

MCQ FOR MANEGERIAL TECHNIQUES

what **order** do managers typically perform the managerial functions?

- a) organising, planning, controlling, leading
- b) organising, leading, planning, controlling
- c) **planning, organising, leading, controlling**
- d) planning, organising, controlling, leading

At what level of an organisation does a corporate manager operate?

- a) Functional
- b) Operational
- c) Middle level
- d) **Top level**

which one is **not** a recognised key skill of management?

- a) Conceptual skills
- b) Human skills
- c) Technical skills
- d) **Writing skills**

what is a social enterprise concerned with?

- a) Profit maximisation
- b) Maximising market share
- c) Providing public service
- d) **Running a business to create social benefits**

Management exists at the ___ level of the organization.

- a) Lower
- b) Middle
- c) Top
- d) **All of the above**

Direction is a _____ function performed by all the managers at all levels of the organization.

- a) **Managerial**
- b) Organizational
- c) Both Managerial and Organizational
- d) None

The internal environment factor(s) that influence management is (are)

- a) Labor

b) Machines

. Which of these is the purpose of recruitment?

- a. Make sure that there is match between cost and benefit
- b. **Help increase the success rate of the selection process by reducing the number of visibly underqualified or over qualified job applicants.**
- c. Help the firm create more culturally diverse work - force
- d. None of the above

. The poor quality of selection will mean extra cost on _____ and supervision.

- a. **Training**
- b. Recruitment
- c. Work quality
- d. None of the above

Which of these is the most important external factor governing recruitments?

- a. Sons of soil
- b. Labour market
- c. Unemployment rate
- d. **Supply and demand**

While recruiting for non - managerial, supervisory and middle - management positions which external factor is of prime importance?

- a. Political - Legal
- b. Unemployment rate
- c. **Labour market**
- d. Growth and Expansion

Which of the following act deals with recruitment and selection?

- a. Child labour act
- b. The apprentices act
- c. Mines act
- d. **All of the above**

. A major internal factor that can determine the success of the recruiting programme is whether or not the company engages in _____.

- a. **HRP (Human Resource Planning)**
- b. Selection
- c. Induction
- d. None of the above

_____ refers to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants.

- a. Selection
- b. Training
- c. Recruitments
- d. Induction

How many stages does the recruitment process comprise of?

- a. 2
- b. 6
- c. 9
- d. 5

Rearrange the following steps of recruitment.

- I. Searching
- II. Evaluation and control
- III. Planning
- IV. Screening
- V. Strategy development

- a. III, II, I, V, IV
- b. III, V, I, IV, II
- c. IV, V, III, I, II
- d. II, I, IV, V, III

_____ express the relationship of applicant inputs to outputs at various decision points.

- a. Number of contacts
- b. Yield Ratios
- c. Type of contacts
- d. Technological sophistication

Which of the following are the decisions to be made while devising the strategies to hire?

- a. Geographic distribution of labour markets comprising job seekers
- b. Make or buy employees
- c. Sequencing the activities in the recruitment process
- d. All of the above

Which decision in strategy development relates to the methods used in recruitment and selection?

- a. Sources of recruitment
- b. Technological sophistication
- c. Sequencing the activities in the recruitment process
- d. "make" or "buy" employees

. The amount sufficient to enable a worker to live in reasonable comfort, having regard to all obligations to which an average worker would ordinarily be subject to

- (A) Minimum Wage
- (B) Fair Wage
- (C) Living Wage
- (D) Nominal Wage

What is the natural perception of people on the process of recruitment and selection?

- a. Positive
- b. Negative
- c. Both positive and negative
- d. None of the above

What is the main objective of the recruitment and selection process?

- a. Recruit the right candidates
- b. Meet the high labour turnover
- c. To reduce the costs of recruiting
- d. None of the above

Which one of the following statements is TRUE in regard to the concept of pH

- a. pH indicates the amount of total alkalinity available.
- b. A raw sludge sample with a pH of 6.5 is slightly basic.
- c. Bacteria in wastewater generally function well at a pH near 7.0.
- d. A pH meter gives the percent hydrogen ion concentration as its direct readout value.

Which one of the following statements regarding facultative ponds is TRUE ?

- a. DO concentrations may often exceed 10 mg/L during the afternoon of a warm and sunny day.
- b. The pH may fall as carbon dioxide is consumed by algae.
- c. Aerobic bacteria produce oxygen that is consumed by algae.
- d. A facultative pond has no anaerobic layer and no aerobic layer.
- e. Facultative ponds are operated only in series, never in parallel.

The amount of chlorine used per day from a 1 ton chlorine cylinder is normally determined by :

- a. Pressure gauges.
- b. Rotometers.
- c. Weighings.
- d. Chlorine residuals.
- e. Ammonia equivalents.

The total solids in wastewater would be a combination of :

- a. Fixed solids and settleable solids.
- b. Dissolved solids and volatile solids.
- c. **Dissolved solids and suspended solids.**
- d. Suspended solids and fixed solids.
- e. Fixed solids and dissolved solids.

What is the percent of BOD removed in a plant when the influent BOD is 245 mg/L and the effluent BOD is 22 mg/L ?

- a. **91%**
- b. 86%
- c. 35%
- d. 13%
- e. 9%

Self-cleansing velocity is

- a) Velocity at dry weather flow
- b) Velocity of water at flushing
- c) **Velocity at which no accumulation remains in the drains**
- d) Velocity of water in a pressure filter

. 5 days-biochemical oxygen demand (BOD₅) is taken at a temperature of

- a) 0°C
- b) 15°C
- c) **20°C**
- d) 25°C

In a sludge tank, the gas mainly produced, is

- a) Oxygen
- b) Nitrogen
- c) **Carbon dioxide**
- d) Hydrogen

- a) **depth of tank**
- b) **temperature of liquid**
- c) **size of particles**
- d) **none**

-The following is also known as Military organisation

- (A) **Line organisation**

- (B) Functional organisation
- (C) Line and staff organisation
- (D) None of the above

2-In line organisation, the business activities are divided into following three types

(A) Accounts, Production, Sales

- (B) Production, Quality, Sales
- (C) Production, Quality, Maintenance
- (D) Production, Maintenance, Sales

3-In which of the following organisation structure, each specialist is supposed to give his functional advice to all other foremen and workers

- (A) Line organisation
- (B) Functional organisation**
- (C) Line and staff organisation
- (D) All of the above

4-Which organisation structure is generally followed by big steel plants?

- (A) Line organisation
- (B) Functional organisation
- (C) Line and staff organisation**
- (D) All of the above

5-The process of dividing the work and then grouping them into units and subunits for the purpose of administration is known as

- (A) Departmentation**
- B) Organisation structure
- (C) Committee
- (D) All of the above

6-Departmentation is a process where

- (A) Tasks are grouped into jobs
- (B) Jobs are grouped into effective work groups
- (C) Work groups are grouped into identifiable segments
- (D) All of the above**

7. Organization structure designates relationships of

- A. **Formal reporting**
- B. Informal reporting
- C. Authority
- D. Dynamism

8. Organization structure is reflected in the

- A. Organization hierarchy
- B. **Organization chart**
- C. Departments
- D. Span of Control

9. Organization structure identifies

- A. Non-departmentalization
- B. Individualism
- C. **Grouping**
- D. Complexity

10. Designs of systems are included in the organization structure to ensure

- A. Coordination
- B. Integration
- C. Communication
- D. **All of the Above**

18. An organizational structure in which more than one type of departmentalization is employed is called:

- a. **mixed departmentalization.**
- b. process departmentalization.

- c. matrix form.
- d. centralization.

Determining the number of people who are accountable to a single manager refers to:

- a. chain of command.
- b. degree of centralization.
- c. span of control.**
- d. degree of specialization.

A position to which decision-making authority has been delegated within the chain of command from senior managers to front line production or service employees is called.

- a. line position.**
- b. staff position.
- c. departmentalization.
- d. line & staff positions.

Which of the following is the goal of financial management

- a) Maximise the wealth of Equity shareholders**
- b) Maximise the wealth of Preference Shareholders
- c) Maximise the wealth of Debenture holders
- d) All of the above

Financial management mainly focuses on

- a) Efficient management of every business
- b) Brand dimension
- c) Arrangement of funds
- d) All elements of acquiring and using means of financial resources for financial activities**

Which of the following is short term source

- a. Bank Credit
- b. Public Deposit
- c. Commercial Paper
- d. All of the above**

Which of the following is the primary goal of financial management ?

- a) To Maximize the return
- b) To Minimize the risk

- c) To maximize the wealth of owners
- d) To maximize profit

Which of the following are financial Assets ?

- a) Bonds
- b) Machines
- c) Stocks
- d) 1 and 2

Savings Account are _____ , but are not _____ .

- a) Negotiable, Liquid
- b) Liquid, Marketable
- c) liquid, Personal
- d) None of these

_____ and _____ are the two versions of goals of the financial management of the firm.

- a) Profit maximisation, Wealth maximization
- b) Production maximisation, Sales maximisation
- c) Sales maximisation, Profit maximization
- d) Value maximisation, Wealth maximisation

14. Scarcity guarantees that

- A) wants will exceed demands.
- B) demands will be equal to wants.
- C) demands will exceed wants.
- D) most demands will be satisfied.

15. The quantity demanded is

- A) the amount of a good that consumers plan to purchase at a particular price.
- B) independent of the price of the good.
- C) independent of consumers' buying plans.
- D) always equal to the equilibrium quantity.

. The law of demand states that, other things remaining the same, the higher the price of a good, the

- A) smaller is the demand for the good.
- B) smaller is the quantity of the good demanded.
- C) larger is the quantity of the good demanded.
- D) larger is the demand for the good.

The law of demand implies that, other things remaining the same,

- A) as the demand for cheeseburgers increases, the price of a cheeseburger will fall.
- B) as the price of a cheeseburger rises, the quantity of cheeseburgers demanded will decrease.
- C) as income increases, the quantity of cheeseburgers demanded will increase.
- D) as the price of a cheeseburger rises, the quantity of cheeseburgers demanded will increase.

The law of demand states that the quantity of a good demanded varies

- A) inversely with its price.
- B) directly with population.
- C) directly with income.
- D) inversely with the price of substitute goods.

The law of demand implies that if nothing else changes, there is

- A) a linear relationship between price of a good and the quantity demanded.
- B) a positive relationship between the price of a good and the quantity demanded.
- C) a negative relationship between the price of a good and the quantity demanded.
- D) an exponential relationship between price of a good and the quantity demanded.

. Inferior goods are those for which demand increases as

A) income decreases.

B) income increases.

C) the price of a substitute rises.

D) the price of a substitute falls.

.What type of process would a Cement plant be most likely to use?

a. Continuous flow

b. Project

c. Job shop

d. Flow shop

. Process selection is primarily considered during:

a) Planning

b) Organizing

c) Leading

d) Controlling

What type of process would a fertilizer plant be most likely to use

a. Continuous

b. Project

c. Job

d. Flow shop

The type of operation being carried out by an organization depends upon:

a) Degree of standardization

b) Volume of output

c) Demand

d) Both (a) and (b)

. What name is often given to processes which involve the manufacture of a unique item from beginning to end?

- a. Jobbing processes
- b. **Continuous processes.**
- c. Lean production processes.
- d. Batch processes

Construction of fertilizer plant is

- a. Continuous
- b. **Project**
- c. Job
- d. Flow shop

The inputs to a transformation process include all of the following except

- a. Material
- b. People
- c. Information
- d. **Transportation**

Which of the following is an example of a Service Business?

- a. Law firm
- b. Hospital
- c. Bank
- d. **All of the above**

Automation is preferred because it:

- a) Offers lesser dependence on workers
- b) Results in reduction in variable cost
- c) Offers easy handling of repetitive work
- d) **All of the given options**

What type of process would a paper mill be most likely to use?

a. Continuous flow

b. Project

c. Job shop

d. Flow shop