

Unit -I

Nature and Significance of Management

Short Questions :-

(Red Colour denotes Answer)

1. In order to be successful , an organisation must change its goals according to the needs of the environment. Which characteristics of management are highlighted in this Statement.

Ans : **Management is dynamic functioning**

2. Name the level of management involved in-

a) overseeing the activities of workers

b) taking key decisions

Ans : **a) Supervisory level**

b) Top level

3. Which function of management is known as essence of Management.

Ans : **Co-ordination**

4. Name the level of management the following posts belong to

a) purchase manager

b) CEO

c) superintendent

Ans : **a) Middle level**

b) Top level

c) Supervisory level

5. What do you mean by effectiveness?

Ans : **Effectiveness refers to completion of task on time.**

6. What do you mean by efficiency?

Ans : **It refers to minimum wastage of resources.**

7. Which aspect of management binds all the functions of management?

Ans : **Co ordination**

8. Name the function of management which injects life in the organisation.

Ans : **Staffing**

9. Name the function of Management which ensures work accomplishment as per plan.

Ans : **Controlling**

10. Unique Ltd is using eco friendly method of production? Identify the objective it is trying to achieve.

Ans : **Social objective**

11. Which function of Management is considered as the base of all other functions.

Ans : **Planning**

12. Which function of Management ensures issuing of instructions and orders and also motivates the employees.

Ans : **Directing**

13. Name the process by which a manager synchronises the activities of different departments.

Ans : **Co ordination**

14. At what level of management, managers are responsible for the welfare and survival of the organisation.

Ans : **At top level**

15. Assigning duties, grouping tasks establishing authority and allocating resources is one of the function of management. Name the function.

Ans : **Organising**

16. Your father wants you to do M.B.A before joining family business. What does this show about the nature of management.

Ans : **Management is on the path of becoming a profession.**

17. Multiple Choice Question : -

1. Which is not a function of management of the following ?
 - A. Planning
 - B. Staffing
 - C. Co operating**
 - D. Controlling

2. Management is
 - A. An Art
 - B. A Science
 - C. Both art and science**
 - D. Neither

3. The following is not an objective of management
 - A. Earning profits
 - B. Growth of the organisation
 - C. Providing employment
 - D. Policy Making**

4. Policy formulation is the function of
 - A. Top level managers**
 - B. Middle level managers
 - C. Operational Management
 - D. All of the above

5. Coordination is
 - A. Function of management
 - B. The essence of management**
 - C. An objectives of management
 - D. None of the above

6. Which one of the following is not a personal objective of management?
 - A. Providing good working condition
 - B. Training to employees
 - C. Safety Employees
 - D. Survival of the organisation**

7. Directing is the function of _____
 - A. Leading the employees
 - B. Communicating with the employees
 - C. Motivating the employees
 - D. All of the above**

8. Which one of the following is not an importance of co-ordination_____

A. To harmonise conflicts

B. To issue orders and instructions.

C. To emphasise human relation

D. To ensure efficiency and economy.