

UNIT 1

Answers with Explanations

1.A) Getting things done through people

Management is the process of coordinating and overseeing the work of others to achieve organizational goals efficiently and effectively.

2.D) Increasing competition

Objectives of management include economic growth, profit maximization, and employee welfare. Increasing competition is an external factor, not a direct objective.

3.B) Achieving organizational goals efficiently

Management ensures that resources are utilized optimally to achieve objectives, balancing efficiency and effectiveness.

4.A) Planning

Planning involves setting objectives and outlining the best course of action to achieve them, ensuring efficient resource utilization.

5.C) Organizational goals efficiently

The fundamental aim of management is to achieve goals effectively while maintaining efficiency in operations.

6.A) It follows systematic principles

Management is considered a science because it is based on systematic knowledge and principles.

7.B) It requires personal skill and creativity

Management is an art because it involves the application of personal skills, creativity, and experience to achieve desired results.

8.D) No specialized knowledge required

A profession requires specialized knowledge, which is an essential characteristic of management.

9.C) Both a science and an art

Management is both a science (structured principles) and an art (application of skills and creativity).

10.A) Dynamic and evolving

Management adapts to changing environments and evolves with technological and economic advancements.

11.D) Customer-level management

Management is categorized into top, middle, and supervisory levels; customer-level management is not a recognized category.

12.A) Top management

Top management sets long-term goals and strategies to ensure the organization's success.

13.B) Implementing plans and supervising departments

Middle management translates top management's strategies into actionable plans.

14.B) First-line managers

Supervisory managers are responsible for directly overseeing employees at the operational level.

15.C) Formulating policies and strategies

Top management is responsible for setting policies, strategies, and organizational direction.

16.C) Planning

Planning is the first step in the management process, laying the foundation for other functions.

17.B) Organizing

Organizing involves structuring resources and activities to achieve objectives.

18.B) Hiring and training employees

Staffing ensures that the right personnel are recruited, trained, and retained.

19.A) Supervising, motivating, and leading employees

Directing involves guiding employees to fulfill organizational objectives.

20.B) Plans are effectively implemented

Controlling ensures actual performance aligns with planned objectives.

21.C) Planning

Decision-making is integral to planning, as it involves selecting the best course of action.

22.D) Controlling

Controlling is the last function of management, ensuring plans are executed properly.

23.A) Assigning work and providing resources

Organizing focuses on allocating resources and tasks to achieve goals.

24.A) Controlling

Controlling ensures that employees adhere to management plans and objectives.

25.C) Hiring, training, and maintaining workforce

Staffing ensures the organization has a skilled workforce to meet its goals.

26.B) At all levels of management

Coordination integrates activities across all levels to ensure smooth operations.

27.B) Ensuring harmonious activities in an organization

Coordination ensures that all departments and employees work towards common goals.

28.A) It integrates group efforts

Coordination brings together different organizational elements for efficiency.

29.It is necessary for the success of all management functions

Coordination is essential across all functions to avoid duplication and inefficiencies.

30.C) It functions in isolation

Coordination cannot work in isolation; it integrates with all management functions.

31.B) Flexible and dynamic

Management principles evolve based on new trends and business needs.

32.A) Achieving results with minimum resources

Efficiency focuses on minimizing waste while achieving objectives.

33.A) Achieving goals successfully

Effectiveness means attaining the desired results in an optimal manner.

34.C) French

The word 'management' originates from the French word 'ménagement' (meaning handling or controlling).

35.D) All of the above

Management is a science (principles), an art (application), and a profession (specialized skills).

36.A) Setting objectives and deciding actions

Planning involves setting goals and devising strategies to achieve them.

37.B) Organizing

Delegation is a part of organizing, allowing tasks to be assigned efficiently.

38.A) Each employee should report to only one superior

The unity of command principle ensures clear authority and responsibility.

39.C) Supervisory management

Supervisory managers oversee daily activities and ensure smooth workflow.

40.D) All of the above

Effective management requires technical, human, and conceptual skills.

41.C) Rigid and inflexible

Management is adaptive and responsive to change.

42.B) Effective and efficient management

A well-managed organization operates successfully and achieves its goals.

43.C) Planning

Planning anticipates future conditions and prepares strategies accordingly.

44.B) Management

Management is an intangible force guiding organizational efforts.

45.A) Following ethical practices and standards

Professional management follows ethical standards and best practices.

46.B) Coordinate resources and efforts to achieve goals

Managers align resources and employees towards achieving organizational objectives.

47.A) A chain of command from top to bottom

Scalar chain defines the hierarchy of authority in an organization.

48 B) Different departments working together to launch a product

Coordination ensures smooth collaboration between departments.

49 B) Hiring and training the right people for the right job

Staffing ensures skilled professionals are recruited and trained.

50 A) To ensure organizational goals are achieved efficiently and effectively

Management's primary purpose is goal achievement with optimal resource use.