Unit-1 (MCQ’s )

1. Policy formulation is the function of –
2. **Top level management**
3. Middle level management
4. Lower level management
5. All of the above
6. Which is not the function of management-
7. Planning
8. Staffing
9. **Cooperating**
10. Controlling
11. Management is –
12. An art
13. A science
14. **Both art and science**
15. Neither
16. Who has given this definition “Management is to forecast, to plan, to organize, to command, to coordinate & control activities of others”.
17. Joseph Massie
18. F.W Taylor
19. Mary Parker
20. **Henri Fayol**
21. What focuses at the end result of the task-
22. Efficiency
23. Coordination
24. Planning
25. **Effectiveness**
26. The department which is specialized in giving back to the community and environment called-
27. Social responsibility
28. **Corporate social responsibility**
29. Social obligation
30. Employee-friendly
31. Name the manager who performs a number of routine duties of a legal or social nature.
32. Leader
33. Monitor
34. **Figurehead**
35. Entrepreneur
36. Who has given Managerial roles theory
37. Henri Fayol
38. **Mintzberg**
39. F.W Taylor
40. Kreinter
41. Finding the right person for the right position at the right time is lies in which of the management function-
42. Planning
43. Organizing
44. **Staffing**
45. Controlling
46. Management is a –
47. Scientific concept
48. **Universal concept**
49. Effective concept
50. Cause and effect concept
51. Name the level of management at which the managers are responsible for implementing and controlling the plans and strategies of the organization.
52. Top level management
53. **Middle level management**
54. Supervisory level management
55. Planning
56. ……………………means completing task/target on time.
57. Efficiency
58. Management
59. **Effectiveness**
60. Coordination
61. Your uncle is serving as a foreman in a factory. At what level of management is he working?
62. Top level management
63. Middle level management
64. **Supervisory level management**
65. Workers level
66. Authority flows from-
67. **Top to Bottom**
68. Bottom to Top
69. Horizontally
70. All of these
71. Management can be considered as ……………….
72. Exact science
73. Inexact science
74. Pseudo/artificial science
75. **Both b & c**
76. Management is required in all type organizations, in all department & at all levels is known as –
77. Management is multi-dimensional
78. **Management is all pervasive**
79. Management is continuous process
80. Management is a group activity
81. Rita is the regional manager for a clothing retailer. She attends a ribbon cutting ceremony every time a new store opens for business. Which one of Mintzberg’s managerial roles is she fulfilling?
82. **Figurehead**
83. Liaison
84. Leader
85. Communicator
86. Which category of roles does Sara the store manager use when she makes up the weekly schedule for her employees?
87. Directive
88. Decisional
89. **Interpersonal**
90. Informational
91. …………………… is the process of comparing actual performance with the standard and taking corrective actions.
92. Management
93. Planning
94. Coordination
95. **Controlling**
96. According to mintzberg a good decision maker is also…………..Handler.
97. Program
98. Activity
99. **Disturbance**
100. None of these
101. According to mintzberg monitor has a role in………….
102. **Informational role**
103. Decisional role
104. Interpersonal role
105. None of these
106. According to Mintzberg which management role includes entrepreneur, disturbance handler, resource allocator, & negotiator?
107. Interpersonal roles.
108. Informational roles
109. **Decisional roles**
110. Planning roles.
111. Management is a profession because-
112. Earning is made by it
113. **Specialized knowledge is required**
114. They are at top level management
115. They are advisor
116. Which of the following roles should a manager play while communicating with outside world?
117. Disseminator
118. Public speaker
119. **Spokesperson**
120. Liaison
121. Which managerial function gives attention to influencing and motivating employees to improve performance and achieve corporate objectives?
122. **Leading**
123. Staffing
124. Organizing
125. Controlling

1. --------- a process of integrating the interdepartmental activities as unified action towards the Achievement of the common goal of the organization.

A. controlling

B. **directing**

C. co-ordination

D. all of these

1. is the process of comparing actual performance with the standard and taking corrective Action.

A. **controlling**

B. management

C. planning

D. co-ordination

1. is a statement of expected results expressed in quantitative terms for a period

A. plan

B. budget

C. schedule

D. none of these

1. Which type of managers are responsible for reporting to middle managers?

a) employees

b) **managers**

c) executive managers

d) second level managers

1. Management is a -----Activity.

a) single

b) **group**

c) both group and single

d) None

1. Which of the following characterize a manager as being effective?

a) They use a minimum amount of resources for the amount of outputs produced.

b) They devote a large amount of time to planning.

c) **They achieve their goals.**

d) They interview, select, and train people who are most suitable to fill open jobs.

1. Which level of management is responsible for implementing programs that are intended to carry out the broader objectives of an organization set by executives?

a) supervisory managers

b) **middle managers**

c) first level managers

d) chief financial managers

1. Find the odd one out

a) board of directors

b) chief executive

c) **foremen**

d) shareholders

1. Successful coordination of activities results from effectively carrying out the function:

a) planning

b) organizing

c) staffing

d) directing

e) **all of these**

1. Name two broad categories of business activities:-

a) Trade & commerce

b) Trade & Industry

c) **Industry & commerce**

d) None of these

1. Effectiveness relates to

a) Doing the right task

b) Completing activities

c) **Achieving goals**

d) All of the above

1. **What is the primary function of management?**

a. Planning

b. Controlling

c. Organizing

d. All of the above

**Answer: d. All of the above**

1. **Which management function involves setting goals and deciding on the best course of action to achieve them?**

a. Controlling

b. Leading

c. Planning

d. Organizing

**Answer: c. Planning**

1. **Which feature of management involves coordinating and arranging resources to achieve organizational goals?**

a. Controlling

b. Organizing

c. Planning

d. Leading

**Answer: b. Organizing**

1. **Management is considered a universal process. What does this mean?**

a. Management principles apply everywhere

b. Management is only applicable in business

c. Management is limited to certain industries

d. Management is not applicable in non-profit organizations

**Answer: a. Management principles apply everywhere**

1. **Which term refers to the ability to work effectively with and through other people?**

a. Leadership

b. Authority

c. Power

d. Delegation

**Answer: a. Leadership**

1. **What is the nature of management as a discipline?**

a. Abstract

b. Dynamic

c. Static

d. Theoretical

**Answer: b. Dynamic**

1. **Which of the following is a managerial role according to Mintzberg?**

a. Planner

b. Negotiator

c. Analyst

d. Technician

**Answer: b. Negotiator**

1. **What values in management are related to treating all employees fairly and without discrimination?**

a. Ethical values

b. Cultural values

c. Social values

d. Human values

**Answer: d. Human values**

1. **In management, what does the term "span of control" refer to?**

a. The number of employees reporting to a manager

b. The hierarchy of authority in an organization

c. The scope of a manager's responsibilities

d. The time it takes to complete a task

**Answer: a. The number of employees reporting to a manager**

1. **Which of the following is not a function of management?**

a. Coordinating

b. Outsourcing

c. Controlling

d. Leading

**Answer: b. Outsourcing**

1. **What is the primary goal of controlling in the management process?**

a. To punish employees for mistakes

b. To achieve organizational goals

c. To increase workload

d. To limit creativity

**Answer: b. To achieve organizational goals**

1. **What is the essence of the controlling function in management?**

a. Decision-making

b. Monitoring and evaluation

c. Planning for the future

d. Organizing resources

**Answer: b. Monitoring and evaluation**

1. **Which managerial role involves representing the organization in negotiations and agreements?**

a. Disseminator

b. Entrepreneur

c. Negotiator

d. Leader

**Answer: c. Negotiator**

1. **In which management function does the allocation of resources and tasks take place?**

a. Planning

b. Controlling

c. Organizing

d. Leading

**Answer: c. Organizing**

1. **What is the importance of planning in management?**

a. It provides a basis for controlling

b. It eliminates the need for organizing

c. It restricts creativity

d. It is only relevant for top-level management

**Answer: a. It provides a basis for controlling**

1. **Which term refers to the ability to influence others to achieve a common goal?**

a. Power

b. Authority

c. Leadership

d. Delegation

**Answer: c. Leadership**

1. **What is the primary focus of management as a discipline?**

a. Individual behavior

b. Organizational goals

c. Social issues

d. Economic factors

**Answer: b. Organizational goals**

1. **What is the role of a manager as an entrepreneur?**

a. To follow established procedures

b. To take risks and explore new opportunities

c. To avoid change

d. To maintain the status quo

**Answer: b. To take risks and explore new opportunities**

1. **Which value in management involves being honest and transparent in all dealings?**

a. Integrity

b. Fairness

c. Accountability

d. Innovation

**Answer: a. Integrity**

1. **What managerial role involves sharing information within the organization?**

a. Disseminator

b. Monitor

c. Negotiator

d. Spokesperson

**Answer: a. Disseminator**

1. **What is the significance of coordination in management?**

a. It helps achieve synergy

b. It creates competition among employees

c. It reduces the need for planning

d. It limits communication

**Answer: a. It helps achieve synergy**

1. **Which of the following is an element of the controlling function in management?**

a. Delegating tasks

b. Setting goals

c. Evaluating performance

d. Allocating resources

**Answer: c. Evaluating performance**

1. **What is the primary purpose of authority in management?**

a. To control employees

b. To limit creativity

c. To distribute power equally

d. To achieve organizational goals

**Answer: d. To achieve organizational goals**

1. **Which value in management involves being responsible for one's actions?**

a. Accountability

b. Fairness

c. Integrity

d. Innovation

**Answer: a. Accountability**

1. **What does the P-O-L-C framework stand for in management?**

a. Planning, Organizing, Leading, Controlling

b. Productivity, Operations, Learning, Creativity

c. Power, Opportunities, Leadership, Change

d. Profitability, Objectives, Legalities, Compliance

**Answer: a. Planning, Organizing, Leading, Controlling**

1. **Which managerial role involves making decisions and solving problems?**

a. Monitor

b. Decision-maker

c. Disseminator

d. Leader

**Answer: b. Decision-maker**

1. **What is the role of a manager as a spokesperson?**

a. To communicate with external stakeholders

b. To maintain internal communication

c. To make decisions

d. To enforce rules and policies

**Answer: a. To communicate with external stakeholders**

1. **Which function of management involves influencing and guiding employees to achieve organizational goals?**

a. Controlling

b. Leading

c. Planning

d. Organizing

**Answer: b. Leading**

1. **What is the significance of ethics in management?**

a. It only applies to top-level management

b. It ensures compliance with legal requirements

c. It enhances organizational reputation

d. It hinders decision-making

**Answer: c. It enhances organizational reputation**

1. **Which value in management involves promoting a culture of continuous improvement?**

a. Fairness

b. Innovation

c. Integrity

d. Accountability

**Answer: b. Innovation**

1. **In the context of management, what does SWOT analysis stand for?**

a. Strengths, Weaknesses, Opportunities, Threats

b. Strategies, Workflows, Objectives, Tasks

c. Structure, Workflow, Objectives, Targets

d. Strategies, Weaknesses, Opportunities, Targets

**Answer: a. Strengths, Weaknesses, Opportunities, Threats**

1. **Which management function involves adjusting organizational activities to achieve desired results?**

a. Controlling

b. Leading

c. Planning

d. Organizing

**Answer: a. Controlling**

1. **What is the role of a manager as a liaison?**

a. To negotiate deals

b. To build and maintain external relationships

c. To make decisions

d. To communicate within the organization

**Answer: b. To build and maintain external relationships**

1. **Which managerial role involves providing information to employees?**

a. Negotiator

b. Spokesperson

c. Disseminator

d. Decision-maker

**Answer: c. Disseminator**

1. **What is the purpose of setting SMART goals in the planning process?**

a. To limit creativity

b. To ensure goals are specific, measurable, achievable, relevant, and time-bound

c. To eliminate the need for organizing

d. To increase the span of control

**Answer: b. To ensure goals are specific, measurable, achievable, relevant, and time-bound**

1. **What is the nature of management theories and principles?**

a. Static

b. Dynamic

c. Limited to specific industries

d. Applicable only in non-profit organizations

**Answer: a. Static**

1. **Which value in management involves treating all employees impartially and without bias?**

a. Fairness

b. Integrity

c. Accountability

d. Innovation

**Answer: a. Fairness**

1. **What is the role of a manager as a monitor?**

a. To make decisions

b. To supervise and gather information

c. To communicate with external stakeholders

d. To negotiate deals

**Answer: b. To supervise and gather information**

1. **What does the term "management by objectives" (MBO) refer to?**

a. A management style that focuses on personal objectives

b. A strategic planning approach that involves employees in goal-setting

c. A method of controlling resources

d. A leadership style that emphasizes authority

**Answer: b. A strategic planning approach that involves employees in goal-setting**

1. **Which managerial role involves representing the organization externally?**

a. Negotiator

b. Disseminator

c. Liaison

d. Spokesperson

**Answer: d. Spokesperson**

1. **In the context of management, what is the purpose of feedback in the controlling process?**

a. To criticize employees

b. To limit creativity

c. To reinforce positive behavior or correct negative behavior

d. To avoid planning

**Answer: c. To reinforce positive behavior or correct negative behavior**

1. **What is the role of a manager as a coordinator?**

a. To make decisions

b. To supervise and gather information

c. To negotiate deals

d. To integrate and harmonize activities

**Answer: d. To integrate and harmonize activities**

1. **What is the primary focus of management as a social process?**

a. Individual goals

b. Organizational goals

c. Economic factors

d. Legal requirements

**Answer: b. Organizational goals**

1. **Which value in management involves promoting a culture of honesty and truthfulness?**

a. Fairness

b. Innovation

c. Integrity

d. Accountability

**Answer: c. Integrity**

1. **What is the role of a manager as a disseminator?**

a. To communicate with external stakeholders

b. To make decisions

c. To share information within the organization

d. To negotiate deals

**Answer: c. To share information within the organization**

1. **Which term refers to the process of assigning tasks and responsibilities within an organization?**

a. Delegation

b. Leadership

c. Authority

d. Empowerment

**Answer: a. Delegation**

1. **What is the role of a manager as a negotiator?**

a. To communicate with external stakeholders

b. To make decisions

c. To share information within the organization

d. To represent the organization in negotiations and agreements

**Answer: d. To represent the organization in negotiations and agreements**

1. **What is the significance of organizational culture in management?**

a. It limits creativity

b. It has no impact on employee behavior

c. It influences employee behavior and performance

d. It reduces the need for planning

**Answer: c. It influences employee behavior and performance**

1. **Which value in management involves taking ownership of one's actions and decisions?**

a. Fairness

b. Integrity

c. Accountability

d. Innovation

**Answer: c. Accountability**

1. **What does the term "unity of command" mean in management?**

a. The coordination of activities within an organization

b. The authority of a manager over subordinates

c. The delegation of tasks

d. The collaboration of employees in decision-making

**Answer: b. The authority of a manager over subordinates**

1. **According to Mintzberg, which of the following is one of the interpersonal roles?**

a. Negotiator

b. Spokesperson

c. Monitor

d. Figurehead

**Answer: d. Figurehead**

1. **In Mintzberg's managerial roles, what does the term "liaison" refer to?**

a. Building external relationships

b. Making decisions

c. Communicating within the organization

d. Supervising and gathering information

**Answer: a. Building external relationships**

1. **Which managerial role involves receiving and collecting information to understand the organization and its environment?**

a. Disseminator

b. Leader

c. Monitor

d. Entrepreneur

**Answer: c. Monitor**

1. **What does Mintzberg define as the informational roles of a manager?**

a. Roles that involve decision-making

b. Roles that involve sharing information

c. Roles that involve interacting with people

d. Roles that involve gathering and disseminating information

**Answer: d. Roles that involve gathering and disseminating information**

1. **According to Mintzberg, which role involves making choices about the organization's direction and strategy?**

a. Negotiator

b. Entrepreneur

c. Leader

d. Disturbance handler

**Answer: b. Entrepreneur**

1. **What is the primary focus of the disturbance handler role in Mintzberg's framework?**

a. Making decisions

b. Conflict resolution and crisis management

c. Building external relationships

d. Monitoring organizational performance

**Answer: b. Conflict resolution and crisis management**

1. **In Mintzberg's managerial roles, which role involves representing the organization to outsiders?**

a. Liaison

b. Spokesperson

c. Negotiator

d. Entrepreneur

**Answer: b. Spokesperson**

1. **According to Mintzberg, which role involves providing information to employees within the organization?**

a. Disturbance handler

b. Disseminator

c. Leader

d. Figurehead

**Answer: b. Disseminator**

1. **What is the role of a manager as a "disturbance handler" according to Mintzberg?**

a. Negotiating deals

b. Resolving conflicts and managing crises

c. Communicating with external stakeholders

d. Making decisions

**Answer: b. Resolving conflicts and managing crises**

1. **Which Mintzberg's role involves acting as a symbolic leader and performing ceremonial duties?**

a. Negotiator

b. Figurehead

c. Liaison

d. Entrepreneur

**Answer: b. Figurehead**

1. **In Mintzberg's framework, which role involves making decisions and choices on behalf of the organization?**

a. Negotiator

b. Entrepreneur

c. Decisional roles

d. Disturbance handler

**Answer: c. Decisional roles**

1. **What is the primary focus of the role "spokesperson" in Mintzberg's framework?**

a. Representing the organization externally

b. Making decisions

c. Sharing information within the organization

d. Building external relationships

**Answer: a. Representing the organization externally**

1. **According to Mintzberg, which role involves handling negotiations, agreements, and contracts?**

a. Entrepreneur

b. Negotiator

c. Figurehead

d. Disseminator

**Answer: b. Negotiator**

1. **What is the significance of Mintzberg's managerial roles for effective management?**

a. They provide a rigid framework for all managers

b. They help understand the diverse activities managers engage in

c. They limit the scope of decision-making

d. They only apply to top-level management

**Answer: b. They help understand the diverse activities managers engage in**