

B.Com. Business Management

III Sem

MULTIPLE CHOICE QUESTIONS AND ANSWERS

- 1) Which of the following statements regarding managers in today's world is accurate?
 - a) Their age range is limited to between 30 & 65.
 - b) They are found early in large corporation.
 - c) They can be found exclusively fit for profit organizations.
 - d) The single most important variable is employee productivity & loyalty is the quality of the relationship between employees & their direct supervisors.

- 2) According to data collected by Catalyst a man profit research group, ----- group of corporate officers in fortune 500 companies are
 - a) 55.3
 - b) 15.7
 - c) 39.7
 - d) 21.9

- 3) Someone who works with and through other people by co coordinating their work activities in order to accomplish organizational goals are-----.
 - a) A very intelligent individual
 - b) A supervisor of production work
 - c) A manager
 - d) An operation supervisor

- 4) Managers who are responsible for making organization wide decision & establishing the plans & Goals that affect the entire organization are -----.
 - a) First line managers
 - b) Top managers
 - c) Production managers
 - d) Research managers.

- 5) All levels of management between the supervisory level & the top of the organization are termed ----
-----.
 - a) Middle managers
 - b) First line managers
 - c) Supervisors
 - d) Forman

- 6) Executive Vice president, president, managing director, chief operating officers or chairman of the board are associated with the following levels of management?
- Team leaders
 - Middle managers
 - First line managers
 - Top managers
- 7) Agency head or plant manager is most likely associated with which of the following?
- Team leaders
 - Middle managers
 - First line managers
 - Top managers
- 8) ----- is the process of getting activities completed & effectively with& through other people
- Leading
 - Management
 - Supervision
 - Controlling
- 9) The distinction between a managerial position & a non managerial position is -----.
- Planning the work of others
 - Coordinating the work of others
 - Controlling the work of others
 - Organizing the work of others
- 10) -----distinguishes a managerial position from a non managerial one
- Manipulating others
 - Concern for the Law
 - Increasing efficiency
 - Coordinating & Integrating other's work
- 11) Effectiveness is synonymous with -----.
- Cost minimization
 - Resource control
 - Good attainment
 - Efficiency.
- 12) Effectiveness refers to -----
- The relationship between inputs & outputs
 - The additive relationship between cost & benefit
 - The exponential nature of costs & outputs.
- 13) The management process function consist of -----.
- Planning, Organizing, Staffing & Directing
 - Planning, Organizing, Leading & directing

- c) Planning, Organizing, Leading & Staffing
- d) Planning, Organizing, Leading & Controlling.

14) In successful organizations, -----

- a) Low efficiency & high effectiveness go hand in hand
- b) High efficiency & low effectiveness go hand in hand
- c) High efficiency & high effectiveness go hand in hand
- d) High efficiency & high equity go hand in hand

15)----- was a French industrialist who identified the basic management functions.

- a) Weber
- b) Taylor
- c) Herzberg
- d) Fayol

16) Writing an organizational strategic plan is an example of the ----- management function.

- a) Leading
- b) Coordinating
- c) Planning
- d) Organizing

17) organizing includes -----

- a) Defining organizational goals
- b) Hiring organizational members
- c) Motivating organizational members
- d) Determining who does what tasks

18) A manager resolving conflict among organizational members is performing what function?

- a) Controlling
- b) Commanding
- c) Directing
- d) Leading

19) the process of monitoring, comparing & correcting is called -----.

- a) Controlling
- b) Coordinating
- c) Leading
- d) Organizing

20) Mentoring is primarily associated with the management function of -----.

- a) Planning
- b) Organizing
- c) Leading
- d) Controlling

21)-----developed a categorization scheme for defining what managers do consisting of 10 different but highly interrelated roles.

- a) Henry Fayol
- b) Henry Ford
- c) Henry Mintzberg
- d) Henry Morris

22) According to Mintzberg's management roles, the ----- roles are those involve people and other duties the ceremonial and symbolic in nature.

- a) Informational
- b) Interpersonal
- c) Technical
- d) Decisional

23) The----- role is more important for lower –level managers than it either middle or top level managers.

- a) Leader
- b) Entrepreneur
- c) Spoke person
- d) Disseminator

24) The 3 essential managerial skills put forth by ktaz include-----

- a) Technical, human, and Empirical
- b) Human, Empirical and Conceptual
- c) Technical, Interpersonal and Controlling
- d) Technical Human and Conceptual

25) Understanding building leader would be considered a ----- skill building contractor

- a) Human
- b) Technical
- c) Conceptual
- d) Empirical

26) manager with good ----- are able to get the best out of their people.

- a) Human skills
- b) Conceptual skills
- c) Technical skills
- d) Visual skills

27) An organization is -----.

- a) The physical location where people work
- b) A collection of individuals working for the same company
- c) A deliberate arrangement of people to accomplish specific purpose.
- d) A group of individuals focused on profit-making for their share holders.

28) A difference between traditional organization and new organization is the new organization will be more -----.

- a) Static
- b) Command oriented
- c) Rule oriented
- d) Dynamic

29) Which of the following approaches to management has also been called 'Operation' research or management science?

- a) The quantitative approach
- b) The qualitative approach
- c) The experimental approach
- d) The theoretical approach

30) ----- is a technique that manager used to improve resource allocation decision.

- a) Linear programming
- b) Work scheduling
- c) Economic order quantity modeling
- d) Regression analysis

31) Which of the early advocates of organizational behavior was concerned about deplorable working condition?

- a) Robert owan
- b) Huge meensterburg
- c) Mary parker follett
- d) Chester Burnard

32) While trying to discover a problem, one manager utilizes analysis of basic work tasks that are performed in the organization, it is most likely that this manager has studied the work of -----.

- (a) Fredrick Taylor
- (b) Edward Deming
- (c) Max Weber
- (d) Henri Fayol

33) This research effort lasted for 7 years & became known as-----

- a) The Harvard Research Group
- b) The Boston Consulting Group
- c) Quantitative management
- d) The Hawthorne studies

34) Organizational culture is similar to an individuals -----

- (a) Skills
- (b) Personality
- (c) Motivation
- (d) Ability

35) An organization's specific environment -----

- (a) Is unique and changes with conditions
- (b) Is the same regardless of the organization's age
- (c) Is determined by the top level management
- (d) Is quantified to determine its objective.

36) Environmental scanning creates the foundation for-----

- (a) Project management
- (b) Forecasts
- (c) Bench marking
- (d) Budgeting

37) Managers need forecasts that will allow them to predict future events effectively and -----

- a) Accurately
- b) Efficiently
- c) Specifically
- d) In a timely manner

38) Quantitative forecasting applies a set of mathematical rules to -----

- a) Develop predictions of outcomes from customer's opinions
- b) A series of past data to predict outcomes
- c) Analyze what has happened in the past and determine when it will occur again
- d) Estimate the number of products that should be produced at a given time.

39) The goal of forecasting is to managers-----

- a) Accurate predictions of trends and events
- b) Decisions as to what customers will be demanding and when
- c) Informations about the dynamics of environmental change
- d) With information that will facilitate decision making

40) The accuracy of forecasts decrease as the -----

- a) Quantity of data increase
- b) Simplicity of the forecasts method increase
- c) Period you were trying to predict increase
- d) Number of customers increase

41) Forecasting techniques fall into two categories?

- a) Fixed asset and human capital
- b) Predictive and confirmatory
- c) Quantitative and qualitative
- d) Empirical and conceptual

42) What type of forecasting technique relies on the judgment and opinion of knowledgeable individuals?

- a) Qualitative
- b) Short-term
- c) Confirmatory
- d) Predictive

43) Forecasting techniques are most accurate when the environment is -----.

- a) Changing inversely
- b) Dynamic on the long term, so turning points can be identified
- c) Not rapidly changing
- d) Seasonal but not cyclical

44) On what basis are jobs grouped in order to accomplish organizational goals?

- a) Departmentalization
- b) Centralization
- c) Formalization
- d) Coordination

45) Organizational design is based on decisions about-----

- a) Work specialization and departmentalization
- b) Chain of command and span of control

- c) Centralization and decentralization
- d) All of these

46) Grouping activities on the basis of customer is -----

- (a) Functional departmentalization
- (b) Product departmentalization
- (c) Customer departmentalization
- (d) Geographical departmentalization

47) Today's competitive business environment has greatly increased the importance of what type of departmentation?

- a) Geographic
- b) Customers
- c) Product
- d) Process

48) Functional departmentation groups jobs by -----.

- a) Task they perform
- b) Territories they serve
- c) Products or services they manufacture or produce
- d) Type of customer they serve

49) Assigning designers, production workers, and sales people to a common work group to develop a new product is known as a -----team.

- a) Differentiated
- b) Product
- c) Cross-functional
- d) Weak

50) Departmentation based on ----- groups, jobs based on the territory or physical location.

- a) Functional
- b) Product
- c) Geographic
- d) Metric

51) -----departmentation is based on the product or customer flow through the organization

- a) Product
- b) Functional
- c) Process

d) Organizational structure

52) ----- is the obligation or expectation to perform a duty

- a) Responsibility
- b) Unity of command
- c) Unity of direction
- d) Span of control

53) ----- the theory that a person should report to only one manager is called

- a) Authorized line of responsibility
- b) Unity of command
- c) Responsibility factor
- d) Chain of command

54) ----- refers to the rights inherent to a position that allows a manager to tell subordinate what to do and expect them to do it

- a) Responsibility
- b) Unity of command
- c) Chain of command
- d) Authority

55) The degree to which jobs are standardized and guided by rules and procedures is called -----

- a) Work specialization
- b) Centralization
- c) Decentralization
- d) Formalization

56) The degree to which decision making is confined at a single point in an organization is described as-----

- a) Unity of command
- b) Chain of command
- c) Span of management
- d) Centralization

57) In an effort make organizations more flexible and responsive to competitive pressures firms have adopted more -----decision making

- a) Centralized
- b) Decentralized
- c) Vertically integrated
- d) Stable

58) A small business with low departmentalization, wide spans of control, centralized authority and limited formalization can be said to possess a ----- structure

- a) Simple
- b) Functional
- c) Divisional
- d) Matrix

59) As the number of employees in an organization grows, structure tends to become more -----

- a) Specialized
- b) Informal
- c) Centralized
- d) A&B

60) When an organization assigns specialists to groups according to the projects they are working on, this is called -----

- a) Divisional structure
- b) Functional structure
- c) Product structure
- d) Matrix structure

61) Span of management depends up on the ability of whom?

- a) Employees
- b) Employers
- c) Managers
- d) Subordinates

62) Who said, "Management is a multiple organ that manages a business, manages a manager and manages workers and work"?

- a) Maslow
- b) Peter Drucker
- c) Fayol
- d) Taylor

63) What type of control is most important for effective delegation?

- a) Feed forward
- b) Spontaneous
- c) Feedback
- d) None of these

64) Planning is mainly concerned with looking ahead in the future , what is it that provides the necessary raw material for correct planning?

- a) TQM
- b) Controlling
- c) Planning
- d) Forecasting

65) Management is the combination of Arts, Science and -----?

- a) Profession
- b) Science
- c) Arts
- d) All the above

66) Who included Espirit De Corps as a management principle?

- (a) Abraham Maslow
- (b) Henry Fayol
- (c) Peter Drucker
- (d) F.W.Taylor

67) Which kind of approach did Fayol contributed to the management literature?

- a) Divisional
- b) Scientific
- c) Functional
- d) Professional

68) Who is called “The father of Modern Management Theory”?

- a) F.W.Taylor
- b) Peter Drucker
- c) Abraham Maslow
- d) Henry Fayol

69) Which need includes the basic human needs of food, clothing and shelter?

- a) Physiological needs
- b) Psychological needs
- c) Self esteem
- d) Self actualization

70) Many organizational problems have their root cause in what?

- a) Lack of control

- b) Misunderstanding
- c) Lack of communication
- d) None of these

71) Profession requires definite period of what?

- a) Planning
- b) Controlling
- c) Learning
- d) Organizing

72) Science is a body of which type of knowledge?

- a) Unorganized
- b) Systematic
- c) Structured
- d) Organized

73) What articulates the long-term goals of an enterprise?

- a) Vision statement
- b) Mission
- c) Objectives
- d) All of these.

74) Who propounded the theory of X and Y?

- a) Mc Clends
- b) McGregor
- c) Herzberg
- d) Fayol

75) What is essential for the management to get things done in the organization?

- a) Responsibility
- b) Controlling
- c) Delegation
- d) None of these

76) Name the type of the supervisor who takes care of the number being produced today?

- a) Route clerk
- b) Time and cost clerk
- c) Inspector
- d) Speed Boss

77) Who proposed expectancy theory of motivation?

- a) Victor H Vroom
- b) Maslow
- c) Henri Fayol
- d) Taylor

78) In the process of delegation, to whom is some part of the authority allotted?

- a) Superiors
- b) Subordinates
- c) Employers
- d) None of these

79) This is a type of motivational technique training given to the groups of managers themselves so that they may behave with and motivate their subordinates better?

- a) In-basket training
- b) Apprenticeship
- c) Sensitivity training
- d) Vestibule training

80) span of control also refers to a span of what?

- a) Authority
- b) Accountability
- c) Control
- d) Responsibility

81) What forces managers to think about planning for results rather than merely planning activities or work?

- a) Management by objectives
- b) Span of management
- c) Span of control
- d) All of these

82) Who proposed the first theory called the hierarchy of needs theory?

- a) Henri Fayol
- b) Abraham Maslow
- c) Peter Drucker
- d) None of these

83) Management is a creative and ----- process?

- a) Systematic
- b) Organized
- c) Continuous
- d) Planned

84) -----, weakness, threats, opportunities are the long form SWOT analysis?

- a) Weakness
- b) Threat
- c) Opportunity
- d) Strength

85) The problem solving process begins with?

- a) Clarification of the situation
- b) Establishment of alternatives
- c) Identification of the difficulties
- d) Isolation of the cause

86) Policies are sometimes defined as a-----?

- a) Shortcut for thinking
- b) Action plan
- c) Substitute for strategy
- d) Substitute for management authority.

87) According to Herzberg, which of the following is a maintenance factor?

- a) Salary
- b) Work itself
- c) Responsibility
- d) Recognition

88) Which of the following is a strength of Divisional Structure

- a) It focuses on results
- b) It gains advantage due to work specialization
- c) Employees have more than one boss
- d) It is based solely on teams.

89) Standing plan that furnish broad guidelines for channeling management thinking in specified direction are called?

- a) Single-use plan
- b) Programs
- c) Procedures

d) Policies

90) Which of the following is a factor that affects delegation of authority from the delegant's aspect?

- a) Love for authority
- b) Fear of exposure
- c) Experiences of the superior
- d) Fear of criticism.

91) Fayol recognized that there was no limit to the principles of management, but he advocated 14. They included?

- a) Division of work
- b) Remuneration of personnel
- c) Centralization
- d) All the above

92) Brech identifies four main elements of management. They are planning, control, co-ordination and-----?

- a) Motivation
- b) Centralization
- c) Discilpine
- d) Division of work.

93) Which of the following might a manager be responsible for?

- a) Implementing policy decisions
- b) Formulating policies
- c) Determining organization objectives
- d) All the above

94. One of the most popular ways of defining management is that it involves getting work done?

- a) Through the efforts of other people
- b) As quickly as possible
- c) Through the efforts of other managers
- d) With as little effort as possible

95)Managers require a combination of technical competence, social and human skills and conceptual ability. Conceptual ability may be defined as?

- (a) The ability to view the complexities of the operations of the organization as a whole, including environmental influences
- (b) The ability to apply specific knowledge, methods and skills to discrete tasks

- (c) The ability to secure the effective use of human resources of the organization
- (d) All the above

96) In a detailed study of American General Managers Kotter Found that?

- a) They were all constantly setting agendas and establishing a network of co-operative relations
- b) They rarely spoke to those they did not manage and often gave orders
- c) They constantly set agendas but had little contact with others
- d) They had no significant activities in common.

97) Theory X and Theory Y represent two suppositions about human nature and behavior at work from which styles of management are adopted. These theories were put forward by?

- a) McGregor
- b) Ouchi
- c) Maslow
- d) Mayo

98) Which of the following statements is not an assumption of a manager who might adopt a Theory X style of management?

- a) The intellectual potential of the average person is only partially utilized
- b) The average person is lazy and has an inherent dislike of work
- c) People must be threatened with punishment if the organization is to meet its objectives
- d) The average person avoids responsibility

99) A Theory Y approach is more suitable where a job offers?

- a) All of these
- b) The ability to exercise initiative
- c) A high degree of intrinsic satisfaction
- d) An element of problem solving

100) Which of the following statements about MBO is/are true?

- a) All of these
- b) Measurement of performance is in terms of the subordinates degree of accomplishment rather than the ability to follow detailed instructions on how to perform
- c) Subordinates are given freedom of action to decide how to achieve objectives and targets of the organization
- d) The central feature of MBO is that objectives and targets are not imposed but established and agreed through participation of subordinates with superiors.

101. -----Refers to the organizing and deciding of human activities for attaining a definitive objective.

(a) Management (b)Planning (c)Organizing (d)Activization.

102. Management has the nature -----.

(a)To do (b)To get things done (c)To command others (d)To dominate others.

103.The Father of modern theory of Management-----.

(a)Massie (b)Petee. f .Druekee (c)Henry Fayol (d)Gulhick

104.Social responsibility implies responsibility to-----.

(a)Owner (b)Employee (c)Govt. (d)Society.

Fill in the blanks.

105.----- is called the father of scientific management.

106.----- is required to meet the challenge of change.

107.Running of business requires skill which is called -----.

108.Functioning of Govt. departments requiring skill is called -----.

State the following statements are "TRUE" Or "FALSE".

109.Japan's industrial growth is viewed as 'Japanese Miracle'.

110.Management is not only an art but also a science.

111.Management is not a factor of production.

112.Management is only Tangible but not intangible.

Match the following.

113.Mutual Revolution a)Multidisciplinary

114. Management Engineer b)Henry Fayol

115.Management c)Scientific management

116.Management philosopher d)Professor

e)Howled Kountze

f)F.W.Faylor

Choose the correct answer from the choice given.

117.The primary facilities of Management is----- .

(a)Planning (b)Organizing (c)Staffing (d)Decision making.

118. Planning leads to -----.

(a) Increase expenses (b)Increase problems (c)Reduce expense(d)Nothing.

119. Internal policy otherwise called as-----.

(a)Organized policy (b) Specific policy (c) Written policy (d)Implicit policy.

120. Appealed policy is formulated on the requests of the

(a)Chief executive (b) Manager (c) Subordinates (d) Supervisor.

Fill in the blanks.

121. Objectives are treated as -----.

122. Policy is formulated by -----.

123. ----- specify the way in which the specified work is to be performed.

124. ----- is looking in to the future.

State the following statements whether “true “or” false”.

125. Planning provides the basis for control.

126. The success of planning depends on the accuracy of formatting.

127. The assigned work cannot be performed with the help of procedure.

128. The budget is a plan in numerical terms.

Match the following.

- | | |
|------------------------|-------------------|
| 129. Objective | a) Quota |
| 130. Multi-use plans. | b) Hierarchy |
| 131. Target. | C) Misery |
| 132. Planning premises | d) Standing plans |
| . | e) Programmes |
| | f) Assumptions. |

Choose the correct answer from the choices given.

133. Under functional organization, the quality of each work is checked by
(a) Repair boss (b) Disciplinarian (c) Inspector (d) Route clerk.

134. One among the following is aptitude test.

(a) Temperament test (b) Achievement test (c) Interest test (d) personality test.

135. Many candidates are interviewed at a time under

(a) Group interview (b) Board interview (c) Stress interview (d) Patented interview.

136. Authority means

(a) Right to receive orders (b) Right to take decisions
(c) Right to command others (d) Right to obey others.

Fill in the blanks.

137. Duplicator of work is done under-----.

138. Recruitment is the process of finding ----- candidate for the right job.

139. Initial interview is otherwise called as ----- interview.

140. Line organization is otherwise called as -----'

State whether the following statements are "True" or "False".

141. Both recruitment and selection are due and the same.

142. Line organization is the modern type of organization.

143. An organization manual is maintained in a loose leaf book form.

144. Delegation of authority leads to motivation to subordinates.

Match the following.

145. Responsibility a) Superior-Subordinate relationship

146. Recentralisatory b) Centralization

147. Organization chart. c) Source of recruitment

148. Employment exchange. d) Delegator of authority.

e) Selections.

f) Obligation to perform.

Choose the correct answer from the choices given.

149. Who gives direction?

(a) Subordinate (b) Supervisor (c) Employee (d) None of these.

150. Co-ordination is done by

(a) Manager (b) Subordinate (c) Employee (d) Govt.

151. Democratic leadership is also called as.

(a) Free-Rein (b) Authoritarian (c) Participation (d) Paternalist ion

152. Dealing means

(a) Giving instructions (b) Issue of order (c) Firing responsibility. (d) Receiving opinions.

153. Motivation factors also known as-----.

154. Magregor's theory of motivation is based on assumptions relating to-----.

155. Co-ordination is necessary at all levels of -----.

156. Director is otherwise called as-----.

State whether the following are "true" or "false"

157. Direction flows from bottom to top in an organization

158. Co-ordination and co-operation are one and the same.

159. Managerial grid helps managers to identify their leadership styles.

160. Motivation is a remedy for resisting strikes.

Match the following.

161. Co-ordination.

A) Maslow

162. Direction

B) Macgregor

163. Managerial grid.

C) Team work

164. X & Y theory

D) Blake&Montor

E) How many of objective

F) Liket

165. The process of control starts from

- (a) The establishment of standards
- (b) Measurement of performance.
- (c) Comparison of actual & standard performance.
- (d) None of these.

166. The process of control ends with.

- (a) Measurement of performance
- (b) Analysis of devaluations
- (c) Taking remedial actions.
- (d) None of these.

167. C P M Method of control was developed by.

- (a) Due de meemoues co.
- (b) De pont co.
- (c) Gast Niksons Chart
- (d) None of these.

168. Standard costing is used to control the

- (a) Cost
- (b) Profit
- (c) Volume
- (d) Revenue.

169. PERT denotes-----.

170. CPM stands for-----.

171. MIS represents-----.

172. Predictive control is also known as-----.

State whether the statements are "true" or "false".

173. Fixing of standard is not necessary for exercising control.

174. Corrective actions are taken by the management for exercising control.

175. Check it with Master copy.

176. Control does not involve evaluations and measurement.

Match the following.

177. Zero-base budgeting

a) Oldest method of control.

178. Non-budgetary control

b) Jimmy Carter technique.

179. Personal observation

c) C.A. Wilson.

180. corrective actuary

(d) Internal audit.

(e) Revision of standards.

181. ----- is an effective method of bringing the collective knowledge and experiences of number of persons to solve many difficult problem.

- (a) Committee (b) Group (c) Team (d) None of these

182. ----- is the group of activities into departments, discussions or other homogeneous units.

- (a) Departmentation (b) Decentralization (c) Centralization (d) Own.

183. Choosing the right person for the right job is -----.

- (a) Organizing (b) Recruitment (c) Selection (d) Planning.

184. ----- is the sub function of direction.

- (a) Supervision (b) Planning (c) Motivation (d) Recruitment.

185. The subject matter of Coin is -----.

- (a) Letter (b) Speech (c) Sender (d) Message.

186. Need hierarchy theory was put forward by -----.

- (a) Peter f. Drunker (b) Abraham Maslow (c) Henry Fayola (d) F.W.Taylor.

187. Theory Z is developed by -----.

- (a) Abraham Maslow (b) William Ouchy (c) Peter f. Drunker (d) Henry Fayola

188. Comparison between actual and standard performance is

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

189. ----- are the aims or purpose of an organization.

- (a) Objective (b) Mission (c) Vision (d) Strategy.

190. ----- are considered as certain guidelines.

- (a) Strategy (b) Policy (c) Mission.

191. ----- is the broad of action.

- (a) Policy (b) Strategy (c) Mission

192. ----- of authority at the top level of the organization is -----.

(a) Decentralization (b) Centralization (c) Delegation (d) Power.

193. ----- is assigned to measure the speed and precision of movement in an applicant.

(a) Movement test (b) Aptitude test (c) Performance test (d) Trade test.

194. ----- may provide significant information about the applicant.

(a) Reference (b) Interview (c) Data's (d) Information.

195. ----- is a legal or rightful power, a right to command or to act.

(a) Authority (b) Responsibility (c) Power (d) None.

196. ----- is a time table of work.

(a) project (b) Schedules (c) Budgets (d) Programs.

197. ----- is a comprehensive plan designed to implement the policy and accomplish the objectives.

(a) Schedules (b) Budgets (c) project (d) Programs.

198. ----- are the simplest and the most specific type of standing plans.

(a) Policy (b) Rate (c) Project (d) Schedule.

199. ----- is considered as the father of administrative management.

(a) Henry Fayola (b) F.W.Taylor (c) Cluck (d) Peter f. Drunker

200. ----- means the willingness on the part of the employee to obey the rules and producers of the organization.

(a) Discipline (b) Authority (c) Responsibility (d) Unity of command.

201. ----- is also known as "Supervisory Management".

(a) Top level (b) Middle level (c) Lower level.

202. ----- involves the applicable of expert knowledge for solving problems.

(a) Profession (b) Art (c) Science (d) None of these.

ANSWERS

1.D 2.B 3.C 4.B 5.A 6.D 7.B 8.B 9.B 10.D 11.C 12.A
 13.D 14.C 15.D 16.C 17.D 18.D 19.A 20.C 21.C 22.B 23.A 24.D
 25.B 26.A 27.C 28.D 29.B 30.A 31.A 32.A 33.D 34.B 35.A 36.B
 37.D 38.B 39.D 40.C 41.C 42.A 43.C 44.A 45.D 46.C 47.B 48.A
 49.C 50.C 51.C 52.A 53.B 54.D 55.D 56.D 57.B 58.A 59.A 60.D
 61.A 62.B 63.C 64.D 65.A 66.B 67.C 68.D 69.A 70.B 71.C 72.D
 73.A 74.B 75.C 76.D 77.A 78.B 79.C 80.D 81.A 82.B 83.C 84.D
 85.C 86.A 87.A 88.A 89.D 90.D 91.D 92.A 93.A 94.A 95.A 96.A
 97.A 98.A 99.A 100.A 101. Management 102. To command others

103. Henry Fayal. 104. Society. 105. F.W.Taylor. 106. Management.
 107. Management. 108. Administration. 109.True 110. True.
 111. False. 112. False. 113. Scientific management.
 114. F.W.Taylor 115. Multidisciplinary. 116. Henry Fayal 117. Planning.
 118. Reduce expenses. 119. Originated policy. 120. Subordinate. 121. Basic plan.
 122. Top management. 123. Method. 124. Planning. 125. True.
 126. True. 127. False. 128. True. 129. Hierarchy.
 130. Standing plans. 131. Quota. 132. Assumption. 133. Inspector.
 134. Personality test. 135. Group interview. 136. Right to command others.
 137. Decentralization. 138. Right. 139. Preliminary. 140. Military organization.
 141. False. 142. False. 143. True. 144. True.
 145. Obligation to perform. 146. Delegation of authority 147. Superior – subordinate
 relationship. 148. Source of recruitment. 149. Superior. 150. Manager.
 151. Participator. 152. Giving instructions. 153. Satisfiers.
 154. Human behavior. 155. An organization. 156. Order.
 157. False. 158. False. 159. True. 160. True. 161. Team work.
 162. Harmony of objectives. 163. Blake & Monterey 164. McGregor.
 165. Comparison of actual standard performance. 166. Taking remedial actions.
 167. Du Pont Co. 168. Profit. 169. Program evaluator and review technique.
 170. Critical path method. 171. Management by exception.
 172. Feed forward control. 173. False. 174. True. 175. True.
 176. False. 177. Jimmy car tee technique. 178. Internal audit.
 179. Oldest method of control. 180. Revision of standards. 181. Committee.
 182. Departmentation. 183. Selection. 184. Supervisor.
 185. Message. 186. Abraham Maslow. 187. William Quiche.
 188. Controlling. 189. Objective. 190. Policy. 191. Strategy.
 192. Centralization. 193. Movement test. 194. Reference. 195. Authority.
 196. Schedules. 197. Program. 198. Rule. 199. Henry Fayola.
 200. Discipline. 201. Middle level. 202. Profession.

