

Time allowed: 45 minutes

Maximum Marks: 200

General Instructions: Same as Practice Paper-1.

Choose the correct option in the following questions.

1. As middle level of management makes sure that department has the necessary personnels or employees, which level of management makes sure right number of workers are there and they are having good working conditions?
(a) Top level (b) Middle level
(c) Supervisory level (d) None of the above
2. Human Resources are organisation's greatest assets. Despite all developments in technology "getting work done from people" is still a major task of manager. Identify the dimension of management being described above.
(a) Management of work (b) Management of people
(c) Management of operations (d) All of the above
3. In order to become a lawyer one has to register himself as a member of Bar Council of India. Which feature of profession is being revealed?
(a) Restricted Entry (b) Ethical code of conduct
(c) Service Motive (d) Presence of professional associations
4. This concept ensures integration, timing, sequence of efforts, so that planned objectives are achieved with minimum conflicts. Identify that concept.
(a) Management (b) Planning
(c) Coordination (d) Cooperation
5. The principle which minimises employee's turnover is called
(a) Principle of Equity
(b) Principle of Fair Remuneration
(c) Subordination of individual interest to general interest
(d) Stability of Tenure of Personnel
6. Which of the following principles of management prevents overlapping of activities?
(a) Fair Remuneration (b) Unity of command
(c) Unity of Direction (d) Equity
7. Uniformity in production can come by using following technique of Taylor:
(a) Simplification (b) Method Study
(c) Standardisation (d) Time Study

8. Taylor believed that there was only one best method to maximise efficiency. This method can be developed through study and analysis. Identify the principle of Scientific management being discussed above:
- Harmony not discord
 - Science, not rule of thumb
 - Development of each and every person to his or her greatest efficiency and prosperity
 - Cooperation not individualism
9. With the introduction of mineral water bottle in India, Bisleri was able to capture the big market share in India. Which importance of Business Environment is highlighted here?
- Helps in Policy Making
 - Identifying threat and getting warning signals
 - Helps in tapping resources
 - Helps to identify opportunities and getting first mover advantage.
10. _____ feature of business environment states that various factors of business environment affect each other.
- Pervasive
 - Continuous
 - Dynamic
 - Interrelatedness
11. Business environment is the sum total of all the factors and forces _____ to a business.
- Internal
 - Specific
 - External
 - All of these
12. Planners are supposed to be highly intellectual as they have to analyse environment to make predictions regarding future, compare various alternatives and select the best. It is related to which feature of planning?
- Planning involves decision making.
 - Planning is forward looking.
 - Planning is a mental exercise.
 - Planning is primary function of management.
13. Which limitation is highlighted here, once plan decided the future course of action, and manager may not be in a position to change it:
- Planning may not work in dynamic environment
 - Creates Rigidity
 - Reduces Creativity
 - Time Consuming
14. In which step of planning process will the best and most feasible plan be chosen to be implemented?
- Selecting an alternative
 - Developing Premises
 - Evaluating alternative course of action
 - Setting up objective
15. Who report to whom is made clear by
- Organising process
 - Planning process
 - Management process
 - None of the above
16. Decision making authority can be pushed down to lower level, this is related to
- Delegation
 - Centralisation
 - Decentralisation
 - None of the above
17. **Assertion (A) :** Identification and division of work is the first step in the process of organising.
Reason (R) : Organising involves identifying and dividing the work that has to be done in accordance with previously determined plans.
- Both (A) and (R) are true and (R) is the correct explanation of (A)
 - Both (A) and (R) are true and (R) is not the correct explanation of (A)
 - (A) is true, but (R) is false
 - (A) is false, but (R) is true

- 18. Which type of organisational structure will you suggest for a firm which has diversified activities and operations requiring a high degree of specialisation?**
- (a) Centralised structure (b) Decentralised structure
(c) Divisional structure (d) Functional structure
- 19. Arrange the following steps in the process of organising in the correct sequence:**
- (i) Assignment of duties (ii) Departmentalisation
(iii) Identification and division of work (iv) Establishing reporting relationship
- Choose the correct option:**
- (a) (i), (ii), (iv), (iii) (b) (iii), (ii), (i), (iv)
(c) (iii), (ii), (iv), (i) (d) (ii), (iii), (i), (iv)
- 20. The form which contains certain vital details about the candidate, which is authenticated and attested by him or her is:**
- (a) Job offer (b) Contract of employment
(c) Medical Test Report (d) None of the above
- 21. The concept which involves growth of individual in all respect is:**
- (a) Training (b) Development
(c) Promotion (d) Transfer
- 22. Which of the following is called a negative process?**
- (a) Recruitment (b) Training
(c) Selection (d) None of the above
- 23. Duplicate model is prepared in**
- (a) Induction training (b) Vestibule school
(c) Apprenticeship training (d) Internship
- 24. It is concerned with designing jobs that include greater variety of work content:**
- (a) Employees' Recognition Programme (b) Job Enrichment
(c) Career advancement opportunity (d) Promotion
- 25. In an organisation, employees always feel that they are under stress, as the manager does not discuss anything with them but simply instruct them what to do. He never listens to any of the suggestions given by them. State the manager's style of leadership.**
- (a) Autocratic (b) Participative
(c) Laissez Faire (d) All of the above
- 26. To get the real feedback of employees, the manager must make use of:**
- (a) Formal communication (b) Informal communication
(c) Both (a) and (b) (d) None of the above
- 27. Directing is performed at**
- (a) Top level (b) Middle level
(c) Supervisory level (d) All levels
- 28. Safety from illness, accident, fire, etc. is included in**
- (a) Physical security (b) Economic security
(c) Social security (d) None of the above
- 29. To make sure employees focus on work and follow the method of production as per plan, the management of Amaira Ltd. decided to install CCTV (close circuit television) in the factory for monitoring the activities of workers.**

The managerial function discussed above is

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| (a) Planning | (b) Controlling |
| (c) Staffing | (d) Directing |

30. Management by exception and critical point control techniques of controlling

- (a) Wastes energy and efforts of managers.
 (b) Saves energy and efforts of managers.
 (c) Does not affect on energy and effects of managers.
 (d) All of the above

31. If deviations are minor, it should

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| (a) Be taken seriously | (b) Be ignored |
| (c) Be reported to top level | (d) None of the above |

32. The size of assets, the profitability and competitive are affected by one of the financial decision. The decision is

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| (a) Investment decision | (b) Financing decision |
| (c) Dividend decision | (d) All of the above |

33. Higher debt/equity ratio results in

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| (a) Lower financial risk | (b) Higher degree of operating risk |
| (c) Higher degree of financial risk | (d) Higher EPS |

34. A plan to open more branches and diversify the product mix will require how much fixed capital?

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| (a) More | (b) Less |
| (c) No effect | (d) both (a) and (b) |

35. Megha is planning to enter in the business of Herbal Shampoo in the beginning she was thinking there are very few companies making herbal shampoo, but when she started selling her product she realised that many companies are already in the business of selling herbal shampoo.

Identify the factor affecting working capital in the above para.

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| (a) Growth prospects | (b) Nature of business |
| (c) Level of competition | (d) Business cycle fluctuation |

36. If ICR is high, firm prefers

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| (a) Debt | (b) Equity |
| (c) Both (a) and (b) | (d) None of the above |

37. Retained earnings are affected by

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| (a) Financing decision | (b) Investment decision |
| (c) Dividend decision | (d) Capital structure |

38. Name the instrument which can be issued to individuals, corporations and companies during period of tight liquidity when the deposit growth of bank is slow, but the demand for credit is high.

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| (a) Commercial paper | (b) Certificate of deposit |
| (c) Call money | (d) Treasury Bill |

39. The ABC Ltd. wants to raise ₹500 Cr. to fulfill its expansion plans by issue of equity shares. Identify the market ABC Ltd. will look for raising funds:

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| (a) Primary market | (b) Secondary Market |
| (c) Both (a) and (b) | (d) None of the above |

40. SEBI is also called as

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| (a) Watchbull of stock exchange | (b) Watchbear of stock exchange |
| (c) Watchdog of stock exchange | (d) None of the above |

41. Marketing is a

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| (a) Pre-production activity | (b) Post production activity |
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- (c) After sale activity (d) All of the above
- 42. Customer need, want is related to**
(a) Production concept (b) Product concept
(c) Selling concept (d) Marketing concept
- 43. High price is related to**
(a) High competition (b) Low competition
(c) Both (a) and (b) (d) None of the above
- 44. The concept which focuses on customer welfare is called**
(a) Production concept (b) Product concept
(c) Marketing concept (d) Societal concept
- 45. A brand or part of the brand that is given legal protection is called _____ .**
(a) Brand Mark (b) Trademark
(c) Brand (d) Brand name
- 46. 'Bittoo Ki Burfi' offered its products at competitive prices even while offering customer services like gift packaging and free home delivery to become a household name. Identify the factor affecting the element of marketing mix being discussed above.**
(a) Marketing methods used (b) Objectives
(c) Extent of competition in the market (d) Product cost
- 47. In developing countries like India the number of consumer organisations are very less. This is related to which importance of consumer protection?**
(a) Widespread exploitation of consumers (b) Consumer ignorance
(c) Unorganised consumers (d) None of the above
- 48. Who can be a Judge of State Commission?**
(a) Retired or working Judge of District Court (b) Retired or working Judge of High Court
(c) Both (a) and (b) (d) None of the above
- 49. As per Consumer Protection Act, the retailer or wholesaler is**
(a) A consumer (b) Not a consumer
(c) Both (a) and (b) (d) None of the above
- 50. Consumer should use ISI marked electrical appliance, is an example of**
(a) Right to safety (b) Right to be informed
(c) Right to choose (d) Right to be heard



Answers

PRACTICE PAPER – 2

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|---------|---------|---------|---------|---------|---------|---------|
| 1. (c) | 2. (b) | 3. (d) | 4. (c) | 5. (d) | 6. (c) | 7. (c) |
| 8. (b) | 9. (d) | 10. (d) | 11. (c) | 12. (c) | 13. (b) | 14. (a) |
| 15. (a) | 16. (c) | 17. (a) | 18. (d) | 19. (b) | 20. (c) | 21. (b) |
| 22. (b) | 23. (b) | 24. (d) | 25. (a) | 26. (b) | 27. (d) | 28. (a) |
| 29. (b) | 30. (b) | 31. (b) | 32. (a) | 33. (c) | 34. (a) | 35. (c) |
| 36. (a) | 37. (c) | 38. (b) | 39. (a) | 40. (c) | 41. (d) | 42. (d) |
| 43. (b) | 44. (d) | 45. (b) | 46. (a) | 47. (c) | 48. (b) | 49. (b) |
| 50. (a) | | | | | | |