

Question	Answer1	Answer2	Answer3	Answer4	CorrectOpt	Topic
Fayol developed _____ principles of management.	12	14	15	13	Answer2	Unit 1
Gaining reasonable profit, support from consumers and ability to face competition are objective of _____.	business survival	growth	profitability	innovation	Answer1	Unit 1
_____ is concerned with determination of overall corporate objectives, policies and strategies.	Corporation	Administration	Management	Corporate innovation	Answer2	Unit 1
The three elements of administration are the formulation of goals, _____ and the direction of people.	choice of ways and means	resource allocation	execution of plans	implementation of policies	Answer1	Unit 1
Selection of staff, motivation and dissemination of information is part of _____	top management	middle management	lower level management	consultants	Answer2	Unit 1
Scalar chain makes use of _____.	gangplan	gainplan	gainplank	gangplank	Answer4	Unit 1
Top level managers mostly need _____ skills.	Human skills	communication	Technical skills	Conceptual	Answer4	Unit 1
Importance of management to country includes economic growth, social growth, higher productivity and _____.	increase in capital formation	increasing competitive strength	effective leadership	achievement of group goals	Answer1	Unit 1
Management is the stabilizer of society and guardian of _____.	traditions	emotions	moods	beliefs	Answer1	Unit 1
_____ means looking ahead and deciding future courses of action to be followed.	Planning	Coordinating	Staffing	Organising	Answer1	Unit 2
_____ is a systematic activity which determines when, how and who is going to perform a specific job.	Planning	Coordinating	Staffing	Organising	Answer1	Unit 2
_____ is a detailed programme regarding future courses of action.	Planning	Coordinating	Staffing	Organising	Answer1	Unit 2
_____ provides a sense of direction to business activities.	Planning	Coordinating	Staffing	Organising	Answer1	Unit 2
_____ bridges the gap from where we are and where we want to go.	Planning	Coordinating	Staffing	Organising	Answer1	Unit 2

Departmentation by functions is suitable to _____ organisation.	Small	Medium	Large	Half	Answer3	Unit 3
Delegation means _____ of authority.	Surrender	Transfer	Submission	Promotion	Answer2	Unit 3
Formal groups are in the form of _____.	Welfare committee	Friendship club	Tea club members	Club	Answer1	Unit 3
Decentralisation is determined by _____ of the business.	Budget	Size	Manpower	Finance resource	Answer2	Unit 3
Delegation _____ the burden on management.	Reduces	Increases	Balances	Decreases	Answer1	Unit 3
_____ to direct is a barrier to delegation.	Ability	Fear	Inability	Fearless	Answer3	Unit 3
_____ interview is designed to test the candidate and his behaviour by putting him under conditions of stress and strain specially created.	Stress	Panel	Group	Final	Answer1	Unit 4
_____ interview is also known as Non-directed interview.	Formal	Ungrouped	Panel	Unstructured Interview	Answer4	Unit 4
Entry of young blood is possible only in case of _____ source of recruitment.	Internal Source	External Source	No Source	Recommendation	Answer2	Unit 4
_____ test is used to ascertain whether the individual actually knows what he claims to know.	Achievement	Aptitude	Written	Physical	Answer1	Unit 4
Using management consultants and private employment exchanges is an example of _____ source of recruitment.	Joint Source	External Source	Neutral Source to increase advertising	Internal Source	Answer2	Unit 4
Corrective measures -II The _____ performance is then compared against the planned targets.	to increase sales	to improve quantity	actual	to improve quality	Answer4	Unit 5
Performance of individual is measured _____	corrective	targets	periodically	measurements	Answer3	Unit 5
_____ system facilitates employee appraisal.	annually	quarterly	organising	half yearly	Answer3	Unit 5
	control	planning	staffing		Answer1	Unit 5