

Part A (MCQ)

Question No.	Question	Unofficial Answers
1	Which of the following refers to doing the task correctly and with minimum cost? a) Effectiveness b) Co-ordination c) Process d) Efficiency	Efficiency
2	Principles of Management are not _____ a) Absolute b) Flexible c) Universal d) Behavioural	Absolute
3	_____ is deciding in advance what to do and how to do a) Organising b) Directing c) Planning d) Controlling	Planning
4	The first step in the organising process is _____ a) Departmentalisation b) Assignment of duties c) Identification and division of work d) Establishing reporting relationships	Identification and division of work
5	Which of the following is durable product? a) Television b) Chocolate c) Toothpaste d) Stationery item	Television
<p>II.</p> <p>Fill in the blanks by choosing appropriate answers from those given in the brackets</p>		

6	Gang Plank is used in the case of _____	Emergency
7	_____ are specific statements that inform what is to be done	Rules
8	_____ is an incentive offered over and above the wages/salary to the employees	Bonus
9	The proportion of debt in the overall capital is called _____	Financial Coverage
10	_____ is unpaid form of communication	Publicity
III. Match the following:		
	a. Interest Rate i) Product Specialisation	Economic Environment
	b. Division structure ii) Management function	Product Specialisation
	c. Job rotation iii) Economic environment	On-the-job training
	d. Controlling iv) On-the-job training	Management Function
	e. Services v) Social environment vi) Intangible	Intangible
IV. Answer the following questions in one word or one sentence each:		
12	Give an example for Top Level Management	Managing Director

13	State any one internal source of recruitment	Promotion
14	What is Directing?	Motivating
15	Paraga company deciding to raise 40 % of funds through debentures. Which financial decision is it?	Financing Decision
16	Name any one redressal agency under the Consumer Protection Act	Redressal agency under Consumer Protection Act – District Commission
Q22.	Name any two styles of leadership.	Autocratic Democratic
Q24.	Give two examples for fixed assets.	Land Building