

Time allowed: 45 minutes

Maximum Marks: 200

General Instructions: Same as Practice Paper-1.

Choose the correct option in the following questions.

- 'Doing the task with minimum cost' name the term associated with management.**
(a) Efficiency (b) Effective
(c) Both (d) Management
- Which degree is compulsory to become a manager?**
(a) B.B.A (b) M.Com
(c) M.B.A (d) No compulsion of degree.
- Ravi works as a production manager in Rosy private Limited. He has been given the task of getting 10000 units of hand woven table mats manufactured at the cost of ₹150 per unit, within 100 days. In order to be acknowledged as an effective manager, he must ensure that**
(a) The cost of production does not exceed ₹150 per unit.
(b) The work is completed within 100 days even at higher cost per unit.
(c) The cost of production is less than ₹150 per unit.
(d) All of the above
- Management is essential for the organizations which are**
(a) Non-profit organizations (b) Service organizations
(c) Social organizations (d) All of the above
- Mr. Mukesh used to manufacture shoes by employing labour who were easily available. When his son after completing his MBA joined the business. He analysed that if we use capital intensive method by using a machine it will reduce the cost and the quality of shoes will also improve. Answer the following question. Based on the above case studies. Which technique of scientific management is used by his son?**
(a) Fatigue study (b) Method study
(c) Motion study (d) Work study
- The principles of management are said to be flexible as:**
(a) They aim at influencing behavior of human beings.
(b) They are general guidelines to action, but do not provide readymade solutions to management problems.
(c) They can be modified by the manager when the situation so demands.
(d) Their application is dependent upon the prevailing situation at a particular point of time.

- 7. 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
- 8. Which of the following principles of management prevents overlapping of activities?**
- (a) Fair Remuneration (b) Unity of command
 (c) Unity of Direction (d) Equity
- 9. Uniformity in production can come by using following technique of Taylor**
- (a) Simplification (b) Method Study
 (c) Standardisation (d) Time Study
- 10. Liberalisation is**
- (a) Free Flow of goods and services (b) Increase participation of private sector
 (c) Reduction in formalities, taxes and tariff (d) Unity among Political Parties
- 11. Economic condition, changes in technology are related to**
- (a) General forces (b) Specific forces
 (c) Both (a) and (b) (d) None of the above
- 12. Due to planning, changes in Business environment do not come as shock and surprise. This is related to which importance of planning?**
- (a) Planning facilitates decision making. (b) Planning promotes innovative idea.
 (c) Planning reduces the risk of uncertainties. (d) Planning provides direction.
- 13. Mansi, after completing her course in fashion designing planned to start designer boutique. She had to address her issues like target customers, channels of distributions to be used, pricing policy, etc. The type of plan Mansi needs to develop to get a blue print of the business venture is**
- (a) Policy (b) Programme
 (c) Strategy (d) Objective
- 14. Rahim wanted to start with a stationery app. to help students of schools and college to provide stationery to them. He felt that students were not able to get the needed stationery easily and hence wanted to provide the stationery directly to students in the school. He listed out the various ways of setting up this business and finally selected the best way to set up this business by developing an app. Suggest what should be the next step of him:**
- (a) Developing premises
 (b) Identifying the alternative course of action
 (c) Implementation of plan
 (d) Follow up action
- 15. Employees become blind followers of plans, so planning reduces _____.**
- (a) Ability of workers (b) Creativity of employees
 (c) Knowledge of employees (d) None of the above
- 16. Which of the following is not a part of organising process?**
- (a) Division of work (b) Assignment of responsibilities
 (c) Specialisation (d) Establishing reporting relationship
- 17. Ram was given a task by his superior to prepare a plan in 15 days. He asked two of his subordinates to work upon two aspects of his task, one of the subordinates met with an accident and could not complete his work. Who is answerable for this task?**
- (a) Ram is accountable. (b) Ram's superior is accountable.
 (c) Ram's subordinate is accountable. (d) None of them is accountable.

- 18. 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)
- 19. For fast communication and to get correct feedback, which of the following organisations is suitable?**
- (a) Formal Organisation
 - (b) Informal Organisation
 - (c) Functional Structure
 - (d) Divisional Structure
- 20. For delegation to be effective, it is essential that response should be accompanied with necessary.**
- (a) Authority
 - (b) Manpower
 - (c) Incentives
 - (d) Promotions
- 21. Which of the following is not an element of delegation?**
- (a) Accountability
 - (b) Authority
 - (c) Responsibility
 - (d) Informal organisation
- 22. "Appointment is as per the requirement and satisfaction of the job". This is related to which importance of staffing?**
- (a) Filling the roles by obtaining competent persons.
 - (b) Placing right person at the right job.
 - (c) Optimum utilisation of human resources.
 - (d) Improves job satisfaction and morale of the employee.
- 23. Duplicate model is prepared in**
- (a) Induction training
 - (b) Vestibule school
 - (c) Apprenticeship training
 - (d) Internship
- 24. The candidate who has applied for job can clarify his queries during**
- (a) Test
 - (b) Employment interview
 - (c) Medical examination
 - (d) Selection decision
- 25. 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
- 26. Which of the following is the most serious problem that might arise due to excessive reliance on Internal recruitment?**
- (a) High labour turnover
 - (b) Lack of motivation
 - (c) Reduce job performance
 - (d) Internal resistance
- 27. 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
- 28. Which style of leadership does not believe in use of power, unless it is absolutely essential?**
- (a) Autocratic Leadership
 - (b) Democratic Leadership
 - (c) Laissez Faire Leadership
 - (d) None of the above

- 29. Grapevine is**
- (a) Formal communication (b) Barrier to communication
(c) Lateral communication (d) Informal communication
- 30. Which one of the following is not an element of direction?**
- (a) Motivation (b) Communication
(c) Delegation (d) Supervision
- 31. Use of 'Technical jargon' is which type of communication barrier?**
- (a) Organisational barrier (b) Psychological barrier
(c) Semantic barrier (d) Personal barrier
- 32. The incentive to provide company's share at very low price or free to employees, workers is called**
- (a) Profit sharing (b) Commission
(c) Retirement benefit (d) Co-partnership stock option
- 33. Motivators can be**
- (a) Positive only (b) Negative only
(c) Positive as well as negative (d) None of the above
- 34. Lack of proper incentive is what type of Barrier?**
- (a) Personal barrier (b) Organisational barrier
(c) Psychological barrier (d) Semantic barrier
- 35. With the help of controlling function, the management can know not only about the deficiency in the performance but it also helps management to know whether standards or plans are set correctly or not. The importance of management discussed above is:**
- (a) Ensuring order and discipline (b) Facilitating coordination in action
(c) Judging accuracy of standard (d) Making efficient use of resources
- 36. In Controlling, actual performance is compared with**
- (a) Performance of other employees. (b) Performance of previous year.
(c) Planned Performance. (d) None of the above
- 37. Standards can be set in the following terms:**
- (a) Only Qualitative (b) Only Quantitative
(c) Both Qualitative and Quantitative (d) Neither Qualitative nor Quantitative
- 38. One of the concept of financial management takes into consideration the growth, performance, investment and requirement of fund for given period. Identify the concept.**
- (a) Financial management (b) Investment decision
(c) Capital structure (d) Financial planning
- 39. What is related to debt?**
- (a) Higher cost higher risk (b) Lower cost higher risk
(c) High cost low risk (d) Low cost low risk
- 40. Companies with higher growth potential are likely to**
- (a) Pay lower dividends
(b) Pay higher dividends
(c) Dividends are not affected by growth considerations
(d) None of the above
- 41. Current assets of a business firm should be financed through**
- (a) Current liability only
(b) Long-term liability only
(c) Partly from both types, i.e., long and short-term liabilities.
(d) None of these

- 42. The concept which makes sure the availability of right amount of finance at the right time is called**
- (a) Financial Planning (b) Capital Structure
(c) Working Capital (d) Fixed Capital
- 43. Investment decision is also called**
- (a) Capital budgeting decision (b) Working capital decision
(c) Current assets decision (d) None of the above
- 44. Commercial paper is a short term unsecured promissory note having a maturity period of**
- (a) 91 days to one year (b) 15 days to one year
(c) one day to 15 days (d) one year
- 45. 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:**
- (a) Primary market (b) Secondary Market
(c) Both (a) and (b) (d) None of the above
- 46. Under Private Placement, shares are never offered to**
- (a) Institutes (b) Brokers
(c) General Public (d) None of the above
- 47. Secondary market is also known as**
- (a) Primary Market (b) New Issue Market
(c) Financial Market (d) Stock Exchange
- 48. The members of the District Commission are appointed by**
- (a) Central Government (b) State Government
(c) Local authority (d) None of the above
- 49. If a customer is not satisfied with the judgement of state commission, he can file appeal in**
- (a) District Commission (b) Supreme Court
(c) High Court (d) National Commission
- 50. The consumer must be assured whenever possible access to a variety of goods and services at competitive prices.**
- (a) Right to Consumer Protection Act (b) Right to choose
(c) Right to safety (d) Right to be heard



Answers

PRACTICE PAPER – 18

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