

OMBC101: Assignment & Self Assessment Qns

1. What is excluded from the major forms of business ?

- a. Sole proprietorship
- b. partnership
- c. creditorship**
- d. cooperative

2. Find the correct option for the person who said productivity and efficiency works in inverse proportion.

- a. T N Suening and john M ivancevich**
- b. Taylor
- c. Fayol
- d. Henry Mintzberg

3. Name the researcher who studied different managerial traits and he determined ten different managerial roles.

- a. Henry Fayol
- b. Henry Mintzberg**
- c. Taylor
- d. Heald Koontz

4. Why analytical skills are essential for Managers ?Select the INCORRECT option.

- a. helps managers to think multiple alternatives in a complexity
- b. helps managers to solve complex problems using visualization and logical thinking
- c. helps in statistical analysis of the operation
- d. contributes to increase customer satisfaction**

5. Which one of the following involves creating departments based on different functions that are carried out in an organisation?

- a. Line organisation
- b. Centralisation
- c. decentralisation
- d. departmentation**

6. Select the incorrect option for advantages of line structure of the organisation?

- a. Proper delegation
- b. unity command
- c. rigid**
- d. quick decision

7. List the major challenges faced by Materials manager. Choose the incorrect option among given.

- a. consistent flow of materials
- b. shipping errors
- c. incorrect bills
- d. arranging capital**

8. What do Organisation chart show?

- a. grouping of different element of similar fields of knowledge**
- b. grouping of similar element of similar field of knowledge
- c. grouping of different element of different field of knowledge
- d. grouping of similar element of different field of knowledge

9. Find the incorrect option with reference to characteristics of Information.

- a. is a form of un processed data**
- b. increases reliability and accuracy
- c. is a basis for growth and expansion
- d. source of invention and research

10. How does job Enlargement add interest to the work?

- a. by reducing task
- b. by changing department of the employee
- c. by increasing difficult level of the task
- d. by changing jobs to include more or different jobs**

11. Who carried out the Hawthorne studies?

- a. Elton mayo**
- b. Henry fayol
- c. taylor
- d. chester barnard

12. Who among these is NOT an Autocratic leader?

- a. who has little or no input from group members

- b. who dictate all the work methods and processes
- c. who rarely trust group members with decision or important tasks
- d. who encourage participative management**

13. Classify the level of planning on the basis of hierarchy. Tell the incorrect option.

- a. corporate plans
- b. divisional plans
- c. department plans
- d. Adhoc planning**

14. Find the incorrect option with reference to Materials management.

- a. campus planning
- b. campus designing
- c. campus planning and designing
- d. change in technology**

15. The type of business industries are Primary ,secondary ,tertiary and auxillary.

- a. True
- b. False**

16. Management Objectives are catagorised in organizational objectives, social objectives or personal objectives.

- a. True**
- b. False

17. Planning is important because it helps in Training & monitoring and analysing changing environment.valuated

- a. True**
- b. False

18. According to Hersey and Blanchard manager need to follow the different leadership styles as per subordinates maturity level.

- a. True**
- b. False

19. Path goal theory focuses on situations like leader member relations ,task structure and position power.

- a. True
- b. False**

20. Sender is a person who initiates the communication.

- a. True**
- b. False

21. According to VED analysis, stock is categorized as Variable, effective and desirable.

- a. True
- b. False**

22. Alternatives are analysed on the basis of feasibility, effectiveness and consequences.

- a. True**
- b. False

23. The products extracted from natural resources are used for _____.

- a. Primary Industries
- b. Secondary Industries
- c. Tertiary
- d. Extraction Industry**

24. The _____ type of decision making describes the question what while Tactical are domain of mission statement.

- a. Strategic**
- b. Operational
- c. physical
- d. practical

25. Quality trilogy includes quality planning, quality improvement and _____

- a. Quality assurance
- b. quality control**
- c. quality management
- d. quality surveillance

26. _____ derived an attributes of 80/20 rule, which are known as Pareto's principle.

- a. Maslow

- b. Deming
- c. Juran**
- d. Peter Drucker

27. In the term SIPOC , I stands for _____.

- a. Infrastructure
- b. Investment
- c. Identity
- d. Input**

28. _____ is a scientific method that needs to be applied with certain steps as those are described by Pyzdek T. and Keller P

- a. TQM
- b. Six Sigma**
- c. Kaizen
- d. Participative Management

29. _____ is a process between brainstorming and implementation of those into reality

- a. Affinity digram**
- b. Flow chart
- c. benchmarking
- d. Grantt chart

30. Employee of any organisation is responsible for

- _____
- a. Execution of strategies
 - b. Implementation of strategies
 - c. Execution and implementation of strategies**
 - d. benefit of business

Question	Option 1	Option 2	Option 3	Option 4	Answers
Identify the technique which is NOT used in Job Designing.	Job Enlargement	Job Rotation	Job Enrichment	Job specification	4
Identify the option from following which is not the advantage of Functional organisation.	Reduction of barriers in operation	Experts in knowledge	Increase in efficiency	Slow decision	4
Select the option that is excluded from the techniques used for quality of the work.	Kaizen	Budgeting	Delegating of authorities	CPM	4
Summarize this statement in ONE word - "A place where people come together, organize and co-ordinate activity to achieve some specific goal".	business	Organization	management	corporate	2
Explain concept of Co-operative briefly.	is a for-profit business owned by two or more people.	The owner of the business has unlimited liability for the debts incurred by the	is a limited liability business that has a separate legal personality from its members.	is a limited liability business that can organize for-profit or not-for-profit.	4
Organisation Behavior is based on following three concepts,except. Select the option that can be excluded from the options with respect to basis of	Investigative study of individual	impact of organisational structure on human behavior	Application of knowledge to achieve organisational effectiveness.	Study of Boss-Employee relationship	4
Which organisational relationship gives a greater job satisfaction and results in maximum production?	formal organization.	informal organisation	strategic organisation	business organisation	2
Identify an option that is NOT among the components of a business .	Owner	employees	competitors	customers	3
Interpret the " Production Function" of business organisation.	This is a process where raw material and other resources are put to use.	Sale of goods produced by production department	finding out right vendor for raw material supplies.	equipping with other resources like material, technology, finance etc.	1
Choose the role manager performs when he or she evaluates information collected through monitor role and then the evaluated information is disseminated to the concerned employee for further process.	Entrepreneurial Role	Disseminator role	Spokesperson role	Negotiator Role	2
What do you understand by organizational change .	It is change in customer group of organization.	It is change introduced due to changes in team of investors	it is "one which ultimately affects the pattern of work and/or relationships within the organization.	It is change the change introduced due to promotions of employees.	3
To cope up with change process ,a manager should work on all the factors except one. Identify the INCORRECT one.	Communication	Training	facilitating retrenchment activity	Awarding and Celebration	3
When a Production manager has a talk with inventory officer for inventory records or placing an order for next week at the same time discusses with marketing manager about feedback from customers. Identify the type of role delivered.	Informational roles	Monitor Role	Disseminator role	Liaison role	4
Select the CORRECT option for Line structure type of organization.	Finance dept of organization	Military organization	banking & insurance organization	Manufacturing organization.	2
Summarize this statement in ONE word - "Method of shared problem solving by thinking intensely about it, in which member of a group spontaneously contribute ideas.	six sigma	pareto chart	benchmarking	brainstorming	4
Organise the elements of the term SIPOC in CORRECT ORDER.	Suppliers, Input, Process, Output and customer	System, Input, Process, Output and customer	system ,information, Process, Output and customer	sales ,inventory,process ,Output and customer	1
Select the CORRECT option which is used to analysed and prioritized the ideas designed during brainstorming session before implementation.	Pareto chart	Affinity Diagram	flow chart	Fishbone Diagram	2
Who conducted the Hawthorne experiment?	William Gilbreth	Taylor	Deming	Elton Mayo	4
Choose the Option which is NOT part of steps in implementing TQM.	Obtain CEO Commitment	Create a Steering Committee	Prepare a Flow Diagram of Company Processes	Informing and educating the clients of the organisation as they are part of the process.	4
Interpret the term-" Esprit de corps"briefly.	Equality of treatment	Consolidation of management functions	Harmony, cohesion among personnel.	No slacking, bending of rules	3

Compare the theories prescribed by Henry Fayol's and Taylor, and select the correct statement.	Taylor focused on top management and their actions while Henry Fayol emphasized upon Individual worker and machine relationships	Taylor Derived 5 functions and 14 principles of management while Henry Fayol coined Time and motion study	Taylor viewed Management as Theory of administration whereas according to Fayol it was Theory of Scientific Management.	Fayol's theory is more widely applicable than that of Taylor, although Taylor's philosophy has undergone a big change under influence of modern development.	4
Supply of human and material resources and helps to achieve the objective of business. Suggest a term for this.	planning	Organization	management	controlling	2
Which of these organization is created for technological purpose?	formal organization.	informal organization.	business or organisation.	strategic organization.	1
Which organisational relationship gives a greater job satisfaction and results in maximum production?	formal organization.	informal organization.	business or organisation.	strategic organization.	2
Which of these is excluded from Principles of Classical Management Theory?	Specialization of labour	Unity of command	Unity of direction	decentralization	4
Which of these is NOT among the advantages of conducting a time and motion study?	Eliminate or reduce ineffective movements	Facilitate and speed effective movements	Eliminate unnecessary work	retaining employees and attracting new talents	4
With reference to term Motivation, Identify the CORRECT option that induce individual or group of individuals to work.	class of drives	class of desires	class of needs	entire class of drives. Desires, needs, wishes and similar forces	4
"Direction should be such that the individuals can integrate their objectives with organizational objectives." Translate this sentence into a concept from the given options.	Unit of command	Direct supervision	Harmony of objectives	Efficiency	3
Summarize this statement in a term - "A process where employee characteristics and qualification required for the post are defined along with duties and tasks for satisfactory performance."	Job Enlargement	Job simplification	job enrichment	Job rotation	2
How do you view application of Social psychology in organizational behavior? Identify the INCORRECT one.	It helps in understanding and managing behavioral changes within organization.	This helps in establishing better communication within the organization.	it facilitates and accelerates group decision making	It focuses on improving cross cultural aspect.	4
Management is that function of an enterprise which concerns itself with the direction and control of the various activities to attain the business objectives."	TRUE	FALSE			1
The most important resource of any organisation is	Manpower	Money	Machine	Minute	1
Chart is a graphical presentation of data with different	Signs	Diagrams	Symbols	Structures	3
Resources are 1) Material 2) Components 3) Both Material and components 4) Human	1 & 2	1 & 3	1 & 4	2 & 4	1
Natural resources are used as	Supportive material	Raw material	Extra material	Non useful material	2
From the following list which is not the most basic resources	Land	Labour	Infrastructure	Capital	3
Which is not a tangible resource of an organisation from the following list.	Goods	Machinery	Finance	Information	4
Organisational behaviour is	A science	An art	A science as well as an art	A concept	3
Following are the forms of business houses other than	Sole proprietorship	Partnership	Borrowed	Cooperative	3
Employee of any organisation is responsible for	Execution of strategies	Implementation of strategies	Execution and implementation of strategies	Benefit of business	3
The products extracted from natural resources which are used for	Primary Industries	Secondary Industries	Tertiary	Extraction Industry	4
Production of Petrol Diesel kerosene are the examples of ___type of Industry	Manufacturing Industry	Synthetic Industry	Analytical Industry	Process Industry	3
Automobile, Electronic Machines like TV, Washing machine are the products of ___type of Industry	Assembly Line Industry	Process Industry	Manufacturing Industry	Construction Industry	1
Educational service falls in the category of	Primary Industry	Secondary Industry	Tertiary	Extraction Industry	3
Database along with _____are providing vast of information across the internet	Hyperlink	Web	Data source	Web browser	1
Customer satisfaction is an _____type of objective	Organisational Objectives	Social Objective	Personal Objective	Technical Objective	1
14 Principles of Management are profounded by _____	Peter Drucker	Henry Fayol	Taylor	Harold Koontz	2
The Principle which deals with only one boss for each employee is _____	Initiative	Unity of Direction	Unity of Command	Discipline	3
Following are the sense that organisation need to grow into the employees except	Belongingness	Team spirit	Unity	Knowledge	4
The eld of organisational behaviour examines such questions as the nature of leadership, eective team development, and	Interpersonal conict resolution; motivation of individuals	Organisational control; conict management	Motivation of individuals; planning	Planning; development	1

The field of organisational behaviour is primarily concerned with	The behaviour of individual and groups.	How resources are effectively managed.	Control processes and interactions between organisations, external context.	Both a and c.	4
The manager of an organisation need to be able to _____except	Explain	Predict	Evaluate n modify human behavior.	Understand	4
following are the options related to planning, except	Achieve objectives of organisation	forecasts for compnay growth	Tool for managing unexpected situations	Makes sure Profit	4
Planning closely connected with	Creativity	Innovation	Setting objectives	Creativity and Innovation	4
Planning does not answer for following question.	What need to accomplished?	What is the deadline?	Where it will be done?	whether quality will be good?	4
Planning does not help to find out	Need of orngasation structure	People required	effective leadership	standards for control	4
The most important asset in an organisation is	Infrastructure	Human Resource	Machine	Finance	2
Staffing is the process of management that is not concerned with	Acquiring & Developing	Ruling	Employing & apprising	Rewarding and retaining	2
Staffing does not include	Righ person	At right place	At right time	At right salary	4
Staffing process does not include	Organising	Retaining	Transferring	Developing	3
A person is not a leader if he/she is not concerned with	Empowering team	Motivating	Implementing innovations	Ignoring faults of employees	4
Leadership helps to upgrade	Individual	Group	Department	Organisation	3
Which is not the factor included in 4 M of Mangement	Men	Machinery	Management Body	Material	3
The objectives of management are achieved by functions like	Planning	Organising	Working	Directing	3
Manangement accepts social changes and introduces	Innovative Technology	New path to follow	New processes	New idea	1
Manager must have following skills except	Technical skills	Analytical skills	Communication skills	Bossing skills	4
The niddle level manager need to have more technical skills related to	planning	Organising	Planning and Organising both	Directing worker to work on production	3
Political skill relate to	Influencing people.	Handling people	Managing people	Thretening people	1
The skills under which manager can identify key factors is	Decison making skills	Analytical skills	Interpersonal skills	Political skills	2
From the list given below which is not a managerial role	Working on Objectives	Motivating employees	Creating n following budgets	Developing personal skills	4
Educating childfren,Health programs,prevent from air,water,noise pollution are the function towards	Organisation	Society	Employee	Customers	2
Organisational change is one	Which affects pattern of work	Relationship within organisation	Both pattern and relationship	Competition in market	3
Following are the factors affecting organisational change other than	Diverse Workforce	Changing Technology	Functional change	Economic change	3
To overcome the loopholes for change, training is given to	Leaders	Managers	Employees	President	1
The change is quickly acceptable with the help of	Knowledge	Skill upgradation	Both knowledge and skill upgradation	Not known	3
The _____ Manager is responsible for short term planning.	functional manager	Operational manager	Executive Manager	Development officerer	1
_____have formal authority to use organisational resources and make decisions,,	CEO	Manager	Operational Supervisor	Functional Manager	2
_____skill affects the condition of an organisaiton.	Technical skills	Decision Making skills	Political skills	Analytical skills	2
Under the category of decision roles , the roles are except_____	Entrepreneurial Role	Disturbance Handler Role	Resource Allocator Role	Spokerperson Role	4
Decision role require managers to plan	Strategy	Resources	Strategy and Resources both		3
_____is the backbone of any organisation	Customer	Employee	Legal & Government	Community	2
Which is not a legal aspect of social responsibility	legal & Government	Transperancy in transactions	Discouraging corruption	Overuling	4
Select the option which is NOT among Quality Trilogy of Dr Juran.	Quality Planning	Quality Improvement	Quality control	performance measurement	4
Name the element which is excluded from the important elements of a matrix organization.	Goals	retrenchment	promotion	Awarding	2
List the different types of departmentation in the organization. Find the INCORRECT one .	Functional	geographical	customer	Matrix structutre	4
Choose the CORRECT option that is concerned with Task oriented leaders.	Responsibilities	Opganisationl structure & Operating procedures	Roels and	Organisational culture	2
Study of organisation behavior focuses on which of these option?	Human	Employer	Human Behaviour	Employees	3
Which of these is excluded from levels of planning.	Corporate plan	Divisional Plans	Sectional plans	Long term plan	4

Define Anthropology.	focuses on cultural systems, beliefs, customs, ideas and values within a society and the comparison of with aspects like values, attitudes and even cross-cultural analysis, organizational culture, organizational environment.	is the study of human behavior in the context of social situations.	is study towards Behavioral pattern of co-workers and their social behavior along with relationship with them to maintain social groups as per social order	study of human behavior that tries to identify the characterizes of individuals and provides an understanding why an individual behaves in a particular way.	1
Which of these is NOT there in tools of Co-ordination?	standardization	mutual adjustment	direct supervision	prioritization	4
What do you mean by delegation?	it is assigning certain authorities and responsibilities by superior to subordinate	it is getting work done by people	it is nothing but following work order	it deals with assigning work to someone who is from other department.	1
Name a Scottish scientist ,who coined a term division of Labor first time .	Dr Deming	Adam Smith	Taylor	Abraham Maslow	2
The decision making process is affected by factors like perception ,organizational issues and environmentalissues . What is your interpretaion about this statement.	Yes, These factors affects the decision making process in all situatons	No ,these are not the factors that affaect the decision making process	these factors might or might not affect the decision making process, because it may vary from situation to situation	The factors affect only strategic decision making.	1
Control system of an organisation has no influence over which of these factors?	internal environment	external environment	customer	government	2
If a leader is using action to motivate employees towards goals, he or she is using what method of management?	Planning	directing	organizing	controlling	2
Suggest ONE word for- "Study of the movements of both the workers and the machine to eliminate wasteful movement".	fatigue study	time study	motion study	work-study	3
The decisions are benficial if they are	Taken timely	Taken correctly	Timely and correctly	Taken with the help of people	3
To run the business, person needs to have	Well equipped with skills and knowledge	should be able to manage people	Well equipped with skills and knowledge and should be able to manage people	capital to cover all costs	3
Following are the nature of business except	Producing goods and services	Profit Organisation	Distribution and exchange of finished products	Rendering services to needy	2
There are basicaly three components of business except	Owner	Employee	Customer	Infrastructure	4
To manage any organisation what is required?	Division	Decentralisation	Centralisation	Division and Decentralisation	4
Adopting any system depends on	Complexity	Size of organisaition	Infrastrcture	Size and complexity of organisation	4
In Production of Good come following products	Cloths	Machinary	Banking Service	Software Product	5
Owner of the business is not responsible for	Preparing objectives	Mission to carry over business	Decision making	Environmental conditions	4
Employees are treated as	Manager	Supervisor	Executor	Worker	3
Out of following which is not an option relatated with Customer satisfaction	Quality products	Resonable price	Regular Supply	Return policy	4
The Industry which uses natural resources as raw material is	Primary Industries	Secondary Industries	Tertiary	Quagterinary Industry	1
Food production and food preservation are the examples of	Analytical Industry	Manufacturing Industry	Genetic Industry	Process Industry	3
Government and private institutions are established to provide services like	Finanacial Servies	Educational Services	Information Services	Production Services	1
In strategy formulation, the forces that must be focused for industry analysis includes -----	potential entrants in market	customer's bargaining power	supplier's bargaining power	potential entrants in market, customer's bargaining power and supplier's bargaining power	4
The example of customer perspective in balanced scorecard is-----	employee turnover rates	operating capabilities and number of patents	operating income and revenue growth	customer satisfaction and market share	4
The way an organization match its capabilities with available oppourtunities to accomplish its goals is classified as -----	elasticity incurrence	off shoring	strategy	engineering	3
The example of internal business perspective in balanced scorecard is	employee turnover rates	operating capabilities and number of patents	operating income and revenue growth	customer satisfaction and market share	2

The balanced scorecard perspective which measures strategy profitability and amount of operating income results from cost reduction is classified as -----	learning perspective	financial perspective	internal business process perspective	customer perspective	2
Following are the factors affecting establishment of business organisation except	Sources of business	Location	Expected competitors	Government Regulations	2
Supply quality products and services are the objectives under which category?	Organisational Objectives	Social Objective	Personal Objective	Technical Objective	2
Educational Services are part of Primary Industries.	TRUE	FALSE			2
While performing managerial role, Interpersonal Skill help to treat organization as a family and try to keep everyone together.	TRUE	FALSE			1
Organizational Hierarchy can be defined as the understanding; prediction and management of the human behavior affect the performance of the organizations”	TRUE	FALSE			2
Material management deals with campus planning and designing for the movement of materials within the organization.	TRUE	FALSE			1
Fishbone Diagram is also called as cause and effect diagram or Ishikawa diagram.	TRUE	FALSE			1
Henry Fayol viewed management as a profession that can be trained and developed and emphasized on policy aspect at top level management.	TRUE	FALSE			1
Delphi method is a technique used for decision making	TRUE	FALSE			1
In TQM process all quality related process within the organization are considered for improvement.	TRUE	FALSE			1
Cash inflow and outflow during a specified period is decided during master budget.	TRUE	FALSE			2
In _____ role manager assigns resources to develop innovative goods and services, or to expand a business	Disturbance handler role	Spokesperson role	Entrepreneurial Role	Monitor Role	3
_____ derives from position they are allotted and it provides decision authority.	Reward power	referent power	expert power	Legitimate power	4
Every manager has to manage the _____ that are necessary for getting output in the form of finished product.	customers	resources	suppliers	government	2
_____ is a relatively enduring organization of beliefs, feelings, and behavioral tendencies towards socially significant objects, groups, events or symbols”	attitude	personality	culture	business	1
_____ is an approach that organizations use to improve their internal processes and increase customer satisfaction.	Total productive maintainance (TPM)	SIX SIGMA	SIPOC	Total Quality Management (TQM)	4
Work assignment is done under which principle of Fayol	Unity of Command	Unity of Direction	Division of work	Initiative	3
Who says that "Management is an art of getting things done by people"	Peter Drucker	Henry Fayol	Taylor	Harold Koontz	4
Six Sigma seek to improve the quality of output by	By removing causes of defects	By identifying causes of defects	By Removing and Identifying causes of defects	By mitigating	3
As per webster's dictionary Profession is an occupation requires	Specialised Knowledge	Academic Training	Both Specialised Knowledge and Academic Training	Booth not necessary	3
Total quality management ideas were developed by	Peter Drucker	Henry Fayol	Taylor	Harold Koontz	1
Management is as _____ term	Economical	Sociological	Interdisciplinary	Mathematical	3
Management is	Process of organised activity	Continuous process	Process of human interaction	Process of organised activity, Continuous process and Process of human interaction	4
Management is process of co-ordinating its resources choose odd one out	finance	People	Raw material	infrastructure	4
Organisation structure means	Departmentalisation	Divison	Both Departmentalisation and Division	work assignment	3
Choose odd one out related to simple organisational structure and the relative factors like	Time	Human	Money	Designations	4

OMBC101 - Principles and Practices of Management

Unit 1 - Self Assessment Questions

Your last recorded submission was on 2022-01-02, 18:28 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

Which one of the following statement is correct?

- Planning and controlling are essentially one and the same
- Planning and controlling are not same.
- Controlling is a part of the planning process.
- A control process is meaningless without pre-set goals.

Yes, the answer is correct.

Score: 1

Feedback:

Planning and controlling are inter-related to each other. Planning sets the goals for the organization and controlling ensures their accomplishment. Planning decides the control process and controlling provides sound basis for planning. In reality planning and controlling are both dependent on each other.

Accepted Answers:

Controlling is a part of the planning process.

1 point

There are basically three components of business except

- Owner

- Employee
- Customer
- Infrastructure

Yes, the answer is correct.

Score: 1

Feedback:

The core components of a business:

- *Administrative*
- *Production*
- *Customer Service*
- *Sales*
- *Marketing*
- *Human Resources*

Accepted Answers:

Infrastructure

1 point

The Industry which uses natural resources as raw material is

- Primary Industries
- Secondary Industries
- Tertiary
- Quagternary Industry

Yes, the answer is correct.

Score: 1

Feedback:

Mining, quarrying and logging industry refers to the industry that extracts natural resources, including extraction of petroleum, coal, metal and non-metal ores.

Raw materials industry refers to the industry that provides various sectors of the national economy with raw materials, fuels and power.

Accepted Answers:

Primary Industries

1 point

Following are the factors affecting establishment of business organisatin except

- Sources of business
- Location
- Expected competitors
- Government Regulations

Yes, the answer is correct.

Score: 1

Feedback:

5 Factors that Influence Business Environment

- 1. Environment Analysis-Political environment*
- 2. Economic environment*
- 3. Social environment*
- 4. Technological environment*
- 5. Legal environment*

Accepted Answers:

Location

1 point

Work assignment is done under which principle of Fayol

- Unity of Command
- Unity of Direction
- Division of work
- Initiative

Yes, the answer is correct.

Score: 1

Feedback:

Principles of Management Developed by Fayol:

(i) Principle of Division of Work:

According to this principle the whole work must be divided into small tasks or units and instead of assigning the whole work to one person one task or unit of work should be assigned to one person

according to the capability, qualification and experience of the person. When a person is performing a part of job again and again he will become perfect and specialised in doing that and the efficiency level will improve.

Fayol said not only the factory work but technical, managerial and skill jobs should also be divided into small segments for specializatio

Accepted Answers:

Division of work

1 point

Manager is a leader of an organisation

True

False

Yes, the answer is correct.

Score: 1

Feedback:

A manager has to perform all five functions to achieve goals, i.e., Planning, Organizing, Staffing, Directing, and Controlling. ... A leader is one who influences the behavior and work of others in group efforts towards achievement of specified goals in a given situation.

Accepted Answers:

True

1 point

Manager is not always responsible to Motivates,supervises,co-ordinates work of Employees

True

False

Yes, the answer is correct.

Score: 1

Feedback:

A manager has to perform all five functions to achieve goals, i.e., Planning, Organizing, Staffing, Directing, and Controlling. ... A leader is one who influences the behavior and work of others in group efforts towards achievement of specified goals in a given situation.

Accepted Answers:

False

1 point

Business organisation activities includes production and distribution of goods only

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Identifying basic business activities makes business planning easier.

- *Crafting a Budget. ...*
- *Accounting Operations and Management. ...*
- *Marketing Plans and Brand Recognition. ...*
- *Growing Sales and Building Relationships. ...*
- *Hiring Qualified Employees. ...*
- *Customer Service and Preserving Relationships.*

Accepted Answers:

False

1 point

Management is as _____ term

Economical

Sociological

Interdisciplinary

Mathematical

Yes, the answer is correct.

Score: 1

Feedback:

Management research and education are often characterized as being interdisciplinary. However, most discussions on what interdisciplinary in management studies means have bogged down in ideological fixations.

Accepted Answers:

Interdisciplinary

1 point

_____ is a responsible employee of an organisation who does work with the help of people

Employee

- Manager
- Subordinate
- Leader

Yes, the answer is correct.

Score: 1

Feedback:

Entrusted with a leadership role, a manager is responsible for overseeing a department or group of employees within a specific organisation or company. Managers are utilised in every sector, and the business model relies on their leadership and ability to operationalise the management structure.

Accepted Answers:

Manager

Check Answers and Submit

Your score is: 10/10

Unit 2 - Self Assessment Questions

Your last recorded submission was on 2022-01-02, 18:45 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

To manage any organisation what is required?

- Division
- Decentralization
- Centralization

Division and Decentralization

Yes, the answer is correct.

Score: 1

Feedback:

Need for Organization Management

An effective management is required for better coordination among various departments. Employees accomplish tasks within the stipulated time frame as a result of effective organization management. Employees stay loyal towards their job and do not treat work as a burden

Accepted Answers:

Division and Decentralization

1 point

Adopting any system depends on

- Complexity
- Size of organisation
- Infrastructure
- Size and complexity of organisation

Yes, the answer is correct.

Score: 1

Feedback:

Organizational complexity is defined as the amount of differentiation that exists within different elements constituting the organization. This is often operationalized as the number of different professional specializations that exist within the organization. For example, a school would be considered a less complex organization than a hospital, since a hospital requires a large diversity of professional specialties in order to function. Organizational complexity can also be observed via differentiation in structure, authority and locus of control, and attributes of personnel, products, and technologies.

Accepted Answers:

Size and complexity of organisation

1 point

Which is not the factor included in 4 M of Management

- Men
- Machinery

Management Body

Material

Yes, the answer is correct.

Score: 1

Feedback:

Money, material, machine and manpower are the Four Ms, the traditional framework for viewing the resources available to a business, which can be useful when designing a business plan. Identifying the resource needs is generally considered in business, a task for those in management.

Accepted Answers:

Management Body

1 point

Management accepts social changes and introduces

Innovative Technology

New path to follow

New processes

New idea

Yes, the answer is correct.

Score: 1

Feedback:

Many of us would probably accept that technological and organisational innovation is often something of a double-edged sword: as new developments occur they inevitably destabilise existing technological and organisational arrangements, and sometimes social and economic relations more broadly. One common result, for example – and one with which many of us are familiar – is what often seem to be endless cycles of organisational change, and the constant pursuit of technological ‘fixes’ that, if the claims made for them are to be believed, result in cheaper, more efficient and productive work processes.

Similarly, developments in information and communication technology (ICT) have transformed many aspects of the teaching and learning environment. Less than a decade ago you would have had to visit one of our offices to look through printed teaching materials that were the main medium we used. Since then we have moved to having materials online, and through the Open University’s OpenLearn website, which allows free access to teaching material, you do not need to leave your home. This is, however, only a relatively limited example of this innovative approach to education which may, in time, signal ‘the end for the traditional university’. To learn more about the potential for developments of this kind read the news article from The Guardian.

Accepted Answers:

Innovative Technology

1 point

The skills under which manager can identify key factors is

- Decision making skills
- Analytical skills
- Interpersonal skills
- Political skills

Yes, the answer is correct.

Score: 1

Feedback:

Some of the skills of a manager are:-

1. Conceptual Skill 2. Behavioural Skill 3. Technical Skill 4. Human Skill 5. Analytical Skill 6. Administrative Skill 7. Communication Skill 8. Decision-Making Skill 9. Computer Skill 10. Design Skills.

Accepted Answers:

Analytical skills

1 point

The amount of time and efforts given for planning and organizing the activities are equal at all levels of management

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Keep planning and organizing work activities simple in order maximize effectiveness.

Determine Specific Tasks. Brainstorm all required tasks throughout the day. ...

Prioritize and Sequence Tasks. Group tasks together. ...

Set Realistic Timetables. ...

Remove Potential Distractions.

Accepted Answers:

True

1 point

Vertical specialization makes the management process specialized

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Definition:

Vertical specialization refers to imported goods that are used as inputs to produce a country's export goods. Two key elements: 1. The production process must involve at least two countries ("fragmentation" of production).

Accepted Answers:

True

1 point

The end result of managing process is planning

True

False

Yes, the answer is correct.

Score: 1

Accepted Answers:

False

1 point

_____ affects the condition of an organisation.

Technical skills

Decision Making skills

Political skills

Analytical skills

Yes, the answer is correct.

Score: 1

Feedback:

Decision making, according to the principles of management, is the process of selecting the best of all possible alternatives. The managers usually have a long list of viable options regarding a course of action. By evaluating each of these alternatives, they choose what they believe is best for the company and its workforce.

Decision making requires the person vested with the responsibility to possess particular skills, of which intelligence is the most important. Experience, on the other hand, throws more light into the situation and aids in decision making. Read on to find out more.

Accepted Answers:

Decision Making skills

1 point

Business organisation needs to undergo changes except_____

- To improve quality
- Performance
- Competition
- To change strategy

Yes, the answer is correct.

Score: 1

Feedback:

Organizational change initiatives often arise out of problems faced by a company. In some cases, however, companies change under the impetus of enlightened leaders who first recognize and then exploit new potentials dormant in the organization or its circumstances. Some observers, more soberly, label this a "performance gap" which able management is inspired to close.

Accepted Answers:

To change strategy

Check Answers and Submit

Your score is: 10/10

Unit 3 - Self Assessment Questions

Your last recorded submission was on 2022-01-02, 18:40 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

Organisation structure means

- Departmentalization
- Division
- Both Departmentalization and Division
- work assignment

Yes, the answer is correct.

Score: 1

Feedback:

An organization can be structured in many different ways, depending on its objectives. The structure of an organization will determine the modes in which it operates and performs. Organizational structure allows the expressed allocation of responsibilities for different functions and processes to different entities such as the branch, department, workgroup, and individual.

Accepted Answers:

Both Departmentalization and Division

1 point

Choose odd one out related to simple organisational structure and the relative factors like

- Time
- Human
- Money

Designations

Yes, the answer is correct.

Score: 1

Feedback:

a person or thing that is different from or kept apart from others that form a group or set:

Guess which number of the following sequence is the odd one out.

She was always the odd one out at school - she didn't have many friends

Accepted Answers:

Designations

1 point

The most important resource of any organisation is

Manpower

Money

Machine

Minute

Yes, the answer is correct.

Score: 1

Feedback:

Human Resource Is the Most Important Asset of an Organization. ... Without their support, the organization daily business function will not be done well and ready. Human resource is always related to one organization profitability and their ability cannot be replaced by machines.

Accepted Answers:

Manpower

1 point

Chart is a graphical presentation of data with different

Signs

Diagrams

Symbols

Structures

Yes, the answer is correct.

Score: 1

Feedback:

An organizational chart, also called organigram or organogram, is a diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.

Accepted Answers:

Symbols

1 point

Organisation chart shows grouping of

- Different element of similar field of knowledge
- Similar element of similar field of knowledge
- Different element of different field of knowledge
- Similar element of different field of knowledge

Yes, the answer is correct.

Score: 1

Feedback:

Organizational Chart Uses. It shows the management structure of the organization at a glance. It can also show other organizational structures, such as relationships between companies with common or affiliated ownership. Other hierarchies, such as business ownership structures, can be shown using org charts.

Accepted Answers:

Different element of similar field of knowledge

1 point

Organisational structure must be simple with few management levels

- True
- False

Yes, the answer is correct.

Score: 1

Accepted Answers:

True

1 point

Organisational structure doesnt change with change in New technology

True

False

Yes, the answer is correct.

Score: 1

Accepted Answers:

False

1 point

Diversity of commands provides simple structure of organisation

True

False

Yes, the answer is correct.

Score: 1

Accepted Answers:

False

1 point

_____represented with graph and chart could be understood quickly.

Figures

Data

Numbers

Records

Yes, the answer is correct.

Score: 1

Feedback:

Data are characteristics or information, usually numerical, that are collected through observation. In a more technical sense, data is a set of values of qualitative or quantitative variables about one or more persons or objects, while a datum (singular of data) is a single value of a single variable.

Accepted Answers:

Data

1 point

Chain of command in organisation refers to hierarchy from_____

- Left to Right
- Bottom to Top
- Top to Bottom
- Right to Left

Yes, the answer is correct.

Score: 1

Feedback:

The chain of command, sometimes called the scalar chain, is the formal line of authority, communication, and responsibility within an organization. The chain of command is usually depicted on an organizational chart, which identifies the superior and subordinate relationships in the organizational structure. According to classical organization theory the organizational chart allows one to visualize the lines of authority and communication within an organizational structure and ensures clear assignment of duties and responsibilities. By utilizing the chain of command, and its visible authority relationships, the principle of unity of command is maintained. Unity of command means that each subordinate reports to one and only one superior.

Accepted Answers:

Top to Bottom

Check Answers and Submit

Your score is: 10/10

Unit 4 - Self Assessment Questions

Your last recorded submission was on 2022-01-02, 18:53 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

Organization functions dose not include

- Schedule
- Plan
- Control
- Monitor

Yes, the answer is correct.

Score: 1

Feedback:

Monitoring and **controlling** project work is the process of tracking, reviewing, and regulating the progress in order to meet the performance objectives. It is the fourth process group in Project Management. ... Moreover, this process is majorly concerned with: Measuring the actual performance against the planned performance

Accepted Answers:

Schedule

1 point

Which are the two main activities finance department has to carry out financial resource management

- Planning
- Budgeting
- Accounting
- Planning and Budgeting

Yes, the answer is correct.

Score: 1

Feedback:

Roles and Responsibilities of a Finance Department

- a. Bookkeeping
- b. Management of company's cash flow
- c. Budgets and forecasting
- d. Advising and sourcing longer-term financing
- e. Management of Taxes
- f. Management of Company's Investments

g. Financial Reporting and analysis

h. Assist managers in making key strategic decisions

Accepted Answers:

Planning and Budgeting

1 point

Financial resources affect on

- Quality of services
- Quantity of services
- Quality and Quantity of services
- Procedures

Yes, the answer is correct.

Score: 1

Feedback:

Quality vs. quantity in customer service. ... It becomes a finely honed combination of **quantity** and efficiency developed by knowledge of the product, understanding the needs of customers, training, and the support tools available to the customer **service** team.

Accepted Answers:

Quality and Quantity of services

1 point

Time management means

- Techniques for getting things done
- Techniques for effectiveness and efficiency
- Efficiency calculator
- Effectiveness calculator

Yes, the answer is correct.

Score: 1

Feedback:

Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands upon a person relating to work, social life, family, hobbies, personal interests and commitments with the finiteness of time. Using time effectively gives the person "choice" on spending/managing activities at their own time and expediency. Time management may be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects, and goals complying with a due date. Initially, time management referred to just business or work activities, but eventually the term broadened to include personal activities as well. A time management system is a designed combination of processes, tools, techniques, and methods. Time management is usually a necessity in any project development as it determines the project completion time and scope. It is also important to understand that both technical and structural differences in time management exist due to variations in cultural concepts of time.

Accepted Answers:

Techniques for effectiveness and efficiency

1 point

The major challenge of Material management department is

- inconsistent flow
- production reporting errors
- reported scrap
- correct bills

Yes, the answer is correct.

Score: 1

Feedback:

Common material management challenges include:

- 1. Inaccurate or partial Bill of Materials listing from the engineering firm*
- 2. Engineering requisition issues*
- 3. Purchase order revisions and inaccuracies*
- 4. Shipping and receiving errors causing inaccurate inventory levels*
- 5. Inaccurate material inventory counts*
- 6. Inventory adjustments*
- 7. Data integrity issues can stem from having multiple data sources (Smart Plant Materials (SPM) or SAP ERP systems as well as various Engineering systems)*

Accepted Answers:

production reporting errors

1 point

Information is treated as a commodity

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Information as a commodity Today information is also valuable Today information is also valuable commodity to every one. It is an indispensable commodity to every one. It is an indispensable raw material for decision makers for takingraw material for decision makers for taking right decisions. To information has anright decisions. To information has an economic value also in trans forming alleconomic value also in trans forming all natural resources of any country into finishednatural resources of any country into finished products. To marketing of information is doneproducts. To marketing of information is done due to its significance and importance. It isdue to its significance and importance. It is being demanded as information products andbeing demanded as information products and services.services.

Accepted Answers:

True

1 point

Finance is bloodline of any organisation

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Finance is regarded as the lifeblood of a business enterprise. It is the basic foundation of all kinds of economic activities. Finance is the master key that provides access to all the sources for being employed in manufacturing and merchandising activities. The success of an organization largely depends on efficient management of its finances.

Accepted Answers:

True

1 point

Large organisation uses internal finance sources

True

False

Yes, the answer is correct.

Score: 1

Feedback:

The term internal sources of finance itself suggests the very nature of finance/capital. This is the finance or capital which is generated internally by the business unlike finances such as loan which is externally arranged by banks or financial institutions. The internal source of finance is retained profits, the sale of assets and reduction / controlling of working capital.

Accepted Answers:

False

1 point

Inventory management is technique maintaining -----of the inventory at desired level

Size

Stock

Quality

Quantity

Yes, the answer is correct.

Score: 1

Feedback:

Inventory management involves a retailer seeking to acquire and maintain a proper merchandise assortment while ordering, shipping, handling, and related costs are kept in check. It also involves systems and processes that identify inventory requirements, set targets, provide replenishment techniques, report actual and projected inventory status and handle all functions related to the tracking and management of material. This would include the monitoring of material moved into and out of stockroom locations and the reconciling of the inventory balances. It also may include ABC analysis, lot tracking, cycle counting support, etc. Management of the inventories, with the primary objective of determining/controlling stock levels within the physical distribution system, functions to balance the need for product availability against the need for minimizing stock holding and handling costs.

Accepted Answers:

Size

1 point

Inventory provides the demand of _____

Finance

Production

Marketing

Sales

Yes, the answer is correct.

Score: 1

Feedback:

Produce-to-demand is all about reduction of finished-goods **inventory**. Implementing it in a traditional **make-to-stock** environment requires recalculating safety- and cycle-**stock** levels to take into account the shorter lead times with which plants can now **make** product.

Accepted Answers:

Production

Check Answers and Submit

Your score is: 10/10

Unit 5 - Self Assessment Questions

Your last recorded submission was on 2022-01-02, 19:03 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

The led of organisational behavior examines such questions as the nature of leadership, elective team development, and

Interpersonal conict resolution; motivation of individuals

Organisational control; conict management

Motivation of individuals; planning

Planning; development

Yes, the answer is correct.

Score: 1

Feedback:

Leadership can simply be defined as the ability to influence others.

Leadership is the work that is done by the leader.

Keith Devis said that leadership is the process of encouraging and helping others to work enthusiastically toward objectives.

According to Koontz and Donnell, the act of leadership is the process of influencing people so that they will strive willingly and enthusiastically toward the achievement of the group goal.

Ideally, people should be encouraged to develop not only a willingness to work but also a willingness to work with confidence and zeal. Confidence reflects the experience and technical expertise; zeal is earnestness, and intensity in the execution of work.

A leader acts to help a group achieve objectives through the exploitation of its maximum capabilities.

Accepted Answers:

Interpersonal conflict resolution; motivation of individuals

1 point

OB focuses at 3 Levels, which are they

- Individuals, Organisation, Society
- Society, Organisation, Nation
- Employee, Employer, Management
- Individual, Groups, Organisation.

Yes, the answer is correct.

Score: 1

Feedback:

1. INDIVIDUAL LEVEL OF ANALYSIS

At the individual level of analysis, organizational behavior involves the study of learning, perception, creativity, motivation, personality, turnover, task performance, cooperative behavior, deviant behavior, ethics, and cognition. At this level of analysis, organizational behavior draws heavily upon psychology, engineering, and medicine.

2. GROUP LEVEL OF ANALYSIS

At the group level of analysis, organizational behavior involves the study of group dynamics, intra- and intergroup conflict and cohesion, leadership, power, norms, interpersonal communication, networks, and roles. At this level of analysis, organizational behavior draws upon the sociological and socio-psychological sciences.

3. ORGANIZATION LEVEL OF ANALYSIS

At the organization level of analysis, organizational behavior involves the study of topics such as organizational culture, organizational structure, cultural diversity, inter-organizational cooperation and conflict, change, technology, and external environmental forces. At this level of analysis, organizational behavior draws upon anthropology and political science.

Accepted Answers:

Individual, Groups, Organisation.

1 point

Organisation Behavior is based on following three concepts,except

- Investigative study of individual
- Impact of organisational structure on human behavior
- Application of knowledge to achieve organisational effectiveness.
- Study of Boss-Employee relationship

Yes, the answer is correct.

Score: 1

Feedback:

Organizational Behavior (OB) is the study of human behavior in organizational settings, the interface between human behavior and the organization, and the organization itself.

Organizational Behavior researchers study the behavior of individuals primarily in their organizational roles.

One of the main goals of organizational behavior is to revitalize organizational theory and develop a better conceptualization of organizational life.

Accepted Answers:

Study of Boss-Employee relationship

1 point

The book "Philosophy of Manufacturer" was published by

- Elton Mayo
- Andrew Ure
- F.W. Taylor
- Fred Luthans

Yes, the answer is correct.

Score: 1

Feedback:

Andrew Ure (1778-1857) was a professor at the University of Glasgow and an enthusiast for the Industrial Revolution's new systems of manufacturing. As we know, a consequence of these new developments was the redundancy of many workers, just as we are experiencing today with 'downsizing' and 'reengineering'. ...

Accepted Answers:

Andrew Ure

1 point

Personality difference is not related to

- Thinking
- Feeling
- Behaving
- Representing

Yes, the answer is correct.

Score: 1

Feedback:

Unfortunately, the diversification of personalities also can lead to intolerance in the workplace. This is typically the case when one person's personality and approach is much too different from another's. ... In the workplace, differing personalities cause a substantial amount of conflict.

Accepted Answers:

Representing

1 point

People are the key to successful organisation and management.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Choose the right talent and keep them. People are what make the cogs turn in a business. A business simply can't succeed without the success of its people, so not only should you pick the right people, but you should do everything in your power to help them grow and develop. Don't second guess them, empower them.

Accepted Answers:

True

1 point

Scientific management started with F.W. Taylor

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Although scientific management as a distinct theory or school of thought was obsolete by the 1930s, most of its themes are still important parts of industrial engineering and management today. These include: analysis; synthesis; logic; rationality; empiricism; work ethic; efficiency and elimination of waste; standardization of best practices; disdain for tradition preserved merely for its own sake or to protect the social status of particular workers with particular skill sets; the transformation of craft production into mass production; and knowledge transfer between workers and from workers into tools, processes, and documentation.

Accepted Answers:

True

1 point

Production of any organisation is only the major element of business.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

As **the** term suggests, **production organization** is simply **the** manner in which you organize **the** process of **production** of goods or services in your business. It is through **production organization** that you are able to effectively coordinate **the** factors of **production**, which include raw materials, labor and capital.

Accepted Answers:

False

1 point

_____ is the process of stimulating people to actions to accomplish the goals.

- Bonus
- Motivation
- Performance based Incentive
- Promotion

Yes, the answer is correct.

Score: 1

Feedback:

The behavior of an individual is directed towards some goals by an inner drive is called motivation and the process that allow us to motivate people to do some specific job is called the process of motivation. In fact the human behavior is energized, directed & sustained by the motivation Process.

Accepted Answers:

Motivation

1 point

From the following list _____ is not a self variable

- Self esteem
- Multiple intelligent
- Emotions & Optimism
- Self respect

Yes, the answer is correct.

Score: 1

Feedback:

Self-esteem is an individual's subjective evaluation of their own worth. Self-esteem ... A person can have high self-esteem and hold it confidently where they do not ... It simply means that high self-esteem may be accomplished as a result of high academic performance due to the other variables of social interactions and life

Accepted Answers:

Self respect

Check Answers and Submit

Your score is: 10/10

Unit 6 - Self Assessment Questions

Your last recorded submission was on 2022-01-02, 19:20 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

following are the options related to planning, except

- Makes sure Profit
- Achieve objectives of organisation
- Forecasts for company growth
- Tool for managing unexpected situations

Yes, the answer is correct.

Score: 1

Feedback:

Planning is the process of thinking about the activities required to achieve a desired goal. It is the first and foremost activity to achieve desired results. It involves the creation and maintenance of a plan, such as psychological aspects that require conceptual skills.

Accepted Answers:

Makes sure Profit

1 point

Planning closely connected with

- Creativity
- Innovation
- Setting objectives
- Creativity and Innovation

Yes, the answer is correct.

Score: 1

Feedback:

Planning is the process of thinking about the activities required to achieve a desired goal. It is the first and foremost activity to achieve desired results. It involves the creation and maintenance of a plan, such as psychological aspects that require conceptual skills.

Accepted Answers:

Creativity and Innovation

1 point

Planning is Intellectual demanding process it doesnot require

- Conscious determination
- Knowledge
- Experience
- Considered estimates

Yes, the answer is correct.

Score: 1

Feedback:

Why are planning and organising skills important?

- “Effectively manage time and resources”
- “Be flexible, **organised** and dedicated”
- “Have outstanding attention to detail”
- “Deliver projects on time and to budget”
- “Research and develop new process

Accepted Answers:

Experience

1 point

Following is not the outcome of planning

- Reduces uncertainties
- Top level decisions
- Encourages creativity and innovation
- Supports for co-ordination

Yes, the answer is correct.

Score: 1

Feedback:

Relative Frequency of Decisions at different Level

Accepted Answers:

Top level decisions

1 point

The plans prepared at corporate level are detailed down to operational programs

- Long term plans
- Divisional plans
- Short term plans
- Tactical plans

Yes, the answer is correct.

Score: 1

Feedback:

Every corporate executive uses the words strategy and planning when he talks about the most important parts of his job. The president, obviously, is concerned about strategy; strategic planning is the essence of his job. A division general manager typically thinks of himself as the president of his own enterprise, responsible for its strategy and for the strategic planning needed to keep it vibrant and growing. Even an executive in charge of a functional activity, such as a division marketing manager, recognizes that his strategic planning is crucial; after all, the company's marketing strategy (or manufacturing strategy, or research strategy) is a key to its success.

Accepted Answers:

Divisional plans

1 point

Planning is primary function of Management

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Planning is the process of thinking about the activities required to achieve a desired goal. It is the first and foremost activity to achieve desired results. It involves the creation and maintenance of a plan, such as psychological aspects that require conceptual skills.

Accepted Answers:

True

1 point

Organisational objective achieving can be done by conrolling

True

False

Yes, the answer is correct.

Score: 1

Feedback:

*The **objectives** of **radiation** protection are to minimize the health effects due to **radiation**. ... Based on the characteristics of the above biological effects, aims of **radiation** protection are to: avoid the deterministic effects; and. lower the probability of stochastic effects to an acceptable level*

Accepted Answers:

False

1 point

For the function of controlling Planning is must

True

False

Yes, the answer is correct.

Score: 1

Feedback:

*Controlling can be defined as that **function of management** which helps to seek planned results from the subordinates, managers and at all levels of an **organization**. The controlling **function** helps in measuring the progress towards the **organizational** goals & brings any deviations, & indicates corrective action.*

Accepted Answers:

True

1 point

Planning is the proposed action decided in _____

Future

Prior

Later

Parallel

Yes, the answer is correct.

Score: 1

Feedback:

Planning is the process of thinking about the activities required to achieve a desired goal. It is the first and foremost activity to achieve desired results. It involves the creation and maintenance of a plan, such as psychological aspects that require conceptual skills. There are even a couple of tests to measure someone's capability of planning well. As such, planning is a fundamental property of intelligent behavior. An important further meaning, often just called "planning" is the legal context of permitted building developments.

Accepted Answers:

Prior

1 point

_____ is not required to be analysed before hiring the person are

- Experience
- External looks
- Intellectual level & ability to apply
- Qualification

Yes, the answer is correct.

Score: 1

Feedback:

*Cultural fit is the most important factor when you are considering hiring somebody externally,” .
“When you promote people internally, one of the biggest advantages is that they already know how to work in the environment.”*

Accepted Answers:

External looks

Check Answers and Submit

Your score is: 10/10

Unit 7 - Self Assessment Questions

Your last recorded submission was on 2022-01-02, 19:36 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

The most important asset in an organisation is

- Infrastructure

Human Resource

Machine

Finance

Yes, the answer is correct.

Score: 1

Feedback:

The **human resources** are the **most important assets of an organization**. ... Recruitment and selection, as a part of effective **Human Resource Management** is the key to achieving a competitive advantage for an **organization**. Nowadays, one of the **most important** concerns for all the business is that of people.

Accepted Answers:

Human Resource

1 point

Staffing is the process of management that is not concerned with

Acquiring & Developing

Ruling

Employing & apprising

Rewarding and retaining

Yes, the answer is correct.

Score: 1

Feedback:

Staffing. Definition: **Staffing** is a **managerial** function which involves obtaining, utilising and retaining, qualified and competent **personnel** to fill all positions of an organisation, from top to operative echelon. In finer terms, **staffing** is placing the right person at the right job.

Accepted Answers:

Ruling

1 point

Staffing does not include

Right person

At right place

- At right time
- At right salary

Yes, the answer is correct.

Score: 1

Feedback:

Staffing. Definition: **Staffing** is a **managerial** function which involves obtaining, utilising and retaining, qualified and competent **personnel** to fill all positions of an organisation, from top to operative echelon. In finer terms, **staffing** is placing the right person at the right job.

Accepted Answers:

At right salary

1 point

Staffing process does not include

- Organizing
- Retaining
- Transferring
- Developing

Yes, the answer is correct.

Score: 1

Feedback:

Staffing. Definition: **Staffing** is a **managerial** function which involves obtaining, utilising and retaining, qualified and competent **personnel** to fill all positions of an organisation, from top to operative echelon. In finer terms, **staffing** is placing the right person at the right job.

Accepted Answers:

Transferring

1 point

Which function of staffing process judges the skills of an employee

- Interview
- Selection
- Interview and selection
- Appraisal

Yes, the answer is correct.

Score: 1

Feedback:

Staffing is the function by which managers build an organisation through the recruitment, selection, development, of individuals as capable employees.

The staffing function of management consists of few interrelated activities such as planning of human resource, recruitment, selection, placement, training and development, remuneration, performance appraisal, promotion and transfers. All these activities make up the elements of the process of staffing. – Dalton E. McFarland

Thus, staffing plays a vital role in human resource planning. It ensures best utilization of manpower in the organization.

Staffing is the key to all other managerial functions. It helps to maintain a satisfactory workforce in an enterprise.

Accepted Answers:

Interview and selection

1 point

Staffing means suitable people to appropriate work.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

n a new enterprise, the staffing function follows the planning and organising function. In the case of running an enterprise, staffing is a continuous process. So, the manager should perform this function at all times. The staffing function includes recruitment, selection, training, development, transfer, promotion and compensation of personnel.

Accepted Answers:

True

1 point

Success of any organisation is inversely proportional to staff of that organisation

True

False

Yes, the answer is correct.

Score: 1

Feedback:

*o be **successful**, an **organization** must have a statement, a philosophy, and a series of programs and goals that focuses on the skills and talents of its employees. All of this must be managed with care and guidance so that the **organization's** mission is successfully accomplished*

Accepted Answers:

False

1 point

Steps to be taken on corrective action are not included in manpower planning

True

False

Yes, the answer is correct.

Score: 1

Feedback:

***Manpower planning** is the process of estimating the optimum number of people required for completing a project, task or a goal within time. **Manpower planning** includes parameters like number of personnel, different types of skills, time period etc*

Accepted Answers:

False

1 point

_____ of any organisation facilitates the accomplishment of its goals and objectives.

Infrastructure

Human Resource

Machine

Finance

Yes, the answer is correct.

Score: 1

Feedback:

Human Resources is also **the** function in **an organization** that deals with **the** people and issues related to people such as compensation and benefits, recruiting and hiring employees, onboarding employees, performance management, training, and **organization** development and culture.

Accepted Answers:

Human Resource

1 point

Staffing is one of the management function of _____ of human resource

- Managing
- Developing
- Managing and developing
- Retaining

Yes, the answer is correct.

Score: 1

Feedback:

Benefits of Staffing Process

Staffing process helps to improved organizational productivity. Therefore, through proper selection of employees in **the** organization, it can increase **the** quality of **the** employees, and through proper training, **the** performance level of **the** employees can also be improved.

Staffing Process - Steps for Management, Benefits, Questions and ...

Accepted Answers:

Managing and developing

Check Answers and Submit

Your score is: 10/10

Unit 8 - Self Assessment Questions

Your last recorded submission was on 2022-01-02, 19:59 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

A person is not a leader if he/she is not concerned with

- Empowering team
- Motivating
- Implementing innovations
- Ignoring faults of employees

Yes, the answer is correct.

Score: 1

Feedback:

A leader is someone who can see how things can be improved and who rallies people to move toward that better vision. Leaders can work toward making their vision a reality while putting people first. Just being able to motivate people isn't enough — leaders need to be empathetic and connect with people to be successful. Leaders don't have to come from the same background or follow the same path. Future leaders will actually be more diverse, which brings a variety of perspectives. Of course, other people could disagree with my definition. The most important thing is that organizations are united internally with their definition of leadership.

Accepted Answers:

Ignoring faults of employees

1 point

Leadership helps to upgrade Except one

- Individual
- Group
- Department
- Organisation

Yes, the answer is correct.

Score: 1

Feedback:

Leadership is an important skill. it helps to upgrade individual, Groups as well as Organisational performance. Leadership is an art that depends up on possession of certain qualities.

Accepted Answers:

Department

1 point

As per the Kouzes and Postner the process of finding out leader excludes

- Finding processes and activities to be improved
- Giving only order of the work
- Getting involved in the work
- Sharing vision clearly

Yes, the answer is correct.

Score: 1

Feedback:

***Kouzes and Posner** believe that **leadership** is learned, not something one is born with. They look at traits seen within introvert and extrovert personalities, and examine how they can be developed into leaders by using those skills.*

Accepted Answers:

Giving only order of the work

1 point

Confidence on the subordinate is shown by which leader

- Participative
- Superlative
- Autocratic
- Delegative

Yes, the answer is correct.

Score: 1

Feedback:

*When managing downwards, managers need to remember Henry Ford who said, "The generalist will always employ the specialist." The manager doesn't need to know everything about everyone's discipline they need to know **how to engage smart people** to get the job done. Highly specialized people often miss the big picture and don't connect outside of their discipline. The good leader knows a bit about a lot of different things and can therefore use the best skills or combination of skills within the team to get the job done.*

Accepted Answers:

Participative

1 point

Out of following one is not the characteristic of participative leadership, find it out.

- Involves co-workers in decision making
- Delegate work along with thinking process
- Cannot manage time
- Can choose best talent amount people

Yes, the answer is correct.

Score: 1

Feedback:

*The chief feature of a **participative leader** is his involvement. He is physically present with his employees during much of the workday. His involvement encourages the staff to come together in working on tasks. They know he will be there contributing with his labor, ideas and support*

Accepted Answers:

Cannot manage time

1 point

Leadership is influencing people to achieve objectives

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

*Leadership is a process by which a **person influences** others to **accomplish** an **objective** and directs the organization in a way that makes it more cohesive and coherent. ... A process whereby an individual **influences** a group of individuals to **achieve** a common goal*

Accepted Answers:

True

1 point

There can not be a leader unless there are people

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Leadership is both a research area and a practical skill encompassing the ability of an individual or organization to "lead" or guide other individuals, teams, or entire organizations. Specialist literature debates various viewpoints, contrasting Eastern and Western approaches to leadership, and also (within the West) United States versus European approaches. U.S. academic environments define leadership as "a process of social influence in which a person can enlist the aid and support of others in the accomplishment of a common task

Accepted Answers:

True

1 point

Leadership is influencing people through communication

True

False

Yes, the answer is correct.

Score: 1

Feedback:

*By combining words with their character and understanding of the needs of a group, the **leader** must inform, excite, motivate and build trust with the stakeholders to behave in ways that will ensure sustained business success. **Leadership** messages have **significance** and consistency.*

Accepted Answers:

True

1 point

_____ & _____ are the two key factors of sound and healthy group environment.

- Motivation and interaction
- Interaction and motivation
- Interaction and Communication
- Motivation and innovation

Yes, the answer is correct.

Score: 1

Feedback:

The value of communication between a company's team members can't be overstated.

Among other benefits, effective workplace communication builds rapport and trust between colleagues, maintains transparency in the workplace, enables better employee management, boosts morale, and facilitates innovation.

In short, effective communication is key to your business' productivity and bottom line.

Accepted Answers:

Interaction and Communication

1 point

Leader allows to grow and change their employee is concerned with _____ angle.

- Direction
- Alignment
- Relationship
- Outcome

Yes, the answer is correct.

Score: 1

Feedback:

Here are seven opportunities to grow as a leader, the more closely you follow them, the better your chances of success.

- 1. Identify your motivation. ...*
- 2. Unmask your flaws. ...*
- 3. Learn from your failures. ...*
- 4. Appreciate feedback. ...*
- 5. Listen to those with more experience. ...*
- 6. Refuse to settle for mediocrity. ...*
- 7. Invest in yourself.*

Accepted Answers:

Alignment

Check Answers and Submit

Your score is: 10/10

Unit 9 - Self Assessment Questions

Your last recorded submission was on 2022-01-02, 20:05 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

The function of management which tells how to conduct the activities in organisation.



Planning

- Directing
- Organizing
- Controlling

Yes, the answer is correct.

Score: 1

Feedback:

DIRECTING is said to be a process in which the **managers** instruct, guide and oversee the performance of the workers to achieve predetermined goals. **Directing** is said to be the heart of **management** process. Planning, organizing, staffing have got no importance if direction function does not take place.

Accepted Answers:

Directing

1 point

Out of the following list, which is not related to directing?

- It initiates actions
- Integrates employees
- Does not change organisation
- Provides stability in the organisation

Yes, the answer is correct.

Score: 1

Feedback:

DIRECTING is said to be a process in which the **managers** instruct, guide and oversee the performance of the workers to achieve predetermined goals. **Directing** is said to be the heart of **management** process. Planning, organizing, staffing have got no importance if direction function does not take place.

Accepted Answers:

Does not change organisation

1 point

Following is not the supervisory skills

- Setting standards
- Increasing efficiency

Controlling

Monitoring

Yes, the answer is correct.

Score: 1

Feedback:

upervision is direction, guidance and control of working force with a view to see that ... that is, because of their skills, expertise and experience etc., supervisors help ... Develop employee potential to an extent where they need no supervision.

Accepted Answers:

Controlling

1 point

Supervisors are suppose to do following task except

Set goals

Set priorities and deadlines

Prepare schedule

all of the above

Yes, the answer is correct.

Score: 1

Feedback:

ere are 8 crucial soft skills supervisors need to have:

- *Communication. ...*
- **Conflict Resolution. ...**
- *Leadership. ...*
- **Critical Thinking. ...**
- **Interpersonal Skills. ...**
- **Time and Priority Management. ...**
- *Diversity and Generational Differences in the Workplace. ...*
- **Problem Solving.**

Accepted Answers:

all of the above

1 point

Security Needs are not related to

- Stability in job
- Designation
- Protection from unemployment
- Physical safety

Yes, the answer is correct.

Score: 1

Feedback:

*Who is responsible for securing an organization's **information**? Perhaps the Research and Evaluation department? Not exactly. The Management Information System (MIS) staff? Wrong again. Ultimately, it is not only individual employees or departments that are responsible for the security of **confidential information**, but also the institution itself. It is, therefore, incumbent upon top administrators, who are charged with protecting the institution's best interests, to ensure that an appropriate and effective **security policy** is developed and put into practice throughout the organization.*

Accepted Answers:

Designation

1 point

The Two factor theory is invented in year 1949

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

*In 1959, Frederick Herzberg, a behavioural scientist proposed a **two-factor theory** or the **motivator-hygiene theory**. According to Herzberg, there are some job **factors** that result in satisfaction while there are other job **factors** that prevent dissatisfaction.*

Accepted Answers:

False

1 point

Motivation is always positive

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Main Types of Motivation

- **Intrinsic Motivation.** *Intrinsic motivation represents all the things that motivate you based on internal rewards. ...*
- **Extrinsic Motivation.** ...
- **Competence & Learning Motivation.** ...
- **Attitude Motivation.** ...
- **Achievement Motivation.** ...
- **Creative Motivation.** ...
- **Physiological Motivation.** ...
- **Incentive Motivation.**

Accepted Answers:

False

1 point

Challenging job can be a motivational factor

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Motivation is the experience of desire or aversion (you want something, or want to avoid or escape something). As such, **motivation** has both an objective aspect (a goal or thing you aspire to) and an internal or subjective aspect (it is you that wants the thing or wants it to go away).

Accepted Answers:

True

1 point

_____ is the skills of director which can be used to increase the employees performance and commitment.

Leadership

Motivation

Controlling

Supporting

Yes, the answer is correct.

Score: 1

Feedback:

Motivation requires **direction**. It is one thing to want to accomplish a goal, but it is another actually to carry out the task by acting on the **motivation**. Directional **motivation** is the momentum a person has to propel himself forward to accomplish his goals

Accepted Answers:

Motivation

1 point

_____ is measured by extent of success and taking up challenges at work

Self Actualization

Esteem Needs

Social Needs

Security Needs

Yes, the answer is correct.

Score: 1

Feedback:

How to Pursue Self-Actualization (5 Steps)

1. Step 1: Get to know your core strengths. ...
2. Step 2: Learn how to stay in your center. ...
3. Step 3: Craft a personal vision for the person you're becoming. ...
4. Step 4: Put together a basic personal development plan. ...
5. Step 5: Walk your path toward **self-mastery**.

Accepted Answers:

Self Actualization

Check Answers and Submit

Your score is: 10/10

Unit 10 - Self Assessment Questions

Your last recorded submission was on 2022-01-02, 20:14 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

Operating budget is not concerned with

- Expenses
- Revenues
- Loss
- Profit

Yes, the answer is correct.

Score: 1

Feedback:

An **operating budget** is a forecast of the revenues and expenses expected for one or more future periods. An **operating budget** is typically formulated by the management team just prior to the beginning of the year, and shows expected activity levels for the entire year.

Accepted Answers:

Loss

1 point

what supports for routine information as well as it increases operational efficiency.

- EIS
- MIS
- DSS
- TMS

Yes, the answer is correct.

Score: 1

Feedback:

MIS is short for management information system or management information services.

Management information system, or MIS, broadly refers to a computer-based system that provides managers with the tools to organize, evaluate and efficiently manage departments within an organization.

In order to provide past, present and prediction information, a management information system can include software that helps in decision making, data resources such as databases, the hardware resources of a system, decision support systems, people management and project management applications, and any computerized processes that enable the department to run efficiently.

Accepted Answers:

MIS

1 point

Following two system supports to control the flow of information within the organisation.

- 1) Operating Support System
- 2) Decision Support System
- 3) Management Support System
- 4) Transaction Management System



1 & 2



1 & 3



2 & 4



3 & 4

Yes, the answer is correct.

Score: 1

Feedback:

Operation support Management system support system. Information System is divided into two types: ... - The role of **operational support system** is to efficiently process business transaction, control industrial process **support** enterprise communication and update corporate database.

Accepted Answers:

1 & 3

1 point

In Master budget what is decided to record for specific period.

- Cash Inflow
- Cash Outflow
- Cash Inflow & Cash Outflow
- Budget

Yes, the answer is correct.

Score: 1

Feedback:

The **master budget** is the aggregation of all lower-level **budgets** produced by a company's various functional areas, and also includes budgeted financial statements, a cash forecast, and a financing plan.

Accepted Answers:

Cash Inflow & Cash Outflow

1 point

Information system is an organised collection of

- people
- software communication systems
- data resources
- all of the above

Yes, the answer is correct.

Score: 1

Feedback:

An **information system** is any **organized system** for the **collection**, organization, storage and communication of **information**. ... **Information systems** are a combination of hardware, software, data, procedures, people, and feedback. **Expert systems** are computer **systems** that emulate the decision-making ability of a human expert.

Accepted Answers:

all of the above

1 point

Budget is a statement showing company's financial resources.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

The **budget statement** is an estimate of revenues and expenses predefined for a specified period. It reflects the company's future financial conditions and helps to achieve financial goals.

Accepted Answers:

True

1 point

Information is a vital element of any organisation

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Management or Information Technology refers to the process of making your **technology** work better for you, either as a standalone process or as part of a wider network. ... These range from basic **management** functions relating to staff and budgeting to planning and utilizing network systems.

Accepted Answers:

True

1 point

Information system does not support to keep it confidential

true

False

Yes, the answer is correct.

Score: 1

Feedback:

Management or Information Technology refers to the process of making your **technology** work better for you, either as a standalone process or as part of a wider network. ... These range from basic **management** functions relating to staff and budgeting to planning and utilizing network systems.

Accepted Answers:

False

1 point

_____ type of audit is done by the chartered Accountant appointed by the firm.

- External Audit
- Internal Audit
- Statutory Audit
- Variable audit

Yes, the answer is correct.

Score: 1

Feedback:

This question is important as we come to know how an organization is working and how much sound the organization is for further process.

Accepted Answers:

Internal Audit

1 point

The nature of HR planning is primarily depending on organisational size and _____

- Hierarchical structure
- Organisation structure
- Type of organisation
- Level of management

Yes, the answer is correct.

Score: 1

Feedback:

***Hierarchy** is a way to structure an organization using different levels of authority and a vertical link, or chain of command, between superior and subordinate levels of the organization. Higher levels control lower levels of the hierarchy.*

Chart Organization

Accepted Answers:

Hierarchical structure

Check Answers and Submit

Your score is: 10/10

Unit 11 - Self Assessment Questions

Your last recorded submission was on 2022-01-03, 23:17 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

Principle of delegation excludes

- Co-ordinal relationship
- Feedback mechanism
- Reward success
- Increase in confidence

Yes, the answer is correct.

Score: 1

Feedback:

*Delegation of Authority: Meaning, Principles, Importance, Process and Advantages ... when a dealership has to be awarded to one among an **excluded** category.*

Accepted Answers:

Increase in confidence

1 point

Appreciation and rewarding the success does not encourage

- Self motivation
- Innovation

Discourageous behavior

Better productivity

Yes, the answer is correct.

Score: 1

Feedback:

Employee reward and recognition programs are one method of motivating ... small businesses teamwork is a crucial element of a successful employee's job.

Accepted Answers:

Discourageous behavior

1 point

Division of labour is applicable for

Small production system

Mass production system

Production unit

Two production unit.

Yes, the answer is correct.

Score: 1

Feedback:

***Division of labour.** Division of labour, the separation of a work process into a number of tasks, with each task performed by a separate person or group of persons. It is most often applied to systems of mass production and is one of the basic organizing principles of the assembly line*

Accepted Answers:

Mass production system

1 point

Division of labour was first used by

George Terry

Henri Fayol

Adam Smith

Haimann

Yes, the answer is correct.

Score: 1

Feedback:

Division of labour. Division of labour, the separation of a work process into a number of tasks, with each task performed by a separate person or group of persons. It is most often applied to systems of mass production and is one of the basic organizing principles of the assembly line

Accepted Answers:

Adam Smith

1 point

Who defined " Division of Labour" as " The way that the work needs to be done is divided so that different people are responsible for different parts of it".

- George Terry
- Adam Smith
- Henry Fayol
- Macmillan Dictionary

Yes, the answer is correct.

Score: 1

Feedback:

Terry. George R. Terry (1909–1979) was the first to call his book Principles of Management... Terry's elements included planning, organizing, directing, coordinating, controlling, and leading human efforts.

Accepted Answers:

George Terry

1 point

Leader is always perfectionist

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

The perfectionist leader tries to maximise results, using a pace-setter style to manage others. ... The perfectionist feeds on gaps, limitations and problems, moving the team/organisation onto a destructive path of limiting behaviours and attitudes, including fear, pessimism and mistrust

Accepted Answers:

False

1 point

Communication is a two way process of reaching mutual understanding

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Two-way communication is a form of transmission in which both parties involved transmit information. Two-way communication has also been referred to as interpersonal communication. Common forms of two-way communication are: Amateur radio, CB or FRS radio contacts. Chatrooms and instant messaging. Computer networks

Accepted Answers:

True

1 point

Effective communicator Manager can bring effective success to the organisation

True

False

Yes, the answer is correct.

Score: 1

Feedback:

5 Tips for Effective Communication as a Manager

- *Be Clear. Clarity is the most important part of any type of communication, whether it is leading a meeting, giving a speech or talking to shareholders. ...*
- *Be Brief. Brevity is a virtue that successful communicators nurture. ...*
- *Be Positive. ...*
- *Be Constructive. ...*
- *Be Smart.*

Accepted Answers:

True

1 point

Division of Labour is a process of _____

- Separation of Labour
- Division of workers
- Division of Employees
- Separation of work

Yes, the answer is correct.

Score: 1

Feedback:

A very basic example of division of labour could be seen in food gathering

Accepted Answers:

Separation of work

1 point

_____ breaks down the work into simple tasks.

- Separation of Labour
- Division of Labour
- Division of Employees
- Separation of work

Yes, the answer is correct.

Score: 1

Feedback:

The division of labour is the separation of tasks in any economic system so that participants may specialize. Individuals, organizations, and nations are endowed with or acquire specialized capabilities and either form combinations or trade to take advantage of the capabilities of others in addition to their own

Accepted Answers:

Division of Labour

Check Answers and Submit

Your score is: 10/10

Unit 12 - Self Assessment Questions

Your last recorded submission was on 2022-01-03, 23:27 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

Which of the following defines a problem in the decision making process?

- a discrepancy between what exists and what the decision maker desires to exist
- a discrepancy between the ideal and the practical
- something that causes irritation
- something that calls for attention

Yes, the answer is correct.

Score: 1

Feedback:

Define the problem. The decision-making process begins when a manager identifies the real problem. The accurate definition of the problem affects all the steps that follow; if the problem is inaccurately defined, every step in the decision-making process will be based on an incorrect starting point.

Accepted Answers:

a discrepancy between what exists and what the decision maker desires to exist

1 point

What is a heuristic?

- a complicated and systematic method of decision making
- a purely intuitive method of decision making
- a totally unreliable method of decision making
- a shortcut or rule of thumb that is used for decision making

Yes, the answer is correct.

Score: 1

Feedback:

Heuristics are the strategies derived from previous experiences with similar problems. These strategies depend on using readily accessible, though loosely applicable, information to control problem solving in human beings, machines and abstract issues.[3][4]

The most fundamental heuristic is trial and error, which can be used in everything from matching nuts and bolts to finding the values of variables in algebra problems. In mathematics, some common heuristics involve the use of visual representations, additional assumptions, forward/backward reasoning and simplification.[5] Here are a few commonly used heuristics from George Pólya's 1945 book, How to Solve It:

- *If you are having difficulty understanding a problem, try drawing a picture.*
- *If you can't find a solution, try assuming that you have a solution and seeing what you can derive from that ("working backward").*
- *If the problem is abstract, try examining a concrete example.*
- *Try solving a more general problem first (the "inventor's paradox": the more ambitious plan may have more chances of success).*

Accepted Answers:

a shortcut or rule of thumb that is used for decision making

1 point

Which of the following is NOT assumed in a rational decision

- a clear and specific goal
- a clear and unambiguous problem
- many alternatives and consequences are known
- value is maximized

Yes, the answer is correct.

Score: 1

Feedback:

Rational decision making is a multi-step process for making choices between alternatives. The process of rational decision making favors logic, objectivity, and analysis over subjectivity and insight. The word "rational" in this context does not mean sane or clear-headed as it does in the colloquial sense.

Accepted Answers:

many alternatives and consequences are known

1 point

systems are primarily used to help what kinds of decision makers?

- lower-level managers
- top managers
- senior managers
- experts

Yes, the answer is correct.

Score: 1

Feedback:

he 5 Types of Decision Makers and How Each Can Thrive in Business

- *The Gut Instinct Follower. ...*
- *The Interviewer. ...*
- *The Exhaustive Researcher. ...*
- *The Objective Debater. ...*
- *The Random Chance Submitter.*

Accepted Answers:

lower-level managers

1 point

How often do managers typically use intuitive decision making?

- 100 percent of the time
- almost never
- almost all of the time
- more than half of the time

Yes, the answer is correct.

Score: 1

Feedback:

Intuitive decision-making ability is also known as 'sixth sense' and involves being able to gather information that other individuals may miss. It is the opposite of rational decision making, which is when individuals use analytics, facts, and a step-by-step process to come to a decision.

Accepted Answers:

more than half of the time

1 point

In decision making, a problem can be defined as a discrepancy between what exists and what the problem solver desires to exist

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Decision-making process

- *Step 1: Identify the decision. You realize that you need to make a decision. ...*
- *Step 2: Gather relevant information. ...*
- *Step 3: Identify the alternatives. ...*
- *Step 4: Weigh the evidence. ...*
- *Step 5: Choose among alternatives. ...*
- *Step 6: Take action. ...*
- *Step 7: Review your decision & its consequences.*

Accepted Answers:

True

1 point

The second step in the decision-making process is identifying a problem

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Decision-making process

- *Step 1: Identify the decision. You realize that you need to make a decision. ...*
- *Step 2: Gather relevant information. ...*
- *Step 3: Identify the alternatives. ...*
- *Step 4: Weigh the evidence. ...*
- *Step 5: Choose among alternatives. ...*
- *Step 6: Take action. ...*
- *Step 7: Review your decision & its consequences.*

Accepted Answers:

False

1 point

A decision criterion defines factors that are relevant in a decision

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Decision Criteria When people make decisions, they base their choice on a number of factors, some logical and some personal. Sometimes this is deliberately done, with careful consideration of the criteria used, but often (and even in 'logical' situations), we subconsciously take other factors into consideration

Accepted Answers:

True

1 point

The decision-making process consists of a series of eight steps that identify a problem and work toward ultimately -----

- determining if there is a solution to the problem
- solving the problem
- making a plan to solve the problem

- breaking down the problem into a series of steps

Yes, the answer is correct.

Score: 1

Feedback:

8 steps in decision making process — Steemit

Accepted Answers:

solving the problem

1 point

To identify a problem, a manager _____.

- compares one set of standards or goals to a second set of standards or goals
- looks for unhappy customers
- uses intuition to see that things don't look right
- compares the current state of affairs with some standard or goal

Yes, the answer is correct.

Score: 1

Feedback:

The most effective method uses both rational and intuitive or creative approaches. There are six steps in the process:

- 1. Identify the problem*
- 2. Search for alternatives*
- 3. Weigh the alternatives*
- 4. Make a choice*
- 5. Implement the choice*
- 6. Evaluate the results and, if necessary, start the process again*

Accepted Answers:

compares the current state of affairs with some standard or goal

Check Answers and Submit

Your score is: 10/10

Unit 13 - Self Assessment Questions

Your last recorded submission was on 2022-01-08, 10:43 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

Henri Fayol coined five principles of management, from following which is not the one?

- Planning
- Organizing
- Staffing
- Controlling

Yes, the answer is correct.

Score: 1

Feedback:

Fayol attributes five main functions to the manager: foresight, organization, command, co-ordination, and control (. These functions have for the most part a great degree of generality (organization or coordination for example) consistent with Fayol's generalist management approach

Accepted Answers:

Staffing

1 point

Who founded the early study of management thought which became known as scientific management?

- Frank Gilbreth
- Max Weber
- Henri Fayol
- F.W. Taylor

Yes, the answer is correct.

Score: 1

Feedback:

Frederick Winslow Taylor

Scientific management is sometimes known as Taylorism after its founder, Frederick Winslow Taylor. Taylor began the theory's development in the United States during the 1880s and '90s within manufacturing industries, especially steel.



Accepted Answers:

F.W. Taylor

1 point

One way Henry Ford dealt with the problem of workers not working up to their potential was:

- Strict discipline
- Moving conveyor belts
- Rewards for performance
- More frequent breaks for workers

Yes, the answer is correct.

Score: 1

Feedback:

In the end he came to the conclusion that there was not enough demand to sustain ... With that in mind, let us make this assertion: more than perhaps any single person of ... and formed the Henry Ford Company which quickly ran into problems as well. In ... The Model T then had a tremendous impact on the way people live.

Accepted Answers:

Moving conveyor belts

1 point

The system of rules of behavior that emerge as a group of workers get to know one another by working together is known as

- An informal organization
- Code of conduct
- Scientific management
- A formal organization

Yes, the answer is correct.

Score: 1

Feedback:

The informal organization is the interlocking social structure that governs how people work together in practice. ... It consists of a dynamic set of personal relationships, social networks, communities of common interest, and emotional sources of motivation.

Accepted Answers:

An informal organization

1 point

Juanita alters her management style depending on the particular issue with which she is dealing. She is acting consistently with the principles of

- Management science theory
- Contingency theory
- Theory X
- Administrative management theory

Yes, the answer is correct.

Score: 1

Feedback:

A contingency theory is an organizational theory that claims that there is no best way to organize a corporation, to lead a company, or to make decisions.

Accepted Answers:

Contingency theory

1 point

Fayol developed his concept of administration

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Based largely on his own management experience, he developed his concept of administration. In 1916 he published these experience in the book Administration Industrielle et Générale, at about the same time as Frederick Winslow Taylor published his Principles of Scientific Management.

Accepted Answers:

True

1 point

Scientific management caused many workers to distrust management.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

The hawthorne effect suggested that workers attitudes toward their managers have little to no affect on the level of workers performance. What is the process by which a division of labor occurs as different workers specialize in tasks? ... Scientific management caused many workers to distrust management.

Accepted Answers:

True

1 point

Scientific management theory holds that the most efficient division of labor can best be determined by intuitive knowledge

True

False

Yes, the answer is correct.

Score: 1

Feedback:

The hawthorne effect suggested that workers attitudes toward their managers have little to no affect on the level of workers performance. What is the process by which a division of labor occurs as different workers specialize in tasks? ... Scientific management caused many workers to distrust management.

Accepted Answers:

False

1 point

The management theory that focuses on the use of rigorous, quantitative techniques that are intended to assist managers to make the best use of organizational resources is called

- Contingency theory
- Management science theory
- Administrative management theory
- Behavioral management theory

Yes, the answer is correct.

Score: 1

Feedback:

Management science theory is management that focuses on the use of techniques to maximize the use of organizational resources to produce goods and services. It is a contemporary approach to management that is an extension of scientific management that measures the worker to task mix and ratio to raise efficiency.

Accepted Answers:

Management science theory

1 point

According to Fayol, the greater the number of levels in the management hierarchy, the _____ communication takes between managers at the top and bottom of the organization and the _____ the pace of planning and organizing

- Longer; faster
- Longer; slower
- Shorter; faster
- Shorter; slower

Yes, the answer is correct.

Score: 1

Feedback:

Fayol's 14 Principles of Management

Discipline – Discipline must be upheld in organizations, but methods for doing so can vary. Unity of Command – Employees should have only one direct supervisor. ... This includes managers.

Remuneration – Employee satisfaction depends on fair remuneration for everyone.

Accepted Answers:

Longer; slower

Check Answers and Submit

Your score is: 10/10

Unit 14 - Self Assessment Questions

Your last recorded submission was on 2022-01-08, 11:09 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

The balanced scorecard perspective which measures company's success in targeted segments of customers is classified as

- internal business process perspective
- customer perspective
- learning perspective
- financial perspective

Yes, the answer is correct.

Score: 1

Feedback:

he four perspectives of a traditional balanced scorecard are Financial, Customer, Internal Process, and Learning and Growth.

Accepted Answers:

customer perspective

1 point

The amount of capacity available other than capacity employed to meet the customer demand is classified as

- targeted capacity
- budgeted capacity
- recovery capacity
- unused capacity

Yes, the answer is correct.

Score: 1

Feedback:

Consumer demand is defined as the ‘.willingness and ability of consumers to purchase a quantity of goods and services in a given period of time, or at a given point in time..’. Merely being willing to make a purchase does not constitute effective demand – willingness must be supported by an ability to pay. In short, desire needs purchasing power to turn it into effective demand. Purchasing power is determined by current consumer income (or disposable savings) in relation to the current price level.

Accepted Answers:

unused capacity

1 point

Considering the balanced scorecard, the perspective in which performance of organization includes

- financial perspective
- learning and growth perspective
- customer perspective
- all of above

Yes, the answer is correct.

Score: 1

Feedback:

If your organization is considering Balanced Scorecard software, there are some fundamental features you should keep your eyes out for throughout your evaluation process.

- *Customizability. ...*
- *Blend of Qualitative and Quantitative Reporting. ...*
- *Beautiful Exports. ...*
- *Automation and Integration. ...*

- *Robust Permissions.*

Accepted Answers:

all of above

1 point

The ability of organization to offer market offerings at lower prices in comparison of its competitors is classified as

- inelastic demand
- product differentiation
- cost leadership
- elastic demand

Yes, the answer is correct.

Score: 1

Feedback:

In business strategy, cost leadership is establishing a competitive advantage by having the lowest cost of operation in the industry. Cost leadership is often driven by company efficiency, size, scale, scope and cumulative experience

Accepted Answers:

cost leadership

1 point

A fundamental attribute of TQM is

- Drawing control charts
- Having team meetings
- Top management's direct involvement
- Meeting ISO 9000 audit

Yes, the answer is correct.

Score: 1

Feedback:

TQM integrates the fundamental techniques and principles of Quality Function Deployment, Taguchi Methods, Statistical Process control, Just-In-Time, and existing management tools into a structured approach.

Accepted Answers:

Top management's direct involvement

1 point

Balanced score card is prepared for Business planning

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Balanced scorecard is a strategy performance management tool – a semi-standard structured report, that can be used by managers to keep track of the execution of activities by the staff within their control and to monitor the consequences arising from these actions.

Accepted Answers:

False

1 point

Balanced score card provide feedback to organisation

True

False

Yes, the answer is correct.

Score: 1

Feedback:

A balanced scorecard is a strategic management performance metric used to identify and improve various internal business functions and their resulting external outcomes. Balanced scorecards are used to measure and provide feedback to organizations.

Accepted Answers:

True

1 point

Six sigma is used for strategic planning

True

False

Yes, the answer is correct.

Score: 1

Feedback:

One of the most important things to do in strategic planning is to align Lean Six Sigma efforts with the organization's overarching strategic goals. ... The last input, the SWOT Analysis, helps synthesize areas of focus which are used to discuss future goals and objectives.

Accepted Answers:

False

1 point

The example of internal business perspective in balanced scorecard is _____

- employee turnover rates
- operating capabilities and number of patents
- operating income and revenue growth
- customer satisfaction and market share

Yes, the answer is correct.

Score: 1

Feedback:

The internal process perspective is concerned with the processes that create and deliver the customer value proposition. It focuses on all the activities and key processes required in order for the company to excel at providing the value expected by the customers both productively and efficiently.

Accepted Answers:

operating capabilities and number of patents

1 point

Bench-marking determines-----

- Customer requirements
- Process capability
- How company is doing relative to others
- If management is motivated

Yes, the answer is correct.

Score: 1

Feedback:

The term benchmarking was originally used by early land surveyors, who used the term to identify a fixed point from which all other measurements are made. ... Applied to an organization, benchmarking is a process to determine who else does a particular activity the best and emulating what they do to improve performance.

Accepted Answers:

How company is doing relative to others

Check Answers and Submit

Your score is: 10/10