

PRINCIPLES OF MANAGEMENT

II BTS

- 1) Who coined the term 'scientific management'?
 - a) Elton mayo
 - b) b) Henry fayol
 - c) c) F.W taylor
 - d) d) Chris argyris
- 2) F.W Taylor's important writing includes :
 - a) Shop management
 - b) Principles of scientific management
 - c) Both A & B
 - d) None of the above
- 3) Which of the following elements of scientific management was given by Taylor ?
 - a) Time & Motion study
 - b) Functional Foremanship
 - c) Standardisation
 - d) All of these
- 4) Control function cannot be performed without
 - a) Planning
 - b) Organising
 - c) Staffing
 - d) All of these
- 5) " No Smoking in the Factory " is an example of
 - a) Policy
 - b) Rule
 - c) Staffing
 - d) All of these
- 6) A Guideline that channelize decision making is called :
 - a) Policy
 - b) Rule
 - c) Staffing
 - d) All of these
- 7) Who propounded the Theory X and Theory Y ?
 - a) Mc Gregor
 - b) Mayo
 - c) Taylor
 - d) Chris Argyris
- 8) Grapevine is called :
 - a) Informal communication
 - b) Formal communication
 - c) Official created
 - d) All of these
- 9) What is essential for the management to get things done in the organization?

- a) Monetary incentives
 - b) Delegation
 - c) MBO Techniques
 - d) All of these
- 10) Which of the following principles of management was not given by Fayol ?
- a) Unity of Direction
 - b) Subordination of individual interest to common interest
 - c) Stability of Tenure
 - d) Standardisation
- 11) Which of the following includes in the classical theory ?
- a) Bureaucratic
 - b) Scientific Management
 - c) Functional & Administrative
 - d) All of these
- 12) Bureaucratic models were given by :
- a) Max Weber
 - b) Henry Fayol
 - c) Taylor
 - d) Elton Mayo
- 13) Who gave 14 Principles of Management ?
- a) Elton Mayo
 - b) F.W . Taylor
 - c) Max Weber
 - d) Henry Fayol
- 14) Role of staff in “ line and staff “ organization is
- a) Advisory
 - b) Managerial
 - c) Superior
 - d) All of these
- 15) The keyword “ POSDC” was given by :
- a) Koontz & O'Donnell
 - b) Fredrick Herzberg
 - c) Chesner Barnard
 - d) All of these
- 16) , weakness , opportunities, threats are the long form of SWOT analysis.
- a) Strength
 - b) Managerial
 - c) Control
 - d) Forecasting
- 17) are assumptions about future.
- a) Premises
 - b) Unity of direction
 - c) Scalar Chain
 - d) All of these
- 18) What does Maslow propounded about the five needs?

- a) Profession
 - b) Hierarchy
 - c) Basic needs
 - d) All of these
- 19) Name one of the factors that govern the span of management.
- a) Profession
 - b) Type of work
 - c) Employees
 - d) All of these
- 20) Communication is the art of transmitting
- a) Information
 - b) Ideas
 - c) Attitudes
 - d) All of these
- 21) The communication process begins with who transmits the message.
- a) Information
 - b) Sender
 - c) Attitudes
 - d) All of these
- 22) What are the movements which play an important role in conveying meaning without words?
- a) Body
 - b) Gestures
 - c) Attitudes
 - d) All of these
- 23) A communication establishes and builds lasting relationships between people.
- a) One way
 - b) Two way
 - c) Both A & B
 - d) All of these
- 24) is defined as a group of person working together for a common purpose.
- a) Group
 - b) Organisation
 - c) Both A & B
 - d) All of these
- 25) Who developed the functional organization?
- a) Michael E. Porter
 - b) Charles Babbage
 - c) Taylor
 - d) All of these
- 26) Gang Boss is related to :
- a) Working rule
 - b) Speed of different machines
 - c) Availability of tools and machines

d) All of these

27) Communication flow from lower level to upper level within an organisation:

a) Vertical communication

b) Downward communication

c) Upward communication

d) All of these

28) Single use plan means:

a) Programme

b) Budgeting and target

c) Project

d) All of these

29) Standing plan (Repeated plan) means

a) Objectives

b) Policies & Procedures

c) Strategy and methods

d) All of these

30) A is general statement guide thinking and decision making and action in organization.

a) Objectives

b) Policies

c) Strategy

d) All of these

31) The “ Functional Foremanship” was given by:

a) Michael E. Porter

b) Charles Babbage

c) Taylor

d) All of these

32) What does decoding mean?

a) Message interpretation

b) Listening

c) Both A & B

d) All of these

33) The most effective way of communication is :

a) Written

b) Oral

c) Both A & B

d) All of these

34) Frederic W. Taylor's middle name is

- a) Winslow
- b) Mayo
- c) Taylor
- d) Chris Argyris

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

- a) Physiological needs
- b) Self – Actualisation
- c) Both A & B
- d) All of these

36) A means a specific action to be taken or not to be taken with respect to situation

- a) Objectives
- b) Rule
- c) Strategy
- d) All of these

37) The is organization in which line organization make decision and staff personnel provide support and advice.

- a) Line authority
- b) Functional organization
- c) Line and staff organization
- d) All of these

38) It consists of the message from superior to subordinate

- a) Vertical communication
- b) Downward communication
- c) Diagonal communication
- d) All of these

39) Communication methods or media types

- a) Oral or verbal
- b) Written
- c) Non – Verbal
- d) All of these

40) Which of the following is the level of management ?

- a) Top level

- b) Middle level
- c) Lower level
- d) All of these

41) Means influencing others to act towards the attainment of a goal.

- a) Leadership
- b) Directing
- c) Staffing
- d) All of these

42) Which of the following is the level of management ?

- a) Top level
- b) Middle level
- c) Lower level
- d) All of these

43) Manager who are responsible for the overall direction and operation of an organization.

- a) Top level
- b) Middle level
- c) Lower level
- d) All of these

44) The ability to understand , motivates and get along with other people is called.....

- a) Technical
- b) Human
- c) Conceptual
- d) All of these

45) Is the mental ability to coordinate and integrate the organization interest.

- a) Technical
- b) Human
- c) Conceptual
- d) All of these

46) Manager who are responsible for the overall direction and operation of an organization.

- a) Top level

- b) Middle level
- c) Lower level
- d) All of these

47) The classical theory time period is :

- a) 1900 -1930
- b) 1930 -1950
- c) 1950 -1980
- d) None of these

48) Coordination between different department and person within the organization is called

- a) Internal
- b) External
- c) Vertical
- d) All of these

49) Coordination between an organization and its external environment is called

- a) Internal
- b) External
- c) Vertical
- d) All of these

50) In addition to place , labour and money which other internal environment factor influences management?

- a) Organising
- b) Management
- c) Control
- d) Machines

ANSWER KEYS

1. C 2. C 3. d 4. d 5. b 6. a 7. a 8. a 9. b 10. d 11. d

12. a 13. d 14. a 15. a 16. a 17. a 18. b 19. b 20. D 21. b 22. b 23.

b 24. b 25. c 26. c 27. c 28. d 29. d 30. b 31. c 32. c 33. a 34. a

35. a 36. b 37. c 38. b 39. d 40. d 41. a 42. d 43. a 44. b 45. c 46. a

47. a 48. a 49. b 50. d