formal organization (b) Informal organization

(c) Both (a) and (b) (d) None of these

214. What is Decentralization?

(a) Short form of delegation

(b) Extended form of delegation

(c) Middle form of delegation

(d) None of these

215. Which of the following increases the importance of the subordinates?

(a) Centralization (b) Decentralization

(c) Delegation (d) Specialization

216. Which of the following has a wider scope?

(a) Management (b) Centralization

(c) Decentralization (d) Delegation

217. 'More delegation of authority helps managerial development' out of the following with which this statement is related to?

(a) Delegation (b) Decentralization

(c) Centralization (d) All the above

218. On which of the following does Decentralization depend?

(a) Centralization (b) Specialization

(c) Scientific Management (d) Delegation

219. Which one is not correct in respect of delegation of authority:

(a) Increase in administrative work

(b) Development of sub-ordinates

(c) Convenience in business expansion

(d) Quick and better decision possible

220. Extended form of delegation of authority is called:

(a) Specialization (b) Centralization

(c) Decentralization (d) Division of labor

221. (I) Delegation of authority is inevitable and Decentralization is voluntary.

(II) Scope of delegation of authority is limited and the scope of Decentralization is broad. Above both statement are:

(a) True

(b) False

(c) Statement (I) is True and Statement (II) is False

(d) Statement (I) is False and Statement (II) is True

222. Our assets walk out of the door each evening. We have to make sure that they come back the next morning. Here the assets refer to _____ .

(a) Vehicles (b) Goods

(c) Employees (d) Machines

223. Staffing is the _____ stage of management process.

(a) First (b) Second

(c) Third (d) Fourth

224. While selecting manpower, _____ is kept in mind.

(a) Education (b) Experience

(c) Honesty (d) All the above

225. _____ is helpful in finding out a competent employee.

(a) Planning (b) Staffing

(c) Both the above (d) Organization

226. Introducing employees to the organization is called _____ .

(a) Recruitment (b) Selection

(c) Orientation (d) Placement

227. At what level of management staffing is needed?

(a) Top level (b) Middle level

(c) Lower level (d) At all levels

228. With what responsibility is staffing related to?

(a) Social (b) Political

(c) Government (d) Individual

229. What is the relationship between human resource development and staffing?

(a) Human resource management is bigger than staffing

(b) Staffing is bigger than human resource management

(c) Both are equal

(d) There is no relationship between the two

230. Which of the following is included in the human resource management?

(a) Recruitment (b) Specialized services

(c) Handling grievances (d) All the above

231. When does the Personnel Manager act as the Line Manager?

(a) When he performs the function of staffing as a function of management

(b) When he completes the job of staffing as part of functional area of management

(c) In both the above situations

(d) He never acts as the Line Manager

232. Which of the following is the element of staffing?

(a) Recruitment (b) Selection

(c) Training (d) All the above

233. What is not included in the staffing?

(a) Selection (b) Training

(c) Directing (d) Promotion

234. Recruitment is a _____ process.

(a) Positive (b) Negative

(c) Qualitative (d) Quantitative

235. Recruitment process starts with _____ .

(a) Strike (b) Lock out

(c) Demand of employees (d) Invitation to interested people

236. _____ is the internal source of recruitment.

(a) Transfer (b) Promotion

(c) Lay off (d) All the above

237. Sending an inefficient employee to a lower position is called _____ .

(a) Transfer (b) Promotion

(c) Demotion (d) Lay off

238. What stage does the requisition of employees occupy in the process of recruitment?

(a) First (b) Second

(c) Third (d) Fourth

239. What do we call keeping the employee temporarily away from the person appointing him?

(a) Demotion (b) Promotion

(c) Transfer (d) Lay off

240. Which source of recruitment is not available to the new organizations?

(a) Internal (b) External

(c) Both the above (d) Direct Recruitment

241. From which source of recruitment do we get Badli or casual employee?

(a) Direct Recruitment (b) Casual Callers

(c) Media Advertisement (d) Employment Exchange

242. To which source of recruitment the direct recruitment from educational institutions is related?

(a) Employment Exchange (b) Campus Recruitment

(c) Management Consultants (d) Direct Recruitment

243. Which is not included in Internal Source of Recruitment?

(a) Transfer (b) Trade Union

(c) Promotion (d) Lay-off

244. _____ is included in Internal Source of Recruitment.

(a) Promotion (b) Transfer

(c) Both (d) None of these

245. _____ is included in External Source of Recruitment.

(a) Advertisement (b) Employment Exchange

(c) Both (d) None of these

246. _____ is that process of examining the applicants which ensures that only the most appropriate persons have been appointed.

(a) Recruitment (b) Selection

(c) Training (d) Management

247. The purpose of _____ interview is to find out whether the applicant is physically and mentally fit for the position.

(a) Preliminary (b) Employment

(c) Both the above (d) Collective (or Group)

248. Filling up of blank application form during the selection process contains information about _____ .

(a) Qualifications (b) Personal information

(c) Minimum Salary acceptable (d) All the above

249. _____ is included in the psychological test.

(a) Interest Test

(b) Intelligence Test

(c) Both the Above

(d) General Knowledge Test

250. Contract of employment contains _____ information.

(a) Job Title (b) Responsibilities

(c) Allowances (d) All the above

251. What type of the process selection is?

(a) Positive (b) Negative

(c) Qualitative (d) Quantitative

252. What is the first step in the process of selection?

(a) Selection Tests (b) Job Offer

(c) Preliminary Screening (d) Selection Decision

253. Which of the following aims at examining the interest of the candidate?

(a) Intelligence Test (b) Interest Test

(c) Aptitude Test (d) All the above

254. What does the Reference and Background test aims at knowing about the candidate?

(a) Character (b) Social Relations

(c) Both the above (d) Economic Condition

255. After crossing the bar of physical test which letter is given to the selected person?

(a) Letter of Regret (b) Appointment Letter

(c) Both the above (d) None of the above

256. What is included in Psychological Test?

(a) Interest Test (b) Intelligence Test

(c) Aptitude Test (d) All of the above

257. Under training the employees are trained in _____ field/fields.

(a) A particular (b) Two

(c) Three (d) All

258. The meaning of development is to make the employees efficient in _____ field/fields.

(a) A particular (b) Two

(c) Three (d) All

259. The word development is linked or associated with _____ .

(a) Managers

(b) Workers

(c) Supervisors

(d) Workers and Supervisors

260. The word Training is associated with _____ .

(a) Managers (b) Workers

(c) Supervisors (d) Workers and Supervisors

261. When a person undergoes a course in engineering, is _____ .

(a) Training (b) Education

(c) Development (d) All the Above

262. Which of the following training is given to the top level managers?

(a) Labor Relations

(b) Financial Management

(c) Production Management

(d) All the Above

263. Under which training method factory like conditions are created?

(a) Induction Training (b) Apprenticeship Training

(c) Vestibule Training (d) Internship Training

264. Under which training method, both the technical institutes and the business organizations jointly impart training to their members?

(a) Induction Training (b) Apprenticeship Training

(c) Vestibule Training (d) Internship Training

265. (I) Training is job-oriented and development is career oriented.

a. Scope of training is broad and that of development is limited.

Above both statements are:

(a) True

(b) False

(c) Statement (I) is True and Statement (II) is False.

(e) Statement (I) is False and Statement (II) is True.

266. Directing is the _____ stage of management process.

(a) First (b) Second

(c) Third (d) Fourth

267. _____ is included under directing.

(a) Planning (b) Organizing

(c) Supervision (d) Staffing

268. Directing is necessary at the _____ level of management.

(a) Top (b) Lower

(c) Middle (d) All

269. Which of the following principle is necessary for management?

(a) Unity of Command (b) Harmony of Objectives

(c) Follow Through (d) All the above

270. Which of the following is the element of directing?

(a) Communication

(b) Motivation

(c) Communication and Motivation

(d) Organization

271. _____ is not included in Directing.

(a) Planning (b) Leadership

(c) Communication (d) Motivation

272. In supervision there is a _____ relationship between the supervisor and the subordinates.

(a) Distant (b) Close

(c) Face to Face (d) Almost nothing (Nil)

273. A supervision performs role of _____ .

(a) As a Key Man (b) As a Middle Man

(c) As a Human Relation Specialist (d) All the above

274. What out of the following does supervision ensure?

(a) Ensures issuing instructions (b) Facilitates Control

(c) Both the above (d) Industrial Conflicts

275. Who of the following ensures that the work is progressing at the desired speed or not?

(a) Planning (b) Organizing

(c) Communication (d) Supervision

276. The purpose of motivation is that process which creates _____ among the people to achieve desired objectives.

(a) Competition (b) Excitement

(c) Conflict (d) Cooperation

277. The characteristic of motivation happens to be _____ .

(a) Positive (b) Negative

(c) Positive and Negative (d) Quantitative

278. Abraham Maslow propounded the Need Hierarchy Theory in the year _____.

(a) 1843 (b) 1943

(c) 1893 (d) 1963

279. Physiological needs include _____ .

(a) Food (b) House

(c) Clothes (d) All the above

280. According to Maslow a person satisfies his _____ needs one after the other in a definite order.

(a) Seven (b) Five

(c) Three (d) Six

281. _____ is an example of monetary motivation.

(a) Bonus (b) Status

(c) Job (d) Job Security

282. Job security means the _____ of Job.

(a) Insecurity (Instability) (b) Stability

(c) Demotion (d) Promotion

283. Which of the following creates ability to work?

(a) Education (b) Training

(c) Education and Training (d) Motivation

284. 19. Which of the following is the example of negative motivation?

(a) Demotion (b) Suspension

(c) Termination (d) All the above

285. What is the name of the need which makes an individual to take his ability to the highest level?

(a) Esteem Need (b) Self Actualization Need

(c) Security Need (d) All the above

286. What type of financial motivation helps the employees in satisfying one of the following needs?

(a) Physiological (b) Security

(c) Physiological and Security (d) Esteem

287. Which of the following needs of the employees are satisfied by the non-financial motivation?

(a) Social (b) Esteem

(c) Self-Actualization (d) All the above.

288. The objective of leadership is to make use of _____ per cent of the ability of an individual.

(a) 40 (b) 50

(c) 80 (d) 100

289. A person who has the ability to influence others is called _____ .

(a) Leader (b) Manager

(c) Chief Manager (d) Supervisor

290. Manager + Leadership ability = _____ .

(a) Loss (b) Success

(c) Failure (d) Nothing (Zero)

291. _____ is necessary for the existence of a leader.

(a) Manager (b) Employee

(c) Follower (d) Worker

292. Which of the following is the characteristic of leadership?

(a) Influencing Process (b) Physical Features

(c) Knowledge (d) Integrity

293. Which of the following leadership styles has the specialty of centralized authority?

(a) Autocratic leadership style (b) Democratic leadership style

(c) Free-rein leadership style (d) none of the above

294. From which of the following leadership styles yields the advantage of high level motivation?

(a) Autocratic leadership style (b) Democratic leadership style

(c) Free-rein leadership style (d) none of the above

295. In order to complete the process of communication, there should at least be _____persons.

(a) One (b) Two

(c) Three (d) Four

296. During the process of communication there is an exchange of _____ .

(a) Ideas (b) Orders

(c) Feelings (d) All the above

297. In the process of communication, feedback aims at knowing _____ .

(a) Message has been properly received (b) Message has been understood

(c) Both the above (d) Message has been followed

298. _____ is an example of the medium of communication.

(a) Letter (b) Telephone

(c) E-Mail (d) All the Above

299. Loss of letter during the process of communication is the example of _____.

(a) Decoding (b) Message

(c) Encoding (d) Noise

300. _____ Communication is also called Grapevine Communication.

(a) Written (b) Informal

(c) Formal (d) Oral

301. 'Wrong interpretation of message' - what type of communication barrier is it?

(a) Semantic (b) Emotional

(c) Organizational (d) Personal

302. 'Lack of attention' - What type of Communication barrier is it?

(a) Semantic (b) Emotional

(c) Organizational (d) Personal

303. The presence of more managerial levels - what type of communication barrier is it?

(a) Semantic (b) Emotional

(c) Organizational (d) Personal

304. Which of the following is the personal communication barrier?

(a) Fear of challenge to authority (b) Organizational Policies

(c) Un clarified Assumptions (d) Premature Evaluation

305. Which of the following communication spreads rumors?

(a) Formal (b) Informal

(c) Written (d) All the Above

306. Which of the following communication spreads quickly?

(a) Formal (b) Informal

(c) Written (d) All the above

307. The process of converting the message into communication symbols is known as:

(a) Feedback (b) Decoding

(c) Media (d) Encoding

308. Controlling is needed at _____ levels.

(a) Top level (b) Middle level

(c) Lower level (d) All

309. Controlling is related to _____ .

(a) Results (b) Individuals

(c) Things (d) Managers

310. First step in the controlling process is _____.

(a) Taking corrective action (b) Analyzing the deviations

(c) Determining standards (d) Measurement of actual progress

311. Cost at ™100 per unit is an example of _____ standard.

(a) Quantitative (b) Qualitative

(c) Both the above (d) None of the above

312. Chief basis of standards is _____ .

(a) Quantity (b) Quality

(c) Time (d) All the above

313. _____Standard is associated with production.

(a) Quality (b) Quantity

(c) Quality and Quantity (d) Labor

314. Strike is _____ cause of deviation.

(a) Human (b) Uncertain conditions

(c) Various hindrances (d) Defective standards

315. Hindrance in the supply of electricity is _____ cause of deviation.

(a) Human (b) Uncertain conditions

(c) Various hindrances (d) Defective standards

316. Which function of management is controlling?

(a) First (b) Second

(c) Third (d) Last

317. 'Planning in the absence of controlling is meaningless'. What does this statement indicate in respects of both?

(a) Only planning is essential (b) Only controlling is essential

(c) Both are essential (d) Both are unnecessary

318. 'Controlling in the absence of planning is blind' what does this statement indicate in respect of both?

(a) Only planning is essential

(b) Only controlling is essential

(c) Both are essential

(d) Both are unnecessary

319. When does the measuring of actual performance become meaningful?

a. When the standards have been set

b. When the standards have not been set

c. When standards are more than the need

d. When standards are less than the need

320. Which of the following is associated with the marketing standard?

(a) Sale expenses (b) Capital expenses

(c) Quantity (d) Dispute Rate

321. Which of the following is related to the finance and accounting standard?

(a) Sale expenses (b) Capital expenditure

(c) Quantity (d) Dispute late

322. Which of the following is associated with the Personnel Management?

(a) Individual production (b) Target of sales persons

(c) Absenteeism Rate (d) Flow of capital

323. Which of the following qualities the standards should have?

(a) Achievable (b) Measurable

(c) Flexible (d) All the above

324. Which of the following types a deviation can be?

(a) Negative (b) Positive

(c) None (Nil) (d) All the above

325. Which deviation is the most important?

(a) Negative (b) Positive

(c) None (Nil) (d) All the above

326. _____ is not included in the controlling process.

(a) Measurement of actual performance.

(b) Comparison of actual performance with standards.

(c) Doing work of financial management.

(d) Analyzing deviations.

327. What type of nature the control has?

(a) Positive Approach (b) Negative Approach

(c) Both of the above (d) None of the above

328. An efficient control system helps to:

(a) Achieve objectives (b) boost Employee's Morale

(c) Efficient use of Resources (d) All of the above

329. That part of management which is connected with the financial activities is called _____ management.

(a) Personnel (b) Financial

(c) Production (d) All the above

330. Fixed assets investment decision is called _____ .

a. Management of working capital
b. Capital budgeting
c. Financing decision
d. None of these

331. Shareholder's current wealth in a company = _____ × _____ .

(a) Face value of shares × Market price per share

(b) Number of shares × Face value of shares

(c) Number of shares × Market price per share

(d) Number of shares × Profit per share

332. Financial planning means _____ of financial activities.

(a) Determining (b) Pre-determining

(c) Later -determining (d) Not determining

333. Under financial management a forecast of receipts and payments is made and the shortage or sufficiency of _____ is ensured.

(a) Capital (b) Human resource

(c) Material (d) All the above

334. With the help of the financial planning a situation of continuous _____ can be maintained.

(a) Minimum Capital (b) Liquidity

(c) Maximum Capital (d) (b) and (c)

335. With the help of financial planning capital can be made available at _____cost.

(a) More (b) Medium

(c) Minimum (d) Zero

336. Without _____ no business planning can be successfully implemented.

(a) Dividend decision (b) Investment decision

(c) Both of above (d) Financial planning

337. _____ is the example of a financial decision.

(a) Investment decision (b) Financing decision

(c) Dividend decision (d) All of these

338. What is included in financial management according to the traditional approach?

(a) Arranging finance (b) Using finance effectively

(c) Both (a) and (b) (d) None of these

339. What is influenced by the financing decision?

(a) Market price of shares (b) Cost of capital

(c) Both (a) and (b) (d) None of these

340. Which branch of management does take care of the efficient planning and controlling of the financial activities of an organization?

(a) Production management

(b) Financial management

(c) Marketing management

(d) Personnel management

341. What is the chief financial question before an organization?

a. How much finance will be required for various business activities?

b. How much amount can be acquired from various resources?

c. How the profit of the business will be divided?

d. All of these

342. A person buys 100 shares @ ™100 per share of XYZ company. After some time the market price of shares becomes ™120 per share. How much wealth shall he have in the company.

(a) ™12,000 (b) ™ 8,000

(c) ™ 10,000 (d) ™ 10,120

343. What is included in financial planning?

a. Determining financial objectives

b. Determining financial policies

c. Determining financial procedures

d. All of these

344. What out of the following, financial planning helps to achieve?

(a) Arrangement of material (b) Financial control

(c) Arrangement of machinery (d) All of above

345. Which out of the following happens to be a financial decision?

(a) Investment decision (b) Financing decision

(c) Dividend decision (d) All of these

346. The meaning of capital structure relates to the percentage of _____ sources.

(a) Long-term (b) Medium term

(c) Short-term (d) Current

347. Capital Structure is called _____ .

(a) Quantitative aspect (b) Qualitative aspect

(c) Both (a) and (b) (d) None of these

348. _____ is not included in owner's capital?

(a) Equity share capital (b) Long-term debt

(c) Preference share capital (d) Retained profit

349. _____capital should be preferred while arranging for a long-term finance?

(a) Preference share capital (b) Equity share capital

(c) Debt or borrowed capital (d) Retained earning

350. Keeping in view the high rate of Income Tax the company should give priority to _____ capital.

(a) Debt (b) Equity

(c) Preference (d) Owner

351. The importance of 'Trading on Equity' lies in the fact that if the company is earning more profit, it can make use of borrowed capital and preference share capital and by doing so it can increase the income of _____

(a) Preference Shareholders (b) Lenders

(c) Equity Shareholders (d) Government

352. What does affect the value of company?

(a) Capital cost (b) Market price of shares

(c) Both (a) and (b) (d) None of these

353. What out of the following is the effect of optimum capital structure?

(a) Capital cost-minimum (b) Total value of company-maximum

(c) Both (a) and (b) (d) Market price of shares minimum

354. What capital out of the following should be used in case of better cash flow position?

(a) Debt Capital (b) Equity Share Capital

(c) Both of the above (d) None of these

355. What capital out of the following should be used in case of low rate of interest on debt?

(a) Equity Share Capital (b) Preference Share Capital

(c) Debt Capital (d) None of these

356. A company is attracted to what capital out of the following with reference to floatation costs?

(a) Equity Share Capital (b) Preference Share Capital

(c) Debt Capital (d) None of these

357. What capital out of the following is better with reference to control?

(a) Equity Share Capital (b) Preference Share Capital

(c) Debt Capital (d) None of these

358. Fixed capital means that capital which is used in purchasing _____ assets.

(a) Current assets (b) Fixed assets

(c) Material (d) All the above

359. Use of machines makes the use of fixed capital _____ .

(a) More (b) Nil

(c) Less (d) Very little

360. When the fixed assets are available on rent the need for fixed capital is _____.

(a) More (b) Excessive

(c) Nil (d) Less

361. The difference between current assets and current liabilities is called _____.

(a) Net working capital (b) Gross working capital

(c) Fixed capital (d) Working capital

362. _____ will be the amount of net working capital if the value of current assets is ™ 50,000 and the current liabilities is ™35,000?

(a) ™ 50,000 (b) ™ 35,000

(c) ™15,000 (d) ™ 85,000

363. Enough working capital is an index of the _____ of business.

(a) Strength (b) Weakness

(c) Liquidity (d) Loss

364. The objective of working capital is to determine the _____ amount of current assets and current liabilities.

(a) Maximum (b) Minimum

(c) Optimum (d) Equal

365. Those organizations which make cash sales need _____ working capital.

(a) Less (b) Nil

(c) More (d) Very much

366. In case of price-rise _____ working capital is required in order to maintain the previous level of production.

(a) Less (b) More

(c) Nil (d) Very little

367. In what type of organizations is the investment in fixed assets essential?

(a) Trading (b) Manufacturing

(c) Both (a) & (b) (d) None of these

368. What is the decision to invest in fixed assets called?

(a) Management of working capital

(b) Capital budgeting

(c) Financing decision

(d) None of these

369. Which investment decisions are difficult to be changed?

(a) Fixed capital decision (b) Working capital decision

(c) Both (a) & (b) (d) None of these

370. Which of the following is not included in current assets?

(a) Cash (b) Stock

(c) Debtor (d) Long-term investment

371. Why is working capital important?

a. To buy land
b. To buy building
c. To make payment for routine expenses
d. To buy machine

372. What is the meaning of the management of working capital?

a. To maintain the continuity of sufficient amount of working capital.
b. To make cash available in large amount.
c. To keep the working capital at the minimum level.
d. To keep the working capital at the maximum level.

373. What out of the following happens because of the optimum amount of working capital?

(a) Profitability increases (b) No decrease in liquidity

(c) Both (a) & (b) (d) Decrease in liquidity

374. There is more need of working capital in businesses where the demand to be seasonal. What out of the following is the cause?

(a) Capital remains stuck up for a long time in the raw material

(b) Capital remains stuck up for a long time in the manufactured goods

(c) Both the above

(d) More machines are needed

375. Financial market _____ financial assets.

(a) Creates (b) Exchange

(c) Creates and Exchange (d) None of the above

376. _____ is a part of money market.

(a) Commercial Bill (b) Equity share

(c) Preference share (d) Debentures

377. Money market deals in _____ securities.

(a) Short-term (b) Long-term

(c) Short-term and long-term (d) Mid-term

378. The term of the Treasury Bill cannot be more than _____ year.

(a) One (b) Two

(d) Ten

(c) Five

379. Call money or call loans are _____ .

(a) Fixed (b) Liquid

(c) Costly (d) Cheap

380. It is necessary for an investor to obtain Certificate of Deposits for ™ _____ lakh.

(a) 5 (b) 10

(c) 25 (d) 50

381. _____ is a part of capital market.

(a) Call Money (b) Primary Market

(c) Secondary Market (d) Primary and Secondary Market

382. Primary market is associated with _____ issues.

(a) Old (b) New

(c) Old and New (d) Very Old

383. Secondary market deals with the _____ of existing securities.

(a) Purchase (b) Sale

(c) Purchase-sale (d) Stock

384. Which is the major part of financial system?

(a) Financial market

(b) Financial institutions

(c) Financial securities

(d) All of above

385. Which of the following is included in the financial assets?

(a) Shares (b) Debentures

(c) Treasury bill (d) All the above

386. Which of the following is the supply side of finance?

(a) Financial Institutions

(b) Insurance Companies

(c) Financial Institutions and Insurance Companies

(d) Industry

387. Which of the following performs the functions of giving imputes to saving and transfers them to more productive uses?

(a) Wholesale Market (b) Retail Market

(c) Financial Market (d) Financial Institutions

388. Which of the following falls in the Category of Zero Coupon Bond?

(a)Treasury Bill (b) Commercial Paper

(c) Certificate of Deposit (d) Commercial Bill

389. Which of the following is the method of collecting capital?

(a) Public Issue (b) Offer for Sale

(c) Private Placement (d) All the above

390. Sensex is dependent on _____ companies.

(a) 30 (b) 50

(c) 100 (d) 500

391. The Index of NSE is called _____ .

(a) INDEX (b) NIFTY

(c) SENSEX (d) LISTING

392. Educating the investor is the _____ function of SEBI.

(a) Protective (b) Regulatory

(c) Both the above (d) Developmental

393. Which of the following takes advantage of the internal trading?

a. All shareholders

b. All Debenture holders

c. People having secret information of the company

d. All the employees

394. According to the traditional point of view _____ is called market.

(a) Actual Buyer (b) Possible Buyer

(c) The group of actual and possible buyers (d) Special Place

395. _____ is called marketer.

(a) Satisfaction Seeker (b) Satisfaction Provider

(c) Seller (d) Service Provider

396. Customer is the _____ of the market.

(a) King (b) Servant

(c) Sympathiser (d) Seller

397. With the onset of the thought of producing a thing the process of _____ starts.

(a) Buying (b) Selling

(c) Marketing (d) Producing

398. _____ starts after the production of things.

(a) Buying (b) Selling

(c) Marketing (d) Advertising

399. _____ point of view lays stress upon customer's welfare.

(a) Production (b) Product

(c) Marketing (d) Social Marketing

400. _____ is the central point in the marketing point of view.

(a) Customer's satisfaction (b) Customer's welfare

(c) Quality of the Product (d) Quantity of Product

401. 'Products are not purchased but sold', with which point of view is this statement associated?

(a) Product (b) Sale

(c) Production (d) Marketing

402. The collection of utilities is known as _____ .

(a) Purchaser (b) Seller

(c) Product (d) Market

403. Which of the following is the function of marketing?

(a) Promotion (b) Physical Distribution

(c) Transport (d) All the above

404. Under which of the following importance is given to consumer's satisfaction?

(a) Marketing (b) Selling

(c) Production (d) Selling and Production

405. Under which philosophy of marketing, efforts are made to bring down the cost of production to the minimum?

(a) Production concept (b) Product concept

(c) Marketing concept (d) Selling concept

406. Under which concept the companies push for the betterment of the quality of their products in their efforts for marketing?

(a) Production concept (b) Product concept

(c) Marketing concept (d) Selling concept

407. Customer's satisfaction alone can ensure success. Which marketing concept holds this view?

(a) Production concept (b) Product concept

(c) Marketing concept (d) Selling concept

408. Which of the following is a factor of marketing mix?

(a) Product (b) Price

(c) Promotion (d) All the above

409. Which of the following is the example of Dunlop?

(a) Branding (b) Brand

(c) Brand Name (d) Brand Mark

410. Which of the following is the example of Shaving Cream?

(a) Primary Packaging (b) Secondary Packaging

(c) Transport Packaging (d) None of the above

411. _____ is compulsory for advertisement.

(a) Expenditure (b) Effort

(c) Both the above (d) Television

412. _____ is an advantage of advertisement.

(a) Better Reach (b) Less Effective

(c) Rigidity (d) Lack of Feedback

413. _____ is objection to advertisement.

(a) Undermines social values

(b) Decrease in price

(c) Knowledge on various products

(d) Improvement in Quality of Product

414. _____ removes doubts immediately.

(a) Advertisement (b) Personal Selling

(c) Sales Promotion (d) Publicity

415. _____ develop relationship.

(a) Publicity (b) Advertisement

(c) Sales Promotion (d) Personal Selling

416. _____ makes flexibility available.

(a) Publicity (b) Advertisement

(c) Sales Promotion (d) Personal Selling

417. Which of the following plays an important role in introducing a new product to the consumers?

(a) Publicity (b) Personal Selling

(c) Sale Promotion (d) Advertisement

418. Which of the following can offer expert opinion to the consumers?

(a) Publicity (b) Advertisement

(c) Sale Promotion (d) Personal Selling

419. Sales promotion is helpful in making _____ effective.

(a) Advertisement (b) Personal selling

(c) Both the above (d) Publicity

420. Which of the following is a sales promotion activity?

(a) Rebate (b) Discount

(c) Product Combination (d) All the above

421. 'Providing finance at 0%' which of the following adopts this method.

(a) Advertisement (b) Personal Selling

(c) Sales Promotion (d) Publicity

422. To provide protection to the consumers against the improper behavior of the producers and sellers is called _____ .

a. Consumers Protection Act

b. Consumer Protection

c. Consumer Welfare

d. Consumer Education

423. Under the amended Consumer Protection Act, 1993 the time limit for filing a complaint has been limited to a period of _____ year.

(a) Two (b) Three

(c) Four (d) Five

424. When a single consumer fails to get his rights protected, he seeks the help of _____ .

(a) Trade Union (b) Consumer Association

(c) Labor Union (d) None of the above

425. Don't purchase in haste', this is an important _____ of the consumer.

(a) Responsibility (b) Right

(c) Act (d) All the above

426. The consumer organizations collect the samples of the products for _____ .

(a) Sell them

(b) Check them

(c) Get bribe from the sellers

(d) Distribute them among the poor

427. Consumer organizations are making efforts to _____ their number.

(a) Increase (b) Decrease

(c) Stabilize (d) None of the above

428. Disputes of _____ amount are settled at the level of District Forum?

(a) Up to rupees ten lakh

(b) Up to rupees thirty lakh

(c) Up to rupees fifty lakh

(d) Up to rupees twenty lakh

429. _____ is not a part of the three tier judicial machinery?

a. Tehsil Forum

b. District Forum

c. State Commission

d. National Commission

430. _____ broadcasts the programme 'Apne Adhikar' with reference to consumer protection?

(a) All India Radio (b) Doordarshan

(c) Advertising Agency (d) All of these

431. _____ is an example of the unfair trade practice?

a. Hoarding

b. Issuing a gift scheme

c. Not observing prescribed standards

d. All of these

432. Which of the following Acts is related to the Consumer's protection?

a. Consumer Protection Act, 1986

b. Indian Companies Act, 1956

c. Indian Partnership Act

d. Indian Contract Act

433. A producer of Surajmukhi claimed in an advertisement in a national newspaper that his product has large amount of vitamins, Minerals and Proteins. However, tests indicated that it was a false claim. Whose example is this?

(a) Exploitation of consumer

(b) Welfare of consumer

(c) Information for consumer

(d) None of these

434. Which of the following happens to be a feature of the Consumer Protection Act?

a. Coverage of items

b. Coverage of sectors

c. Compensatory nature of provisions

d. All of these

435. Which of the following is not a part of the three-tier grievance redressal machinery?

a. International Commission

b. National Commission

c. State Commission

d. District Forum

436. Who, of the following, cannot be considered a consumer?

a. A person who buys things to further sell them consideration.

b. A person who gets things without consideration.

c. A person who uses things without the permission of the purchasers.

d. All the above

437. Which of the following is not the example of unfair trade practice?

a. Wrong information about goods/services.

b. Compelling consumers to buy gas stove while getting gas connection.

c. Not observing prescribed standards.

d. Indulging in hoarding

438. Supplying wrong bills by the Electricity and Telephone Departments exemplifies which of the following?

(a) Deficiency of services (b) Defective things

(c) Charging more price (d) Unfair trade practice

439. Which of the following is a basis for a complaint?

(a) Defective things (b) Deficiency in service

(c) Charging more price (d) All of these

440. Who of the following cannot file a complaint?

(a) Individual consumer

(b) Consumer association that has not been recognized

(c) Central government

(d) State government

441. Which of the following is a consumer organization?

(a) Common Cause, New Delhi (b) Voice, New Delhi

(c) Consumer Forum, Udipi (d) All of these

442. Human resource evolved around mid – 90s from the

a. Concept of human relations
b. Concept of personnel management
c. Concept of organizational behaviour
d. Neither of these.

443. HRM is concerned with ……. In organization, with the focus on company's policies, strategies, procedures and system in order to attain the business objectives in an effective and efficient manner.

a. Managing the people
b. Managing the machinery
c. Managing finance
d. Managing everything

444. 'HRM is the process of acquiring, training, appraising and compensating employees and of attending to their labour relations, health and safety and fairness concerns'. Mention the speaker:

a. David A. Decenzo and S.P. Robbins
b. Gary Dessler
c. Edwin B. Flippo
d. W.Scmidt

445. Which one is not a nature of HRM?

a. Multidisciplinary approach
b. Continuous function
c. Backward- looking approach
d. Developmental approach.

446. Which of the following is not a scope of HRM

a) Compensation, remuneration and other benefits
b) Training and development
c) Personnel records
d) Job analysis

447. The nature of HRM includes

a) Coordinating force
b) Attention for individual growth
c) forward- looking approach
d) All of the above.

448. The scope of HRM includes

a) Training and development
b) Performance appraisal

c) Job evaluation
d) all of the above.

449. To ensure a safe and healthy working environment that will add positively to the efficiency level of the employees.

a) is an importance of HRM
b) is an objective of HRM
c) Is a scope of HRM
d) Both of the above.

450. Maintenance is an example of

a) Operative function
b) Managerial function
c) Recruitment function
d) Motivation function.

451. The HR managers advises the top level management and also the heads of the departments and divisions, is an example of

a) Operative function
b) Advisory function
c) Managerial function

d) All of the above.

452. Given points (i) planning (ii) Organising (iii) development (iv) controlling, the points indicating managerial functions of HRM are:

a) (i) , (ii) and (iii)
b) (ii) ,(iii) and (iv)
c) (i) ,(ii) and (iv)
d) (i) , (iii) and (iv).

453. Job procurement stands for

a) Recruitment and selection
b) Compensation and benefits
c) Welfare and safety
d) None of the above.

454. _____ does not come under the preview of HRM.

a) Human resource planning
b) Job analysis
c) Job evaluation
d) Culture of employee.

455. HRM is

a) a key to organizational success
b) Not dynamic

c) Non utilization of human capital
d) Not integrated with organizational objectives.

456. HRM is concerned with the ---------- in the organisation.

a. company
b. people
c. industry
d. society

457. HRM can be understood as a process of

a. Processing
b. Developing
c. Maintaining People
d. All the above

458. HRM is an art of

a. Preparation of a task
b. Coordinating middle management
c. Helping top management
d. Managing people

459. Why are employers interested in employee engagement?

a. To encourage employees to trust their manager.
b. To make a quick profit
c. To make employees work harder for less
d. Because engaged employees are more motivated and prepared to give their best to make the firm succeed.

460. HR policy makes employees

a. Train for future positions
b. Better person /worker
c. A knowledgeable person

d. All the above

461. Healthy HRM practices can help the organization

a. To reduce the disputes/ conflicts

b. To increase the promotional opportunities

c. To realize the employees

d. To maintain cardinal relationship

462. ----------practices teach individuals team work and adjustment.

a. Personnel management

b. Effective Human Resource

c. Employee welfare

d. Healthy, safety and welfare

463. _____ can be promoted for the top level job.

a. Potential employees

b. Legal employees

c. Skilled employees

d. Trained employees

464. When industrial development increased by HR, it also stimulates

a. Organizational modifications

b. Economy

c. Technology

d. Socio cultural change

465. HR also focuses on

a. Physical and emotional capital

b. The confident of employees

c. Communication styles of the workers

d. Attitude of the worker

466. Working condition activities refers with

a. Policy and procedure of a firm

b. Health, safety, welfare services

c. Culture of the organization

467. _____ is the art and science.

a. Labour legislation

b. Human Resource Management

c. Allotment of right job to right one

d. All of the above

468. The scope of the HRM start from the

a. Manpower needs

b. Organizational needs

c. Social needs

d. Industry welfare

469. _____ influence the financial wealth of the organization.

7) Technological conditions

8) Social conditions

9) Political conditions

10) Economical conditions

470. _____ of Human Resource in the country influence the HRM function of any organization.

a. Structure

b. Values

c. Education

d. All the above

471. ____ is the major strategy of our country's HR focused to face the foreign organization.

a. Challenge the competition

b. Focus on product

c. Recruitment of employees from other country

d. None of the above

472. Human Resource Management is the process of

a. Recruitment and selection

b. Analysing the skills

c. Workforce utilization

d. None of the Above

473. Management in HRM refers to

a. Labour unions

b. Proper and maximum utilization of resources

c. Top management

d. Operations management

474. The core purpose of HRM is

a. Select the right person for the task

b. Satisfaction of employees

c. Safety of employees

d. Make efficient purpose of existing HR

475. What is meant by the term 'management by objectives'?

a. a. A system of giving the authority to carry out certain jobs by those lower down the management hierarchy

b. The system of management that is based on bringing together experts into a team

c. The setting of objectives by superior with the subordinates to bring about the achievement of the organizational goals.

d. The control of the organization by those in the 'head office'.

476. Which of the following is not a function normally performed by the HR department?

a. Employee relation

b. Training and Development

c. Accounting
d. Recruitment and Selection

477. The role of HR director is

a. solving the disputes

b. Extension of plan

c. Administration

d. Training and development

478. The perspective for the need of HR is

a. Select the legal employee

b. Promote the skill employee

c. Distinguishing the features of employees

d. To right person for the right job

479. HRM is

a. Inter - related

b. Inter dependent

c. Interacting

d. All the above

480. The skill and talents of HR

a. Need an opportunity

b. Obtained by the management

c. Exemplified

d. Represented

481. _____ practices will help to overcome the HR promotions.

a. Employment
b. Economic
c. Innovative
d. Cultural changes

482. _____ is the big problem for every organization.

a. Recruiting and selecting
b. Attracting and retaining
c. Performance appraisal
d. Promotion and transfer

483. The name of the facilitator in the HR department.

a. People's champion
b. Supervisor
c. Chief executive
d. Leader

484. HRM policy is

a. Place of action
b. A decision making
c. Is a mission
d. All the above

485. HRM policies lies in

a. An organization value
b. Philosophy
c. Concepts and principles
d. All the above

486. Human resource policies are

a. Mitigate the company's risk of liability

b. Increase the benefit

c. Reduce the labour turnover

d. None of the above

487. HRD will develop the

a. Executive development

b. Strategic development

c. Planning and decision making

d. Organizational and personal skills

488. HRD deals with functions such as

a. Career development

b. Mentoring

c. Coaching

d. All the above

489. Stephen Knauf defined HRA as “the measurement & of Human organizational inputs such as recruitment, training experience & commitment.

a. Qualification

b. Accounting

c. Development

d. None of the above

490. A key HR role in the firm will be multidisciplinary consulting around.

a. Individual

b. Team

c. Business unit

d. All of the above

491. The alignment of the HRM function with organizational goals is referred to as:

a. an HR balanced scorecard

b. Strategic human resources management (Strategic HRM)

c. concreteness or congruence

d. Human Resources program evaluation

492. To add value to HRM, the use of an HRIS is focused primarily on increasing which of the following kind of tasks or activities?

a. transactional

b. benchmarking

c. transformational

d. re-engineering

493. HR shared service includes

a. Recruitment function

b. Customer Care Service

c. Payroll Function

d. All of the above

494. HR Accounting is a systematic method of

a. Identifying cost involved in HR

b. Value of HR

c. Worth of HR

d. All of the above

495. The alignment of the HRM function with organizational goals is referred to as:

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c. To make employees work harder for less

d. Because engaged employees are more motivated and prepared to give their best to make the firm succeed.

497. Employee training requires to meet

a. Job requirement

b. Job enhancement

c. Job Analysis

d. Job Enrichment

498. _____ can be promoted for the top level job.

a. Potential employees

b. Legal employees

c. Skilled employees

d. Trained employees

499. What is Harmonious relationship at workplace?

a. Friendly in nature

b. Pleasing and consistent

c. Cordial and available

d. All the above

500. Sending employees for higher studies.

a. Process of appraisal

b. Process of selection

c. Motivation

d. Learning and development

Thank You!