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DEPARTMENT OF MECHANICAL ENGINEERING

THIRD YEAR (TY)

SCHEME: I

SEMESTER: V

NAME OF SUBJECT: MANAGEMENT

Subject Code: 22509

**UNIT WISE MULTIPLE CHOICE
QUESTIONS BANK**



Question Bank for Multiple Choice Questions

Program: Diploma in Mechanical engineering	Program Code:- ME
Scheme:-I	Semester:- 3
Course:- Management	Course Code:- 22509

01 & 02-	Marks:-16,14
<p>Unit 01: Introduction to Management Concepts And Managerial Skills. Content of Chapter:- 1.1 Definitions of management, role and importance of management. 1.2 Management characteristics and principles, levels of management and their functions; management, administration and organization, relation between management and administration. 1.3 Functions of management: planning, organizing, leading/directing, staffing and controlling. 1.4 Types of planning and steps in planning 1.5 Types of organization, Steps in organizing 1.6 Functional areas of management. 1.7 Managerial skills</p> <p>Unit 02: Planning and Organizing at Supervisory Level Content of Chapter:- Planning at supervisory level 2.1 Planning by supervisor. 2.2 Planning activities, detailing and following of each step. 2.3 Prescribing standard forms for various activities. 2.4 Budgeting for materials and manpower. Organizing at supervisory level 2.5 Organizing the physical resources. 2.6 Matching human need with job needs. 2.7 Allotment of tasks to individuals and establishing relationship among persons working in a group</p>	

1. Who said "Management is the function of executive leadership anywhere".

- a) Ralph
- b) Mary
- c). Devis
- d) Parker Follet

Ans: a)

2. Universal, goal oriented, multi-dimensional, continuous process are some characteristics of-

- a) Management.
- b) Organization
- c) Administration
- d) All above.

Ans: a)

3. Optimum utilization of resources can be sure by-

- a) Controlling.
- b) Inventory Control.
- c) Management
- d) Planning.

Ans: c)

4. Motivating the people and building the team spirit to improve the life standard of worker is possible due to-

- a) Leadership
- b) Management
- c) Administration
- d) Organization

Ans: b)

5. -----is the art of getting work done through people.

- a) Controlling .
- b) Counselling
- c) Administration
- d) Management.

Ans: d)

6. Management is a creative and.....process.

- a) Systematic
- b) Continuous
- c) Long
- d) None of the above

Ans: b)

7. Management is ---- 1. Art of getting things done through people 2. Art of knowing what you want to do in best and cheaper way. 3. Necessary to run the factory in efficient way. 4. is a inbuilt part of any organization.

- a) 1& 2
- b) 1& 3
- c) 2 & 4
- d) 2& ;3

Ans: b)

8. ----- concerned with decision making, policy make in

- a) Management
- b) Administration
- c) Organization
- d) General Manager

Ans: b)

9. The difference between administration and management is that-

- a) Administration is largely determinative while management is essentially executive.
- b) Management is largely determinative while administration is essentially executive type.
- c) Management is performed at higher level of management while administration is performed at lower level.
- d) Administration is a part of management.

Ans: a)

10. A tool manufacturing firm wants to improve its performance from good to best. Suggest the steps they should follow-

- a) Optimum utilization of resources and reduce wastage 2. Building team spirit to achieve goal.
- b) Changing the management. 2. Employing expert and skilled employees
- c) Adopting latest technology. 2. Using suitable manufacturing techniques..
- d) Increasing the wages of employees 2. Increases profit margin.

Ans: a)

11. Fredrick Winslow Taylor's Mechanism of Scientific Management includes-

- a) Scientific task setting
- b) Standardization of tools and equipment's

Ans: a)

12. "Unity of Command" principle of effective direction means-

- a) There should be unity amongst subordinates
- b) A superior can supervise a limited number of subordinates
- c) There should be unity amongst superiors
- d) Subordinates should be responsible to one superior**

Ans: d)

13. The founder of Scientific management is-

- a) Henri Fayol
- b) F.W.Taylor
- c) Elton Mayo
- d) Peter Drucker.

Ans: b)

14. No one on the organization should have more than one boss' is a statement of-

- a) Principle of specialization
- b) Principle of authority
- c) Principle of unity of command
- d) Principle of span of control

Ans: c)

15. "Subordinate should take orders from only one superior for avoiding confusion, mistake and delay" This feature is categorized as-

- a) Division of Work
- b) Esprit de corps
- c) Unity of Direction
- d) Unity of Command

Ans: d)

16. The founder of Modern Management was:

- a) Elton Mayo
- b) Peter Drucker.
- c) Henri Fayol
- d) F.W.Taylor

Ans: c)

17. Under mechanism of scientific management, scientific task setting includes-

- a) Time study
- b) Motion study
- c) Method study
- d) All of the above

Ans: b)

18. "Each management objective should have only one plan and efforts shall be taken to peruse a common goal" This feature categorized as:

- a) Division of Work
- b) Esprit de corps
- c) Unity of Direction
- d) Unity of Command

Ans: c)

19. The factors coming under philosophy of scientific management are-

- a) Co-operation
- b) Standardization of tools and equipment
- c) Harmony
- d). All of the above

Ans: d)

20. Authority, discipline, unity of command, and unity of direction are-

- a) Taylor's four principles of management

- b). Principles of the human relations movement
- c). Elements of Weber's ideal bureaucratic structure
- d) Four of Fayol's fourteen principles of management

Ans: d)

21. Planning, organizing, directing and controlling are the:

- a) Objectives of management.
- b) Goals of management.
- c) Functions of management
- d) All of the above

Ans: c)

22. Guiding and supervising the efforts of subordinates towards the attainment of the organization's goals describes the function of:

- a) Planning
- b) Controlling
- c) Staffing
- d) Directing

Ans: d)

23. Staffing function of management comprises the activities of

- a) Selecting the suitable person for positions
- b) Defining the requirements with regard to the people for the job
- c) Training and developing staff to accomplish their task more
- d) All of the above

Ans: d)

24. Which managerial function clarifies the boundaries of authority and responsibility within a department?

- a) Planning
- b) Organizing
- c) Controlling
- d) Directing

Ans: b)

25. The following are the sub-functions of Directing except:

- a) Staffing
- b) Communication
- c) Leadership
- d) Motivation

Ans: a)

26. 1.Setting up or establishment of standards: 2.Measuring the actual performance 3.Comparing the actual performance with established standards 4. Take corrective actions if needed these are the steps of

- a) Planning
- b) Controlling
- c) Evaluating
- d) Organizing.

Ans: b)

27. Which function is regarded as the essence of management?

- a) Planning
- b) Staffing
- c) Coordination
- d) Organizing

Ans: c)

28. Directing function of management embraces activities of:

- a) Issuing orders to subordinates
- b) Guiding and teaching the subordinates
- c) Providing leadership and motivation to subordinates
- d) All of the above

Ans: d)

29. The relationship between leadership and management is most accurately stated as:

- a) Leadership is a subset of management
- b) There is no relationship between leadership and management
- c) Management is a subset of leadership
- d) both are different things.

Ans: a)

30. To the extent that an executive is carrying out the functions of planning, organizing, staffing, directing and controlling, he is involved in:

- a) Administrative activities
- b) Financial activities
- c) Managerial activities
- d) Non managerial activities.

Ans: c)

31. Strategic Planning and Tactical planning are the types of planning under the criteria-

- a) Coverage of activity
- b) Approach adopted
- c) Importance of contents
- d) Degree of formalization

Ans: c)

32. Arrange the following steps of planning in correct sequence:

1. Establish Objectives
 2. Identification of alternatives
 3. Selection of alternative
 Measuring and
 controlling the process
 4. Developing derivative/supportive plan
 5.)
- a) 1,2,4,3,5
 b) 1,2,3,4,5
 c) 1,2,3,5,4
 d) 1,2,4,3,5

Ans: b)

33. The following is not a principle of organization

- a) Principle of exception
 b) Principle of balance
 c) Principle of complexity
 d) Principle of co-ordination

Ans: c)

34. The process of dividing the work and then grouping them into units and subunits for the purpose of administration is known as;

- a) Departmentation
 b) Organization structure
 c) Formation of expert Committee
 d) Dividing in Sections

Ans: a)

35. Span of Control means-

- a) The number of subordinates that managers can supervise directly
 b) Time required controlling process
 c) Power given to supervisors
 d) None of the above

Ans: a)

36. Organizational structure should not be static means-

- a) It should be dynamic
 b) Subject to change from time to time
 c) Shall be flexible.
 d) All of the above

Ans: d)

37. of the enterprise influence the organization structure

- a) Objectives
 b) Infrastructure

c) Location of enterprise

d) Mission of enterprise

Ans: a)

38. Plan that outlines who reports to whom and who is responsible for what is called as-

a) Organizational Chart

b) Organizational Chart

c) Organizational Structure

d) Organizational Plan

Ans: c)

39. The following is not a principle of organization:

a) Principle of exception

b) Principle of balance

c) Principle of complexity

d) Principle of co-ordination

Ans: c)

40. The organization chart will not show:

a) How the work is divided

b) Chain of command

c) The informal organization components

d) The nature of the work performed by the components

Ans: b)

41. No one on the organization should have more than one boss' is a statement of:

a) Principle of specialization

b) Principle of authority

c) Principle of unity of command

d) Principle of span of control

Ans: c)

42. Principle of Delegation is related with-

a) Delegation of Power

b) Delegation of Authority

c) Delegation of Responsibility

d) Delegation of work.

Ans: b)

43. Span of management means:

a)) A good organization should consist of departments.

b)) Authority of each person must be clearly defined

- c)) Each subordinate should have one superior
- d) A manager can supervise a limited number of executives

Ans: d)

44. In which of the following organization structure, each specialist is supposed to give his functional advice to all other foremen and workers:

- a) Line organization
- b) Functional organization
- c) Line and staff organization
- d) All of the above

Ans: b)

45. Suggest the suitable organization structure for a big steel plant:

- a) Line organization
- b) Functional organization
- c) Line and staff organization
- d) Flexible organization.

Ans: c)

46. The process of dividing the work and then grouping them into units and subunits for the Purpose of administration is known as:

- a) Departmentation
- b) Organization structure
- c) Committee
- d) Sub unit.

Ans: a)

47. The following is also known as Military organization:

- a) Line organization
- b) Functional organization
- c) Line and staff organization
- d) none of the above

Ans: a)

48. Which of the following is the oldest type of organization?

- a) Functional organization
- b) Line organization
- c) Line and staff organization
- d) Project Organization.

Ans: b)

48. The following is not a principle of organization:

- a) Principle of exception
- b) Principle of balance
- c) Principle of complexity
- d) Principle of co-ordination

Ans: c)

49. The organization chart will not show:

- a) How the work is divided
- b) Chain of command
- c) The informal organization
- d) the nature of the work performed by the components

Ans: d)

50. No one on the organization should have more than one boss' is a statement of:

- a) Principle of specialization
- b) Principle of authority
- c) Principle of unity of command
- d) Principle of span of control

Ans: c)

51. The following is not a type of organization structure:

- a) Functional organization
- b) Line organization
- c) Line and staff organization
- d) Flexible organization

Ans: a)

52. In a big super specialty hospitals, the following type of organization is commonly used:

- a) Line organization
- b) Functional organization
- c) Line and staff organization
- d) none of the above.

Ans: b)

53. Suggest the type of organization suitable for small toy manufacturing company having 50 employees:

- a) Line Organization
- b) Functional organization
- c) Line and staff organization
- d) sole entrepreneurship

Ans: a)

54. Which type of organization is suitable for large manufacturing concerns capable of expansion in Future?

- a) Line Organization
- b) Functional organization

c) Line and staff organization

d) Board of Directors.

Ans: c)

55. Suggest the type of organization suitable for large Automobile industry producing 1000 cars per week.

a) Line Organization

b) Line & Staff Organization

c) Functional Organization

d) Flexible type.

Ans: b)

56. is the obligations of a subordinate for the performance of any job allotted by the superior.

a) Authority

b) Responsibility

c) Both (a) & (b)

d) None of the above

Ans: b)

57. Management needs;

a) Conceptual & Human Skills

b) Technical & Human Skills

c) Financial & Human Skills

d) Commercial & Human Skills

Ans: a)

58. "Person's knowledge and proficiency in any type of process or technique" is the following type of managerial skill:

a) Technical Skill

b) Commercial Skill

c) Conceptual Skill

d) Human Relation Skill

Ans: a)

59. Mr. Ram is joined a tractor manufacturing company as

Production manager. Suggest the suitable skills required to perform his job efficiently. 1. Technical skill
2. Human relation 3. Financial management 4. Conceptual skill

a) 1,2,3,4

b) 1,2

c) 1,2,4

d) 1,2,3

Ans: c)

60. Suggest the skills required for line supervisor: 1. Technical skill 2. Conceptual skill 3. Human relationship 4. Financial skill

a) 1,4

b) 1,2

c) 2,3

d) 1,4

Ans: a)

61. "Ability to conceptualize the environment, the organization, and his own job, so that he can set appropriate goals for his organization, for himself and for his team." This statement focused on following managerial skill;

a) Technical Skill

b) Conceptual Skill

c) Commercial Skill

d) Financial Skill

Ans: b)

62.is also known as operational management.

a) Middle level management

b) Production management

c) Personnel management

d) Information management

Ans: b)

63. Creation of demand, customer satisfaction, market share, generation of profits,

a) Financial management

b) Marketing management

c) Personnel management

d) Advertisement management.

Ans: b)

64. Financial management deals with:

a) Procurement and utilization of funds

b) Financial planning and forecasting

c) Optimum funds utilization

d) All of the above

Ans: d)

65. Man power recruitment and training is the responsibility of:

a) Board of Directors

b) Personnel management

c) Government

d) HR manager

Ans: b)

66. "To produce goods and services of right quality and quantity at the right time and right manufacturing cost" is the objective of:

a) Personnel management

b) Information management

c) Production management

d) Top level management

Ans: c)

67. Universal, goal oriented, multidimensional, continuous process are some characteristics of-

a) Management.

b) Organization

c) Administration

d) All above.

Ans: a)

68. Optimum utilization of resources can be ensured by-

a) Controlling.

b) Inventory Control.

c) Management

d) Planning.

Ans: c)

69. Motivating the people and building the team spirit to improve the life standard of worker is possible due to-

a) Leadership

b) Management

c) Administration

d) Organization

Ans: b)

70. -----is the art of getting work done through people.

a) Controlling

b) Counseling

c) Administration

d) Management.

Ans: d)

71... Which of the following is not the function of management

a) Staffing

b) planning

c) co-operation

d) controlling

Answer: c

72. Name the scientist who put forward the theory of 'Scientific Management'.

a) Frank Gilbreth

b). Abraham Maslow

c).F.W.Taylor

d). Henry Fayol

Answer: c

73. The management function involves identifying & arranging the work and resources needed to achieve the goals that have been set.

a) controlling

b). organizing

c). planning

d). staffing

Answer: b

74. Establishing standards, comparing actual results with standards and taking corrective. actions are the steps included in the process of

a) controlling

b). directing

c). planning

d). organizing

Answer: a.

75. Decision taken by supervisor could be

a) change in work schedule or rescheduling

b). Decision regarding rejection of raw material or finished products

c). Increase or decrease in production depending on current situations.

d). All of the above

Answer: D

76. The process by which actual performance of subordinates is guided towards common goal of the enterprise is call.....

a) Organization

b). Unity of command

c). Directing

d). Planning

Answer: c

77. Measuring actual performance is the

steps involved in the Process of controlling.

a). First

b). second

c). Third

d). last

Answer: c

78. Organizing includes

- a). Defining organizational goals.
- b). Motivating organizational members
- c). Hiring organizational members
- d). Determining who does what tasks

Answer: d.

79. Identify the sub function which is not included in directing function.

- a) Leadership
- b). Communication
- c) Supervision
- d). Co-ordination

Answer: d

80. Planning involves the effort to direct and lead people to accomplish the planned work of the organization.

- a). True
- b). False

Answer: b

82. Management is responsible for the image of the company.

- a) Low
- b). Middle
- c) Top
- d). Low and Middle

Answer: c

83.. can be defined as the set of steps to do the particular activity or activities in systematic manner.

- a). Organizing
- b). Planning
- c). Directing
- d). Motivating

Answer: b

84. Is the most basic and primary function of Management

- a). Organizing
- b). Purchasing
- c). Directing
- d). Planning

Answer: d

85. The ability of a supervisor to choose the correct course of action from the available alternatives to achieve the desired aims and objectives of the business is termed as

- a). Controlling
- b). Supervising
- c). Directing
- d). Decision Making

Answer: d

86. Supervisors who use management are more directive and controlling.

- a) Strategic
- b). human
- c) Tactical
- d). core

Answer: b

87. Planning may fail because of

- a). Incomplete knowledge of work
- b). Absence of data analysis
- c). Unrealistic nature of plan
- d). All of the Above

Answer: d

88. Which of the following is level of management?

- a) Operational Level
- b). Strategically Level
- c).Tactical Level
- d). All of the above

Answer: d

89. Is recruitment of right people at right place in an organization?

- a). Planning.
- b). Organizing
- c). Staffing
- d). Controlling

90. The process transforms plans in to reality.

- a). Planning
- b). organizing
- c). directing
- d). all of above

Answer: B

91. Out of the following which is not function of management

- a). Planning
- b). Controlling
- c). Discipline
- d). Directing

Answer: c

92. Management is a creative and.....process.

- a) Systematic
- b)) Continuous
- c) Long
- d) None of the above

Answer: b

93. ----- concerned with decision making, policy making

- a) Management
- b) Administration
- c) Organization
- d) General Manager

Answer: b

94. The difference between administration and management is that-

- a) Administration is largely determinative while management is essentially executive Type.
- b) Management is largely determinative while administration is essentially executive
- c) Management is performed at higher level of management while administration is performed at lower level
- d) Administration is a part of management.

Answer: a.

95. The common types of organization are

1. Line, Military or Scalar Organization
2. Functional Organization
3. Line and Staff Organization
4. Project Organization

- a) 1,2
- b)3,4
- c) 4,2,3
- d) All Above

Answer: d)

96. **This is not advantages of line organization.**

1. It is simple and easy to understand.
2. is flexible and easy to expand or contract.
3. It is strong in discipline.
4. There is lack of specialization.

Answer: C

97. IT companies like L&T, Infosys, TCS, Wipro, etc are example of organization.

- a). Line, Military or Scalar Organization
- b). Functional Organization
- c). Line and Staff Organization
- d). Project Organization

Answer: d)

98. Which is not types Types of plans

A. Operational plans

B. Tactical plans

C. Strategic plan

D. overall plan

99. Effects of ignoring manpower budget are

a). Labour Shortage

b) Hire Workers at Higher Salary

c) Layoff Workers at Awkward times

d) All above

Answer: d.

100. Importance of Organizing

a). It provides adequate communication

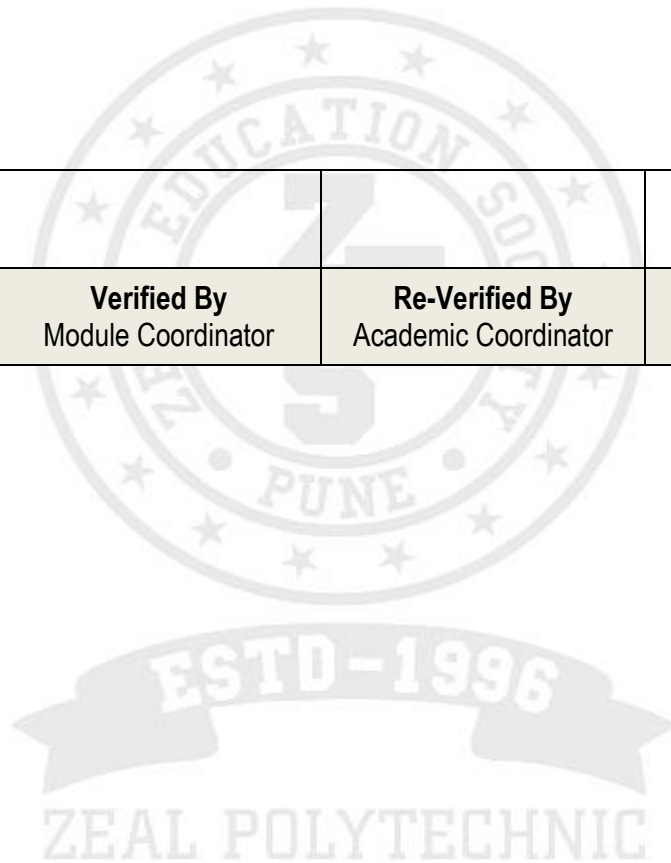
b) It helps in effective use of available manpower

c) initiates growth and diversification

d) All above

Answer: d.

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Question Bank for Multiple Choice Questions

Program: Diploma in Mechanical engineering	Program Code:- ME
Scheme:-I	Semester:- 3
Course:- Management	Course Code:- 22509

03 & 04-	Marks:-14,14
Unit 03: Introduction to Management Concepts And Managerial Skills. Content of Chapter:- 1.1 Definitions of management, role and importance of management. 1.2 Management characteristics and principles, levels of management and their functions; management, administration and organization, relation between management and administration. 1.3 Functions of management: planning, organizing, leading/directing, staffing and controlling. 1.4 Types of planning and steps in planning 1.5 Types of organization, Steps in organizing 1.6 Functional areas of management. 1.7 Managerial skills Unit 04:Planning and Organizing at Supervisory Level Content of Chapter:- Planning at supervisory level 2.1 Planning by supervisor. 2.2 Planning activities, detailing and following of each step. 2.3 Prescribing standard forms for various activities. 2.4 Budgeting for materials and manpower. Organizing at supervisory level 2.5 Organizing the physical resources. 2.6 Matching human need with job needs. 2.7 Allotment of tasks to individuals and establishing relationship among persons working in a group	

1. What is meant by understanding team?
 - a) Specialty of team
 - b) Number of team members
 - c) Requirements of team
 - d) All

Ans: b)

2. Why understanding team is needed?

- a) To assign team work
- b) To control activities of team
- c) To satisfy needs of team
- d) All

Ans: d)

3. What are the benefits to supervisor of understanding team.
- a) To take perfect decision
 - b) Promotion
 - c) Status
 - d) Increments

Ans: b)

4. Due to link with maintenance department, supervisor____
- a) Can give intimation of breakdown
 - b) Can avoid production stoppages
 - c) Both are correct
 - d) Both are incorrect

Ans: b

5. Due to link of supervisors with stores and inventory
- 1. Material can be arrived in time
 - 2. Accumulation of material is avoided
- a) 1 is correct
 - b) Both correct
 - c) 2 is correct
 - d) Both wrong

Ans: c

6. Due to link of supervisor with quality control_____
- 1. Errors can be understood
 - 2. Errors can be rectified
- a) 1 is correct
 - b) Both correct
 - c) 2 is correct
 - d) Both wrong

Ans: b)

7. Communication with all department is _____
- a) Open loop
 - b) Closed loop
 - c) Oral
 - d) Non verbal

Ans: b

8. Why directions by supervisor are necessary?

- a) To avoid mistakes
- b) Peoples get directions
- c) Time is saved
- d) All

Ans: b)

9. Directions by supervisors cannot avoid following problems

- a) Wastages of time
- b) Rework
- c) Machine capacity
- d) Repetitive mistakes

Ans: d)

10. Deviation in work is possible when there are no _____

- a) Directions
- b) Instructions
- c) Control
- d) All

Ans: d)

11. Following are the features of complete instructions

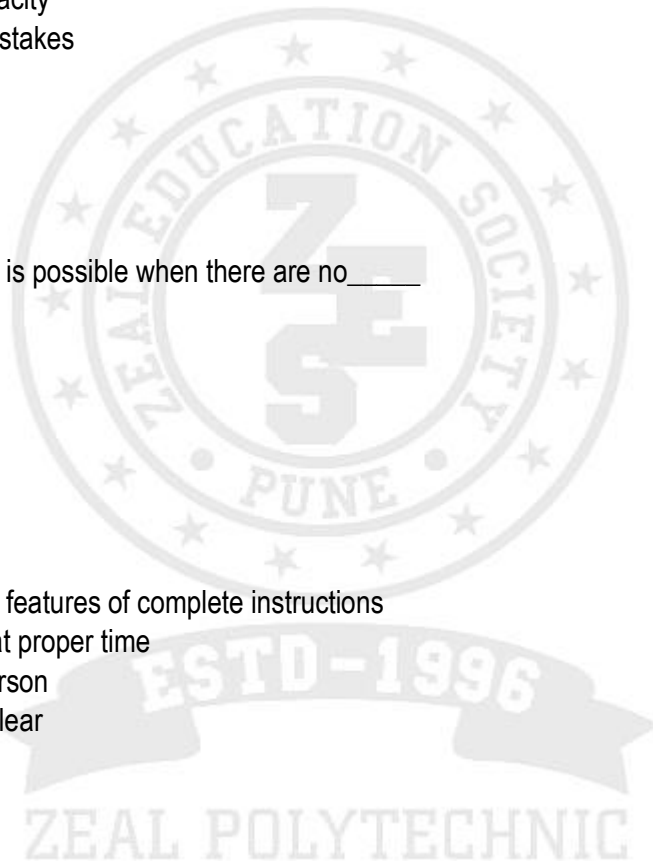
- a) Instructions at proper time
- b) By proper person
- c) Simple and clear
- d) All

Ans: d)

12. Instructions by supervisor should be _____

- 1. Clear
- 2. Simple
- 3. On time
- 4. Specific
- a) 1,2 correct, 3,4 wrong
- b) 1 2 wrong, 3 4 correct
- c) All correct
- d) All wrong

Ans: c)



13. Good supervisor is not the following

- a) Counsellor
- b) Advisor
- c) Mentor
- d) Teacher

Ans: d)

14. Why counseling by supervisor is needed

- a) Loss of confidence
- b) Dull working conditions
- c) Need support
- d) All

Ans: d)

15. Following is not quality of supervisor as counselor

- a) Emotional
- b) Stable
- c) Motivator
- d) Listener

Ans: a)

16. To give future predictions

1. Understanding present is not important
 2. Logical thinking is needed.
- a) Only 1 correct
 - b) Only 2 correct
 - c) Both correct
 - d) Both wrong

Ans: b)

17. Future losses can be minimized by_____

- a) Future predictions
- b) Planning
- c) organizing
- d) Staffing

Ans: a)

18. To avoid confusion taken by higher management, decision must be_____

- a) Elaborated
- b) Canceled
- c) Forced
- d) Reversed

Ans: a.

19. How decision can be elaborated

- a) By written document
- b) By conducting meeting
- c) By counselling
- d) All

Ans: b)

20. What are not ways to lay disciplinary standards

- a) Disciplinary actions
- b) Training for discipline
- c) Policy decisions in discipline
- d) Forgiving for few times

Ans: b)

21. Steps in controlling process are _____

- a) Setting performance standards
- b) Measurement of actual performance
- c) Comparing actual performance with standards
- d) All the above

Ans: b

22. What is chronology of steps in control process

- 1. Setting performance
 - 2. Comparing actual performance
 - 3. Taking corrective actions
 - 4. Measurement of actual performance
- a) 1-4-2-3
 - b) 1-2-4-3
 - c) 1-3-2-4
 - d) 2-1-4-3

Ans: b)

23. Out of following which is not the quantitative standards

- a) Cost
- b) Time
- c) Relations
- d) Amount

Ans: c)

24. Out of following which is not the qualitative standards

- a) Relations
- b) Goodwill
- c) Motivation

d) Time

Ans: b

25. Which is the method of measuring actual performance

- a) Sample checking
- b) Counting
- c) Personal observation
- d) All the above

Ans: a)

26. Critical point control method is concerned with____

- a) Taking corrective actions
- b) Measurement of actual performance
- c) Analyzing deviations
- d) None of the above

Ans: d)

27. After identifying the deviations____

- a) Causes are analyzed
- b) Actions are taken on workers
- c) Measurements are taken
- d) Performance standards are calculated

Ans: a

28. If machinery is obsolete then what is the correct action

- a) Do technological up gradation of machinery
- b) Replace it
- c) Sell it
- d) Destroy it

Ans: b)

29. If the cause of deviation is defective process, then the correct action is

- a) Replace the process by new work
- b) Postpone the work
- c) Change the specification standards
- d) None of the above

Ans: b)

30. If material used is defective then how to correct it

- a) Change the material
- b) Cancel the process
- c) Take action on the supplier
- d) Change the quality standards of the material

Ans: a)

31. If machinery used is defective then how to take corrective action on it?
- a) Repair the existing machine
 - b) Sell out the machinery
 - c) Upgrade the machinery
 - d) None of the above

Ans: c)

32. If physical condition of work is defective then how to take the correct actions
- a) Improvement in physical conditions
 - b) Change the operator
 - c) Take action on the architecture
 - d) None of the above

Ans: a)

33. For controlling overall organizational performance following technics are used
- a) Observations
 - b) Performance evaluation
 - c) Spot inspections
 - d) All

Ans: b)

34. Following is not the quantitative control technic
- a) Ratio analysis
 - b) Breakeven analysis
 - c) Observations
 - d) Audits

Ans: c)

35. What are the types of audits
- a) Internal
 - b) External
 - c) Management
 - d) All

Ans: d)

36. For effective controlling by supervisors' essential parameters are
- a) Timely and forward looking
 - b) Flexible
 - c) Comprehensive
 - d) All

Ans: d)

37. 1. Controlling should never be flexible
2. Objectives of control should be clear

- a) only 1 correct
 - b) only 2 correct
 - c) both correct
 - d) both wrong
- Ans: b)

38. The benefits obtained from the control system should be ___ then the cost involved in implementing it

- 1) more
- 2) less
- 3) equal
- 4) none of the above

Ans: a)

39. Correct OR Wrong

- 1. Control system should be periodically reviewed
- 2. Control system should be flexible
 - a. only 1 correct
 - b. only 2 correct
 - c. both correct
 - d. both wrong

Ans: c)

40. Why workers do resistance to managerial control

- 1) too many controls
- 2) incomplete measurements
- 3) unreasonable standards
- 4) all of the above

Ans: a)

41. Too many controls ___ workers

- 1) motivate
- 2) assist
- 3) irritate
- 4) benefit

Ans: 3.

42. Employees always dislike control because

- 1) they don't want controls
- 2) they want to control management
- 3) controls are too many, incomplete in nature, unreasonable, discloses unpleasant facts
- 4) none of the above

Ans: 4)

43. Which is not the control technic
- 1) past oriented and future oriented
 - 2) market control
 - 3) production control
 - 4) clan contro

Ans: 4

44. Inspections of job is___
- 1) past control
 - 2) future control
 - 3) clan control
 - 4) new contro

Ans: 2

45. Funds flow analysis is
- 1) past control
 - 2) future control
 - 3) clan control
 - 4) old control

Ans:2.)

46. Prices of products are due to which control?
- a. past control
 - b. future control
 - c. market control
 - d. clan control

Ans: c

47. ____ is established by generating trust, tradition and shared belief
- 1) past control
 - 2) future control
 - 3) market control
 - 4) clan control

Ans: 3

48. Controls due to government rules are___
- 1) past
 - 2) future
 - 3) market
 - 4) bureaucрати

Ans: 4

49. Financial and accounting based controls are ____
- 1) future
 - 2) old

- 3) market
- 4) cla

Ans: 1.

50. ___ provide that information which is not available with old techniques

- 1) Old
- 2) New
- 3) Clan
- 4) Market

Ans: 2.)

51. Which are needs of directions by supervisors?

- 1) Harmony of objective
- 2) Direct supervision
- 3) Unity of command
- 4) All

Ans: b

52. In giving directions when supervisor says "goal of workers and organization are same". Then such directions are called ___

- 1) Unity of command
- 2) Harmony of objective
- 3) Direct supervision
- 4) Follow through

Ans: 2)

53. Correct OR Wrong

- 1. Direction should not be face to face.
- 2. there should be unity of command in directions

- 1) Only 1 correct
- 2) Only 2 correct
- 3) Both are correct
- 4) Both are wrong

Ans: 2

54. Supervisor's gives directions, check this performance and help the workers. This is called

- 1) Unity of command
- 2) Follow through
- 3) Harmony of objectives
- 4) Efficient communications

Ans: 2

55. Face to face suggestions are ___

- 1) More effective
- 2) Less effective
- 3) Not necessary
- 4) Avoided

Ans: b)

56. Correct OR Wrong.

1. Order should be clear and complete.
2. Order should be non-compatible
 - 1) Only 1 correct
 - 2) Only 2 correct
 - 3) Both correct
 - 4) Both wrong

Ans: 1

57. When instructions are in written form ____

- 1) Subjects are importance
 - 2) Details are not involved
 - 3) No geographical distance with subordinates
- a) 1 and 2 correct
 - b) 2 and 3 incorrect
 - c) 1 and 3 correct
 - d) 1 and 3 incorrect

Ans: d

58. Match the pairs:

- | | |
|--------------------------|---|
| 1. Harmony of objectives | A) do what I say otherwise |
| 2. Force | B) do what I say because I am good to you |
| 3. Paternalism | C) you do as I say |
| 4. Bargain | D) if we perform together, each will Benefited. |
- 1) 1-D, 2-A, 3-B, 4-C
 - 2) 1-D, 2-A, 3-C, 4-B
 - 3) 1-A, 2-D, 3-B, 4-C
 - 4) 1-B, 2-C, 3-D, 4-A

Ans: 2

59. "Do what I say or otherwise" is ____ instruction.

- 1) Force
- 2) Paternalism
- 3) Bargain
- 4) Harmony

Ans: 1

60. "Do what I say because I am good to you" is _____ instruction.

- 1) Force
- 2) Paternalism
- 3) Bargain
- 4) Harmony

Ans: 2.)

61. "You do as I say "is _____ instruction.

- 1) Force
- 2) Paternalism
- 3) Bargain
- 4) Harmony

Ans: 1)

62. "If we perform together each will achieve his goal" is _____ instructions.

- 1) Force
- 2) Paternalism
- 3) Bargain
- 4) Harmony

Ans: 4)

63. Good instruction is _____

- 1) Reasonable
- 2) Enforceable
- 3) Clear
- 4) All

Ans: 3)

64. Good instruction is _____

- 1) Understandable
- 2) Complete
- 3) Appropriate tone
- 4) All

Ans: 4

65. Good instruction is not _____

- 1) Reasonable
- 2) Oral
- 3) Complete

4) Clearly defined

Ans: 4)

66. Correct OR Wrong.

1. Directions starts from top and goes to bottom

2. Direction is not continuing process

1) Only 1 correct

2) Only 2 correct

3) Both correct

4) Both wrong

Ans: 3)

67. Set 1- No1: What are the benefits to supervisor of understanding team.

a) To take perfect decision

b) Promotion

c) Status

d) Increments

Answer:a)

68. Set 1- No2: Directions by supervisors cannot avoid following problems.

a) Wastages of time

b) Rework

c) Machine capacity

d) Repetitive mistakes

Answer:b)

69. 1. Set 1- No3: Instructions by

supervisor should be____

1. Clear

2. Simple

3. On time

4. Specific.

a) 1,2 correct, 3,4 wrong

b) 1 2 wrong, 3 4 correct

c) All correct

d) All wrong

Answer:b)

70. Set 2- No1: What is chronology of steps in control process

1. Setting performance

2. Comparing actual performance

3. Taking corrective actions

4. Measurement of actual Performance

- a) 1-4-2-3
- b) 1-3-2-4
- a) 1-2-4-3
- c) 2-1-4-3

Ans: a)

71. Set 2- No2: In giving directions when supervisor says “goal of workers and organization are same”. Then such directions are called_____

- a) Unity of command
- b) Harmony of objective
- c) Direct supervision
- d) Follow through

Ans: b)

72. Set 2- No3: Correct OR Wrong

- 1. Direction should not be face to face.
- 2. there should be unity of command in Directions.

- a) Only 1 correct
- b) Only 2 correct
- c) Both are correct
- d) Both are wrong

Ans: b)

73. Set 1- No1: What are the types of audits

- a) Internal
- b) External
- c) Management
- d)All

Ans: d)

74. Set 1- No2: Out of following which is not the qualitative standards.

- a) Relations
- b) Goodwill
- c) Motivation
- d) Time

Ans: d)

75.Set 1- No3: Too many controls ___workers

- a) motivate
- b) assist
- c) irritate
- d) benefit

Ans: c)

76. Set 2- No1: Communication with all department is _____

c) Analysing deviations

d) Non of the above

Ans: c)

88. Set 2- No1: Steps in controlling process are _____

a) Setting performance standards

b) Measurement of actual performance

c) Comparing actual performance with standards

d) All the above

Ans: d)

89. Set 2- No2: Following is not the quantitative control technic.

a) Ratio analysis

b) Breakeven analysis

c) Observations

d) Audits

Ans: c)

90. 90. Set 2- No3:

1. Controlling should never be flexible

2. objectives of control should be clear

a) only 1 correct

b) only 2 correct

c) both correct

d) both wrong

Ans: b)

Unit 04

91. 1-Industrial safety management if that branch of management which is concerned with _____ hazards from the industries.

a) Reducing

b)Controlling

c)Eliminating

d) All of the above

Ans: d)

92. 2-The following is(are) physical hazard agent(s)

a) Falls

b) Inhalation

c) Electricity

d) All of the above

Ans: d)

93. 3. Which device is used to push material into the cutting area.

- a) Push Button
- b) Push Stick
- c) Push Bar
- d) None of Above

Ans: b)

94.04) First aid is...

- a) Temporary and immediate care given to the victim
- b) Permanent care given to victim
- c) Both a and b
- d) Neither a nor b

Ans: a)

95) Which of the following precautions is/are necessary in electrical work?

- a) The equipment's should be earthed properly
- b) Cable should be completely insulated
- c) Cable should have any joints
- d) Both a and b

Ans: d)

96. SMS Means ----

- a) Safety management society.
- b) Safety Management System
- c) Safety Moving System
- d) None of above

Ans: b)

97. Long form of PPE

- a) Personal Productive Equipment
- b) Production Planning Engineering
- c) . Personal Protective Equipment
- d) None of above

Ans: c)

98. 8) If you wanted to convey the most severe type of hazard, which word would you use?

- a) Warning
- b) Notice
- c) Danger
- d) Caution

Ans: c)

99) Safety promotes

- a) Sales
- b) Productivity
- c) Research
- d) Profit

Ans: c)

100. Which of the following is not concerned with general safety norms.

- a) Perform Job Safely
- b) Follow rules and regulation
- c) Incident not reported to supervisor
- d) Eliminate fire hazards.

Ans: c)

101. Safety Programmes is a continuous process to achieve adequate.

- a) Profit
- b) Sales
- c) Safety
- d) Loss

Ans: c)

102. Four E's of Safety....

- a) Engineering, Education, Enlistment, Enforcement.
- b) Engineering, Education, Enlistment, Environment.
- c) Environment, Education, Enlistment, Enforcement.
- d) Engineering, Economic, Enlistment, Enforcement.

Ans: a)

103. Which equipment is used for protection of lungs?

- a) Hard Hats
- b) Shields
- c) Gas Masks
- d) Apron

Ans: c)

104. 4) Electrical insulation should be tested.

- a) Frequency
- b) Monthly
- c) Periodically
- d) Daily

Ans: c)

105) Repair work should be done after switching the.

- a) Power on
- b) Power off
- c) Shut down
- d) All of the above

Ans: b)

106) You should wear eye, head and face protection if you are working with which of the following tools.

- a) portable abrasive wheel tools
- b) Electric tools
- c) Pneumatic tools
- d) Liquid fuel tools

Ans: c)

107) The most dangerous place to use electrical equipment's is.

- a) Near a ladder
- b) Outdoors
- c) Near water
- d) Near other electric equipment's

108). Which equipment is used for protection of eyes?

- a) Face mask
- b) Goggles
- c) Gas mask
- d) Asbestos clothing

Ans: b)

109). 9) One way to learn to operate your equipment properly and safely is to read.

- A) safety datasheet
- b) Manufacturer's instructions
- c) OSHA's general duty clause
- d) none of above

Ans: b)

110). Safe and proper equipment operation generally includes

- a) Inspection and maintenance
- b) Warming it up
- c) Knowing how to contact emergency
- d) All of above

Ans: a)

111) SOP means

- a) Safe operating procedure
- b) Standard operating Process
- c) Safe operation procedure
- d) Standard operation policy

Ans: a)

112) Safe operating procedure is revised.

- a) No
- B) Yes
- c) Can't say
- d) None of these

Ans: b)

113) Who is responsible to take care of health and safety of worker?

- a) Worker
- b) Safety committee
- c) Manager
- d) All of above

Ans: c)

114) SOP is a ----document

- a) Oral
- b) Written
- c) None of above
- d) Visual

Ans: b)

115) Who ensure to follow safe procedure?

- a) Employers
- b) Workers
- c) Managers
- d) All of the above

Ans: d)

116) Issue means

- a) Pre job check
- b) Post job check
- c) During Job check
- d) None of Above

Ans: a)

117) In permit to work system a document is.

- a) Oral
- b) Written
- c) Visual
- d) None of these

Ans: b)

118) Confined space includes.

- a) Storage bins
- b) Silos
- c) Tanks
- d) Grounds

Ans: c)

119) Inspection is an example of

- a) Hot work permit
- b) Cold work permit
- c) Electrical permit
- d) Ground disturbance permit

Ans: b)

120). In work permit system , who is responsible for keeping area and staff safe?

- a) Issuer, Executer,Field operator
- b) Manager, Engineer,Worker
- c) Supervisor, Officer,Engineer
- d) None of the above

Ans: a)

121). ____ is a sudden and unfortunate happening which causes damage or loss of property , material or human.

- a) Accident
- b) Activity
- c) Process
- d) Movement

Ans: a)

122). General causes of accidents are as follows.

- a) Accidents due to dangerous machines
- b) Unsafe physical conditions
- c) Moving objects
- d) All of the above

Ans: d)

123). Which of the following may be the cause of accident?

- a) Overconfidence of the employee
- b) Proper training
- c) Sound knowledge
- d) None of the above

Ans: a)

124). Taking shortcuts and lack of adequate knowledge are causes of accidents because of _____

- a) Workers
- b) Management
- c) Faculty layout
- d) Natural disaster

Ans: a)

125) Why should near misses be reported?

- a) To educate employees
- b) To test the first aider

- c) To ensure complete recovery d) To stop a more serious event occurring

Ans: d)

126) An accident is

- a) An unsafe act b) An unsafe condition
c) Unplanned ,something that happens by chance D)None of the above

Ans: c)

127) I can help prevent accidents by.

- a) Using my own equipment's b) Doing only what I am trained to do
c) Riding in car pools d) Helping others with their jobs

Ans: b)

128) In case of accident, the victim should immediately be.

- a) Asked to take rest b) Enquires about the accident
c) Attended to d) Left to himself without treatment

Ans: c)

129) Accidents are

- a) preventable b) Costly
c) Part of life d) Both a and b

Ans: d)

130) If i have an accident or injury I should.

- a) Fix what I broke b) Tell my supervisor
c) Keep working and not worry about it d) Report it within a week

Ans: b)

131) The responsibility of fire prevention belongs to.

- a) Manager b) Supervisor
C) Everyone d) Fire department

Ans: c)

132) I can prevent electrical fire by.

- a) Non turning on lights
- b) Never plugging anything into a outlet
- c) Both a and b above
- d) Not overloading electrical circuit

Ans: d).

133) Fire extinguishers have a short use period of about.

- a) 8-15 sec
- b) 1-2 min
- c) 2-3 hours
- d) 4-5 days

Ans: a).

134) Which of the following colors allows you to identify a foam fire extinguisher?

- a) Blue
- b) Red
- c) Yellow
- d) Cream

Ans: d).

135) The acronym for putting out a fire using a fire extinguisher is PASS. What does PASS stand for:

- a) Pull, Aim, Squeeze, Spread
- b) Pull, Accuracy, Squeeze, Spread
- c) Pin, Aim, Squeeze, Sweep
- d) Pull, Aim, Squeeze, and Sweep

Ans: d).

136) Which of the following types of materials is responsible for fuelling a Class A fire?

- (a) Oils that you typically cook with
- (b) Flammable liquids
- (c) Electrical Equipment
- (d) Wood, plastic, paper, and other kinds of solid materials

Ans: d).

137) 7) In the event of a fire, everyone is responsible for:

- (a) Informing the supervisor of what is happening.
- (b) Pulling the fire alarm if they see a fire.
- (c) Making sure everyone gets to the fire assembly point safely
- (d) None of the above

Ans: b).

138) What type of permit is needed in order to carry out work that could potentially result in a fire breaking out on the work site?

- (a) A fire permit
- (b) A hot permit
- (c) A work permit
- (d) No permit is needed

Ans: b).

139) What class of fire was a Combustible Metal.?

- (a) Class A fire
- (b) Class D fire
- (c) Class F fire
- (d) Class B fire

Ans: b).

140) Who has the authority to pull the fire alarm after discovering a fire on the worksite?

- (a) Only the manager can activate the fire alarm
- (b) Anyone who has seen a fire can activate the fire alarm.
- (c) Only the health and safety rep can activate the fire alarm
- (d) Only the owner can activate the fire alarm.

Ans: b).

141) Industrial safety management is that branch of management which is concerned with _____ hazards from the industries.

- a) Reducing
- b) Controlling
- c) Eliminating
- d) All of the above

Ans: d).

142) The following is(are) physical hazard agent(s)

- a) Falls
- b) Inhalation
- c) Electricity
- d) All of the above

Ans: d).

143) Which device is used to push material into the cutting area.

- a) Push Button
- b) Push Stick
- c) Push Bar
- d) None of Above

Ans: b).

144) First aid is...

- a) Temporary and immediate care given to the victim
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Ans: a).

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- a) The equipment's should be earthed properly
- b) Cable should be completely insulated
- c) Cable should have any joints
- d) Both a and b

Ans: d).

146) SMS Means ----

- a) Safety management society
- b) Safety Management System
- c) Safety Moving System
- d) None of above

Ans: b)

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- a) Personal Productive Equipment
- b) Production Planning Engineering
- c) . Personal Protective Equipment
- d) None of above

Ans: c)

148) If you wanted to convey the most severe type of hazard, which word would you use?

- a) Warning
- b) Notice
- c) Danger
- d) Caution

Ans: c)

149) Safety promotes

- a) Sales
- b) Productivity
- c) Research
- d) Profit

Ans: b)

150) Which of the following is not concerned with general safety norms.

- a) Perform Job Safely
- b) Follow rules and regulation
- c) Incident not reported to supervisor
- d) Eliminate fire hazards.

Ans: c)

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- a) Profit
- b) Sales
- c) Safety
- d) Loss

Ans: c)

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c) Environment, Education, Enlistment, Enforcement. d) Engineering, Economic, Enlistment, Enforcement.

Ans: a)

153) Which equipment is used for protection of lungs?

- a) Hard Hats b) Shields
c) Gas Masks d) Apron

Ans: c)

154) Electrical insulation should be tested.

- a) Frequency b) Monthly
c) Periodically d) Daily

Ans: c)

155) Repair work should be done after switching the.

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Ans: b)

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d) All of above

Ans: a)

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a) Safe operating procedure

b) Standard operating Process

c) Safe operation procedure

d) Standard operation policy

Ans: a)

163) Safe operating procedure is revised.

a) No

B) Yes

c) Can't say

d) None of these

Ans: b)

164) Who is responsible to take care of health and safety of worker?

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c) Manager

d) All of above

Ans: c)

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b) Written

c) None of above

d) Visual

Ans: b)

166) Who ensure to follow safe procedure?

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b) Workers

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Ans: d)

167) ____ is a sudden and unfortunate happening which causes damage or loss of property, material or human.

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- b) Costly
- c) Part of life
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- b) Tell my supervisor
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- C) Everyone
- d) Fire department

Ans: c)

178) I can prevent electrical fire by.

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- d) Not overloading electrical circuit

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- (b) Flammable liquids
- (c) Electrical Equipment materials
- (d) Wood, plastic, paper, and other kinds of solid materials

Ans: d)

183) In the event of a fire, everyone is responsible for:

- (a) Informing the supervisor of what is happening.
- (b) Pulling the fire alarm if they see a fire.
- (c) Making sure everyone gets to the fire assembly point safely
- (d) None of the above

Ans: b)

184) What type of permit is needed in order to carry out work that could potentially result in a fire breaking out on the work site?

- (a) A fire permit
- (b) A hot permit
- (c) A work permit
- (d) No permit is needed

Ans: b)

185) What class of fire was a Combustible Metal.?

(a) Class A fire

(b) Class D fire

(c) Class F fire

(d) Class B fire

Ans: b)

186) Who has the authority to pull the fire alarm after discovering a fire on the worksite?

(a) Only the manager can activate the fire alarm (b) Anyone who has seen a fire can

activate the fire alarm.

(c) Only the health and safety rep can activate the fire alarm

(d) Only the owner can

activate the fire alarm.

Ans: b)

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c) 1950

d) 1976

Ans: a)

190) Which industrial act safeguards interests of workers regarding their health, safety and welfare?

a) Workmen's compensation act.

b) Minimum wages act

c) Indian factories act.

d) Industrial dispute act

Ans: c)

191) It is an Act to provide for the compensation for injury by accident.

a) Indian factories act

b) Minimum wages act

c) Workmen's compensation act

d) Industrial dispute act

Ans: c)

192) Indian factory act come in to force on -----

a) 1st May 1960

b) 1st April 1949

c) 15th August 1947

d) 26th January 1950

Ans: b)

193) As per Indian factory act, The person who has control over the affairs of factory is known as -----

a) Employee

b) worker

c) occupier

d) None of the above

Ans: c)

194) As per Indian Factory act, Employer has to provide canteen facility, if there are ---- number of employees.

a) 50

b) 100

c) 200

d) 250

Ans: d)

195) -- is not statutory welfare facility under Factory act.

a) Canteen

b) Medical

c) Transport

d) None of the above

Ans: c)

196) arrangements of drinking water is mentioned under----- section of Factory act.

- a) 15
- b) 11
- c) 10
- d) 18

Ans: d)

197) The maximum daily hours of work in a day with normal wage allowed in factories is –

- a) 8
- b) 9
- c) 10
- d) 11

Ans: b)

198) ----- is the chairman of Site Appraisal Committees.

- a) The Chief Inspector of the State
- b) The Inspector of The District
- c) Occupier
- d) None of the above

Ans: a)

199) ----- authority enforces the Factory Act 1948.

- a) The Heavy Industries Department of Central
- b) Human Resources Department
- c) The Labour Department of the State Government
- d) All of the Above

Ans: c)

200) ----- means a person who has completed his fourteenth year of age but has not completed his eighteenth year

- a) adult
- b) adolescent
- c) workmen
- d) None of the above

Ans: b)

201) ----- means a person who has completed his eighteenth year of age.

- a) Minor
- b) adolescent
- c) Adult
- d) None of the above

Ans: c)

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