

Subject : Institutional Management and Administrative ProceduresQBID : **IM1001****Sl.No.1:** All of the following are the objectives of institutional management EXCEPT one, which is that:

- | | |
|----------|---|
| A | Achievement of institutional objectives |
| B | Improvement in planning, organising and implementation of institutional programmes and activities |
| C | Enhancing productivity of industry |
| D | Enhance employees' job satisfaction |

A[Option ID=2801]

B[Option ID=2802]

C[Option ID=2803]

D[Option ID=2804]

QBID : **IM1002****Sl.No.2:** Institutional Administration is the process of:

- | | |
|----------|--|
| A | Utilizing appropriate resources for development of Human qualities |
| B | Managing activities of educational institutions |
| C | Planning, organizing, directing and controlling human resources in educational setting |
| D | None of these |

A[Option ID=2805]

B[Option ID=2806]

C[Option ID=2807]

D[Option ID=2808]

QBID : **IM1003****Sl.No.3:** The three types of plans in an educational institution are:

- | | |
|----------|---|
| A | Top, middle and bottom |
| B | Operational, occupational and strategic |
| C | Strategic, tactical and operational |
| D | Corporate, divisional and local |

A[Option ID=2809]

B[Option ID=2810]

C[Option ID=2811]

D[Option ID=2812]

QBID : **IM1004****Sl.No.4:** The curriculum drift means:

- | | |
|----------|---|
| A | Identifying obsolete content |
| B | Identifying missing content in the curriculum |
| C | Identifying inappropriate content |
| D | All of these |

A[Option ID=2813]

B[Option ID=2814]

C[Option ID=2815]
D[Option ID=2816]

QBID : **IM1005**

Sl.No.5: Which of the following represents heart of the institutional management process?

- | | |
|----------|---------------|
| A | Communication |
| B | Leadership |
| C | Organisation |
| D | Control |

A[Option ID=2817]
B[Option ID=2818]
C[Option ID=2819]
D[Option ID=2820]

QBID : **IM1006**

Sl.No.6: In institutional management, the function of planning is ____?

- | | |
|----------|--|
| A | Preparing for future for desired goals |
| B | Financial planning |
| C | To appoint staff |
| D | None of these |

A[Option ID=2821]
B[Option ID=2822]
C[Option ID=2823]
D[Option ID=2824]

QBID : **IM1007**

Sl.No.7: The level of managers, responsible for establishing a vision for the institution, developing broad plans and strategies, and directing subordinate staff, is:

- | | |
|----------|-----------------------|
| A | First level managers |
| B | Middle managers |
| C | Top level managers |
| D | Second level managers |

A[Option ID=2825]
B[Option ID=2826]
C[Option ID=2827]
D[Option ID=2828]

QBID : **IM1008**

Sl.No.8: Regulatory requirements, Economic uncertainty, technological innovations, and new competitors are examples of what type of factors that affect institutional management?

- | | |
|----------|------------------------|
| A | Internal factors |
| B | Intra-personal factors |
| C | External factors |
| D | Inter-personal factors |

A[Option ID=2829]
B[Option ID=2830]
C[Option ID=2831]
D[Option ID=2832]

QBID : **IM1009**

Sl.No.9: Thinking in term of phases in planning helps to:

- | | |
|----------|---|
| A | Reduce the plan to a simple series of actions |
| B | Keep the planned efforts on schedule |
| C | Co-ordinate the separate activities within the plan |
| D | All of these |

A[Option ID=2833]
B[Option ID=2834]
C[Option ID=2835]
D[Option ID=2836]

QBID : **IM1010**

Sl.No.10: Which of the following skills is equally important at all levels of management?

- | | |
|----------|----------------------|
| A | Technical skill |
| B | Human relation skill |
| C | Conceptual skill |
| D | All of these |

A[Option ID=2837]
B[Option ID=2838]
C[Option ID=2839]
D[Option ID=2840]

QBID : **IM1011**

Sl.No.11: All are the advantages of institutional planning, except:

- | | |
|----------|---|
| A | Helps in channelizing the energies of teachers towards goal achievement |
| B | Helps in preserving uniqueness of an educational institution |
| C | Enhances emphasis on the direction of expenditure |
| D | Provides ample opportunities to individuals to experiment and innovate |

A[Option ID=2841]
B[Option ID=2842]
C[Option ID=2843]
D[Option ID=2844]

QBID : **IM1012**

Sl.No.12: All of the following are true about strategic planning in an institution Except:

- | | |
|----------|--|
| A | It is a top down approach of planning |
| B | Enhances an institution's capability to proactively anticipate change |
| C | It realizes more on identifying and resolving issues |
| D | Emphasizes on assessment of the environment inside and outside the institution |

A[Option ID=2845]
B[Option ID=2846]
C[Option ID=2847]
D[Option ID=2848]

QBID : **IM1013**

Sl.No.13: Strategic planning is _____ in nature.

- | | |
|----------|-------------|
| A | Descriptive |
| B | Theoretical |
| C | Creative |
| D | Analytical |

A[Option ID=2849]
B[Option ID=2850]
C[Option ID=2851]
D[Option ID=2852]

QBID : **IM1014**

Sl.No.14: The major value creating skills, capabilities and resources that determine an institution's competitive weapons are:

- | | |
|----------|-------------------|
| A | Strengths |
| B | Opportunities |
| C | Core competencies |
| D | Strategies |

A[Option ID=2853]
B[Option ID=2854]
C[Option ID=2855]
D[Option ID=2856]

QBID : **IM1015**

Sl.No.15: Which one of the following is not a characteristic of strategic planning that makes it different from other types of planning?

- | | |
|----------|--|
| A | It is inter-disciplinary |
| B | It concerns the present direction of the institution |
| C | It has an external focus |
| D | It has an internal focus |

A[Option ID=2857]
B[Option ID=2858]
C[Option ID=2859]
D[Option ID=2860]

QBID : **IM1016**

Sl.No.16: Strategic mission

- | | |
|----------|---|
| A | Is an internally focused affirmations of an institution's societal and ethical goals |
| B | Is developed by an institution before it develops its strategic intent |
| C | Do not limit the institution in specifying the environment in which it intends to compete |

D	Is a statement of institution's unique purpose and scope of operations
A[Option ID=2861] B[Option ID=2862] C[Option ID=2863] D[Option ID=2864]	

QBID : IM1017	
SI.No.17: The following is/are associated with successful strategies:	
A	Creating superior value to customers
B	Exploitation of key success factors
C	Creating and maintaining strategic fit
D	All of these
A[Option ID=2865] B[Option ID=2866] C[Option ID=2867] D[Option ID=2868]	

QBID : IM1018	
SI.No.18: One of the following is not an element of strategic thinking, which is that?	
A	Judgement of what strategic changes to make
B	Realisation of what needs to change
C	Understanding of current strategic positions
D	Management of institutional resources and competencies
A[Option ID=2869] B[Option ID=2870] C[Option ID=2871] D[Option ID=2872]	

QBID : IM1019	
SI.No.19: The managerial function of organizing is to:	
A	Review and adjust plan in the light of changing conditions
B	Establish a program for the accomplishment of objectives
C	Create a structure of functions and duties to be performed by a group of people
D	Get things done through and with the help of people
A[Option ID=2873] B[Option ID=2874] C[Option ID=2875] D[Option ID=2876]	

QBID : IM1020	
SI.No.20: According to "Scalar Principle of Organization"	
A	A manager can directly supervise a limited number of people
B	The line of authority must be clearly defined
C	Exceptionally complex problems are referred to higher levels of management

D	Each subordinate should have one superior
A[Option ID=2877] B[Option ID=2878] C[Option ID=2879] D[Option ID=2880]	

QBID : IM1021	
Sl.No.21: 'No one on the organisation should have more than one boss' is a statement of principle of:	
A	Specialisation
B	Authority
C	Unity of command
D	Span of control
A[Option ID=2881] B[Option ID=2882] C[Option ID=2883] D[Option ID=2884]	

QBID : IM1022	
Sl.No.22: The descriptive word most clearly associated with the organic approach to structure is :	
A	Static
B	Rigid
C	Bureaucratic
D	Dynamic
A[Option ID=2885] B[Option ID=2886] C[Option ID=2887] D[Option ID=2888]	

QBID : IM1023	
Sl.No.23: With reference to power and authority, we may conclude all but which one of the following:	
A	Authority is only one source of influence among many
B	Supervisor should never have to rely on coercive power to obtain results
C	Constant reliance on authority indicates a potential supervisory problem
D	Group acceptance of authority is necessary for it to become useful influence
A[Option ID=2889] B[Option ID=2890] C[Option ID=2891] D[Option ID=2892]	

QBID : IM1024	
Sl.No.24: Matrix organizations are really a combination of the:	
A	Product and process bases
B	Process and geographic bases
C	Customer and functional bases

D	Functional and product bases
A[Option ID=2893] B[Option ID=2894] C[Option ID=2895] D[Option ID=2896]	

QBID : IM1025	
Sl.No.25: Line function are concerned with those activities which are connected with the discharge of direct responsibility for:	
A	Accomplishing the subsidiary objectives of the institution
B	Accomplishing the main objectives of the institution
C	Taking and implementing all decisions
D	None of these
A[Option ID=2897] B[Option ID=2898] C[Option ID=2899] D[Option ID=2900]	

QBID : IM1026	
Sl.No.26: Which of the following is not a characteristic of an effective work group?	
A	A belief in shared aims and objectives.
B	The resolution of conflict by members themselves.
C	A sense of commitment by individual member's to their own goals and objectives.
D	The open expression of feelings and disagreements.
A[Option ID=2901] B[Option ID=2902] C[Option ID=2903] D[Option ID=2904]	

QBID : IM1027	
Sl.No.27: In the Tuckman model, groups at the _____ stage develop guidelines and standards of acceptable behaviour.	
A	Adjourning
B	Norming
C	Forming
D	Storming
A[Option ID=2905] B[Option ID=2906] C[Option ID=2907] D[Option ID=2908]	

QBID : IM1028	
Sl.No.28: A virtual team is a collection of people who are _____ separated but still _____ together closely.	
A	Temporally, work

B	Geographically, work
C	Geographically, decide
D	Physically, think
A[Option ID=2909] B[Option ID=2910] C[Option ID=2911] D[Option ID=2912]	

QBID : IM1029	
SI.No.29: Which of the following is NOT a roadblock to team progress in an institution?	
A	Lack of management support
B	Project objectives are significant
C	No time to do improvement
D	Project scope too large
A[Option ID=2913] B[Option ID=2914] C[Option ID=2915] D[Option ID=2916]	

QBID : IM1030	
SI.No.30: Members of a _____ team have been cross trained so that each person is able to perform the duties of all other members.	
A	Functional
B	Cross functional
C	Multi-functional
D	Self directed
A[Option ID=2917] B[Option ID=2918] C[Option ID=2919] D[Option ID=2920]	

QBID : IM1031	
SI.No.31: The team gathers for the monthly progress and problem report about reaching individual and departmental objectives. Which of the following statements reflect effective team meeting?	
A	Only a few team members seem to be concerned about the impact of their presentation; they attempt to build allies within the team
B	There is an open and realistic sharing of both progress and problems
C	Some team members seem to be playing the political game, while others do not
D	One clique exists within this team and their presentations sound about the same-politically safe
A[Option ID=2921] B[Option ID=2922] C[Option ID=2923] D[Option ID=2924]	

QBID : IM1032	
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SI.No.32: Which of the following is NOT the part of the forming stage of team development in an institution?

A Team's purpose

B Hostilities and personal needs

C Members roles

D Acceptance of roles

A[Option ID=2925]

B[Option ID=2926]

C[Option ID=2927]

D[Option ID=2928]

QBID : **IM1033**

SI.No.33: Identifying the ----- candidates and ---- them to apply for the job is called recruitment.

A Available, insisting

B Available, making

C Potential, insisting

D Potential, attracting

A[Option ID=2929]

B[Option ID=2930]

C[Option ID=2931]

D[Option ID=2932]

QBID : **IM1034**

SI.No.34: ----- is a selection test, which evaluate the emotional ability which will help to judge an individual's working in group

A Intelligence test

B Personality test

C Mental ability test

D Aptitude test

A[Option ID=2933]

B[Option ID=2934]

C[Option ID=2935]

D[Option ID=2936]

QBID : **IM1035**

SI.No.35: A systematic and planned introduction of employees to their jobs, their co-workers and the institution is called:

A Job evaluation

B Investiture orientation

C Orientation

D Placement

A[Option ID=2937]

B[Option ID=2938]

C[Option ID=2939]

D[Option ID=2940]

QBID : **IM1036**

SI.No.36: Process of collecting and analysing information about the duties, responsibilities and conditions of a specific work assignment is:

A	Job analysis
B	Job evaluation
C	Activity analysis
D	Occupation analysis
A[Option ID=2941] B[Option ID=2942] C[Option ID=2943] D[Option ID=2944]	

QBID : **IM1037**

SI.No.37: Training refers to the process of imparting _____ skills

A	General
B	Important
C	Specific
D	Overall
A[Option ID=2945] B[Option ID=2946] C[Option ID=2947] D[Option ID=2948]	

QBID : **IM1038**

SI.No.38: Which of the following is an on the job training method?

A	Vestibule training
B	Position rotation or job rotation
C	Conference and seminars
D	Lecture method
A[Option ID=2949] B[Option ID=2950] C[Option ID=2951] D[Option ID=2952]	

QBID : **IM1039**

SI.No.39: _____ involves the perceived fairness of pay differentials.

A	Individual equity
B	External equity
C	Internal equity
D	All of these
A[Option ID=2953] B[Option ID=2954]	

C[Option ID=2955]
D[Option ID=2956]

QBID : **IM1040**

SI.No.40: Match the following components of remuneration with their inclusions -

- I. Fringe Benefits ----- A. Stock option
II. JobContext-----B.Challenging job responsibilities
III. Perquisites ----- C. Group Plans
IV. Incentives ----- D. Medical Care

A I-D, II-B, III-A, IV-C

B I-B, II-A, III-C, IV-D

C I-A, II-C, III-D, IV-B

D I-C, II-B, III-D, IV-A

A[Option ID=2957]

B[Option ID=2958]

C[Option ID=2959]

D[Option ID=2960]

QBID : **IM1041**

SI.No.41: Which of these is an internal factor influencing remuneration?

A Cost of living

B Legislations

C Institutional Business strategy

D Society

A[Option ID=2961]

B[Option ID=2962]

C[Option ID=2963]

D[Option ID=2964]

QBID : **IM1042**

SI.No.42: Assignment of a higher level job to an individual without increase in salary is called:

A Diagonal promotion

B Horizontal promotion

C Vertical Promotion

D Dry promotion

A[Option ID=2965]

B[Option ID=2966]

C[Option ID=2967]

D[Option ID=2968]

QBID : **IM1043**

SI.No.43: The test of the adequacy of any wage level is in the:

A Real wages

B Time wages

C Money wages

D	None of these
A[Option ID=2969] B[Option ID=2970] C[Option ID=2971] D[Option ID=2972]	

QBID : IM1044 Sl.No.44: CCS Conduct Rules came into force on	
A	1956
B	1964
C	1966
D	1971
A[Option ID=2973] B[Option ID=2974] C[Option ID=2975] D[Option ID=2976]	

QBID : IM1045 Sl.No.45: As per CCS conduct rules the following omissions of a Government servant amount to misconduct :- (i) Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior (ii) Habitual late attendance (iii) Habitual absence without permission and overstaying leave (iv) Conviction by a criminal court Codes	
A	Only (i), (ii) & (iii)
B	Only (ii), (iii) & (iv)
C	Only (i), (iii) & (iv)
D	All (i), (ii), (iii) & (iv)
A[Option ID=2977] B[Option ID=2978] C[Option ID=2979] D[Option ID=2980]	

QBID : IM1046 Sl.No.46: Which of the following is INCORRECT?	
A	Outstanding expenses -current asset
B	Good will- intangible asset
C	Sundry debtors -current asset
D	Loose tools -tangible fixed asset
A[Option ID=2981] B[Option ID=2982] C[Option ID=2983] D[Option ID=2984]	

QBID : **IM1047**

Sl.No.47: A material shall generally be considered surplus if it remains in stock for over_____ unless adequate reasons to treat it otherwise exist.

- A** One year
- B** Two years
- C** Three years
- D** Four years

A[Option ID=2985]
B[Option ID=2986]
C[Option ID=2987]
D[Option ID=2988]

QBID : **IM1048**

Sl.No.48: Fixed assets should be verified at least once in:

- A** Six months
- B** One year
- C** Two years
- D** Three years

A[Option ID=2989]
B[Option ID=2990]
C[Option ID=2991]
D[Option ID=2992]

QBID : **IM1049**

Sl.No.49: Diwali advance given to an employee is:

- A** Revenue Expenditure
- B** Capital Expenditure
- C** Not an Expenditure
- D** Deferred Revenue Expenditure

A[Option ID=2993]
B[Option ID=2994]
C[Option ID=2995]
D[Option ID=2996]

QBID : **IM1050**

Sl.No.50: Pick the incorrect one

- A** Sample physical verification at intervals of not more than five years should be done in case of libraries having more than 50000 volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done
- B** Loss of five volumes per 1000 volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.
- C** For libraries having more than 20000 volumes and up to 50000 volumes, such verification should be done at least once in three years.

D	Complete physical verification of books should be done every year in case of libraries having not more than 20000 volumes
A[Option ID=2997] B[Option ID=2998] C[Option ID=2999] D[Option ID=3000]	

QBID : IM1051 SI.No.51: A manager who shows consistency between his or her words and actions develops a reputation for:	
A	Self-confidence
B	Walking the talk
C	Emotionally intelligent
D	Highly energetic
A[Option ID=3001] B[Option ID=3002] C[Option ID=3003] D[Option ID=3004]	

QBID : IM1052 SI.No.52: Referent power is based on the subordinate's perception that the leader has a right to exercise influence because of the leader's:	
A	Ability to punish or reward
B	Position within an organization
C	Both Ability to punish or reward and Position within an organization
D	Personal charisma
A[Option ID=3005] B[Option ID=3006] C[Option ID=3007] D[Option ID=3008]	

QBID : IM1053 SI.No.53: The situational theory of leadership emphasis is:	
A	Environment
B	Events
C	Personality traits
D	Political situation
A[Option ID=3009] B[Option ID=3010] C[Option ID=3011] D[Option ID=3012]	

QBID : IM1054 SI.No.54: According to Fiedler's LPC scale, leaders with a low LPC score will gain satisfaction from:	

A	Achieving objectives
B	Developing team relationships
C	Both Achieving objectives and Developing team relationships
D	Neither Achieving objectives and Developing team relationships
A[Option ID=3013] B[Option ID=3014] C[Option ID=3015] D[Option ID=3016]	

QBID : IM1055 Sl.No.55: Contingency theories of leadership are based on the belief that there is:	
A	A single style of leadership appropriate to all managers
B	A single style of leadership appropriate to all situations
C	No single style of leadership appropriate to all situations
D	None of these
A[Option ID=3017] B[Option ID=3018] C[Option ID=3019] D[Option ID=3020]	

QBID : IM1056 Sl.No.56: The style of leadership which represents the extreme of centralised decision making authority:	
A	Bureaucratic
B	Authoritarian
C	Laissez faire
D	Democratic
A[Option ID=3021] B[Option ID=3022] C[Option ID=3023] D[Option ID=3024]	

QBID : IM1057 Sl.No.57: Which of the following leader behaviours, feature in Hersey and Blanchard's (1971) Situational leadership theory?	
A	Delegating and supportive behaviours
B	Directive and consultative behaviours
C	Supportive and directive behaviours
D	Supportive and participative behaviours
A[Option ID=3025] B[Option ID=3026] C[Option ID=3027] D[Option ID=3028]	

QBID : IM1058	
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Sl.No.58: The proper sequence of elements in the expanded communication model is :

- A** Sender-message-transmission-recipient-meaning
- B** Message-sender-signal-receiver-decode
- C** Sender-transmission-message-decode-meaning
- D** Message- transmission- encode-receiver-decode

A[Option ID=3029]
B[Option ID=3030]
C[Option ID=3031]
D[Option ID=3032]

QBID : **IM1059**

Sl.No.59: Moving your head, face, and eyes away from another person while communicating is often interpreted as a lack of self-:

- A** Respect
- B** Esteem
- C** Confidence
- D** Control

A[Option ID=3033]
B[Option ID=3034]
C[Option ID=3035]
D[Option ID=3036]

QBID : **IM1060**

Sl.No.60: The pattern in which every person has someone " on each side of him " with whom he can communicate is the:

- A** Circular pattern
- B** Chain pattern
- C** Centralised pattern
- D** Y pattern

A[Option ID=3037]
B[Option ID=3038]
C[Option ID=3039]
D[Option ID=3040]

QBID : **IM1061**

Sl.No.61: The tendency that listeners arrive at judgement before all relevant information has been received is called:

- A** Filtering
- B** Premature evaluation
- C** Psychological distance
- D** Pressure of time

A[Option ID=3041]
B[Option ID=3042]
C[Option ID=3043]
D[Option ID=3044]

QBID : **IM1062**

SI.No.62: The synchronous, interactive, real time exchange of message via a mediated source is:

A	Blogs
B	E-mail
C	Online chat
D	Social networking sites
A[Option ID=3045] B[Option ID=3046] C[Option ID=3047] D[Option ID=3048]	

QBID : **IM1063**

SI.No.63: In an organization, the probability of message reception can be enhanced by:

A	Using high decibel audio tools
B	Increasing the information load
C	Exposing the ignorance of co-workers
D	Establishing a view point
A[Option ID=3049] B[Option ID=3050] C[Option ID=3051] D[Option ID=3052]	

QBID : **IM1064**

SI.No.64: The area of behavioral science research that focuses on the personal factors underlying high productivity, as well as high morale, is the area of employee:

A	Communication
B	Motivation
C	Leadership
D	Economic development
A[Option ID=3053] B[Option ID=3054] C[Option ID=3055] D[Option ID=3056]	

QBID : **IM1065**

SI.No.65: Which of the following is the correct sequence in the process of motivation?

1. Action
2. Need
3. Relief
4. Tension

A	1, 2, 3, 4
B	2, 4, 1, 3
C	4, 3, 2, 1
D	2, 1, 4, 3

A[Option ID=3057]
B[Option ID=3058]
C[Option ID=3059]
D[Option ID=3060]

QBID : **IM1066**

SI.No.66: Which of the following theories of motivation deal with the basic components of effort, performance and outcomes?

- | | |
|----------|----------------------|
| A | Expectancy Theory |
| B | Equity Theory |
| C | Goal Setting Theory |
| D | Reinforcement Theory |

A[Option ID=3061]
B[Option ID=3062]
C[Option ID=3063]
D[Option ID=3064]

QBID : **IM1067**

SI.No.67: Who propounded "Motivation-Maintenance Theory?"

- | | |
|----------|--------------------|
| A | A.H. Maslow |
| B | Douglas Mc Gregor |
| C | Frederick Herzberg |
| D | F.W. Taylor |

A[Option ID=3065]
B[Option ID=3066]
C[Option ID=3067]
D[Option ID=3068]

QBID : **IM1068**

SI.No.68: One of the following deals with one-to-one collaboration between an external expert and a manager for developing the leadership skills of the later, which is that:

- | | |
|----------|---------------|
| A | Coaching |
| B | Mentoring |
| C | Orientation |
| D | None of these |

A[Option ID=3069]
B[Option ID=3070]
C[Option ID=3071]
D[Option ID=3072]

QBID : **IM1069**

SI.No.69: Which one of the following is the aim of Counselling?

- | | |
|----------|---|
| A | Ensuring that clients are on the correct medication |
| B | Promoting personal growth and productivity |
| C | Providing a successful diagnosis in psychopathology |

D	Solely addressing the behaviour
A[Option ID=3073] B[Option ID=3074] C[Option ID=3075] D[Option ID=3076]	

QBID : IM1070 Sl.No.70: One of the following is NOT an appropriate way that manager can employ for increasing the employee acceptance and commitment to Goals, which is that:	
A	Explaining goal relevance to personal needs
B	Convincing employees that goal attainment is within their capabilities
C	Providing managerial support
D	Setting ambiguous standards
A[Option ID=3077] B[Option ID=3078] C[Option ID=3079] D[Option ID=3080]	

QBID : IM1071 Sl.No.71: For achieving organizational goals effectively, the manager and subordinate should NOT jointly:	
A	Identify common goals
B	Indulge in negative criticism of each other
C	Define each individual's major areas of responsibility
D	Assess the contribution of each of its members
A[Option ID=3081] B[Option ID=3082] C[Option ID=3083] D[Option ID=3084]	

QBID : IM1072 Sl.No.72: The final activity for time management before moving out of work is:	
A	Beware of time wasters
B	Optimize work environment
C	Prioritise all your tasks
D	See what all you set out to accomplish and what all did you finish
A[Option ID=3085] B[Option ID=3086] C[Option ID=3087] D[Option ID=3088]	

QBID : IM1073 Sl.No.73: Which of the following would be considered as using the time management technique of "getting off a good start"?	
A	Tackle easy items first to build momentum

B	Leave after the morning rush is over to avoid traffic jams on the freeway
C	Tackle the tough task first because this is usually your peak energy time
D	Begin the day by talking to co-workers to find out what are the hot agendas items for the day.
A[Option ID=3089] B[Option ID=3090] C[Option ID=3091] D[Option ID=3092]	

QBID : IM1074 SI.No.74: The statement "I am going to apologise for my mistakes" is an example of _____ component of attitude	
A	Psycho-motor
B	Cognitive
C	Behavioural
D	Affective
A[Option ID=3093] B[Option ID=3094] C[Option ID=3095] D[Option ID=3096]	

QBID : IM1075 SI.No.75: Which of the following is NOT a method used for changing the attitude on an employee?	
A	Use of fear
B	Providing new information
C	Giving feedback
D	Performance appraisal
A[Option ID=3097] B[Option ID=3098] C[Option ID=3099] D[Option ID=3100]	

QBID : IM1076 SI.No.76: A change agent is the individual who:	
A	Supports change
B	Opposes change
C	Initiates change
D	Helps implement change
A[Option ID=3101] B[Option ID=3102] C[Option ID=3103] D[Option ID=3104]	

QBID : IM1077 SI.No.77: The five stages of the coping cycle are (in order):	

A	Denial, defence, discarding, adaptation, internalization
B	Defence, denial, discarding, adaptation, internalization
C	Denial, resistance, discarding, adaptation, internalization
D	Denial, defence, resistance, adaptation, internalization
A[Option ID=3105] B[Option ID=3106] C[Option ID=3107] D[Option ID=3108]	

QBID : IM1078 Sl.No.78: Transformational change is often carried out:	
A	By middle managers
B	Top down
C	Bottom up
D	After extensive consultation
A[Option ID=3109] B[Option ID=3110] C[Option ID=3111] D[Option ID=3112]	

QBID : IM1079 Sl.No.79: Out of the following identify the reasons "Why individuals might resist organisational change?" 1. Lack of interest. 2. Pessimism. 3. Anxiety. 4. Irritation. 5. Opposing strategy proposals. 6. Personal ambitions.	
A	All of these
B	2), 3), 5) and 6)
C	1), 2), and 4)
D	2), 4), 5) and 6)
A[Option ID=3113] B[Option ID=3114] C[Option ID=3115] D[Option ID=3116]	

QBID : IM1080 Sl.No.80: Which of the following is NOT a recommended approach to encourage creativity?	
A	Tolerating failures
B	Offering recognition for good effort and performance
C	Restricting on-the-job interaction in order encourage individual excellence
D	Encouraging experimentation among employees
A[Option ID=3117] B[Option ID=3118]	

C[Option ID=3119]
D[Option ID=3120]

QBID : **IM1081**

Sl.No.81: The ideas which interfere with the solution of the problem fade away during _____ of creativity process.

A Preparation phase

B Evaluation phase

C Idea generation phase

D Incubation phase

A[Option ID=3121]

B[Option ID=3122]

C[Option ID=3123]

D[Option ID=3124]

QBID : **IM1082**

Sl.No.82: For fostering team creativity, which is an appropriate way an institution may use:

A Establishing a competitive environment to promote creative ideas

B Establishing challenges for the team

C Evaluating ideas during the idea generation stage

D Stressing deadlines to encourage intensity and focus

A[Option ID=3125]

B[Option ID=3126]

C[Option ID=3127]

D[Option ID=3128]

QBID : **IM1083**

Sl.No.83: Control systems typically focus on all but which of the following factors:

A Quality of the product

B Resources consumed

C Employee performance

D Quality of planning process

A[Option ID=3129]

B[Option ID=3130]

C[Option ID=3131]

D[Option ID=3132]

QBID : **IM1084**

Sl.No.84: For best management, controlling should be

A Profit-oriented

B Cost-oriented

C Objective-oriented

D Man-oriented.

A[Option ID=3133]
B[Option ID=3134]
C[Option ID=3135]
D[Option ID=3136]

QBID : **IM1085**

SI.No.85: If controls are to be effective, they must be specially tailored to:

- | | |
|----------|---|
| A | Plans and positions |
| B | Individual managers and their personalities |
| C | Needs for efficiency and effectiveness |
| D | All of these. |

A[Option ID=3137]
B[Option ID=3138]
C[Option ID=3139]
D[Option ID=3140]

QBID : **IM1086**

SI.No.86: The main characteristics of an effective control system are:

- | | |
|----------|--|
| A | Flexibility, measurability, timeliness and objectivity |
| B | Flexibility, accuracy, timeliness and objectivity |
| C | Flexibility, accuracy, timeliness and relevance |
| D | Flexibility, accuracy, relevance and objectivity |

A[Option ID=3141]
B[Option ID=3142]
C[Option ID=3143]
D[Option ID=3144]

QBID : **IM1087**

SI.No.87: Effective control depends on:

- | | |
|----------|------------------------|
| A | Organisation structure |
| B | Proper direction |
| C | Flow of communication |
| D | All of these |

A[Option ID=3145]
B[Option ID=3146]
C[Option ID=3147]
D[Option ID=3148]

QBID : **IM1088**

SI.No.88: All of the following are dangers inherent in over control except:

- | | |
|----------|--|
| A | Accenting short run results and ignoring long run outcomes |
| B | The reduction of personal freedom and independence at work |
| C | The creation of anxiety and stress among workers |
| D | A tendency toward increased flexibility |

A[Option ID=3149]
B[Option ID=3150]
C[Option ID=3151]
D[Option ID=3152]

QBID : **IM1089**

SI.No.89: The traditional method of appraisal whereby the appraiser lists the employees according to their level of performance is called the:

- | | |
|----------|-----------------------------|
| A | Ranking method |
| B | Critical incident method |
| C | Graphic scales method |
| D | Forced distribution method. |

A[Option ID=3153]
B[Option ID=3154]
C[Option ID=3155]
D[Option ID=3156]

QBID : **IM1090**

SI.No.90: The major weakness of the forced distribution method is:

- | | |
|----------|--|
| A | Assumes that employee performance levels always conform to a normal distribution |
| B | Work is reliable |
| C | The error of central tendency |
| D | None of these |

A[Option ID=3157]
B[Option ID=3158]
C[Option ID=3159]
D[Option ID=3160]

QBID : **IM1091**

SI.No.91: "The person who was a good performer in distantpast is assured to be okay at present also". This is an example of _____ in performance appraisal

- | | |
|----------|-------------------|
| A | Halo effect |
| B | Central Tendency |
| C | Spill over effect |
| D | Horn effect |

A[Option ID=3161]
B[Option ID=3162]
C[Option ID=3163]
D[Option ID=3164]

QBID : **IM1092**

SI.No.92: The actual performance of an individual is measured in terms of his_____.

- | | |
|----------|-----------------------------|
| A | Input and output |
| B | Returns to the organisation |
| C | Business earned by him |

D	Efficiency and effectiveness
A[Option ID=3165] B[Option ID=3166] C[Option ID=3167] D[Option ID=3168]	

QBID : IM1093 SI.No.93: Which of the following leave is admissible to an employee under suspension?	
A	Study leave
B	Half pay leave
C	Extra ordinary leave
D	None of these
A[Option ID=3169] B[Option ID=3170] C[Option ID=3171] D[Option ID=3172]	

QBID : IM1094 SI.No.94: What is the time limit for completing the inquiry and submit report by Inquiring Authority?	
A	3 months
B	6 months
C	9 months
D	12 months
A[Option ID=3173] B[Option ID=3174] C[Option ID=3175] D[Option ID=3176]	

QBID : IM1095 SI.No.95: The systematic collection and interpretation of evidence, leading as part of the process, to a judgement of value with a view to action is called:	
A	Feedback
B	Evaluation
C	Corrective action
D	Assessment
A[Option ID=3177] B[Option ID=3178] C[Option ID=3179] D[Option ID=3180]	

QBID : IM1096 SI.No.96: In institutional management, the process of evaluation is:	
A	Input directed
B	Process directed

C	Program directed
D	Goal directed
A[Option ID=3181] B[Option ID=3182] C[Option ID=3183] D[Option ID=3184]	

QBID : IM1097	
SI.No.97: In institutional evaluation, “Adequacy” means to:	
A	Check whether the goals or targets set by an institution were met or not
B	Check whether the institute has attained the expected goals
C	Determine the true effect of an intervention on the indicators of interests
D	Determine the success of programme’s activities and outcomes
A[Option ID=3185] B[Option ID=3186] C[Option ID=3187] D[Option ID=3188]	

QBID : IM1098	
SI.No.98: Which of the following is a correct statement with regards to Academic audit:	
A	A framework for finding fault with a system or individual faculty and staff
B	An externally directed surprise spot checks
C	An arid collection of awkward questions lacking a philosophy and coherence with the purpose of institute
D	A tool whereby adequacy of academic inputs in an educational institution are measured
A[Option ID=3189] B[Option ID=3190] C[Option ID=3191] D[Option ID=3192]	

QBID : IM1099	
SI.No.99: One of the following is not the basic principle underlying an academic audit, which is that:	
A	Base decisions on evidence
B	Define quality in terms of inputs
C	Learn from best practices
D	Make continuous improvement a priority
A[Option ID=3193] B[Option ID=3194] C[Option ID=3195] D[Option ID=3196]	

QBID : IM1100	
SI.No.100: The evidence available to auditor is _____ in nature, rather _____ in nature.	
A	Conclusive, pervasive

B	Pervasive, conclusive
C	Limited, unlimited
D	None of these
A[Option ID=3197] B[Option ID=3198] C[Option ID=3199] D[Option ID=3200]	