

Time: One Hour

Max. Marks: 50

Instructions :

- Solve any 25 questions from Q 1 to Q 30
- Solve any 25 questions from Q 31 to Q 60

- Which of the following is not a function of management?
(A)Planning (B)staffing (C)co-operation (D)controlling
- Management is
(A)An art (B)a science (C)both art and (D)neither
- Which of the following is not an external source of recruitment
(A)campus recruitment (B)Promotion (C)casual callers (D)Direct recruitment
- It is a good source of filling the vacancies with employees from overstuffed departments
(A)Transfer (B)Promotion (C)Placement agencies (D)Government agencies
- which of the following is an internal source of recruitment?
(A)Transfer (B)Promotion (C)Placement agencies (D)Government agencies
- It is a career oriented process
(A)Training (B)Development (C)Selection (D)Recruitment
- It refers to the process of searching for prospective employees and stimulating them to apply for jobs in the organization
(A)selection (B)Training (C)Training (D)Orientation
- The important aspect of staffing include
(A)Selection (B)Training (C)Recruitment (D)All of the above
- Promotion leads to -----
(A)shifting (B)employees (C)increase in status (D)increase in status
- when the employee are given promotion , there -----
(A)motivation (B)loyalty increases (C)job satisfaction level is higher (D)all of the above
- the third step in decision making process is
(A)linear predictions (B)dependent predictions (C)making predictions (D)Independent predictions
- the decision making steps , which consists organization goals ,predicting alternatives and communicating goals is called as
(A)linear predictions (B)dependent predictions (C)making predictions (D)independent predictions
- four functions of management firstly identified by
(A)Henry Fayol (B)F.W. Taylor (C)Max Weber (D)Harold Koontz
- By profession F.W. Taylor was a-----
(A)Mechanical Engineer (B)Mining Engineer (C)Psychologist (D)Human Resource Officer
- The concept of work study technique includes ----
(A)Time Study (B)Motion Study (C)fatigue study (D)All of the above
- The combination of fayol and Taylor are -----to each other
(A)Competitive (B)b Cooperative c (C)Complimentary (D)Coordinated
- Henry Fayol was a -----
(A)scientist (B)Accountant (C)Mining engineer (D)Farmer
- in management process the most misunderstood word is ----
(A)Organizing (B)delegating (C)Controlling (D)Controlling
- The word -----denotes a function,atask,a discipline
(A)Management (B)Leadership (C)Motivation (D)Non of the above
- Policy formulations is the function of
(A)Top level management (B)middle level management (C)Operational management (D)All of the above
- How are principles of management formed
(A)In a laboratory (B)By experiences (C)By experiences of customers (D)By propagation of social scientists
- Henry Fayol was a
(A)Social scientists (B)Mining engineer (C)Accountant (D)Production engineer
- Which of the following statement best described the principle of 'Division of work '
(A)work should be divided into small tasks(B)labour should be divided (C)resource should be divided among jobs (D)it leads to specialisation
- Which of the following is Not a principle of management given by Taylor
(A)Science, not rule of Thumb (B)Functional foremanship (C)Maximum , not restricted output (D)Harmony not discord
- The principals of management are significant because of
(A)increase in efficiency (B)Initiative (C)Optimum utilization of resources (D)Adaptation of changing technology
- Which of the following best describe 'Mental revolution

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- (A)it implies change of attitude (B)the management workers should not play the (C)both management and workers require each other (D)Workers should be paid more wages
- 27 Observe the following management principles and pick the odd one out. Justify your answer
- (A)Unity of command (B)unity of direction (C)maximum output (D)equity
- 28 Which of the following is not the functional area of management
- (A)Production Management (B)Marketing Management (C)Personnel Management (D)Information Management
- 29 Which scholar's definition on management is "Management is the art of getting things done through and with people in formally organized groups". ?
- (A)Harold Koontz (B)J.N. Schulze (C)S. George (D)Henry Fayol
- 30 _____ is the decision making body of an organization?
- (A)Decentralization (B)Administration (C)Functional organization (D)Leadership
- 31 Which among the following is not a nature of Management principles?
- (A)Rigid (B)Uni (C)Relative (D)Human nature
- 32 Who is known as 'the Father of Modern Theory of Management'?
- (A)Harold Koontz (B)Henry Fayol (C)F.W. Taylor (D)Max Weber
- 33 Which of the following is not a Management Principle
- (A)Order (B)Discipline (C)Equity (D)Cooperation
- 34 Which of the following is not a function of management
- (A)Planning (B)profit earning (C)Staffing (D)Organizing
- 35 What is the full form of TQM ?
- (A)Total quality measurement (B)Total quantity manage (C)Typical quality management (D)Total quality management
- 36 C
- (A)Training (B)Promotion (C)performance (D)staffing
- 37 Authority is the right to give
- (A)Powers (B)Order (C)Responsibility (D)None
- 38 .Organisational decisions are made by
- (A)Directors (B)Managers (C)Managing directors (D)None of these
- 39 Planning is -----process
- (A)directing (B)directing (C)forecasting (D)none of these
- 40 The heart of management is
- (A)planning (B)organizing (C)directing (D)controllin
- 41 Delegation is
- (A)Getting things done by others (B)fixing of responsibility (C)Assigning the task (D)Assigning the task
- 42 organising deals with
- (A)division of work (B)decentralising activities (C)centralisation activities (D)All of these
- 43 Which scholar introduced the functional type of organization
- (A)F.W. Taylor (B)Chester Bernard (C)Allen (D)Max Weber
- 44 The main aim of Taylor was to.....
- (A)improve labor relations (B)improve productivity (C)To attempt a general theory of management (D)None of these
- 45 Who is known as the father of scientific management
- (A)F.W. Taylor (B)Max Weber (C)Henry Fayol (D)S.George
- 46 management is need at
- (A)Top level (B)Middle level (C)lower level (D)all levels
- 47 Which theory assumes that people are naturally lazy and will avoid work and responsibilities if possible
- (A)Theory X (B)Theory Y (C)Theory Z (D)None of the above
- 48 structure is suitable when the size of the Organization is large
- (A)Organizational (B)Divisional (C)Functional (D)None of the above
- 49 which of the following is not true about formal organization
- (A)Deliberately planned and created by management (B)stable and predictable (C)violation of rules to lead predictability (D)leaders are choose
- 50 They represent the endpoint of planning
- (A)Rules (B)Methods (C)Objectives (D)Policies
- 51 A strategy is derived from
- (A)Policy (B)Objectives (C)Method (D)Rule
- 52 It helps to save time, money and and effort and increase efficiency
- (A)procedure (B)Programme (C)Rules (D)Method
- 53 Organization can be defined as----
- (A)Identifying and Grouping various activities (B)establishing productive relations for achievement of goals (C)both (D)None of the above

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54 which of the following is not a process of organizing

- (A)Division of work (B)Assignment of duties (C)growing Jobs (D)Decision making

55 When managers are made responsible for coordinating a particular number of jobs effectively is called

- (A)Adaptation (B)span of control (C)coordination (D)job design

56 Fayols principles of Division of work can be applied to following kind of work

- (A)Technical (B)managerial (C)Both (D)none of the above

57 Management is multipurpose organ that manages a Business ,manages managers and manages workers at work “ is said by---

- (A)Harold Kountze (B)peter Drucker (C)Kenneth (D)Anonymous

58 General theory of Administration is the Expression of

- (A)F.W.Taylor (B)Henry Fayol (C)Max Weber (D)F.L.Breach

59 Best way to perform a task is possible by -----

- (A)Time study (B)Motion study (C)Fatigue study (D)Method study

60 -----is a process of learning and growth

- (A)training (B)Development (C)Recruitment (D)Both a and b