



**Maratha Vidya Prasarak Samaj's**

**Rajarshi Shahu Maharaj Polytechnic, Nashik**

**Udoji Maratha Boarding Campus, Near Pumping Station, Gangapur Road, Nashik-13.**

**Affiliated to MSBTE Mumbai, Approved by AICTE New Delhi, DTE Mumbai & Govt. of Maharashtra, Mumbai.**

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***Subject: -Management (22509)***



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# SYLLABUS

Chapter No.	Name of chapter	Marks With Option
1	Introduction to Management Concept & Managerial Skills	16
2	Planning & Organizing at Supervisory Level	14
3	Directing & Controlling Supervisory Level	14
4	Safety Management	14
5	Legislative Act	12
<b>Total Marks: -</b>		<b>70</b>



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**BOARD**

**THEORY PAPER**

**PATTERN**

**FOR MAN**

**(22509)**



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# **CLASS TEST - I**

## **PAPER PATTERN**

**COURSE: - Management (22509)**

**PROGRAMME: -Mechanical Engineering**

**Syllabus: -**

<b>Unit No.</b>	<b>Name of the Unit</b>	<b>Course Outcome (CO)</b>
<b>1</b>	<b>Introduction to Management Concept &amp; Managerial Skills</b>	<b>CO-509.01</b>
<b>2</b>	<b>Planning &amp; Organizing at Supervisory Level</b>	<b>CO-509.02</b>
<b>3</b>	<b>Directing &amp; Controlling Supervisory Level</b>	<b>CO-509.03</b>



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# **CLASS TEST - II**

## **PAPER PATTERN**

**COURSE: - Management (22509)**

**PROGRAMME: -Mechanical Engineering**

**Syllabus: -**

<b>Unit No.</b>	<b>Name of the Unit</b>	<b>Course Outcome (CO)</b>
<b>4</b>	<b>Safety Management</b>	<b>CO-509.04</b>
<b>5</b>	<b>Legislative Act</b>	<b>CO-509.05</b>



# **COURSE OUTCOME**

## **(CO)**

**COURSE: - Management (22509)**

**PROGRAMME: -Mechanical Engineering**

<b>CO.NO.</b>	<b>Course Outcome</b>
<b>CO-509.01</b>	<p>a) Differentiate the concept and principal management for the given situation.</p> <p>b) Explain Functions of Management for the given situation.</p> <p>c) Compare the features of the given types of planning</p> <p>d) Suggest the step in organizing in the given situation.</p> <p>e) Suggest suitable types of organization for the given example.</p> <p>f) Identify the functional area of management for the given situation.</p> <p>g) Suggest suitable managerial skills for the given situation.</p>
<b>CO-509.02</b>	<p>a) Differentiate the nature of planning and planning activities for for the given situation.</p> <p>b) Suggest the step wise procedure to complete the given activity in the shop floor.</p> <p>c) Prepare material and man power budget for the given production activity.</p> <p>d) Describe the block diagrams the organization of the physical resources required for the given situation</p> <p>e) Describe the human needs to satisfy the jobs needs for the specified situation</p>



<b>CO-509.03</b>	<p>a) Justify the chosen need of direction and instructions to subordinates to complete the specified task</p> <p>b) Select the feasible set of instructions to complete the specified task with justification.</p> <p>c) Predict the possible mistakes for the completing the given simple activity.</p> <p>d) Describe the managerial control actions and remedial measures required to be taken for completing the given task successfully.</p>
<b>CO-564.04</b>	<p>a) State the general safety norms required to be taken in the case.</p> <p>b) Suggest preventive measures of plant activities in the given situation</p> <p>c) Describe the safe procedural steps required to be taken to prevent the given the type of accident.</p> <p>d) Prepare a work permit in to conduct the given conduct the given maintenance activity.</p> <p>e) Explain the causes of the specified type of accident in the given situation.</p> <p>f) Prepare the specifications of the firefighting equipment required for the given type of fire.</p>
<b>CO-509.05</b>	<p>a) Explain the purpose of the act</p> <p>b) Explain the main provisions of the various acts and important definition.</p>



**Unit.1- Introduction to Management Concept & Managerial Skills**

Position in Question Paper

Total Marks-16

1. Question 2-Marks.

**MCQ Question**

(Total number of Question=Marks\*3=16\*3=48)

Note: Correct answer is marked with **bold**.

1. School of management is as follows:

- a) The classical school  
b) The behavioral school school  
c) The quantitative or management science  
d) **All of the above.**

2. The center point of \_\_\_\_\_ is about applying management principles and processes as per the unique characteristics of situation.

- a) The contingency school  
b) The behavioral school  
c) The quantitative or management science  
d) **The systems school.**

3. \_\_\_\_\_ is recruitment of right people at right place in an organization.

- a) Planning  
b) **Staffing**  
c) Organizing  
d) Controlling

4. \_\_\_\_\_ is an activity which defines the steps of how and when work will be done effectively and efficiently.

- a) **Planning**  
b) Staffing  
c) Organizing  
d) Controlling.

5. The great thought of motivating the workers or employees for better results have come up from \_\_\_\_\_ of management.

- a) The classical school  
b) The quantitative or management science school  
c) **The behavioral school**  
d) All of the above.

6. \_\_\_\_\_ ensures that things fall within the standards defined by an organizations and should not given from it.

- a) Planning  
b) Staffing  
c) Organizing  
d) **Controlling**

7. The number of people working on lower level are largest than \_\_\_\_\_

- a) Strategical level  
b) operational level





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- c) **Tactical level**  
8. At \_\_\_\_\_ only few people are present.
- a) **Strategical level**  
b) operational level
9. Top level includes people like :  
a) Managing Directions (MD)  
b) Chief Exeutive Officers (CEO)
9. Lower level includes people like:  
a) Strategical level  
b) Tactical level
10. \_\_\_\_\_ was one of the renowned management thinkers. He was a French mining engineer.  
a) **Henry Fayol**  
b) Lillian G
11. \_\_\_\_\_ middle level managers perform different management functions to achieve the vision of organizations as follow:  
a) Planning of their work  
b) Allocating different resources as required  
c) Monitor the progress  
d) **All of the above**
12. \_\_\_\_\_ mainly focuses on the specific authority that guides subordinates about what work has to be done and how it has to be done.  
a) Division of work  
b) Authority  
c) Discipline  
d) **Unity of commands**
13. \_\_\_\_\_ Is concern with the systematic arrangements made for men, machines and materials.  
a) Scalar chain  
b) Discipline  
c) **Order**  
d) Unity of commands.
14. Principles proposed by \_\_\_\_\_ are very useful for the contemporary manages their work efficiently and effectively.  
a) **Henry Fayol**  
b) Frederick W. Taylor  
c) Lillian G  
d) Henry Gantt
15. \_\_\_\_\_ are internally formed.  
a) Line organization  
b) Line and staff organization  
c) Functional organization  
d) **Project organization.**
16. Decision making under conditions of \_\_\_\_\_ is like being a pioneer entering unexplored territory.  
d) All of the above  
c) Tactical level  
d) All of the above  
c) Chairman  
d) **All of the above**  
c) **operational level**  
d) All of the above  
c) Frederick W. Taylor  
d) Henry Gantt



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- a) Certainly  
**b) Uncertainly**
17. \_\_\_\_\_ results into better output in terms of work.  
**a) Division of work**  
b) Discipline
18. If specialization or \_\_\_\_\_ is not used, the work done cannot be satisfactory.  
a) Discipline  
**b) Division of work**
19. \_\_\_\_\_ has got many positive aspects. It helps in organizing things properly.  
a) Unity of direction  
b) Discipline  
**c) Centralization**  
d) Unity of commands
20. \_\_\_\_\_ refers to the planning. Only planning is not sufficient. It is to be ensured that work is done as per the plan made.  
a) Scalar chain  
b) Equity  
**c) Order**  
**d) Initiative**
21. \_\_\_\_\_ can be defined as the set of steps to do the particular activity or activities in systematic manner.  
**a) Planning**  
b) Directing  
**c) Organizing**  
d) All of the above
22. Objectives of good plan at departmental level are:  
a) For budgeting for different projects or works  
b) allocating rights and responsibilities  
**c) Proper delegation of work**  
**d) All of the above**
23. Advantages of planning:  
a) Work can be done efficiently  
b) Planning minimizes work pressures  
**c) Standardization can be enforced plans**  
**d) All of the above**
24. The types of plans are :  
a) Operational plans  
b) Strategic plans  
**c) tactical plans**  
**d) All of the above**
25. The \_\_\_\_\_ process transforms plans into reality.  
a) Planning  
b) Directing  
**c) Organizing**  
d) All of the above
26. \_\_\_\_\_ is division of labor.  
**a) Work specialization**  
b) Authority  
**c) Chain of command**  
d) Delegation
27. \_\_\_\_\_ is an unbroken line of authority that links all persons in an organization.  
a) Work specialization  
b) Authority  
**c) Chain of command**  
d) Delegation



28. \_\_\_\_\_ is the downward transfer of authority from a manager to a subordinate.
- a) Work specialization  
b) Authority  
c) Chain of command  
d) **Delegation**
29. \_\_\_\_\_ can be defined as the management of interdependence in work situations.
- a) Controlling  
b) **Coordinating**  
c) Motivating  
d) Decision making
30. \_\_\_\_\_ can be defined as the process by which a manager guides and influences the work of his subordinates.
- a) Communication  
b) Motivation  
c) **Leadership**  
d) All of the above
31. \_\_\_\_\_ is defined as the force that causes an individual to behave in a specific way.
- a) Communication  
b) **Motivation**  
c) Leadership  
d) All of the above
32. Decision making under conditions of \_\_\_\_\_ is like being a pioneer entering unexplored territory.
- a) Certainly  
b) **Uncertainly**  
c) Risk  
d) All of the above
33. Henry Fayol proposed \_\_\_\_\_ number of principles of management.
- a) 10  
b) **14**  
c) 20  
d) 30
34. \_\_\_\_\_ is one of the simplest types of organization.
- a) Line organization  
b) Line & staff organization  
c) Functional organization  
d) **All of the above**
36. Line organization is also called as \_\_\_\_\_ or scalar organization.
- a) Military organization  
b) **Line & staff organization**  
c) Functional organization  
d) All of the above
37. Applications of line organization
- a) Small business  
b) Military  
c) Automated industries like textile  
d) **All of the above**
38. Advantages of line organization are :
- a) Easy communication among employees.  
b) Almost no confusions is fast  
c) Working speed is fast  
d) **High degree of discipline.**
39. The line organization is developed step by step to shape as the \_\_\_\_\_
- a) Line organization  
b) **Line and staff organization**  
c) Functional organization  
d) All the above.
40. Advantages of line and staff organization:
- a) Improved product quality  
b) Simple and Easy  
c) Expert advice can be received  
d) **All of the above.**
41. \_\_\_\_\_ are internally formed.



- a) Line organization  
b) Line and staff organization
42. Features of project organization are:  
a) Organizations are internally formed  
b) These organization are generally temporary  
c) Less number of employees  
**d) All of the above**
43. Types of project organization.  
a) Function based  
b) Project based  
c) Matrix based  
**d) All of the above.**
44. Merits of functional organization  
a) Because of specialization, responsibilities fixed  
b) Expert advice can be received  
c) Better quality of products can be produced  
**d) All of the above**
45. The qualities of Leadership are:  
a) Honesty  
b) Forward-looking  
c) Competent  
**d) All of the above.**
46. \_\_\_\_\_ is important not only for the individual but for an organization a too.  
a) Division of work  
b) Authority  
c) **Discipline**  
d) All of the above
47. \_\_\_\_\_ can be called as “leading”, ”motivating”, ”actuating” and so on.  
a) Controlling  
b) Organizing  
c) **Directing**  
d) Controlling
48. \_\_\_\_\_ can be defined as the process by which a manager guides and influences the work of his subordinates.  
a) Communication  
**b) Leadership**  
c) Motivation  
d) All of the above



## Unit.2 - Planning & Organizing at Supervisory Level

Position in Question Paper

Total Marks-14

Q.1. c) 2-Marks.

### MCQ Question

(Total number of Question=Marks\*3=14\*3=42)

1. \_\_\_\_\_ is an activity required before one starts working on a project.

- a) **Planning**
- b) Manufacturing
- c) Marketing
- d) Supervision

2. The main compound of the organization are:

- a) Clearly defined objectives
- b) Well organized and coordinated group of people
- c) Suitable division of work and labour
- d) **All of the above**

3. The main components of the organization are:

- a) Predefined and clear policies and
- b) Right division of authority and responsibility
- c) Effective communication system procedures
- d) **All of the above.**

4. Organization has following characteristics:

- a) Small or large group of people
- b) Group is leaded by executive leader.
- c) Important tool of management
- d) **All of the above**

5. Elements of organization are:

- a) Set of defined objectives.
- b) Well organized and coordinated group of people
- c) Proper division of work and labour
- d) **All of the above**



6. The principles of organization are:

- a) Span of control.
- b) Division and grouping of work
- c) Proper delegation of work
- d) All of the above**

7. Which factors decide the type or organization?

- a) Size of the organization
- b) Nature of the product being manufactured
- c) Complexity of the problems being faced.
- d) All of the above**

8. \_\_\_\_\_ is one of the simplest types of organization.

- a) Line organization**
- b) Line and Line organization
- c) Functional organization.
- d) All of the above.

9. Applications of Line organization.

- a) Small business**
- b) Span of control
- c) Grouping of work
- d) Proper delegation of work.

10. Labor requirements determined as follows :

- a) Split the product into operation
- b) Using work study calculates the standard time for each operation
- c) From work study calculate total number of hours required for production.
- d) All of the above.**

11. Advantages of line organization are:

- a) Easy communication among employees
- b) Almost no confusion exist
- c) Working speed is fast
- d) High degree of discipline.**

12. Disadvantages of line organization are:

- a) Neglects area of specialization of employees
- b) Almost overload employees
- c) Highly skilled and qualified people are
- d) All of the above.**

13. The line of organization is develop step by step to shape as the \_\_\_\_\_

- a) Line organization
- b) Line and staff organization**
- c) Functional organization.
- d) All of the above

14. The \_\_\_\_\_ makes a combination of the line organization with staff departments that helps and advice line department.

- a) Line organization
- b) Line and Line organization**
- c) Functional organization.
- d) All of the above.

15. Advantages of line and staff organization :

- a) Expert advice is available from specialist staff



- b) No work overloading
- c) Perfect work division
- d) All of the above**

16. Advantages of line and staff organization:

- a) Easy communication among employees
- b) Almost no confusion exist
- c) Improved product quality**
- d) High degree of discipline

17. Merits of functional organization

- a) Because of specialization, responsibilities are fixed
- b) High degree of discipline.
- c) Expert advice is available from specialist staff executives**
- d) Almost no confusion exist.

18. The \_\_\_\_\_ mainly focuses on the specialized area of the person and the person does the same job. This is also known as staff organization type.

- a) Line organization
- b) Line and staff organization
- c) Functional organization.**
- d) All of the above.

19. \_\_\_\_\_ are internally formed.

- a) Line organization
- b) Line and staff organization
- c) Functional organization
- d) Project organization.**

20. Features of project organization are:

- a) Organizations are internally formed
- b) organization are generally temporary
- c) Less number of employees
- d) All of the above.**

21. Types of project organization

- a) Function based
- b) Project based
- c) Matrix based
- d) All of the above**

22. Advantages project organization is:

- a) Temporary nature of organization.
- b) Scope of work is limited so efficiency is more
- c) Loose bonding in groups
- d) All of the above**

23. Disadvantages of project organization.

- a) Scope of work is limited so efficiency is more
- b) Teamwork is not emphasized
- c) Functions are complicated**
- d) This structure reduces communication and decision making.

24. Departmentalization can be done on the basis of following factors:



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- a) Process  
b) Customers or Markets  
c) Product  
d) **All of the above.**
25. Disadvantages of Departmentalization by product:  
a) Easy communication among employees  
b) Almost no confusion exist  
c) **Man power requirements are more**  
d) Improved product quality
26. \_\_\_\_\_ is accountability. It is an obligation or a subordinate to his/her boss to do given work.  
a) Authority  
b) **Responsibility**  
c) Communication  
d) All of the above.
27. \_\_\_\_\_ means right (to command) and power to act.  
a) **Authority**  
b) Responsibility  
c) Communication  
d) All of the above.
28. \_\_\_\_\_ of organization means a capacity to tolerate losses because of key persons leaving organization.  
a) Balance  
b) **Stability**  
c) Flexibility  
d) All of the above.
29. Organizational \_\_\_\_\_ is mainly about adjusting work assignment, man power and facilities that are required when temporary changes occur while working.  
a) Balance  
b) **Stability**  
c) **Flexibility**  
d) All of the above.
30. \_\_\_\_\_ allows bending and blending without experiencing any grave setback or delay.  
a) Balance  
b) **Stability**  
c) Flexibility  
d) All of the above.
31. \_\_\_\_\_ can culminate into strikes or fights among employees and cause serious consequences to the organization.  
a) Communication  
b) Good communication  
c) **Miscommunication**  
d) All of the above.
32. A \_\_\_\_\_ assists in taking decisions correctly and also implementing it effectively and effectively.  
a) Communication  
b) **Good communication**  
c) Miscommunication  
d) All of the above.
33. \_\_\_\_\_ communication takes place from top executive to the lowest grade of the employee.  
a) **Downward**  
b) Upward  
c) Horizontal  
d) Unofficial.





34. \_\_\_\_\_ is generally from lowest grade employee to the top executive.
- a) Downward communication  
b) **Upward communication**  
c) Horizontal communication  
d) Unofficial communication.
35. \_\_\_\_\_ could be in the form of suggestions complaints, feedback, orientation etc.
- a) Downward communication  
b) **Upward communication**  
c) Horizontal communication  
d) Unofficial communication.
36. \_\_\_\_\_ takes place among employees who have same level of authority.
- a) Downward communication  
b) Upward communication  
c) **Horizontal communication**  
d) Unofficial communication.
37. A \_\_\_\_\_ is an instrument of management used as an aid in the planning, programming and control of business activity.
- a) Finance  
b) Budget  
c) **Capital**  
d) VAT.
38. A \_\_\_\_\_ or static budget shows one plan.one volume of output or sales and the related fixed costs.
- a) **Fixed budget**  
b) Variable Budget  
c) Functional budget  
d) All of the above.
39. A \_\_\_\_\_ is one which relates to any of the functions of an understanding. e.g. sales, production, cash, etc.
- a) Fixed budget  
b) Variable Budget  
c) **Functional budget**  
d) All of the above.
40. The frequently used functional budgets are :
- a) Material and purchase budgets  
b) Direct labor budgets  
c) Selling and distribution  
d) **All of the above.**
41. Production budget is based upon :
- a) Sales budget  
b) factory capacity  
c) Budgeted stock requirements  
d) **All of the above**
42. \_\_\_\_\_ is accountability. It is an obligation or a subordinate to his/her boss to do given work.
- a) Authority  
b) **Responsibility**  
c) Communication  
d) All of the above.





8. Minimum wages needed to be paid in:
- a) **Cash**
  - b) Demand draft
  - c) Cheque
  - d) None of the above
9. In accident prevention, Safe workplace layout does not include:
- a) Obstruction fees passageways
  - b) Antiskid floors
  - c) Separate storage of inflammable materials
  - d) **Enough height of workrooms**
10. Safety management deals with \_\_\_\_\_
- a) Loss of life
  - b) Personal injury
  - c) Damage to the equipment
  - d) **Prevention of an accident**
11. Safety promotes \_\_\_\_\_
- a) Sales
  - b) Productivity
  - c) Profit
  - d) **Research**
12. Fixed capital is also called as
- a) Tight capital
  - b) **Blocked capital**
  - c) Working capital
  - d) Current capital
13. The firm type of Bajaj Auto ltd is ?
- a) Proprietorship
  - b) Partnership
  - c) **Joint stock company**
  - d) Public sector
14. \_\_\_\_\_ is method of buying goods by making installment payments over the period of time.
- a) Bank loan
  - b) Hire purchase
  - c) Sale and lease back
  - d) **All of the above**
15. Debentures are included in \_\_\_\_\_ source of finance
- a) **Long term**
  - b) Short term
  - c) Medium term
  - d) None
16. \_\_\_\_\_ are the term used to indicate purchases made during the year for the purpose of sale, When goods purchased are returned is referred as purchase return.
- a) Opening stock
  - b) **Purchases**
  - c) Sales
  - d) Office administrative expenses
17. I want the products of my company to achieve perfect quality, which tool will I apply to check this
- a) **Six sigma**
  - b) ABC analysis
  - c) MRP
  - d) EOQ
18. Which is a part of Material management
- a) **Inventory management**
  - b) Marketing management
  - c) Both A & B
  - d) None
19. Which of the following are the aims of Material management ?
- a) **Continuity of supply**
  - b) Low payroll cost
  - c) Higher inventory turn over
  - d) All of the above



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20. Following are the kinds of partners
- a) **Active partner and sleeping partner**
  - b) Owner and distributor
  - c) Global partner and media partner
  - d) Permanent partner and temporary partner
21. What is the full form of ISO ?
- a) Indian organization for standardization
  - b) **International organization for standardization**
  - c) International standardization Organization
  - d) None of the above
22. In Quality management, PDCA means
- a) **Plan, Do, Check, Act**
  - b) Process, Do, Committee, Act
  - c) Plan, Do, Committee, Approach
  - d) None of the above
23. The participation of all members in an organizing, aiming at long term success through customer satisfaction for the benefits to all members and to the society is known as
- a) Quality control
  - b) Quality assurance
  - c) **Total quality management**
  - d) Quality team
24. All the person working in the organization ( including managers & workers ) Should be involved in \_\_\_\_\_ operation
- a) MRP
  - b) **TQM**
  - c) Globalization
  - d) EOQ
25. Following are the principles of : 1) System approach to management 2) continual improvement 3) Factual approach to decision making 4) Mutually beneficial supplier relationships
- a) Delegations
  - b) Organizations
  - c) **ISO:9001**
  - d) EOQ
26. Remuneration is based on
- a) **Performance**
  - b) Responsibility
  - c) Emotion
  - d) Designation
27. Following business is not coming under sole proprietorship ?
- a) Service centre
  - b) Press shop
  - c) Hardware unit
  - d) **Insurance company**
28. Which one of the following is not a module of ERP
- a) **Manufacturing**
  - b) HR
  - c) Quality Control
  - d) Supply Chain Management
29. If the company has a goal to accept only .0003% defect, which is the most important modern technique it should adopt
- a) ERP
  - b) SAP
  - c) BAAN
  - d) **Sigma**



30. Which one of the following is not a part of process industry?
- a) Base metals
  - b) Plastics
  - c) **Automobiles**
  - d) Petroleum
31. \_\_\_\_\_ Function of management allow giving instructions and guidelines to subordinates for working efficiently.
- a) Decision making
  - b) **Directing**
  - c) Leadership
  - d) Communication
32. \_\_\_\_\_ are used by supervisor to discipline workforce.
- a) Motivation
  - b) **Disciplinary standards**
  - c) Leadership
  - d) Communication skills
33. Establishing \_\_\_\_\_ is important among employees teams and department.
- a) Connection
  - b) **Link**
  - c) Relation
  - d) None
34. Who is considered to be the father of Six Sigma?
- a) **Bill Smith**
  - b) Walter Shewhart
  - c) Jack Welch
  - d) None of the above
35. Six Sigma strategies seek to improve the quality of the output of a process by
- a) identifying the causes of defects
  - b) removing the causes of defects
  - c) **minimizing variability in manufacturing**
  - d) all of the above
36. Combination of Six Sigma and Lean manufacturing is known as
- a) Advanced Six Sigma
  - b) **Lean Six Sigma**
  - c) Operational Six Sigma
  - d) None of the above
37. The particular task performance in CPM is known
- a) Dummy
  - b) Event
  - c) **Activity**
  - d) Contract
38. The critical path
- a) Is a path that operates from the starting node to the end node
  - b) Is a mixture of all paths.
  - c) **Is the longest path**
  - d) Is the shortest path
39. While scheduling a project by CPM
- a) A project is divided into various activities
  - b) Required time for each activity is established
  - c) A sequence of various activities is made according to their importance
  - d) **All the above.**
40. PERT analysis is based on
- a) Optimistic time
  - b) Pessimistic time
  - c) Most likely time
  - d) **All the above.**



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41. In bar charts, which colour is used to show the actual progress?
- a) Red  
b) Black  
c) Blue  
**d) Green**
42. According to the time estimates made by the PERT planners, the maximum time that would be needed to complete an activity is called as \_\_\_\_\_
- a) The most likely time estimate  
b) Optimistic time estimate  
c) **Pessimistic time estimate**  
d) Expected time estimate



## Unit:-4 Safety Management

Position in Question Paper

Total Marks-14

1. Question 2-Marks.

### MCQ Question

(Total number of Question=Marks\*3=14\*3=42)

1. Who may be responsible for accident?
  - a) Worker
  - b) Management
  - c) working conditions
  - d) all**
2. Objectives of safety management is to \_\_\_\_\_
  - a) Prevent accident**
  - b) ensure quality
  - c) improve production
  - d) none
3. Which accidents should be reported to management?
  - a) Only serious accidents
  - b) major accidents
  - c) all accidents**
  - d) which causes damages to machine
4. Safety management deals with \_\_\_\_\_.
  - a) Loss of life
  - b) personal injury
  - c) damage to the equipment
  - d) prevention of an accident**
5. Which is not a cause of accident due to unsafe working conditions?
  - a) Chemical leakages
  - b) Suffocation at worker
  - c) Irregular floor heights
  - d) Quarrels of workers**
6. To avoid accidents, workers must be \_\_\_\_\_.
  - a) Disciplined
  - b) mentally stable
  - c) alert
  - d) all**
7. Rights of labour officer are given to\_\_\_\_
  - a) State government**
  - b) Industries minister
  - c) Factory head
  - d) None
8. Factory using power as per factory act is premise of minimum\_\_\_\_
  - a) 40 workers
  - b) 20 workers
  - c) 30 workers
  - d) 10 workers**
9. Minimum wages which are fixed and declared by government through\_\_\_\_
  - a) Magazine
  - b) **Official gazette**
  - c) Newspaper
  - d) All



10. Floods, Earthquakes, Tsunami are accidents, \_\_\_\_\_
- a) due to workers  
b) due to management  
c) due to layout or design of working place  
**d) due to natural disasters**
11. Minimum wages act was passed in \_\_\_\_\_
- a) 1952  
**b) 1948**  
c) 1935  
d) 1924
12. The fire triangle does not include \_\_\_\_\_
- a) Oxygen  
**b) temperature**  
c) fuel  
d) heat
13. Fatal accident results in \_\_\_\_\_
- a) Death**  
b) minor casualty  
c) temporary disability  
d) all
14. \_\_\_\_\_ is not an immediate cause of an accident
- a) bad state of health**  
b) using unsafe equipment  
c) wearing faulty protective devices  
d) unsafe lifting, pulling and pushing a
15. Work permit is issued by \_\_\_\_\_.
- a) the department where maintenance activity is going to take place**  
b) the department which is going to do  
c) the repairs the general manager  
d) the government safety officer
16. A document that authorises one to carry out a specific job is \_\_\_\_\_.
- a) fire drill**  
b) fire show  
c) fire play  
d) work permit
17. \_\_\_\_\_ is not an environmental cause of an accident.
- a) Extreme temperature  
b) Long working hour  
**c) Extreme lethargy**  
d) Insufficient illumination
18. Unsafe working conditions are \_\_\_\_\_
- a) Poor workplace  
b) bad housekeeping  
**c) poor illumination**  
**d) all**
19. Safety policies are framed because of \_\_\_\_\_.
- a) Safety of employees  
**c) to minimize accidents**  
b) legal obligations  
d) all
20. Calendar year as per factory act is \_\_\_\_\_.
- a) 1st April to 30th March  
b) 1st July to 30th June  
**c) 1st January to 31st December**  
d) None of these
21. Fire drill is \_\_\_\_\_.
- a) Drilling in fire**  
b) a kind of training  
c) fire near drill  
d) none





22. Safety procedure includes \_\_\_\_\_
- a) Safety training  
b) safe working conditions  
c) industrial safety  
d) **all**
23. Housekeeping refers to \_\_\_\_\_
- a) Safe material handling  
b) safe activities in organization  
c) personal protection devices  
d) **neatness and cleanliness**
24. As per safety procedures, compressed gas cylinders may be moved \_\_\_\_\_.
- a) **by rolling**  
b) by throwing  
c) by dragging  
d) all
25. Accidents due to unsafe working place is \_\_\_\_\_
- a) **Due to management**  
b) due to worker  
c) natural  
d) all
26. The cause of accident due to unsafe working conditions \_\_\_\_\_.
- a) Chemical leakages  
b) irregular floor heights  
c) suffocation at work  
d) **all**
28. Injury without showing external signs is \_\_\_\_\_ injury.
- a) Internal  
b) **external**  
c) temporary  
d) permanent
27. Which one is not applicable to good housekeeping?
- a) Minimizes discomfort to workers  
b) reduces chances of fire  
c) **refers to cleanliness**  
d) extinguishes fire
28. \_\_\_\_\_ is an example of unsafe working conditions.
- a) **Poor discipline at workplace**  
b) oily surface  
c) lack of safety awareness  
d) untrained worker
29. Fire drill shall be done \_\_\_\_\_.
- a) Once in week  
b) once in quarter  
c) once in month  
d) **once in year**
30. Which one of the following is not part of immediate cause of accident?
- a) Unsafe act  
b) physical condition of worker  
c) unsafe condition  
d) **fire**
31. Fire drill should be conducted on \_\_\_\_\_
- a) **Holiday**  
b) working day  
c) national holiday  
d) none
32. Fire in industry is due to \_\_\_\_\_.
- a) **Short circuit**  
b) ignition  
c) fuel  
d) all
33. \_\_\_\_\_ improves the safety in an industry.
- a) Good housekeeping  
b) reduced noise level  
c) material handling system  
d) **all**



34. Burn hazard may certainly be due to presence of \_\_\_\_\_.  
a) Electrical shock  
b) fire  
c) Explosion of boiler  
d) **all of above**
35. Accidents include injuries because of exposure to:  
a) Harmful substance  
b) Toxic gases  
c) Dangerous fumes  
d) **All of the above**
36. Who is responsible for accident?  
a) Worker  
b) management  
c) working condition  
d) all
37. One ambulance room should be provided in factory employees more than \_\_\_\_ workers.  
a) 200  
b) 300  
c) 400  
d) **500**
38. Which is not the 'effect of accident of worker'  
a) **Production stoppage**  
b) Injury to body  
c) of job  
d) Financial loss
39. Accident is \_\_\_\_  
a) Misshaping  
b) Unfortunate  
c) Sudden  
d) **All of these**
40. \_\_\_\_\_ is incorrect person in the definition of dependent.  
a) Wife  
b) Minor son  
c) Widowed mother  
d) **Friend**
41. \_\_\_\_\_ is not a cause of an accident.  
a) **pantry area**  
b) unsafe condition  
c) protruding object  
d) unsafe acts
42. A safety committee works at \_\_\_\_\_ level.  
a) management  
b) **plant**  
c) company  
d) supervisory



**Unit:-5 Legislative Acts**

**Position in Question Paper**

**Total Marks-12**

**1. Question 2-Marks.**

**MCQ Question**

**(Total number of Question=Marks\*3=12\*3=36)**

1. Adolescent is a person of the age between \_\_\_\_
  - a) 58-61 years
  - b) 18-21 years
  - c) 21-25 years
  - d) 15-18 years**
2. \_\_\_\_\_ is a person who has completed the 18 years.
  - a) Adult**
  - b) Adolescent
  - c) Child
  - d) Young person
3. Either a child or an adolescent is called as
  - a) Adult
  - b) Adolescent
  - c) Child
  - d) Young person**
4. \_\_\_\_\_ is any engine, motor or other appliance, which generates or provides power.
  - a) Power
  - b) Prime mover**
  - c) Transmission machinery
  - d) None of the above
5. Adolescent is a person of the age in between \_\_\_\_
  - a) 15 - 18**
  - b) 18 - 21
  - c) 21 - 25
  - d) 58 - 61
6. Following is the health provision:
  - a) Fencing of machinery
  - b) Cleanliness**
  - c) Washing facilities
  - d) None of the above
7. First-aid appliance is a \_\_\_\_\_.
  - a) Health provisions
  - b) Safety provisions
  - c) Welfare provisions**
  - d) Employment of young person
8. Meaning of \_\_\_\_\_ is a Widow, a minor son, a widow mother.
  - a) Dependant**
  - b) Workman
  - c) Minor
  - d) None of the above
9. Taking care while working on machinery in motion is a \_\_\_\_\_.
  - a) Health provisions
  - b) Safety provisions**
  - c) Welfare provisions
  - d) Employment of young person



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10. Minimum wages need to be paid 18 years.
- a) **Cash** c) Either (a) and (b)  
b) Check d) None
11. Meaning of \_\_\_\_\_ is a widow, a minor son, a widow mother
- a) **Dependent** c) Minor  
b) Workman d) None of the above
12. \_\_\_\_\_ person whose age is below 18 years.
- a) Dependant c) **Minor**  
b) Workman d) None of the above
13. As per section 2 in factories act, who will be called as an adult?
- a) A person who has completed 21 years of age  
b) A person who is less than 19 years of age  
c) A person who has completed 24 years of age  
d) **A person who has completed 18 years of age**
14. If there are \_\_\_\_ numbers of employees, then the employer has to provide a canteen.
- a) **250** b) 510  
c) 320 d) 100
5. As per Factories Act, "-----", of a factory means the person who has ultimate control over the affairs of the factory.
- a) Manager c) Director  
b) Owner d) **Occupier**
16. The Factories Act imposes the following obligations upon the employer in regard to his workers.
- a) Health c) Welfare  
b) Safety d) **All the above**
17. According to the definition of "Week" under the Act, it is a period of 7 days beginning at midnight on \_\_\_\_\_ .
- a) Sunday c) Saturday  
b) Monday d) Friday
18. As per the act, the floor of ever work room should be cleaned once every \_\_\_\_
- a) Day c) month  
b) week d) hour
19. The primary purpose of employee safety programmer is to preserve the employees'
- a) Mental health c) Emotional health  
b) Physical health d) **All of the above**
20. The responsibility for maintenance of employee health and safety is with
- a) Employees c) Government  
b) Employers d) **All of the above**
21. Ensuring the safety, health and welfare of the employees is the primary purpose of the



- a) **Factories Act, 1948**  
b) Payment of Wages Act, 1936
- c) Equal Remuneration Act, 1976  
d) Industrial Disputes Act, 1947
22. Which of the following is not connected with employee safety and health?  
a) The Factories Act, 1948  
b) The Mines Act, 1952  
c) **The Payment of Bonus Act, 1965**  
d) The Dock Workers (Safety, Health And Welfare) Act, 1986
23. The space for every worker employed in the Factory after the commencement of Factories Act, 1948 should be \_\_\_\_\_ Cubic Meters.  
a) 9.9  
b) 10.2  
c) **14.2**  
d) 13.2
24. Which one of the following is not a welfare provision under Factories Act, 1948?  
a) Canteen  
b) Crèches  
c) First Aid  
d) **Drinking water**
25. The term Sabbatical is connected with  
a) **Paid leave for study**  
b) Paternity leave  
c) Maternity leave  
d) Quarantine leave
26. If the factory employs more than 1000 workers, they should appoint qualified --- ----- to carry out the prescribed duties.  
a) **Safety Officer**  
b) Welfare officer  
c) Security officer  
d) None of these
27. The license fee can be paid to get a license for a factory maximum up to ...  
a) One Year only  
b) Two Years only  
c) Three Years only  
d) **Five years only**
28. The occupier shall be punishable with imprisonment extend to \_\_\_\_\_ months or fine \_\_\_\_\_ or both for using false certificate of fitness.  
a) two months, 1000 rupees  
b) **one year, 2000 rupees**  
c) Six months, 1000 rupees  
d) one month, 5000 rupees
29. In case of miscarriage. a woman worker shall be allowed weeks leave with wages  
a) 12  
b) **6**  
c) 4  
d) 24
31. Employees Provident Fund and Miscellaneous Provisions Act, 1952 is applied to establishments Employing not less than  
a) 10 employees  
b) **20 employees**  
c) 50 employees  
d) 100 employees
32. Employee share of provident fund contribution is  
a) **12 %**  
b) 8.33%  
c) 1.75%  
d) 4.75%
33. Leave with wages is allowed for employees if they work for days in a month.



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- a) 15  
b) 25  
34. Section 19 of Factories Act discusses about the \_\_\_\_\_  
a) Drinking Water  
b) Lighting  
35. The term of office of the canteen committee is \_\_\_\_\_ years  
a) one year  
**b) two years**  
36. Under the Factories Act no worker is permitted to work for more than \_\_\_ hours in a day  
a) 8  
**b) 9**
- c) **20**  
d) 28  
c) **Latrines and Urinals**  
d) Artificial humidification  
c) three years  
d) Four years  
c) 10  
d) 24