

Nature and Significance of Management

- Management – concept, objectives, importance.
- Nature of management; Management as Science, Art, Profession.
- Levels of management – top, middle supervisory (First level).
- Management functions – planning, organizing, staffing, directing, and controlling.
- Coordination – nature, and importance.

1. Which of the following best defines management?

- A) Getting things done through people
- B) Supervising workers
- C) Completing tasks alone
- D) Avoiding responsibility

2. Which of these is NOT an objective of management?

- A) Economic growth
- B) Profit maximization
- C) Employee welfare
- D) Increasing competition

3. The main importance of management is:

- A) Reducing resources
- B) Achieving organizational goals efficiently
- C) Reducing the workforce
- D) Avoiding conflicts

4. Which function of management ensures optimum use of resources?

- A) Planning
- B) Organizing
- C) Staffing
- D) Controlling

5. Management aims to achieve:

- A) Maximum costs
- B) Minimum efficiency
- C) Organizational goals efficiently
- D) Employee dissatisfaction

6. Management as a science means:

- A) It follows systematic principles
- B) It is based on creativity
- C) It is only a theoretical subject
- D) It lacks systematic study

7. Why is management considered an art?

- A) It is practiced by everyone
- B) It requires personal skill and creativity
- C) It follows fixed laws
- D) It is a mathematical science

8. Which is NOT a feature of management as a profession?

- A) Code of conduct
- B) Entry restricted by qualification
- C) Service motive
- D) No specialized knowledge required

9. Which of the following best describes management?

- A) Only a science
- B) Only an art
- C) Both a science and an art
- D) Neither a science nor an art

10. The nature of management is:

- A) Dynamic and evolving
- B) Rigid and fixed
- C) Unstructured
- D) Unnecessary in organizations

11. Which of the following is NOT a level of management?

- A) Top-level management
- B) Middle-level management
- C) Supervisory-level management
- D) Customer-level management

12. Who is responsible for setting long-term goals in an organization?

- A) Top management
- B) Middle management
- C) Supervisory management

D) Workers

13. Middle-level management is responsible for:

A) Setting organizational vision

B) Implementing plans and supervising departments

C) Directly interacting with workers

D) Performing manual labor

14. Supervisory-level managers are also known as:

A) Top executives

B) First-line managers

C) Policy makers

D) Shareholders

15. The key role of top management is:

A) Supervising workers

B) Preparing detailed reports

C) Formulating policies and strategies

D) Maintaining financial records

16. The first function of management is:

A) Controlling

B) Organizing

C) Planning

D) Staffing

17. Which function involves arranging resources to achieve objectives?

A) Planning

B) Organizing

C) Directing

D) Controlling

18. Staffing is mainly concerned with:

- A) Planning production
- B) Hiring and training employees
- C) Managing funds
- D) Setting objectives

19. Directing in management includes:

- A) Supervising, motivating, and leading employees
- B) Setting goals
- C) Reducing production costs
- D) Evaluating financial reports

20. Controlling ensures:

- A) Employees are punished for mistakes
- B) Plans are effectively implemented
- C) No communication happens in the organization
- D) All decisions are taken by top management

21. Decision-making is primarily associated with:

- A) Staffing
- B) Controlling
- C) Planning
- D) Directing

22. What is the last function of management?

- A) Planning
- B) Organizing
- C) Staffing
- D) Controlling

23. Organizing in management refers to:

- A) Assigning work and providing resources
- B) Supervising employees
- C) Only hiring people
- D) Controlling financial expenses

24. Which function ensures that employees follow management plans?

- A) Controlling
- B) Directing
- C) Planning
- D) Organizing

25. Staffing helps in:

- A) Reducing costs
- B) Increasing workload
- C) Hiring, training, and maintaining workforce
- D) Avoiding communication

26. Coordination is needed:

- A) Only in large businesses
- B) At all levels of management
- C) Only by top management
- D) Only in financial management

27. Coordination refers to:

- A) Avoiding conflicts
- B) Ensuring harmonious activities in an organization
- C) Controlling workers
- D) Only making decisions

28. The most important feature of coordination is:

- A) It integrates group efforts
- B) It creates divisions
- C) It avoids communication
- D) It limits leadership

29. Why is coordination called the essence of management?

- A) It replaces all management functions
- B) It is necessary for the success of all management functions
- C) It eliminates the need for managers
- D) It only applies to top management

30. Which is NOT a feature of coordination?

- A) It is a continuous process
- B) It requires integration of efforts
- C) It functions in isolation
- D) It applies to all levels of management

31. Management principles are:

- A) Fixed and rigid
- B) Flexible and dynamic
- C) Only applicable to top management
- D) Theories without practical application

32. Efficiency in management means:

- A) Achieving results with minimum resources
- B) Only maximizing profit
- C) Ignoring employee satisfaction
- D) Reducing work hours

33. Effectiveness in management means:

- A) Achieving goals successfully
- B) Reducing costs only
- C) Increasing workforce
- D) Avoiding planning

34. The term 'management' is derived from which language?

- A) Latin
- B) Greek
- C) French
- D) German

35. Management can be defined as:

- A) A science
- B) An art
- C) A profession
- D) All of the above

36. Planning is concerned with:

- A) Setting objectives and deciding actions
- B) Controlling workers
- C) Avoiding future problems
- D) Only financial management

37. Delegation of authority is a part of:

- A) Planning
- B) Organizing
- C) Staffing
- D) Directing

38. Unity of command principle states:

- A) Each employee should report to only one superior
- B) Multiple superiors should manage an employee
- C) No hierarchy is required
- D) Only top management should give orders

39. Who is responsible for managing day-to-day operations?

- A) Top management
- B) Middle management
- C) Supervisory management
- D) Shareholders

40. An important managerial skill is:

- A) Technical knowledge
- B) Human relations skills
- C) Conceptual skills
- D) All of the above

41. Which of the following is NOT a characteristic of management?

- A) Universality
- B) Goal-oriented
- C) Rigid and inflexible
- D) Dynamic and evolving

42. The success of an organization depends largely on:

- A) The number of employees
- B) Effective and efficient management
- C) Random decision-making
- D) Only financial resources

43. Which function of management is concerned with anticipating future events?

- A) Directing
- B) Controlling
- C) Planning
- D) Organizing

44. Which of the following is an intangible force that coordinates human efforts in an organization?

- A) Money
- B) Management
- C) Raw materials
- D) Machinery

45. A professional approach in management means:

- A) Following ethical practices and standards
- B) Hiring only family members
- C) Not taking risks
- D) Avoiding formal education

46. The primary role of a manager is to:

- A) Supervise employees only
- B) Coordinate resources and efforts to achieve goals
- C) Control employees' personal lives
- D) Only focus on profits

47. What is meant by 'scalar chain' in management?

- A) A chain of command from top to bottom
- B) A tool for employee motivation
- C) A method of financial planning
- D) A structure for employee rewards

48. Which of the following is an example of coordination?

- A) A marketing team working in isolation
- B) Different departments working together to launch a product
- C) Employees working without supervision
- D) Management ignoring team conflicts

49. One of the main objectives of staffing is:

- A) Reducing the number of employees
- B) Hiring and training the right people for the right job
- C) Increasing workload on employees
- D) Avoiding teamwork

50. What is the primary purpose of management?

- A) To ensure organizational goals are achieved efficiently and effectively
- B) To maximize production at any cost
- C) To work without any structure
- D) To increase employee dissatisfaction