



## *Very Short Answer Type Questions*

(1 Mark)

**1. What is meant by Management ?**

**Ans.** Management is the process of conducting a set of functions (planning, organising, staffing, directing and controlling) to get the work done in an efficient and effective manner.

**2. Name the process of working with & through others to effectively achieve organizational objectives by efficiently using its limited resource in the changing environment.**

**Ans.** Management.

3. **“Successful organisations do not achieve their goals by chance but by following a process”. Name the process.**

Ans. Management.

4. **What is meant by ‘effectiveness’ in management ?**

Ans. Effectiveness means doing the right task and completing it within the given time period.

5. **What do you mean by efficiency ?**

Ans. Efficiency means doing the task correctly, using resources wisely and in cost effective manner.

6. **In order to achieve target production of 2,000 units per month, a Production Manager has to operate on double shifts. Due to power failure most of the time, the manager is able to achieve target, but at a higher production cost. In your point of view, what is lacking in management ?**

Ans. Efficiency.

7. **Production Manager tries to produce goods with minimum costs. Name the concept which is being focused by management.**

Ans. Efficiency.

8. **Give any two features of management.**

Ans. (i) Management is group activity ;  
(ii) Management is a dynamic function

9. **Why is it said that “management is goal-oriented process”?**

Ans. Because it helps in achieving the organisational goals by using the efforts of different individuals.

10. **Why is it said that ‘Management is all pervasive’?**

Ans. It is said that management is all pervasive because it can be applied to all types of organisations.

11. **Management principles can be applied to all types of activities. Which characteristic of management is depicted here ?**

Ans. Management is all pervasive.

12. **‘Management is multi-dimensional’. Name any two dimension.**

Ans. (i) Management of work  
(ii) Management of people.

13. **Why is management considered a multi-faceted concept ?**

Ans. Management is a complex activity which is concerned with people, work and operations. Thus, it is a multi-faceted concept.

14. **Why is “Management called a group activity”?**

Ans. Management is called a group activity because it requires team work and / or coordination of individual efforts.

15. **Why is management considered as a dynamic function ?**

Ans. Management is considered as a dynamic function as it has to adapt itself to the changing environment.

16. *In order to be successful, an organisation must change its goals according to the needs of the environment. Which characteristic of management is highlighted in the statement?*

Ans. Management is a dynamic function.

17. *"Management is an intangible force". Why?*

Ans. Management is an intangible force as it cannot be seen, but its presence can be felt when targets are achieved as per the plans.

18. *'In an organisation employees are happy & satisfied, there is no chaos and the effect of management is noticeable'. Which characteristic of management is highlighted in this statement?*

Ans. Management is an intangible force.

19. *Why is management considered a continuous process?*

Ans. The process of management is never ending. All the functions are performed continuously. Thus, it is a continuous process.

20. *'Management consists of an on going series of functions'. Which characteristic of management is highlighted by this statement?*

Ans. It is a continuous process.

21. *"An organisation interacts with external environment and adapt itself to the changing environment". Which characteristic of management is highlighted in this statement?*

Ans. Management is dynamic.

22. *"Management increases efficiency". How?*

Ans. Management increases efficiency by planning, organising, staffing, directing and controlling the activities of the organisation in such a manner, so as to generate maximum output with minimum cost.

23. *What is meant by 'Effectiveness' in management?*

Ans. It means accomplishing given task within a given time framework, no matter whatever is the cost.

24. *Volvo Ltd's target is to produce 10,000 shirts per month at a cost of ₹100/- per shirt. The Production Manager achieved this target at a cost of ₹90/- per shirt. Do you think the 'Production Manager' is effective? Give one reason in support of your answer.*

Ans. Yes, because he has achieved the target.

25. *Hero Ltd's target is to produce 10,000 shirts per month at a cost of ₹150 per shirt. The Production Manager could achieve this target at a cost of ₹160 per shirt. Do you think the Production Manager is 'effective'? Give reason in support of your answer.*

Ans. Yes, he is an effective manager as he has achieved the target.

26. *Hero Ltd's target is to produce 20,000 shirts per month at a cost of ₹150 per shirt. The production Manager could achieve this target at a cost of ₹170 per shirt. Do you think the Production manager is 'efficient'? Give reason in support of your answer.*

Ans. No, the production manager is not 'efficient' because he had achieved the target but not in cost-effective manner.

27. *Management of an organisation strives to achieve profit and growth. It is associated to which objective of management ?*

Ans. Organisational objective.

28. *List any two social objectives of management.*

- Ans. (i) Using environment friendly methods of production  
(ii) Giving employment opportunities to the disadvantaged section of the society.

29. *Arora Ltd. offers employment to widow and weaker section of the society. Identify the objective of the organisation in the given case.*

Ans. Social objectives.

30. *Give two important aspects of management.*

- Ans. (i) It helps in achieving the group goals  
(ii) It improves efficiency

31. *What is the main organisational objective of management ?*

Ans. To utilize the human and material resources in such a manner as should give maximum advantage to the organization.

32. *List organizational objectives of management ?*

- Ans. (i) Survival ; (b) Profit and (iii) Growth.

33. *How can the management ensure survival of the organisation ?*

Ans. By earning enough revenue to cover its costs.

34. *What are the personal objectives of management ?*

Ans. Those which relate to employees of the organisation like competitive salary, personal growth etc.

35. *How does management helps in achieving group goals ?*

Ans. Management helps in achieving group goals by giving common direction to the individual effort.

36. *"Management increases efficiency" How ?*

Ans. Management increases efficiency by reducing costs and increasing productivity.

37. *"Management creates a dynamic organization" How ?*

Ans. Management creates a dynamic organisation by making the organisation adapt itself to the changing environment.

38. *"Management helps in development of society" How ?*

Ans. Management enables the organisation to provide good quality products and services, creating employment, adopting new technology, thus helping in the development of society.

39. *List any two personal objectives of management.*

- Ans. (i) To give deserving remuneration  
(ii) To provide good working condition.

40. *Rama (P) Ltd. uses environment - friendly techniques of production. Name the objective the company strives to attain ?*

Ans. Social objective of management.

41. 'Anything minus management is nothing.' What does this statement tell ?

Ans. It tells about the importance of management.

42. Management is an exact science like Physics or Chemistry. Do you agree ?

Ans. No I don't agree as management is associated with human beings and it is not possible to study and predict human behaviour under controlled laboratory condition

43. Identify the nature of management when it is said to be a systematised body of knowledge that explains certain general truths.

Ans. Management as a science.

44. Why management is described as a soft science ?

Ans. Management principles and experiments depend on humans. Because of this factor, there is no hard and fast rule for anything and the principles are also flexible in nature. Thus, it is considered as a soft science.

45. "Management is the systematised body of knowledge that explains certain general truths." Explain.

Ans. Management is a science. It is a systematised body of knowledge, which explains certain general truths and it is based on logical observations, facts and events.

46. Why is management not called as perfect science ?

Ans. It's not called as perfect science because it is related with human being.

47. Why is management called inexact science ?

Ans. Management relates to human behaviour whose cause and effect is not certain, that's why it is called an inexact science.

48. State two features of science.

Ans. (a) Systematic body of knowledge,  
(b) Universal validity.

49. Define 'Art'.

Ans. Art refers to the skillful and personal application of existing knowledge of a specific discipline to achieve the desired result.

50. Why management is considered as an art ?

Ans. Like an art, management is a personalised process, in which a manager applies his acquired knowledge in a personalised and skillful manner in the light of realities of a given situation.

51. Give any two points of the features of Art.

Ans. (a) Existence of Theoretical knowledge  
(d) Personalised Application.

52. Identify the nature of management when it is practised as personal application of existing knowledge to achieve desired results.

Ans. Management is an Art.

53. Name two features of profession which are not available in management.

Ans. (i) Restricted Entry.

(ii) Ethical code of conduct.

54. Arun and Pravin are considering that management is a full-fledged profession. Do you agree with their view point?

Ans. No, I don't agree as management is not considered as full-fledged profession, it is on the path of becoming profession.

55. Give any two reasons to show that management is a profession.

Ans. (i) It has a specialized body of knowledge.

(ii) There is a professional association for managers - AIMA.

56. What is meant by 'Professional code of conduct'?

Ans. Set of guidelines for behaviour and action, proposed by professional association, is termed as professional code of conduct.

57. (i) What do you mean by Management Hierarchy?

Ans. The chain of authority responsibility relationships from top to bottom is called management hierarchy.

57. (ii) What is meant by levels of management?

Ans. It refers to a line of demarcation between various managerial positions in an organisation.

58. Enumerate any two functions of middle level management.

Ans. (i) Integrate the efforts of every individual so that organisational goals could be achieved.

(ii) Interpret and explain the policies framed by top level management.

59. Departmental managers are included in which level?

Ans. Middle level management.

60. Your grandfather has retired from an organisation, in which he was responsible for implementing the plans developed by top level management: At which level management was he working?

Ans. My grandfather was working at middle level.

61. Name the level of management involved in (i) taking key decisions. (ii) Planning day to day operations.

Ans. (i) Top level

(ii) Lower level

62. State two functions of lower level management.

Ans. (i) Plan day-to-day work

(ii) Issue orders and instructions to workers

63. State two function to top level management.

Ans. (i) Formulate policies

(ii) Establish long-term objectives.

64. Suppose the post of CEO is offered to you in an organisation. At which level you are going to be hired? Identify.

Ans. Top level.

65. Name the level of management, at which the managers are responsible for the welfare and survival of the organisation.

Ans. Top level management.

66. At which level the managers are responsible for implementing and controlling the plans and strategies of an organisation?

Ans. Middle level management.

67. At which level of management managers are responsible for maintaining the quality output and safety standards?

Ans. Lower level management.

68. Middle management serves as a link between which two levels of managements?

Ans. Top management and operational management.

69. Write any two designations in the lower level management.

Ans. (i) Supervisors

(ii) Foremen.

70. To determine the policies is the function of which level of management?

Ans. Top level management.

71. Departmental managers are included at which level of management?

Ans. At middle level management.

72. Name the function of management requiring thinking in advance regarding what is to be done in future.

Ans. Planning.

73. Name the function of management, which is considered as a base for all other functions of management.

Ans. Planning.

74. Forecasting, decision making, policy making and establishing objectives are concerned to which function of management?

Ans. Planning.

75. What is meant by planning?

Ans. It refers to thinking before doing.

76. Name the function of management, which coordinates the physical, financial and human resources and establishes productive relations for the achievement of specific goals.

Ans. Organising.

**77. Which function of management comes after planning but before staffing ?**

**Ans.** Organising.

**78. What is meant by organising as a function of management ?**

**Ans.** It refers to harmonious adjustment of various elements to achieve common objectives.

**79. Name the function of management that involves identifying the various activities, grouping them under proper head, assigning duties to the individuals and establishing authority responsibility relationships.**

**Ans.** Organising.

**80. Name the function of management, which is concerned with finding the right person for the right job.**

**Ans.** Staffing.

**81. Which function of management involves recruitment, selection, placement, training and development of the employees ?**

**Ans.** Staffing.

**82. Which function of management is referred to as human resource function ?**

**Ans.** Staffing.

**83. What is meant by staffing ?**

**Ans.** Staffing means finding right number of persons having right qualifications for the right jobs who do these jobs at right time efficiently.

**84. Which function of management is concerned with implementation of plans ?**

**Ans.** Directing.

**85. Name the function of management, which is considered with leading, influencing and motivating employees to perform the tasks assigned to them.**

**Ans.** Directing.

**86. What is meant by directing ?**

**Ans.** It refers to instructing, guiding, communicating, and inspiring people in the organisation.

**87. Which function of management ensures that actual activities confirm to planned activities ?**

**Ans.** Controlling.

**88. Which function of management involves comparing the actual performance with the established standards, finding out deviations, if any, and taking corrective actions to ensure that activities are going on according to the plans ?**

**Ans.** Controlling.

**89. Which function of management is regarded as monitoring function of management ?**

**Ans.** Controlling.

**90. What is meant by controlling ?**

**Ans.** Controlling may be defined as the process through which managers evaluate and compare the actual performances of the employees with the predetermined or targeted plans.



**91. What do you mean by coordination?**

**Ans.** Coordination is the process whereby an executive develops an orderly pattern of group efforts among his subordinates and secures unity of action in the pursuit of common purpose.

**92. Give any one feature of coordination.**

**Ans.** Coordination is a continuous process.

**93. Name the force that binds all the functions of management.**

**Ans.** Coordination.

**94. Why coordination is needed at all levels of management ?**

**Ans.** Because of the interdependence nature of activities of various departments.

**95. Name the concept which is known as the essence of management.**

**Ans.** Coordination.

**96. Identify the concept which helps a manager in synchronising the activities of different departments.**

**Ans.** Coordination.

**97. State any two possible consequences, if coordination is not followed in an organisation.**

**Ans.** (i) Duplication of work.

(ii) Creates thrilling atmosphere, lacking mutual confidence and co-operation.

**98. Give the significance of Coordination.**

**Ans.** It helps in framing the work schedules in different departments, as a result each department is able to work with peace and harmony.

**99. Why Coordination is needed in large enterprises ?**

**Ans.** Coordination is needed in large enterprises to bind the efforts of all individuals as it is difficult to establish the personal contacts with each and every employee in an organisation.

**100. Thread is the most important tool in garland. Similarly in management, which concept plays the role of thread ?**

**Ans.** Coordination.

**101. Distinguish between Coordination and cooperation in one line.**

**Ans.** Coordination is a deliberate effort where as cooperation is a voluntary one.

**102. Karan Enterprise Limited is facing a lot of problems. It manufactures pens. It is suffering losses due to surplus. The production department produces more of pens than required and sales department is not able to sell those many pens. What quality of management do you think the company lacking?**

**Ans.** Coordination.

**103. Why is coordination considered as all pervasive ?**

**Ans.** It is required at all levels of management and in all departments of organisation.