

# VIDYA BHAWAN BALIKA VIDYA PITH

## शक्ति उत्थान आश्रम लखीसराय बिहार

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*Question 1:*

Which is not a function of management of the following?

- (a) planning
- (b) staffing
- (c) cooperating
- (d) controlling

**ANSWER:**

Cooperating is not a function of management.

There are mainly five functions of management- planning, organising, staffing, directing and controlling. For the performance of these interrelated functions, the activities of the various departments, units and individuals must be synchronized. That is, the different departments must cooperate with each other and work in a coordinated manner. Thus, cooperating is the means through which the management is able to perform its functions.

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*Question 2:*

Management is:

- (a) an art
- (b) a science
- (c) both art and science
- (d) neither

**ANSWER:**

Management is both an art and a science.

Management is a science because it is based on various theories and principles which were developed over years with continuous experimentation and observations. It is also an art because a manager applies these theories and principles based on his own knowledge, creativity and skill.

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*Question 3:*

The following is not an objective of management:

- (a) earning profits
- (b) growth of the organisation
- (c) providing employment
- (d) policy making

**ANSWER:**

Policy making is not an objective of management. It is in fact a process that involves the setting up of goals and objectives for the organisation and the determining the ways to achieve the desired goals. That is, it can be said that policy making is the path through which the objectives of a management i.e. organisational objectives (such as earning profits and growth of the organisation), social objectives (such as providing employment) and personal objectives can be achieved.

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*Question 4:*

Policy formulation is the function of

- (a) top level managers
- (b) middle level managers
- (c) operational management
- (d) all of the above

**ANSWER:**

Policy formulation is the function of the top level managers. They are the ones, responsible for developing the policies and goals for the organization. On the other hand, middle level managers interpret these policies in terms of plans and objectives and works towards implementing them with the help of the operational management. The operational management as per the instructions of the middle management directly oversees the actual work process.

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*Question 5:*

Coordination is

- (a) function of management
- (b) the essence of management
- (c) an objective of management
- (d) none of the above

**ANSWER:**

Coordination is the essence of management. It is neither a function nor an objective of an organisation. Rather, it is intrinsic in all the operations and functions of the management. It is a process through which the activities of various departments and units are synchronised towards the achievement of the common goals of the organisation. It is only through coordination among the different functions of management that the desired goals can be achieved.

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