



Chettinad

College of Engineering & Technology

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai.

Department of Mechanical Engineering

MG8591 PRINCIPLES OF MANAGEMENT

Unit II - MCQ Bank

1. Henri Fayol, a French industrialist, first analyzed what managers do and divided that work into functions. The study of the management function that defines goals and establishes strategies to achieve them is called:

- A) **Planning**
- B) Organizing
- C) Leading
- D) Controlling

2. The plans which deal with fairly small set of activities are called:

- A) Strategic plan
- B) Tactical plan
- C) **Operational plan**
- D) Personal plan

3. What does the acronym SMART stand for?

- a) Suitable, measurable, actionable, rewarded and timely
- b) Specific, measurable, actionable, resourced and timely
- c) Standardised, measurable, achievable, rewarded, and timely

d) Specific, measurable, achievable, rewarded and timely

4. Which of the following is not a recognised type of plan?

- a) Business
- b) Succession
- c) Ad hoc**
- d) Financial

5. To what time-frame do strategic plans relate?

- a) Long-term**
- b) Medium-term
- c) Short-term
- d) Unspecified time it takes to achieve an aim

6. Which is not a recognised form of business continuity planning?

- a) Contingency planning
- b) Scenario planning
- c) Financial planning
- d) Building planning**

7. What is the definition of a scenario in scenario planning?

a) **An imagined sequence of future events**

b) An unpredictable event

c) A planned for event

d) An unplanned for event

8. What is a succession plan?

a) Dismissing an employee for a more favourable employee

b) **A formal process of planning to fill a role that will become vacant**

c) A vote of no confidence in a board member

d) The formal process of acquiring a new staff member

9. 'There is no discernible link between planning and performance'. Who is this position held by?

a) Michael Porter

b) Milton Friedman

c) Gary Hamel

d) **Henry Mintzberg**

10. What one of the following is not a key management skill in planning?

a) Conceptual skills

b) Analytical skills

c) **IT and computing skills**

d) Communication skills

11. What is a definition of an objective?

a) A defined specified outcome to be achieved in the long-term

b) A clear set of goals to be attained given a set number of resources

c) A clearly defined and measurable outcome to be achieved over a specified timeframe

d) A set standard of performance agreed by workers and managers

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

a) staffing

b) planning

c) co-operation

d) controlling

13. 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

14. 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

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

- a) Organisation
- b) Unity of command
- c) **Directing**
- d) Planning

16. Measuring actual performance is the _____ steps involved in the process of controlling.

- a) first
- b) second
- c) **third**
- d) last

17. _____ is the most basic and primary function of Management

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

18. Identify the sub function which is not included in Directing function.

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

19. _____ Management is responsible for the image of the company.

- a) Low
- b) Middle

- c) **Top**
- d) Low and Middle

20. _____ 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

21. 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**

22. Supervisors who use ___ management are more directive and controlling.

- a) strategic
- b) **human**
- c) tactical
- d) core

23. 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**

24.. which of the following is level of management

- a) Operational Level
- b) Strategical Level
- c) Tacticle Level
- d) All of the above**

25. The first step in the decision-making process is which of the following?

- a) Developing decision criteria
- b) Allocating weights to the criteria
- c) Analyzing alternatives
- d) Identifying a problem**