Final Test Paper 1

INDIAN INSTITUTE OF MATERIALS MANAGEMENT MANAGEMENT PRINCIPLES AND HUMAN RESOURCE PRACTICES GDMM/PGDMM

3 YEARS

Instructions:
1. Answer all 50 questions. Each question carries 2 marks Total: 100 Marks
2. Duration 1 Hour.

Email *
Valid email address

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1. Management is the art of getting things done through and with an informally organized _________.

- Harold Koontz.
- Terry.
- Louis Allan.
2. Father of Administrative management ________.
   - Mary Parkett.
   - Lillian Gilbert.
   - Henry Fayol.
   - Elton Mayo.

3. Pioneer of Human Relations is ________.
   - Mary Parkett.
   - Lillian Gilbert.
   - Elton Mayo.

4. Henry Fayol laid down ________.
   - 12 principles.
   - 13 principles.
   - 14 principles.
   - 15 principles.

5. Espirit de corps means ________.
   - union is strength.
   - service is our motto.
   - buyer beware.
product is our strength.

6. F.W. Taylor is associated with___________.

- Scientific Management.
- Future management.
- Modern management.
- Principles of management.

7. Management is_______________.

- an art.
- a science.
- an art and a science.
- an art not science.

8. Every subordinate should receive orders from and be accountable to only one superior is___________.

- Unity of direction.
- Unity of command.
- Centralization.
- Scalar chain.

9. Control system of an organization has no influence over the___________.

- internal environment.
- external environment.
- customers.
10 The chain of command from the highest authority to the lowest level in the organization is _________.

- Unity of direction.
- Unity of command.
- Centralization.
- Scalar chain.

11 Allotment of work to each worker on the basis of the capacity of an average worker functioning in the normal working condition is _________.

- social task planning.
- scientific task planning.
- not a planning.
- scientific organizing.

12 Study of the movements of both the workers and the machine to eliminate wasteful movement is _________.

- fatigue study.
- time study.
- motion study.
- work-study.

13 The first and foremost function of management is _________.

- planning.
- organizing.
14. Strategic planning is ________.

- long term planning.
- medium term planning.
- short term planning.
- annual planning.

15 A statement of expected results expressed in numerical terms for a definite period in the future is known as ________.

- objective.
- strategies.
- procedures.
- budgets.

16 Specifying the manner of executing policy is known as ________.

- objective.
- schedules.
- procedures.
- budgets.

17 ________ is the harmonizing or synchronizing of individual efforts with the purpose of achieving group goals.

- coordination.
- control.
18 _______ is an obligation to perform certain functions and achieve certain results.

- responsibility.
- decentralization.
- centralization.
- delegation.

19 Employees will be promoted on the basis of seniority is an example of ________.

- rules.
- procedures.
- policy.
- methods.

20 An identified group of people contributing their efforts towards the attainment of goals is called an ________.

- organization.
- business.
- management.
- department.

21 Formal authority flows from upwards to downwards in ________.

- formal organization.
- informal organization.
22 Which organizational relationship gives a greater job satisfaction and results in maximum production?

- formal organization.
- informal organization.
- business or organization.
- strategic organization.

23 A Quality circle cannot be used for?

- Reduce wastage
- Optimize cost
- Increase productivity
- Provide quick return on investment

24 KRA stands for?

- Key Responsibility areas
- Key Result areas
- Key Research areas
- None of above

25 Long –term process of preparing propositions for replacement of key employee position is known as?

- Career planning
- Succession planning
26 The objective of orientation is to?

- Develop cordial relationship between new & old employees
- Give organizational information to new employees
- Give sense of job security to new employees
- All of these

27 _______________ takes care of employee's personnel and professional wants which in return enhances the employee's contribution in accomplishing organizational objectives.

- HRM
- PM
- HRD
- None of the above

28 Personality emerge out of which structural component?

- Id
- Ego
- Super Ego
- All of above

29 Factors that influence the personality of an individual.

- LAW
- Economic conditions
30 There is significant relationship between personality, behaviours and ____________?
- Morale
- Staff
- Performance
- Appraisal

31 Personality Job –Fit Theory was given by?
- Zimbardo
- Milton Rokeach
- Carver & Scheier
- Holland

32 The concept of motivation is mainly psychological according to?
- Dalton McFarland
- Vance
- Maslow’s
- Hodge & Jonson

33 All needs of an individual must be satisfied in a hierarchical manner.
- Mc Clelland’s theory
- Maslow’s theory
- Vance
34 The extent to which individual believes in importance of power, status difference in organization?

- Work aholism
- Authoritarianism
- Tolerance for ambiguity
- Self esteem

35 ----------------- refer to the network of personal and social relations that is developed spontaneously between people associated with each other?

- Informal organization
- Government organization
- Business organization
- Formal organization

36 Degerning which tasks are to be grouped is part of which management function?

- Organizing
- Planning
- Controlling
- Leading

37 Which of following are the key features of organization?

- Group effort
- Social invention
- Accomplishing goals
38 The following is (are) the option while planning for surplus

- Reassign the jobs
- Redesign the jobs
- Reduce the jobs
- All of the above

39 ____________ is the simple act of comparison & learning for organizational

- Benchmarking
- Feedback
- Ranking
- Job evaluation

40 ____________ can be defined as written record of duties responsibilities and

- Job description
- Job specification
- Job profile
- None of above

41 ____________ is the process of collecting job related information

- Job analysis
- Job design
- Method of collecting data
- None of above
42. If we arrange the following in a chronological order which of the following will come first?
   A. Gather information
   B. Strategic choices
   C. Process information
   D. Job description

   - Process information
   - Job description
   - Gather information
   - Strategic Choices

43. Which of the following is not a method of collecting data?
   - Checklists
   - Interviews
   - Case study
   - None of above

44. Name the function of management which involves setting of objectives & development course of action
   - Directing
   - Organizing
   - Planning
   - Staffing

45. Which is not a feature of planning
   - Planning is futuristic
   - Planning is pervasive
46 They represent the end point of planning
- Rules
- Methods
- Objectives
- Policies

47 They detail the manner in which any work is to perform
- RULES
- Methods
- Procedures
- Programmes

48 Which of the following is not a single use plan?
- Budget
- Program
- Method
- All of above

49 --------- is the step where the management finds out how effective it has been at hiring and placing employees
- Performance management
- Performance analysis
50 When the actual performance of the employees are measured then it will be

- Standard
- Other members
- Previous performance
- Group performance