

# TIME(18ES51 / 17ES51)- IAT 1 (12pm to 1pm)

## Students Details

\* Required

1. Email address \*

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2. USN \*

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3. Name \*

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4. Section \*

*Mark only one oval.*

A

B

C

D

E

TIME(18ES51)- IAT 1

Questions

5. \_\_\_\_\_ function of management is concerned with both ends and means \* 1 point

*Mark only one oval.*

- organizing
- Planning
- staffing
- Directing

6. Planning provides direction is a \_\_\_\_\_ \* 1 point

*Mark only one oval.*

- Importance of planning
- Limitation of planning
- Characteristics of planning
- Method

7. \_\_\_\_\_ guides for decision making \* 1 point

*Mark only one oval.*

- Rule
- Policy
- Procedure
- Method

8. Which of the following is NOT a benefit of planning? \*

1 point

*Mark only one oval.*

- Planning reduces overlapping and wasteful activities
- Planning is a mental exercise.
- Planning provides directions
- Planning reduces the risks of uncertainty.

9. Which of the following is a benefit of planning? \*

1 point

*Mark only one oval.*

- Helps in avoiding confusion and misunderstanding
- Ensures clarity in thought and action.
- Useless and redundant activities are minimised or eliminated.
- All of the above.

10. Which of the following is NOT a feature of planning? \*

1 point

*Mark only one oval.*

- Planning is futuristic.
- Planning is pervasive
- Planning establishes standards for controlling
- Planning focuses on achieving objectives.

11. Planning cannot foresee everything, and thus, there may be obstacles to effective planning. Identify the related limitation of planning. \* 1 point

*Mark only one oval.*

- Planning leads to rigidity.
- Planning may not work in a dynamic environment
- Planning does not guarantee success.
- Planning reduces creativity

12. \_\_\_\_\_ represent the end point of planning. \* 1 point

*Mark only one oval.*

- Rules
- Methods
- Objectives
- Policies

13. A strategy is derived from \_\_\_\_\_ \* 1 point

*Mark only one oval.*

- Policy
- Objective
- Method
- Rule

14. \_\_\_\_\_ detail the exact manner in which any work is to be performed. \* 1 point

*Mark only one oval.*

- Rules
- Methods
- Procedures
- Programmes

15. \_\_\_\_\_ is a plan which quantifies future facts and figures. \* 1 point

*Mark only one oval.*

- Procedure
- Programme
- Rule
- Budget

16. Which of the following is NOT a standing plan? \* 1 point

*Mark only one oval.*

- Policy
- Procedure
- Programme
- Rule

17. Human Relational skills are required in same proportions at all levels of management \* 1 point

*Mark only one oval.*

- True  
 False

18. \_\_\_\_\_ is a general guideline for decision making \* 1 point

*Mark only one oval.*

- Policy  
 Procedure  
 Rules  
 All of above

19. The policies which are stated neither in writing nor verbally are known as \_\_\_\_\_ \* 1 point

*Mark only one oval.*

- Originated  
 Appealed  
 Implied  
 None of the above

20. \_\_\_\_\_ is a term originated in military, which connotes a response to a competitive environment. 1 point

*Mark only one oval.*

- Programme
- Method
- Strategy
- Rule

21. Two important activities involved in strategy formulation are \_\_\_\_\_ 1 point

*Mark only one oval.*

- Individual and Corporate appraisal
- Environmental and Corporate appraisal
- Individual and team appraisal

22. \_\_\_\_\_ is the unique aim of an organisation that sets it apart from others of its type. \* 1 point

*Mark only one oval.*

- Vision
- Mission
- Objective

23. \_\_\_\_\_ is the dream that an entrepreneur creates about the direction that his business should pursue in future. \* 1 point

*Mark only one oval.*

- Objectives
- Goals or Aim
- Vision
- Mission

24. Objectives are \_\_\_\_\_ which means they are qualitative in nature and cannot be quantified for ex: workers morale, company image etc. \* 1 point

*Mark only one oval.*

- tangible
- intangible

25. Some of the premises like strikes, non availability of raw materials, phase shifts are \_\_\_\_\_ by organisation \* 1 point

*Mark only one oval.*

- controllable
- uncontrollable

26. Management is \_\_\_\_\_ of getting things done through people \* 1 point

*Mark only one oval.*

- Profession
- Science
- Knowledge
- An Art



27. Management is not a critical element in the economic growth of a country \* 1 point

*Mark only one oval.*

- True  
 False

28. Management is dynamic and life-giving element in every organisation \* 1 point

*Mark only one oval.*

- True  
 False

29. Management is essential only in business activity. \* 1 point

*Mark only one oval.*

- True  
 False

30. \_\_\_\_\_ is the primary function of management \* 1 point

*Mark only one oval.*

- Organising  
 Planning  
 Directing  
 Controlling

31. The distribution of work in group-wise or section wise for effective performance is referred as \_\_\_\_\_ \* 1 point

*Mark only one oval.*

- Organising
- Planning
- Directing
- Controlling

32. In Directing \_\_\_\_\_ is the process of passing information from one person to another. \* 1 point

*Mark only one oval.*

- Controlling
- Communication
- Leading
- Motivating

33. \_\_\_\_\_ is arousing desire in the minds of workers to give their best to the enterprise. \* 1 point

*Mark only one oval.*

- Controlling
- Communication
- Leading
- Motivating

34. \_\_\_\_\_ involves selecting and placing the right person at the right position. \* 1 point

*Mark only one oval.*

- Directing
- Staffing
- Controlling
- Recruitment

35. \_\_\_\_\_ function is to determine whether or not proper progress is being made towards the objectives and goals and acting if necessary to correct any deviations \* 1 point

*Mark only one oval.*

- Controlling
- Directing
- Planning
- Motivating

36. \_\_\_\_\_ means creating new ideas which may be either results in the development of new products or finding new uses for the old ones. \* 1 point

*Mark only one oval.*

- Planning
- Innovation
- Staffing
- Representation

37. \_\_\_\_\_ level management determines goals and objectives, also performs overall planning, organizing, staffing, directing and controlling \*

1 point

*Mark only one oval.*

- Top
- Middle
- Lower

38. Top management of an organization consists board of directors, chairman and chief executive officer \*

1 point

*Mark only one oval.*

- True
- False

39. \_\_\_\_\_ level management are training and development of employees, integrating various parts of the department \*

1 point

*Mark only one oval.*

- Top
- Middle
- Lower

40. \_\_\_\_\_ level is an executor of policies and procedures making a series of decisions with well-defined and specified premises. \*

1 point

*Mark only one oval.*

- Top
- Middle
- Lower

41. Top level management responsible for long term planning spanning up to 5 to 10 years \* 1 point

*Mark only one oval.*

- True  
 False

42. In \_\_\_\_\_ role, every manager will perform some duties of ceremonial nature. Such as greeting and touring dignitaries, attending wedding of an employee, taking important customer to lunch & so on. \* 1 point

*Mark only one oval.*

- Figurehead Role  
 Liaison Role  
 The leader Role

43. In \_\_\_\_\_ role, the manger interacts with peers and people outside the organization \* 1 point

*Mark only one oval.*

- Figurehead Role  
 Liaison Role  
 The leader Role

44. In \_\_\_\_\_ role, the manager passes some of his privileged information directly to his key subordinates, who have no access otherwise. \* 1 point

*Mark only one oval.*

- Monitor Role
- Disseminator Role
- Spokesman Role

45. In \_\_\_\_\_ role, manager should spend part of his time in representing his organization before various outside groups .Eg: share holders, govt. bodies, press media etc. \* 1 point

*Mark only one oval.*

- Spokesman Role
- Monitor Role
- Disseminator Role

46. In \_\_\_\_\_ role, a manager handles all kinds of disturbances that occur within the organization & find solutions to problems such as worker strikes, major accidents, customers going bankrupt, suppliers not delivering to schedule etc. \* 1 point

*Mark only one oval.*

- Entrepreneur Role
- Disturbance Handler Role
- Resource Allocator Role

47. \_\_\_\_\_ skill is the ability of a manager to conceptualize the environment, the organization & his own job, so that he can set appropriate goals. \* 1 point

*Mark only one oval.*

- Human relations skills
- Conceptual skills
- Technical skills

48. The \_\_\_\_\_ is the managers understanding of the nature of job that people under him have to perform. \* 1 point

*Mark only one oval.*

- Conceptual skills
- Human relations skills
- Technical skills

49. \_\_\_\_\_ involves “thinking”. It is a top level function which centres on the determination of plans, policies and objectives of a business enterprise \* 1 point

*Mark only one oval.*

- Management
- Administration
- Design

50. lower level management is known as \_\_\_\_\_. \* 1 point

*Mark only one oval.*

- Functional management.
- operative management.
- Administrative management.

51. The main function of \_\_\_\_\_ is Planning ,organizing & staffing. \* 1 point

*Mark only one oval.*

- Low level Management
- Administration
- High Level Management

52. \_\_\_\_\_ is cumulative in that what is discovered is added to that which has been found before. \* 1 point

*Mark only one oval.*

- Profession
- Science
- Art

53. Under \_\_\_\_ on normally learns the "how" of Phenomenon, under \_\_\_\_\_ one learns the "why" of it. \* 1 point

*Mark only one oval.*

- Science & Art
- Art & Science
- Science & Profession
- Profession & science



54. Existence of an organised and systematic knowledge is the characteristics of 1 point  
a \_\_\_\_\_ \*

*Mark only one oval.*

- Art
- profession
- Science

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## IAT-1 Solutions:

5) \_\_\_\_\_ function of management is concerned with both ends and means

solution: Planning

6) Planning provides direction is a \_\_\_\_\_

solution: Importance of planning

7) \_\_\_\_\_ guides for decision making

solution: Policy

8) Which of the following is NOT a benefit of planning?

solution: Planning is a mental exercise.

9) Which of the following is a benefit of planning?

solution: Helps in avoiding confusion and misunderstanding

Ensures clarity in thought and action.

Useless and redundant activities are minimised or eliminated.

10) Ans: Planning establishes standards for controlling

11) Ans: Planning may not work in a dynamic environment

12) Objectives

13) Objective

14) Procedures

15) Budget

16) Programme

17) True

18) Policy

19) Implied

20) Strategy

21) Environmental and Corporate appraisal

22) Mission

- 23) Vision
- 24) intangible
- 25) uncontrollable
- 26) An Art
- 27) False
- 28) True
- 29) Management is essential only in business activity. False
- 30) Planning
- 31) Organising
- 32) Communication
- 33) Motivating
- 34) Staffing
- 35) Controlling
- 36) Innovation
- 37) Top
- 38) True
- 39) Middle
- 40) Lower
- 41) True
- 42) Figurehead Role
- 43) Liaison Role
- 44) Disseminator Role
- 45) Spokesman Role
- 46) Disturbance Handler Role
- 47) Conceptual skills
- 48) Technical skills
- 49) Administration

50) operative management.

51) Administration

52) Science

53) Art & Science

54) profession