**Q2. Choose the correct statements.**

1. Superior-Subordinate relationship on the basis of personal likes, dislikes, attitudes and prejudices results in\_\_\_\_\_\_.
2. Formal Organization
3. Informal Organization
4. No Organization
5. None of the Above
6. No smoking in the factory’ is an example of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. Policy
8. Procedure
9. Rule
10. Strategy
11. In order to communicate, motivate and delegate a manager must have
12. Interpersonal Skills
13. Technical Skills
14. Conceptual Skills
15. Political Skills
16. Studying the future and arranging the means for dealing with it is part of the process of
17. organizing
18. commanding
19. controlling
20. planning
21. Which part of the management process includes measuring results, comparing results to expectations, and taking corrective action to bring results in to line?
22. planning
23. organizing
24. leading
25. controlling
26. Economic uncertainty, regulatory requirements, and new competitors are examples of what type of factors that affect managers?
    * 1. intrapersonal factors
      2. internal factors
      3. interpersonal factors
      4. external factors
27. The ability of a manager to interface and work effectively with individuals and groups is descriptive of what type of managerial skill?
    * 1. technical
      2. administrative
      3. interpersonal
      4. organizational
28. Which management principle states that each individual should report to only one boss in order to avoid conflict and/ or confusion?
29. division of command
30. chain of command
31. unity of direction
32. unity of command
33. Which level of management is responsible for implementing programs that are intended to carry out the broader objectives of an organization set by executives?
    * 1. supervisory managers
      2. middle managers
      3. first level managers
      4. chief financial managers
34. Which of the following characterize a manager as being effective?
    * 1. They use a minimum amount of resources for the amount of outputs produced.
      2. They devote a large amount of time to planning.
      3. They achieve their goals.
      4. They interview, select, and train people who are most suitable to fill open jobs.

## Q2: Carefully read the senarios and identify the PRINCIPLES OF MANAGEMENT. (20)

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| **Q 1:** Ali a commerce student visited a hospital, He observed that in hospital to treat different types of disease there is a separate department and each department is lead by dean of that respective department who is expert in that particular field having knowledge, training and experience of that particular area only, He could relate it to one of the principle of management, IDENTIFY. |
| **ANSWER:** Division of work |

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| Q 2: Sana a sales manager has to negotiate a deal with a buyer, she finds that if she can offer a credit period of 60 days she is likely to clinch the deal which is supposed to fetch the company a net margin of Rs 100,000, Now the company gives power to the manager to offer a credit period of 40 days due to which she could not get the deal, IDENTIFY the principles of management violated above. |
| **ANSWER:** Authority and Responsibility |

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| Q 3 In the company, Management and labor union entered into an agreement whereby workers have agreed to put in extra hours without any additional payment to revive the company out of loss. In return the management has promised to increase the wages of the workers when this mission is accomplished but afterwards management refused to fulfill its commitment. IDENTIFY the principles of management violated by the management of the company. |
| **ANSWER:** Dicipline |

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| Q 4: Ahmad a sales person is asked to clinch a deal with a buyer and is allowed to give 10% discount by Marketing Manager. But finance department tells him not to offer more than 5 % discount, due to which ahmad is confused. Which principle of management is violated? IDENTIFY. |
| **ANSWER:** Unity of command |

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| Q 5: A Toyota industry is engaged in manufacturing cars and motorbikes.it has two separate departments for both the products. Each department has its own incharge, plans and executive resources, which leads to focused efforts of all the employees. IDENTIFY the principle of management followed by Toyota industries |
| **ANSWER:** Unity of direction |