

16. Which of the next function after planning ?
 a) Scheduling b) Organizing
 c) Staffing d) Decision-Making
17. Vertical dimension of organization structure define
 a) Departmentation b) Hierarchy
 c) Both hierarchy and departmentation d) None of the above
18. Ability to adjust ,change is called
 a) flexibility b) balance
 c) stability d) ability
19. Following is not the type of communication
 a) oral b) written
 c) horizontal d) clear
20. Meeting is thecommunication.
 a) Formal b) Non-verbal
 c) Written d) both (b) and (c)
1. How is the flow of authority in line organization
 a) superior to subordinate b) subordinate to superior
 c) both A and B d) none
22. Principle of management is the contribution of
 a) adam smith b) henry fayol
 c) mary parker d) f.w. taylor
23. Henry fayol has givenprinciples of management
 a) 14 b) 12
 c) 16 d) 13
24. What is Espirit de corps
 a) it is function of management b) it is principle of management
 c) it is management concept in Russia d) it is name of company
25. Hierarechy of needs theory is put by
 a) maslow b) mary parker
 c) max weber d) gilbert
26. Military type of organization is seen in
 a) line b) staff
 c) line and staff d) project
27. Following is not the characteristic of management
 a) catalyst b) goal oriented
 c) authority d) acceptance
28. Which of the following can be considered as the project organization
 a) car production b) manufacturing of parts
 c) installation of dairy d) none of the above
29. The staff specialist providesto the managers
 a) machines b) work
 c) advice d) orders
30. While assigning duties following must be avoided
 a) overlapping b) under utilization
 c) overloading d) all
31. Control system having feedback is
 (a) Reverse system (b) Feedback control
 (c) Open loop system (d) Closed loop system
32. First step in decision-making is ____
 (a) Recognize the problem (b) Evaluation

- (c) Analysis (d) Finding out
33. Which of the following is the advantage of effective decision-making?
- (a) No delays (b) Quick actions
- (c) No confusion (d) All are correct
34. Scientific management theory started from
- (a) 1900 (b) 1920
- (c) 1870 (d) 1890
35. Behavioral Management Theory is put up by
- (a) Maslow (b) Mary Parker
- (c) Max Weber (d) Gilberth

36. Extra pressure of work on 'very few' is avoided in
 (a) Authority
 (b) centralization
 (c) Division of work (d)
 None
37.anticipates problems and uncertainties.
 (a) Planning (b) Controlling
 (c) Motivation (d) Directing
38. Directing needs good.....in
 (a) Coordination. Control (b) vision, leadership
 (c) control, vision (d) None
39. Control isin nature and it needs attime.
 (a) static, any (b) static, starting
 (c) dynamic. Any (d) dynamic, starting
40. What is the next step after finding the alternatives?
 (a) critically evaluation of the alternatives (b) analysis
 (c) recognizing the problem (d) implementing the alternative
41. Who plan capacity of machine?
 (a) Operator (b) supervisor
 (c) CEO (d) Quality Inspector
42.is a financial statement prepared and approved prior to a defined period of time.
 (a) Audit (b) Control charts
 (c) Budget (d) order of payment