BUSINESS STUDIES CLASS XII

CHAPTER 1 NATURE AND SIGNIFICANCE OF MANAGEMENT

MULTIPLE CHOICE QUESTIONS 1 Managerial activities are performed in all types of organisations, in all departments and at all levels. Identify the feature of Management in the given statement. (A) Management is Goal-oriented process (B) Management is Multi-dimensional (C) Management is Pervasive (D) Management is a Continuous Process 2 Which one of the following is not an Organisational objective? (A) Generation of employment opportunities (B) Growth and expansion of business (C) Earning adequate amount of profit (D) Long survival of the organization 3 | Mahajan is engaged in manufacturing colours using eco-friendly methods of production. Which management objective is being followed: (A) Organisational Objective (B) Social Objective (C) Personal Objective (D) None of these 4 Which of the following is true about Management? (A) Management is Science

	(B) Management is Art
	(C) Management is both Science as well as Art.
	(D) None of these
5	What is the full form of AIMA?
	(A) All India Masters' Association
	(B) All India Management Academy
	(C) All India Management Association
	(D) All India Master in Administration
6	Where should a lawyer get registered before practicing that profession?
	(A) Medical Council of India
	(B) Bar Council of India
	(C) Institute of Chartered Accountants of India
	(D) AIMA
_	
7	Management is the process of :
	(A) Controlling affairs of the organization
	(B) Administering the departments of the organization
	(C) Managing the activities of the organization
	(D) All of the above
8	Find the correct statement for "Management as a universal phenomenon"
	(A) Depends on whether the organization is a for-profit firm or any non-profit
	organization.
	(B) Does not depend on nature or type of organization
	(C) Depends on whether the organization is a partnership or a company.
	(D) None of the above
•	
9	

Which of the following is true?

- (A) Management can be considered Pure Science
- (B) Management is a full-fledged Profession
- (C) Management principles can be tested in laboratories
- (D) Management is a Social Science
- Directors of Dhiraj Ltd. assigned the task of implementing the plans and policies framed by the board to all the departmental heads. Departmental heads appointed supervisor, superintendent, executives, etc. so that work can be assigned to workers as per the plan. Supervisors kept a check on workers as per the plan. Identify the feature of management highlighted in above para.
 - (A) Management is Pervasive
 - (B) Management is a group activity
 - (C) Management is goal oriented
 - (D) Management is a dynamic function
- 11 Management of Sugandha Ltd. has installed a special recycling plant to recycle the waste instead of dumping the waste in ground. It is also providing employment opportunities to local residents. Company started a school nearby for the children of their employees. Identify the objective of management the company is fulfilling.
 - (A) Organizational Objective
 - (B) Social Objective
 - (C) Personal Objective
 - (D) Both (B) and (C)
- 12 Amrit is working as a Finance Manager in Cognose Ltd. State the management level at which he is working.
 - (a) Top Level
 - (b) Supervisory Level

	(c) Middle Level	
	(d) None of these	
	(u) Notic of these	
13	is the manage	ement function of assigning duties, grouping tasks, establishing
		sources required to carry out a specific plan?
	(a) Planning	or and a control of the control of t
	(b) Organising	
	(c) Coordination	
	(d) Directing	
14	To co-operate with other d	lepartments for smooth functioning of the organisation'
	highlights the functions of	level of management.
	(a) Top	
	(b) Supervisory	
	(c) Middle	
	(d) None of these	
	(d) None of these	
45		
15	Match the functions of ma	nagement with their respective examples:
	Function of management	Examples
	1. Planning	A. Conform actual results with planned results
	2. Organizing B. Br	idge the gap where we are and where we want to go
	3. Staffing	C. Establishing authority responsibility relationship
	4. Directing	D. Right people for the right job
	5. Controlling	E. Putting resources into action
	Identify the correc	t option:
	(a) 1-A, 2-E, 3-D, 4-l	В, 5-С
	(b) 1-A, 2-E, 3-C, 4-l	3,5-D
	TI.	

	(c) 1-B, 2C, 3-D 4-E,5-A
	(d) 1-C, 2-D, 3-A, 4-E,5-B
16	Top-level management does not
	(a) control the activities of all the departments of the organisation.
	(b) make sub-plans for the lower level.
	(c) determine the objectives and policies of the organisation.
	(d) establish contacts with the outside world.
17	Which concept of management requires balancing, timing and integration of
	activities to ensure planned objectives are achieved with minimum of conflicts?
	(a) Cooperation
	(b) Coordination
	(c) Management
	(d) Planning
18	It is sometimes considered as a separate function of management and it is implicit and
	inherent in all functions of an organisation. Which term of the management is referred
	here?
	(a) Effectiveness
	(b) Efficiency
	(c) Cooperation
	(d) Coordination
10	The cales department accuses production department for the poor cales due to late
19	The sales department accuses production department for the poor sales due to late
	delivery of goods, production department accuses purchase department for not
	delivering the raw material in time and purchase department accuses finance

	department for not releasing funds on time. Which quality of management is missing in
	the above situation?
	(a) Planning
	(b) Cooperation
	(c) Coordination
	(d) Poor hierarchy
20	Which of the following function is performed by the middle-level management?
	(a) Analysis of business environment and its implication for survival of
	organisation.
	(b) Maintenance of quality output and minimisation of wastage.
	(c) Formulation of organisational goals and strategies.
	(d) Interpretation of the policies framed by the top management
21	The process of getting work done through others is known as
	(a) effectiveness
	(b) efficiency
	(c) management
	(d) planning
22	Management is essential for the organisations which are
	(a) Non-profit organisations
	(b) Service organisations
	(c) Social organisations
	(d) All of the above
23	People in the organisations carry out diverse tasks with the aim to achieve
	(a) Different objectives
	(b) Common objectives
	(c) Both of the above
	(d) None of the above

24	Successful management ensures that
	(a) Goals are achieved with least cost
	(b) Timely achievement of goals
	(c) Both of the above
	(d) None of the above
25	Efficiency is concerned with
	(a) Doing the right thing
	(b) Doing things right
	(c) Achieving end results
	(d) None of the above
26	Effectiveness relates to
	(a) Doing the right task
	(b) Completing activities
	(c) Achieving goals
	(d) All of the above
27	Google and Microsoft make the provision of crèche, laundry, gym, and entertainment
	facilities for their employees, which objective of management is achieved by the
	management?
	(a) Social objective
	b) Personnel objective
	(c) Organisational objective
	(d) Economic objective
28	Policy formulation is the function of
	(a) top-level managers
	(b) middle-level managers
	(c) (c) operational management
	(d) (d) all of these

to ensure planned objectives are achieved with minimum of conflicts? (a) Cooperation (b) Coordination (c) Management (d) Planning 30 Successful organisations do not achieve goals by chance but by following a deliberate process known as (a) Planning (b) Co-ordination (c) Controlling (d) Management 31 Identify the process that provides the requisite amount, quality, timing and sequence of efforts, which ensures that planned objectives are achieved with a minimum of conflict. (a) Management (b) Planning (c) Co-ordination (d) Controlling 32 This function of Management related to placing the right person at the right job is (a) Organising (b) Staffing (c) Planning (d) Controlling 33 This function of management relating to laying down the foundation for carrying out the other functions of management successfully is (a) Organising (b) Staffing (c) Planning (d) Controlling	29	Which concept of management requires balancing, timing and integration of activities
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(b) Staffing (c) Planning		out the other functions of management successfully is
(c) Planning		(a) Organising
		(b) Staffing
(d) Controlling		(c) Planning
		(d) Controlling

- 34 Which of the following statements is not true for lower level management?
 - (a) Analyse the business environment and its implications for the survival of the business.
 - (b) Ensure the quality of the output
 - (c) They strive to reduce the wastage of resources
 - (d) They ensure that the safety standards are maintained within the organisation
- Which of the following statements is not relevant to the concept of "Management as an inexact science"?
 - (a) The principles of management lack universal validity
 - (b) The principles of management lack universal applicability
 - (c) The principles of management have to be modified according to the given situation
 - (d) Management involves dealing with human behaviour and outcomes cannot be predicted with utmost accuracy
- Tarang Enterprises Limited is planning to increase its sales by 30% in the next quarter. Identify the feature of management being highlighted in the given statement.
 - (a) Management is all pervasive
 - (b) Management is a goal oriented process
 - (c) Management is a continuous process
 - (d) All of the above
- Which of the following statements does not pertain to middle level management?
 - (a) They are responsible for all the activities of the operational managers.
 - (b) They are responsible for the welfare and survival of the organisation.
 - (c) The interpreter the policies made by top level managers
 - (d) Co-operate with other departments for the smooth running of the organisation.

- Identify the feature of co-ordination being highlighted in the given statement: "Coordination is not a one timefunction, it begins at the planning stage and continue till controlling."
 - (a) Coordination ensures unity of action
 - (b) Coordination is an all pervasive function
 - (c) Coordination is a continuous process
 - (d) Coordination is a deliberate function
- 39 The following is not an objective of Management
 - (A) Earning profits
 - (B) Growth of the organisation
 - (C) Providing Employment
 - (D) Policy Making
- 40 'The activities involved in managing an enterprise are common to all organisations whether economic, social or political'.

Which characteristic of management is highlighted in the given statement.

- (A) Management is a goal-oriented process
- (B) Management is all pervasive
- (C) Management is multidimensional
- (D) Management is a group activity.
- 41 | 'Management aims at reducing costs and increasing productivity'.

Which importance of Management is highlighted in the given statement.

- (A) Management helps in achieving group goals
- (B) Management increases efficiency
- (C) Management creates a dynamic organisation
- (D) Management helps in achieving personal objectives

42	One of the organisational objectives of management is 'Growth of a business'. Which one of the following is not associated with measurement of business
	growth.
	(A) Sales volume
	(B) Number of Employees
	(C) Number of creditors
	(D) Number of Products offered
43	Management is
	(A) An art
	(B) A science
	(C) Both art & science
	(D) Neither
44	'Management cannot be seen but its presence can be felt in the way the
	organisation functions.'
	Which characteristic of management is mentioned in the given statement.
	(A) Management is multidimensional
	(B) Management is all pervasive
	(C) Management is an intangible force
	(D) Management is a dynamic function
45	Coordination acts as the binding force between departments and ensures that all
	action is aimed at achieving the goals of the organisation.
	Which characteristic of management is mentioned in the given statement.
	(A) Coordination integrates group efforts
	(B) Coordination ensures unity of action
	(C) Coordination is a continuous process
	(D) Coordination is an all pervasive function

'Management cannot be seen but its presence can be felt in the way the organisation functions.'

Which characteristic of management is mentioned in the given statement.

- (A) Management is multidimensional
- (B) Management is all pervasive
- (C) Management is an intangible force
- (D) Management is a dynamic function
- Identify the nature of management when a manager applies the existing theoretical Knowledge in his own unique manner.
 - (A) Management as a Science
 - (B) Management as an Art
 - (C) Management as a profession
 - (D) Management as a Discipline
- 'The aim of a manager is to reduce costs and increase productivity'.

 Identify the importance of management mentioned in the given Statement.
 - (A) Management increases efficiency.
 - (B) Management creates a dynamic organisation.
 - (C) Management helps in achieving personal objectives.
 - (D) Management helps in achieving group goals.
- Name the process of working with and through others to effectively achieve organisational objectives by efficiently using limited resources in a changing environment.
 - (A) Management
 - (B) Planning
 - (C) Organising
 - (D) Controlling

- 50 Management is essential for the following organisations:
 - (A) Big or Small
 - (B) Profit or Non profit
 - (C) Services or Manufacturing
 - (D) All of these.
- Through motivation and leadership the management helps individuals to develop team spirit, cooperation and commitment to group success" Identify the point of importance of management highlighted above:
 - (A) Management helps in achieving group goals
 - (B) Management increases group efficiency
 - (C) Management creates a dynamic organisation
 - (D) Management helps in achieving personal objectives.
- "Profit maximisation as the objective of management does not hold true and is fast changing. Therefore, if an organisation has a good management team that is efficient and effective it automatically serves society by providing good quality products at reasonable prices". Identify the characteristics of the profession that is not fully present in management.
 - (A) Ethical code of conduct
 - (B) Restricted Entry
 - (C) Professional Association
 - (D) Service Motive.

- Amit is working as a marketing manager in a company. He has been given a task of selling 10,000 units of a product at the cost of Rs.100 per unit within 20 days. He is able to sell all the units within the stipulated time, but had to sell last 1000 units at 20% discount in order to complete the target. In such a situation, he will be considered to be:
 - (A) An efficient manager
 - (B) An effective manager
 - (C)Both effective and efficient manager
 - (D) None of the above
- 54 Which of the following statements best explains that 'Management is an Art'?
 - (A) Two managers deal with the same problem differently.
 - (B) Management has drawn its knowledge from other disciplines also.
 - (C)No formal qualification is required for the appointment as a manager in a company.
 - (D)Outcomes of managerial actions cannot be predicted accurately.
- Max Enterprise Limited is planning to increase its sales by 30% in the next quarter. Identify the features of management being highlighted in the given statement:
 - (A) Management is all pervasive.
 - (B) Management is a goal oriented process.
 - (C) Management is a continuous process.
 - (D) All of the above.

- To meet the objectives of the firm, the management of MCL. Ltd. offers employment to physically challenged persons. Identify the organisational objectives it is trying to achieve:
 - (A) Survival
 - (B) Profit
 - (C) Growth
 - (D) Social Objective
- 57 Why is Management called a multi faceted concept?
 - (A) Because management is a complex activity that has three main dimensions: management of work, management of people, and management of operations.
 - (B) The activities involved in managing an enterprise are common to all organisations whether economic, social or political
 - (C)The process of management is a series of continuous, composite but separate functions(planning, organising, directing, staffing and controlling). These functions are simultaneously performed by all managers all the time.
 - (D) None of the above

- Hema is one of the most successful managers of her company, Excel Ltd. She uses her creativity and initiatives in handling challenging situations at work. The knowledge gained by her during her students day at a renowned management institute as well as through her observations and experience over the years is applied by Hema in a skilful manner in the context of the realities of a given situations. She often read books and other literature in various fields of management to keep her knowledge updated. An aspect of the nature of management is being highlighted in the above description. Identify the aspects:
 - (A) Management as a science
 - (B) Management as an art
 - (C) Management as a profession
 - (D) Management is both art and science
- 59 Which one of the following sequences of process of management is correct:
 - A. Planning, Directing, Controlling, Organizing, Staffing
 - B. Directing, Staffing, Planning, Organizing, Controlling
 - C. Planning, Organizing, Staffing, Directing, Controlling
 - D. Organizing, Planning, Staffing, Controlling, Directing
- 60 What contributes to the elimination of complexities of large scale organizations:
 - A. Marketing
 - B. Controlling
 - C. Coordination
 - D. Organizing
- 61 Management is multidimensional because it manages:
 - A. Work
 - B. People
 - C. Operations
 - D. All of the above

62 Two teachers will always differ in demonstrating their teaching. Identify the feature of art to which the above statement is related. A. Existence of theoretical knowledge B. Personalized application C. Based on practice and creativity D. None of the above 63 Mr. Jogesh Rana PGT Economics is the head of exam department. His is responsible for smooth conduct of internal exams. At which level of management he is working? A. Top Level B. Middle level C. Low Level D. Supervisory Level In India Management is considered as: A. Only an Art B. Only soft Science C. A and B both D. A full fledged profession 65 Which of the following is not true? A. Management is a goal oriented process B. Management creates a dynamic environment C. Management helps in developing the society D. Management is a tangible force

66 Coordination is called essence of management as it is needed at ------ level/s of management: A. Top B. Middle C. Low D. All 67 Mr. Gopal Rawat is class teacher of XI B. He takes the attendance of class XIB on daily basis. He also ensures the discipline in the class. If any student have any problem, he ensures all remedies. Mr. Gopal Rawat is working ------ level of management. A. Top B. Middle C. Low D. None of the above 68 Milan company's target production is 5000 units in a year. To achieve this target the manager has to operate on double shifts due to power failure most of the time. The manager is able to produce 5000 units but at a higher production cost. In the above case tell the status of the manager. Manager was effective A. B. Manager was efficient C. Manager was effective but not efficient

D.

Manager was efficient but not effective

- In order to be successful, an organisation must change itself and its goals according to the needs of the environment. Regarding this we have the example of KVS, In the corona pandemic online classes were stated rather than offline classes and evaluation was also completed in online mode. First Google Duo was used and after that Google Meet. Also Google classroom was formed by every teacher. Identify the characteristics of management mentioned in the above case.
 - A. Management is an intangible force.
 - B. Management is a dynamic function.
 - C. Management is a group activity.
 - D. Management is a continuous process

ANSWER KEY

MULTIPLE CHOICE QUESTIONS	
1	С
2	А
3	В
4	С
5	С
6	В
7	D
8	В
9	D
10	В
11	D
12	С
13	В
14	С
15	С
16	В
17	
18	
19	
20	
21	
22	
23	В

24	С
25	В
26	
27	
28	А
29	В
30	D
31	
32	В
33	С
34	Α
35	В
36	В
37	В
38	С
39	
40	В
41	
42	
43	
44	
45	
46	
47	
48	
49	(A)

50	(D)
51	(D)
52	(D)
53	(B)
54	(A)
55	(B)
56	(D)
57	(A)
58	(B)
59	С
60	С
61	D
62	В
63	В
64	С
65	D
66	D
67	С
68	С
69	В
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BUSINESS STUDIES CLASS XII

CHAPTER 1 NATURE AND SIGNIFICANCE OF MANAGEMENT

CASE S	CASE STUDY BASED QUESTIONS		
	➤ Read the following text and answer the following questions on the basis of the same:		
1	Asmita is the branch manager of ABC Handicrafts Private Limited. The company's objective is to promote the sales of Indian handloom and handicraft products. It sells fabrics, furnishings; ready-made and household items, made out of traditional Indian fabrics. Asmita decides quantities, variety, colour and texture of all the above items and then allocates resources for their purchase from different suppliers. She appoints a team of designers and crafts people in the company, who developed some prints for bed covers in bright colour on silk. Although the products looked very attractive and impressive, they were relatively expensive on the front of affordability for an average customer. Asmita suggested that they should keep the silk bed covers for special festive occasions and offer the cotton bed covers on a regular basis to keep costs under control.		
	 "She appoints a team of designers and crafts people in the company, who developed some prints for bed covers in bright colour on silk." Which function of management is highlighted in this context? (a) Controlling (b) Staffing (c) Planning (d) Directing With reference to the above case, at which level of management Asmita is 		
	working? (a) Lower level (b) Top level		

(c) Middle level (d) Shop floor 3. "Asmita suggested that they should keep the silk bed covers for special festive occasions and offer the cotton bed covers on a regular basis to keep costs under control." Which function of management is highlighted in this context? (a) Controlling (b) Staffing (c) Organising (d) Planning 4. In the above case, "company's objective is to promote the sales of Indian handloom and handicraft products." The above line focuses on which feature of management? (a) Management is an intangible force (b) Management is a goal-oriented process (c) Management is pervasive in nature (d) Management is a continuous process 2 "Sinjini Enterprises" is enjoying a good reputation in the market. Kavita Murty, the General Manager, has acquired her MBA degree from Oxford University and as a result of her knowledge of management principles and excellent managerial competence, the enterprise is success because of the good management. The effect of management is noticeable because targets are being met in time, employees are happy and satisfied; and there is orderliness instead of chaos. She motivated her team so well that individual members were able to achieve personal goals while contributing to the overall organizational objectives. She is a visionary and understands the value of good personnel in an organization. Hence she proposed to keep budget for opening crèche for the kids of female employees. 1. At what level Kavita Murty is working? (a) Top Level (b) Middle Level

(c) Lower Level
(d) Supervisory Level
2. Which concept of management follow by Kavita Murty to balancing, timing and
integration of activities to ensure planned objectives are achieved with minimum of
conflicts?
(a) Cooperation
(b) Coordination
(c) Management
(d) Planning
3. Which nature of management is highlighted in the case study?
(a) Management is an Art
(b) Management is a Science
(c) Management is a Profession
(d) Both Science and Art
4. Which objective of management Kavita focused at?
(a) Organisational Objectives
(b) Personnel Objectives
(c) Social Objectives
(d) Growth Objectives
5. In the above case, "Company's objective is to promote the sales of Indian handloom and handicraft products." The above line focuses on which feature of management?
(a) Management is an intangible force(b) Management is a goal-oriented process(c) Management is pervasive in nature(d) Management is a continuous process

3	Cyclor compa The bi bicycl capac compa compa tough everyt	the passage given belone Cycles is a leading kany decides to manufacticycle manufacturing colors have to be manufactify at the scale of 8 out any kick starts its manufacturing is able to achieve the sendurance scale is that per unit cost of each its manufacturing seems to have go	cture 5000 b ost is to be k tured at the of 10. With afacturing. E he manufact s well above ne well the i	ufacturing company. To icycles by the end of the ept below Rs.750 per set toughness enduring all these parameters in the 28th of the montaining of 5050 bicycles as 8.25 out of 10. When manufacturing departments	he month. unit. The ng mind the th the			
	1. In the above case do you think that the company has been able to achieve Effectiveness?							
		Yes						
	· '	No						
	,	Not possible						
	D) None of the above							
	2.	Effectivene	SS	relates	to			
	(a)	Doing	the	right	task			
	(b)		Completing		activities			
	(c)		Achieving		goals			
1	1							

(d) All of the above

A Read the case given below and answer the following questions:

XOLO Power Ltd. set up a factory for manufacturing solar lanterns in a remote village as there was no reliable supply of electricity in rural areas. The revenue earned by the company was sufficient to cover the costs and the risks. As the demand of lanterns was increasing day by day, the company decided to increase production to generate higher sales. For this they decided to employ people from a nearby village as very few job opportunities were available in that area. The company also decided to open schools and creches for the children of its employees. The General Manager of the company, Nishant

believes that an organization should provide good quality products and services, create employment opportunities and adapt new technology for the greater good of the people.

According to him, in order to be successful, an organization must change itself and its goals according to the needs of the environment. As per Nishant's viewpoint, in order to ensure success a business needs to add to its prospects in the long run. He firmly believes that in order to remain in the industry, management must exploit fully the given resources.

- 1. Which set of managerial objectives are mentioned in the given case.
- (A) Personal objectives and social objectives
- (B) Social objectives and group objectives
- (C) Organizational objectives and social objectives
- (D) Organizational objectives and personal objectives
- 2. "Nishant believes that an organization should provide good quality goods and services, create employment opportunities and adapt new technology for the greater good of the people".

Identify the importance of management mentioned in the given statement.

- (A) Management increases efficiency
- (B) Management creates a dynamic organization
- (C) Management helps in the development of society
- (D) Management helps in achieving group goals

3. "An organization must change itself and its goals according to the needs of the environment".

Identify, from the following alternatives, the characteristic of management discussed in the given statement.

- (A) Management is multidimensional
- (B) Management is a goal oriented process
- (C) Management is a group activity
- (D) Management is a dynamic function
- 4. Which organizational objective is mentioned in the given case.
- (A) Survival
- (B) Growth
- (C) Profit
- (D) Operational efficiency
- Read the case given below and answer the following questions:

 An organization is a collection of diverse individuals with different needs. Every member of the group has a different purpose of joining the organization but as members of the organization they work towards fulfilling the common organizational goal. Bhagwati Enterprises is also such an organization. The firm deals in manufacturing of shoes. The company's margins are under pressure and the profits and market share are declining. The production department blames marketing for not meeting sales targets and marketing blames production department for producing goods, which are not of good quality meeting customers' expectations. The

finance department blames both production and marketing for declining returns on investment and poor marketing. On investigation the CEO of the company Mr. Gopal Rao found that the organization was lacking an important quality of management. This managerial quality aims at securing unity of action in the realization of the common purpose. It acts as the binding force between the departments and ensures that all action is aimed at achieving the goals of the organization.

1. According to you, which characteristic of management is lacking in Bhagwati enterprises? (A) Management is multidimensional (B) Management is a continuous process (C) Management is an intangible force (D) Management is a group activity 2. "This managerial quality aims at securing unity of action in the realization of the common purpose". Which managerial quality is being talked about in the given statement? (A) Cooperation (B) Coordination (C) Effectiveness (D) Efficiency 3. Identify the characteristic of managerial quality, which is discussed in the given paragraph. (A) It integrates group efforts (B) It ensures unity of action (C) It is an all pervasive function (D) It is the responsibility of all the managers 4. Which one of the following functions is not performed by Mr.Gopal Rao as the CEO of the company. (A) Coordinating the activities of different departments. (B) Ensuring welfare and survival of the organization. (C) Assigning necessary duties and responsibilities to the workers. (D) Formulating overall organizational goals and strategies for their

achievement.

Appliances India Ltd. is a famous company. This company runs a school and a hospital. Both the units of the company are running successfully. The secret of their success is considered to be their very good management.

In an interview, the CEO of the company told that the main objective of the company is to bring improvement in the standard of life of the people through better education and health. They want to achieve this goal at any cost. On being asked a question about the very good management, he replied that all their managers are very well trained and experienced, but they are not members of any associations.

In answers to the last questions asked, the CEO replied in detail that all the activities of their company do not run very well on their own, but to make them run so, a lot of labour has to be put in. As a result of the efforts put in by the company, all the workers/employees decide a direction for themselves and then they work in that direction. At the end he said that they always continued to put in such efforts.

- 1. 'The secret of success of all the units of self dependent Appliance India Ltd. is their very good management.. Which particular feature of management is indicated by this statement.
- A. Management is an intangible force
- B. Management is a dynamic function.
- C. Management is all pervasive.
- D. Management is a continuous process.
- 2. Identify the objectives, the realisation of which has been referred to by the CEO of the company:
- A. Organisational objectives
- B. Social objectives
- C. Personal objectives
- D. All the above.

- 3. 'All the managers of the company are trained and experienced, but they are not members of any association.' Which particular feature of profession is suggested by this statement?
- A. Ethical code of conduct
- B. Professional Association
- C. Restricted Entry
- D. Service Motive
- 4. In answer to the last question asked, the CEO replied in detail that all the activities of their company do not run very well on their own, but to make them run so, a lot of labour has to be put in. As a result of the efforts put in by the company, all the worker/employees decide a direction for themselves and then they work in that direction. At the end he said that they always put in such efforts.

Identify the importance of management in this statement:

- A. Management helps in achieving group goals.
- B. Mangement increases efficiency
- C. Management helps in achieving personal objectives.
- D. All of the above.

Founded in 1868, by Jamsetji Nusserwanji, Tata the Tata Group is a global business conglomerate operating in over 100 countries across 5 continents. His strong sense of values and spirit of innovation and entrepreneurship are a lalance economic prosperity, environmental responsibility and social benefits for the community. In India, they are a partner in progress with Odisha, and believe in taking its stakeholders forward in its journey of growth. Tata Steel Thailand is one of the first 30 companies that joined UNICEF in Child Friendly Business in "The Children Sustainability Forum to make a commitment in protecting children's rights. Tata Steel Europe's Community Partnership Programme 'Future Generations', with sub-themes of education, environment, health and Well-being works across the UK, assisting job and wealth creation by supporting small and medium businesses with finance and business premises.

They also play a constructive role in addressing climate change both by reducing carbon footprint, and by creating high performance steels that lead to fuel-efficient vehicles and energy-efficient buildings. Their Environmental Management Systems meet the ISO 14001 standards at all of their main manufacturing sites.

Shaped by a lineage of sound and straightforward business principles, the Tata Group is built on a foundation of trust and transparency, Building such huge enterprises, sustaining and running them profitably are possible only through effective and efficient management and coordination at all levels.

- 1. Which of the following function must be performed by Jamsetji Nusserwanji?
- A. Oversee the efforts of the workforce.
- B. Motivate personnel to achieve desired objectives.
- C. Welfare and survival of the organisation
- D. All the above.

- 2. "He believed that satisfied workers create satisfied workers and in lieu to this principle he paid all his workers provident fund well before it was made mandatory." Which objectives have been fulfilled by the management of Tata Steel?
- A. Organisational Objectives
- B. Social Objectives
- C. Personnel Objectives
- D. Both (i) and (iii)
- 3. Which of the following highlights the social objectives fulfilled by the management of Tata Steel?
- A. Tata Steel Thailand is one of the first 30 companies that joined UNICEF in Child Friendly Business in "The Children Sustainability Forum to make a commitment in protecting children's rights.
- B. Tata Steel Europe's Community Partnership Programme Future Generation, with sub-themes of education, environment, health and Wellbeing works across the UK, assisting job and wealth creation by supporting small and medium businesses with finance and business premises.
- C. They also play a constructive role in addressing climate change both by reducing carbon footprint, and by creating high performance steels that lead to fuel-efficient vehicles and energy-efficient buildings.
- D. All the above.
- 4. Tata Steel has risen to the top because of:
- A. Effective and Efficient Management
- B. Coordination at all levels
- C. Both (i) and (ii)
- D. Strong sense of values and spirit of innovation and entrepreneurship.

ANSWER KEY: CASE STUDY BASED QUESTIONS			
1	1. B 2. C 3. A 4. B		
2	1. A 2. B 3. C 4. B 5. B		
3	 Yes the company has achieved Effectiveness. Since the quality (toughness scale—8.25 well above 8), quantity (5050 units well above 5000 units) and dead line (the target is achieved on 28th) have been achieved. The company lacks in efficiency as per unit cost has gone above the set target by Rs.30. D 		
4	1. C 2. C 3. D 4. B		
5	1. D 2. B 3. C 4. C		
6	1. C 2. B 3. B 4. D		
7	1. D 2. C 3. D 4. C		

PREPARED BY THE PGTs (COMMERCE) OF BHUBANESWAR, GUWAHATI, KOLKATA, RANCHI, SILCHAR AND TINSUKIA REGIONS.

BUSINESS STUDIES CLASS XII

CHAPTER 1 NATURE AND SIGNIFICANCE OF MANAGEMENT

TRUE/FALSE QUESTIONS							
1	Middle level managers set goals and objectives and make decisions about the direction of the organisation that affect everyone in the organisation.						
2	Directing takes place at every level of management.						
3	Coordination without cooperation has not roots and cooperation without coordination bears no fruits.						
4	Coordination is the responsibility of the top-level managers.						
5	Planning implies setting goals in advance and developing a way of achieving them efficiently and effectively.						
6	Effectiveness is concerned with the means of getting things done, while the goal of efficiency is to minimize resource costs.						
7	The existence of management can be seen but it cannot be felt.						
8	For management it is necessary to be efficient rather than effective.						
9	Efficiency means doing the task correctly and with maximum cost.						
10	Being efficient or doing work efficiently basically means finishing the given task.						

11	Top management level is responsible for implementing plans and strategies of the organisation.				
12	"Management principles can be applied to all types of activities."				
13	"Coordination is required at all levels of management in all management functions."				
14	Management is dynamic				
15	Efficiency means completion of task or achievement of goal on time				
16	All professions are based on well-defined body of knowledge				
17	Priya is using environmental friendly methods of production. She is trying to achieve personal objective of management.				
18	Art does not involve the creative practice of existing theoretical knowledge.				
19	Management resist the people to adapt the changes in competitive world.				
20	Management principles are derived after observations and experimentations under controlled condition.				
21	Management is essential only for the profit making organisations.(T/F)				
22	The principles of management have universal applicability. This statement reflects that management is a pure science. (T/F)				
23	Management of people means dealing with employees as individuals with diverse needs and behaviour as well as dealing with individuals as a group of people.(T/F)				
24	Growth of an organisation can be measured in terms of profit.(T/F)				

25	A production manager was able to produce the desired output with minimum cost but not within the required time the required time. In this case the manager was neither effective nor efficient . (T/F)
26	COORDINATION IS RESPONSIBILITY OF TOP MANAGERS ONLY
27	EFFECTIVENESS FEFERS TO COMPLETING THE WORK ON TIME NO MATTER WHATEVER THE COST
28	POLICY FORMATION IS A FUNCTION OF ALL LEVELS OF MANAGEMENT
28	CONTROLLING REFERS TO BRINGING THE ACTUAL RESULTS CLOSER TO THE DESIRED RESULTS
30	COORDINATION IS NOT A DELIBERATE FUNCTION

AN	SWER KEY: TRUE/FALSE QUESTIONS
1	0
2	1
3	1
4	0
5	1
6	True
7	False
8	False
9	False
10	False
11	False
12	True
13	True
14	True
15	False
16	True
17	False
18	False
19	False
20	True
21	False
22	0
23	True
24	False

25	False
26	0
27	1
28	0
29	1
30	0

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BUSINESS STUDIES CLASS XII

CHAPTER 1 NATURE AND SIGNIFICANCE OF MANAGEMENT

ASSERTION REASONING QUESTIONS

1 | **Assertion**: Efficiency aims at performing tasks with the least wastage of time and effort.

Reason: Efficiency is about doing the job in a cost-effective manner, i.e., getting maximum output with minimum input..

- A) Both Assertion (A) and the Reason (R) are true and Reason (R) is the correct explanation of Assertion (A)
- B) Both Assertion (A) and the Reason (R) are true and Reason (R) is not the correct explanation of Assertion (A)
- C) Assertion (A) is true but the Reason (R) is False.
- D) Assertion (A) is false but Reason (R) is True
- 2 **Assertion**: Management is an exact science.

Reason : Management deals with complex human behavior, which cannot be determined with accuracy.

- A) Both Assertion (A) and the Reason (R) are true and Reason (R) is the correct explanation of Assertion (A)
- B) Both Assertion (A) and the Reason (R) are true and Reason (R) is not the correct explanation of Assertion (A)
- C) Assertion (A) is true but the Reason (R) is False.
- D) Assertion (A) is false but Reason (R) is True

3

Assertion: Management is an intangible force.

Reason: Management has to adapt itself to its changing external environment, which consists of various social, economic and political factors.

- A) Both Assertion (A) and the Reason (R) are true and Reason (R) is the correct explanation of Assertion (A)
- B) Both Assertion (A) and the Reason (R) are true and Reason (R) is not the correct explanation of Assertion (A)
- C) Assertion (A) is true but the Reason (R) is False.
- D) Assertion (A) is false but Reason (R) is True
- 4 **Assertion**: Management is group activity.

Reason: Every member of a firm joins the organization with a different purpose and work towards the achievement of personal goals and not organizational goals.

- A) Both Assertion (A) and the Reason (R) are true and Reason (R) is the correct explanation of Assertion (A)
- B) Both Assertion (A) and the Reason (R) are true and Reason (R) is not the correct explanation of Assertion (A)
- C) Assertion (A) is true but the Reason (R) is False.
- D) Assertion (A) is false but Reason (R) is True
- 5 Assertion(A): The process by which a manager synchronises the activities of different departments is known as coordination.

Reason(R): Coordination is the force that binds all the other functions of management.

Choose the correct option:

- (a) Both Assertion and Reason are true and Reason is the correct explanation of Assertion.
- (b) Both Assertion and Reason are true but Reason is not the correct explanation of Assertion.
- (c) Assertion is true but Reason is false
- (d) Assertion is false but Reason is true
- 6 Assertion (A): The outcomes of experiments at managerial level are not capable of being accurately predicted or replicated. Reason
 - (R): Management deals with human beings and human behaviour.

Choose the correct option:

- (a) Both Assertion and Reason are true and Reason is the correct explanation of Assertion.
- (b) Both Assertion and Reason are true but Reason is not the correct

explanation of Assertion.

- (c) Assertion is true but Reason is false
- (d) Assertion is false but Reason is true
- Assertion (A): Coordination is a voluntary binding force between individuals and departments. Reason (R): Coordination gives a direction to the willing spirit.

Choose the correct option:

- (a) Both Assertion and Reason are true and Reason is the correct explanation of Assertion.
- (b) Both Assertion and Reason are true but Reason is not the correct explanation of Assertion.
- (c) Assertion is true but Reason is false
- (d) Assertion is false but Reason is true
- 8 Assertion(A): Organising is the management function of assigning duties, grouping tasks, establishing authority and allocating resources required to carry out a specific plan.

Reason (R): It decides who will do a particular task, where it will be done, and when it will be done.

Choose the correct option:

- (a) Both Assertion and Reason are true and Reason is the correct explanation of Assertion.
- (b) Both Assertion and Reason are true but Reason is not the correct explanation of Assertion.
- (c) Assertion is true but Reason is false
- (d) Assertion is false but Reason is true
- 9 Assertion (A): There is need of coordination because of functional differentiations.

Reason (R): All individuals differ in their habits of work, background, approaches to situations and relationships and they have their individual goals Choose the correct option:

(a) Both Assertion and Reason are true and Reason is the correct explanation of Assertion.

- (b) Both Assertion and Reason are true but Reason is not the correct explanation of Assertion.
- (c) Assertion is true but Reason is false
- (d) Assertion is false but Reason is true
- Assertion (A): Management as an art and science are not mutually exclusive, but complement each other.
 - Reason (R): Managers work better if their practices are based on principles of management.
 - (A) Both Assertion and reason are true and reason is correct explanation of assertion.
 - (B) Assertion and reason both are true but reason is not the correct explanation of assertion.
 - (C) Assertion is true, reason is false.
 - (D) Assertion is false, reason is true.
- Assertion (A): Through management, the personnel objectives can be achieved.

 Reason (R): Management helps provide good quality products, create employment opportunities and adapt new technologies.
 - (A) Both Assertion and reason are true and reason is correct explanation of assertion.
 - (B) Assertion and reason both are true but reason is not the correct explanation of assertion.
 - (C) Assertion is true, reason is false.
 - (D) Assertion is false, reason is true.
- Assertion (A): Coordination is a voluntary binding force between individuals and departments.

Reason (R): Coordination gives a direction to the willing spirit.

- (A) Both Assertion and reason are true and reason is correct explanation of assertion.
- (B) Assertion and reason both are true but reason is not the correct explanation of assertion.
- (C) Assertion is true, reason is false.
- (D) Assertion is false, reason is true.

- Assertion (A): Management does not meet the exact criteria of a profession. However, it does have some of the features of profession.
 - Reason (R): The entry in the management profession is restricted through acquiring a degree of MBA from any institute but there is no professional association to regulate the managers.
 - (A) Both Assertion and reason are true and reason is correct explanation of assertion.
 - (B) Assertion and reason both are true but reason is not the correct explanation of assertion.
 - (C) Assertion is true, reason is false.
 - (D) Assertion is false, reason is true.
- Assertion -In any organisation coordination is required so that production and salesdepartment can work hand in hand.

Reason-

Coordination integrates group efforts.

- (A) Both Assertion and reason are true and reason is correct explanation of assertion
- (B) Assertion and reason both are true but reason is not the correct explanation of assertion.
- (C) Assertion is true, reason is false.
- (D) Assertion is false, reason is true.
- Assertion (A): Management as an art and science are not mutually exclusive, but complementeach other.

Reason (R): Managers work better if their practices are based on principles of management. Find the correct option:

- (a) Both A and R are true and R is the correct explanation of A
- (b) Both A and R are true but R is not the correct explanation of A
- (c) A is true but R is false
- (d) A is false but R is true

- Assertion (A): Principles of management are mainly behavioural in nature.

 Reason (R): As human behaviour is very complex and dynamic in nature,
 management principles do not aim to influence such unpredictable behaviour.
 - (a) Both Assertion (A) and Reason (R) are True and Reason (R) is the correct explanation of Assertion (A).
 - (b) Both Assertion (A) and Reason (R) are True and Reason (R) is not the correct explanation of Assertion (A).
 - (c) Assertion (A) is True but Reason (R) is False.
 - (d) Assertion (A) is False but Reason (R) is True.
- Assertion (A): Through management the personnel objectives can be achieved.

 Reason (R): Management helps to provide good quality products, create employment opportunities and adapt new technologies. Find the correct option:
 - (a) Both A and R are true and R is the correct explanation of A
 - (b) Both A and R are true but R is not the correct explanation of A
 - (c) A is true but R is false
 - (d) A is false but R is true
- 19 **Assertion (A):** The activities of each department need to be linked through coordination.
 - **Reason (R):** Specialists usually think that they only are qualified to evaluate, judge and decide according to their professional criteria. Find the correct option:
 - (a) Both A and R are true and R is the correct explanation of A
 - (b) Both A and R are true but R is not the correct explanation of A
 - (c) A is true but R is false
 - (d) A is false but R is true

- 20 Assertion (A): Management is an full-fledged profession
 - Reason (R): It involves use of theoretical knowledge: It is a personalised concept: It involves practice and creativity
 - (A) Both Assertion (A) and Reason (R) are True and Reason (R) is the correct explanation of Assertion (A)
 - (B) Both Assertion (A) and Reason (R) are True and Reason (R) is not the correct explanation of

Assertion (A)

- (C) Assertion (A) is True but Reason (R) is False.
- (D) Assertion (A) is False but Reason (R) is True.
- 21 Assertion (A): Management is not a pure science.
 - Reason (R): (a) Management has a compulsory and systematised body of knowledge, is based on observation and experimentation, has universally validity
 - (A) Both Assertion (A) and Reason (R) are True and Reason (R) is the correct explanation of Assertion (A)
 - (B) Both Assertion (A) and Reason (R) are True and Reason (R) is not the correct explanation of

Assertion (A)

- (C) Assertion (A) is True but Reason (R) is False.
- (D) Assertion (A) is False but Reason (R) is True.
- 22 Assertion (A): Management is termed as a Group Activity.
 - Reason (R): Every member of a firm joins the organisation with a different purpose and work towards achievement of personal goals and not organisational goals.
 - (A) Both Assertion (A) and Reason (R) are True and Reason (R) is the correct explanation of Assertion (A).
 - (B) Both Assertion (A) and Reason (R) are True and Reason (R) is not the correct explanation of Assertion (A).
 - (C) Assertion (A) is True but Reason (R) is False.
 - (D) Assertion (A) is False but Reason (R) is True.

- 23 Assertion (A): Management is termed as a 'Process.
 - Reason (R): Management involves a series of inter-related functions, such as planning, organising, staffing, directing and controlling.
 - (A) Both Assertion (A) and Reason (R) are True and Reason (R) is the correct explanation of Assertion (A)
 - (B) Both Assertion (A) and Reason (R) are True and Reason (R) is not the correct explanation of

Assertion (A)

- (C) Assertion (A) is True but Reason (R) is False.
- (D) Assertion (A) is False but Reason (R) is True.
- Assertion (A): Management is an activity which is necessary wherever there is a group of people working in the organisation.

Reason(R):People in an organisation are performing diverse tasks but they are working towards the same goal.

- (A) Both Assertion(A) and Reason(R) are true and Reason(R) is the correct explanation of Assertion(A).
- (B) Both Assertion(A) and Reason(R) are true and Reason(R) is not the correct explanation of Assertion(A).
- (C)Assertion(A) is true but Reason(R) is false.
- (D) Assertion(A) is false but Reason(R) is true.
- Assertion (A): Management is concerned with the efficient use of input resources, such as money, material, equipment, and persons.

Reason(R):It reduces cost and ultimately lead to higher profits.

- (A) Both Assertion(A) and Reason(R) are true and Reason(R) is the correct explanation of Assertion(A).
- (B) Both Assertion(A) and Reason(R) are true and Reason(R) is not the correct explanation of Assertion(A).
- (C)Assertion(A) is true but Reason(R) is false.
- (D)Assertion(A) is false but Reason(R) is true

26 Assertion (A): Management has features of both art and science .

Reason(R):The practice of management is an art. However manager can work better if practice is based on principles of management.

- (A) Both Assertion(A) and Reason(R) are true and Reason(R) is the correct explanation of Assertion(A).
- (B) Both Assertion(A) and Reason(R) are true and Reason(R) is not the correct explanation of Assertion(A).
- (C)Assertion(A) is true but Reason(R) is false.
- (D)Assertion(A) is false but Reason(R) is true
- Assertion (A): In order to be successful, an organisation must change itself and its goals according to the needs of the environment.

Reason(R): Management is a dynamic function

- (A) Both Assertion(A) and Reason(R) are true and Reason(R) is the correct explanation of Assertion(A).
- (B) Both Assertion(A) and Reason(R) are true and Reason(R) is not the correct explanation of Assertion(A).
- (C)Assertion(A) is true but Reason(R) is false.
- (D)Assertion(A) is false but Reason(R) is true
- Assertion (A):The entry to a profession is not restricted through an examination or through acquiring an educational degree

Reason(R):There is restrictions on anyone being appointed as a manager in any business enterprise.

- (A) Both Assertion(A) and Reason(R) are true and Reason(R) is the correct explanation of Assertion(A).
- (B) Both Assertion(A) and Reason(R) are true and Reason(R) is not the correct explanation of Assertion(A).
- (C)Assertion(A) is true but Reason(R) is false.
- (D)Assertion(A) is false but Reason(R) is true

29 Assertion (A): Coordination is all pervasive.

Reason (R): It is required at all levels and in all departments because of Interdependence of various activities.

- A.. Both Assertion (A) and Reason (R) are True and Reason
- (R) is the correct explanation of Assertion (A)
 - B.Both Assertion (A) and Reason (R) are True and Reason (R) is not the correct explanation of Assertion (A)
- C .Assertion (A) is True but Reason (R) is False.
- D.Assertion (A) is False but Reason (R) is True.
- 30 Assertion (A): Management is called an Inexact Science.

Reason (R): Management deals with complex human behavior, which cannot be determined with accuracy.

- A. Both Assertion (A) and Reason (R) are True and Reason (R) is the correct explanation of Assertion (A).
- B. Both Assertion (A) and Reason (R) are True and Reason (R) is not the correct explanation of Assertion (A).
 - C.Assertion (A) is True but Reason (R) is False.
 - D. Assertion (A) is False but Reason (R) is True.
- Assertion(A):Social objective of management involve creation of benefits or economic values to the society.

Reason(R): Now a days ,profit maximization is the only objective of management alternatives:

- A. Both Assertion(A) and Reason (R) are True and Reason(R) is the correct explanation of Assertion (A).
- B. Both Assertion(A) and Reason(R) are True, butReason (R) is not the correct explanation of Assertion (A).
- C. Assertion(A) is True, but Reason(R) is False.
- D. Assertion(A) is False, but Reason(R) is true

ANSWER KEY

ASSERTION - REASONING QUESTIONS			
1	A		
2	D		
3	В		
4	С		
5	A		
6	A		
7	A		
8	С		
9	А		
10	A		
11	В		
12	D		
13	С		
14	С		
15	A		
16	В		
17	С		
18	В		
19	В		
20	D		
21	С		
22	С		
23			
24	A		
25			
26	A		

27	A
28	D
29	A
30	A
31	С

PREPARED BY THE PGTs (COMMERCE) OF BHUBANESWAR, GUWAHATI, KOLKATA, RANCHI, SILCHAR AND TINSUKIA REGIONS.