



### General Instructions

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- (i) The examination will be conducted in Computer-Based Test (CBT) mode.
- (ii) Each question carries +5 marks for correct answer and -1 mark for wrong answer.
- (iii) The total number of questions are 50.
- (iv) Duration of the exam is 1 hour (60 minutes).

**1. Which of the following is not a characteristic of management?**

- (A) Management is goal-oriented
  - (B) Management is a continuous process
  - (C) Management is an individual activity only
  - (D) Management is a group activity
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**2. Which level of management is responsible for translating organizational plans into action?**

- (A) Top-level management
  - (B) Middle-level management
  - (C) Supervisory management
  - (D) Shareholders
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**3. Which principle of management states that a subordinate should receive orders from only one superior?**

- (A) Unity of Direction
- (B) Scalar Chain
- (C) Unity of Command
- (D) Equity

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**4. Which of the following is a financial incentive provided to employees?**

- (A) Promotion
  - (B) Job Security
  - (C) Bonus
  - (D) Employee Recognition
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**5. Planning provides directions for action and reduces uncertainty. This highlights which importance of planning?**

- (A) Promotes Innovative Ideas
  - (B) Facilitates Decision Making
  - (C) Reduces the Risk of Uncertainty
  - (D) Establishes Standards for Controlling
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**6. Which type of plan is formulated for activities that occur repeatedly over a long period of time?**

- (A) Method
  - (B) Project
  - (C) Single-use Plan
  - (D) Standing Plan
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**7. The process of assigning duties, grouping tasks and establishing authority relationships among employees is known as**

- (A) Staffing
  - (B) Organising
  - (C) Directing
  - (D) Controlling
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**8. Which of the following is the first step in the staffing process?**

- (A) Recruitment
  - (B) Selection
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- (C) Training and Development
  - (D) Estimating Manpower Requirements
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**9. The element of directing that seeks to influence the behaviour of employees to achieve organizational objectives is called**

- (A) Communication
  - (B) Supervision
  - (C) Motivation
  - (D) Delegation
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**10. In the controlling process, comparing actual performance with predetermined standards is known as**

- (A) Measurement of Performance
  - (B) Taking Corrective Action
  - (C) Analysis of Deviations
  - (D) Setting Standards
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