Nature and Significance of Management

Standard difficulty · 20 questions · 40 marks · Time: 37 minutes

Name: _____ Date: _____ Score: ____ / 40

Show your working for Sections B and C. Answers are on the last page — try every question first!

Section A — Choose the correct answer — 8 × 1 = 8 marks

1. Getting work done on time is called:
(a) coordination **(b)** planning **(c)** efficiency **(d)** effectiveness

2. What is meant by “coordination”?
(a) synchronising the activities of different departments
(b) leading, motivating and guiding people
(c) checking that performance goes as planned
(d) assigning tasks, grouping them and allocating resources

3. The manager decides who reports to whom in the new factory. Which function of management is this?
(a) controlling **(b)** planning **(c)** organising **(d)** coordination

4. Which of these is a job of top management?
(a) Being responsible for the survival and welfare of the company
(b) Overseeing the work of operative workers
(c) Maintaining quality of output and avoiding waste on the shop floor
(d) Interpreting the policies of top management for a department

5. The manager’s every decision aims at raising market share. Which characteristic of management does this show?
(a) pervasive **(b)** intangible
(c) goal-oriented **(d)** multidimensional

6. Which of these is a social objective of management?
(a) Surviving in a competitive market
(b) Growing the business in the long run
(c) Giving employees recognition and chances to grow
(d) Giving jobs to people from weaker sections

7. Which feature shows management as a science?
(a) Managers apply knowledge with personal skill and creativity
(b) It has associations of managers
(c) Its principles are based on experiment and observation
(d) Practice makes a manager better at it

8. Pragati Paper Mills Ltd produced 6,900 units at a total cost of ₹2,256,300. What was the cost per unit?
(a) ₹327 **(b)** ₹3,270 **(c)** ₹32,700 **(d)** ₹69

Section B — Short answer — 8 × 2 = 16 marks

9. What is management?

10. Explain each term: (a) staffing (b) directing

11. Name the function of management in each case. (a) Actual output is compared with the target and the shortfall is corrected. (b) The sales manager decides the targets for next year and how to reach them.

12. Which level of management does each job belong to? (a) Interpreting the policies of top management for a department. (b) Maintaining quality of output and avoiding waste on the shop floor.

13. Which characteristic of management does each show? (a) The manager keeps planning, organising and controlling again and again. (b) A school, a hospital and a factory all need management.

14. A factory had to make 8,600 units this month within a budget of ₹233,000. It made 7,900 units on time at a cost of ₹242,000. (a) Was it effective? (b) Was it efficient?

15. Is each an organisational, social or personal objective of management? (a) Paying employees fair salaries (b) Growing the business in the long run

16. Two units make the same product. Varun’s unit made 4,000 units for ₹3,120,000; Dev’s unit made 5,000 units for ₹2,550,000. Find the cost per unit of each. Which unit is more efficient?

Section C — Word problems — 4 × 4 = 16 marks

17. Explain the characteristics of management.

18. Match each with its meaning: (a) directing (b) planning (c) controlling. Choose from: leading, motivating and guiding people; checking that performance goes as planned; deciding in advance what to do and how to do it.

19. Read about Sunrise Foods Ltd. (a) The sales manager decides the targets for next year and how to reach them. (b) The work is divided into departments and duties are assigned. (c) The manager explains the new instructions and leads the team. Identify the function of management in each part and explain it briefly.

20. At Greenleaf Agro Ltd, three managers do these jobs: (a) maintaining quality of output and avoiding waste on the shop floor (b) coordinating the work of all departments (c) assigning duties to supervisors and arranging staff for a department. Identify the level of management of each, and give one more function of each level.

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Answer key

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Q	Answer	Working
1	(d) effectiveness	—
2	(a) synchronising the activities of different departments	—
3	(c) organising	—
4	(a) Being responsible for the survival and welfare of the company	—
5	(c) goal-oriented	—
6	(d) Giving jobs to people from weaker sections	—
7	(c) Its principles are based on experiment and observation	—
8	(a) ₹327	2,256,300 ÷ 6,900
9	The process of getting things done with the aim of achieving goals effectively and efficiently.	—
10	(a) finding the right people for the right jobs (b) leading, motivating and guiding people	—
11	(a) controlling (b) planning	—
12	(a) middle management (b) supervisory management	—
13	(a) continuous (b) pervasive	—
14	(a) no; (b) no	7,900 < 8,600; 242,000 > 233,000
15	(a) personal (b) organisational	—
16	₹780 and ₹510; Dev’s unit	3,120,000 ÷ 4,000; 2,550,000 ÷ 5,000
17	Goal-oriented, pervasive, multidimensional (work, people, operations), continuous, a group activity, a dynamic function, and intangible.	—
18	(a) leading, motivating and guiding people (b) deciding in advance what to do and how to do it (c) checking that performance goes as planned	—

Q	Answer	Working
19	**(a) planning: deciding in advance what to do (b) organising: assigning duties and grouping tasks (c) directing: leading and motivating people**	—
20	**(a) supervisory management: also maintains discipline and guides and trains workers (b) top management: also formulates policies and is responsible to the outside world (c) middle management: also motivates departmental staff and cooperates with other departments**	—