Final Test Semester 1 Paper 1 INDIAN INSTITUTE OF MATERIALS MANAGEMENT Management Principles & Human Resource Management [PGDMM, PGDSCM & L (2 years)]

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

1. Email *

2. Name *

3. Roll Number *

4. "Management is the art of getting things done from others" was coined by_____.

   Mark only one oval.

   [ ] Douglas McGregor
   [ ] Max Weber
   [ ] Peter F. Drucker
   [ ] Michael Porter
5. What is considered to be at the core of general management?  

*Mark only one oval.*

- Planning
- Organising
- Strategy
- Administration

6. ________ is visualised to be the best way of harnessing mechanical and human energies.  

*Mark only one oval.*

- Staffing
- Bureaucracy
- Management
- Planning

7. The long-term plans of top management should be divided into _______ and _______.  

*Mark only one oval.*

- medium-term and short term plans
- Long term and Short term Plans
- Medium-term and Long term plans
- indefinite and long term plan

8. The flow of formal authority moves from ____ of management to the bottom levels in each organisation.  

*Mark only one oval.*

- the middle level
- the top level
- the low level
- all the levels
9. What is the most efficient use of specialised skills of the employees? 2 points

Mark only one oval.

☐ Planning
☐ Organising
☐ Staffing
☐ Directing

10. _______ is the tendency of an individual to respond to specific situations, objects or persons. 2 points

Mark only one oval.

☐ Motivation
☐ Attitude
☐ Supervision
☐ Directing

11. _______ is defined as a combination of physical, mental and moral qualities of individuals reflected in their unique behaviour. 2 points

Mark only one oval.

☐ Attitude
☐ Personality
☐ Motivation
☐ Principles

12. Personality is an all-inclusive concept encompassing traits and tendencies, which brings _____ and consistency in a person’s overall behaviour 2 points

Mark only one oval.

☐ ethics
☐ traits
☐ dynamism
☐ attitude
13. _____ is the ability of someone to successfully influence others to work in the desired manner.  

*Mark only one oval.*

- Position
- Motivation
- Authority
- Power

14. People in an organisation indulge in politics to gain command over _____.

*Mark only one oval.*

- resources
- company
- employees
- profits

15. The process of performance evaluation is subjective and _____.

*Mark only one oval.*

- quantitative
- qualitative
- authoritative
- objective

16. _____ is a psychic force which drives a person's actions towards the realization of his/her goals.

*Mark only one oval.*

- Motivation
- Morale
- Determination
- Money
17. Motivation is a/an _____ feeling that helps individuals in attaining their personal and professional goals in an efficient manner.  

Mark only one oval.
- psychological
- internal
- external
- selfless

18. The most pervasively used need hierarchy theory of motivation has been given by psychologist _______.  

Mark only one oval.
- David C. McClelland
- Abraham Harold Maslow
- Douglas McGregor
- Mark Taylor

19. Management of _____ is imperative for smooth human relation and continuity.  

Mark only one oval.
- arguments
- conflicts
- fights
- coordination

20. _____-level conflict indicates that human behaviour is directed by the need of an individual.  

Mark only one oval.
- Individual
- Intra
- Tertiary
- Hierarchy
21. In an organisation, managers transmit information to secure their ___.

   Mark only one oval.
   
   ☐ loyalty
   ☐ interest
   ☐ cooperation
   ☐ role

22. What are the single-most valuable assets of an organisation?

   Mark only one oval.
   
   ☐ Employees
   ☐ Human resource
   ☐ Marketing
   ☐ Machinery

23. The human resource field was earlier known as ________.

   Mark only one oval.
   
   ☐ Resource Management
   ☐ Employee Management
   ☐ Office Management
   ☐ Personnel Management

24. HR department decides the degree of ______ to be delegated to different employees.

   Mark only one oval.
   
   ☐ authority
   ☐ compensation
   ☐ responsibility
   ☐ control
25. _______ determines the important characteristics that are required to work effectively on a task.

*Mark only one oval.*

- [ ] Job analysis
- [ ] Number of employees
- [ ] Level of education
- [ ] Job satisfaction

26. Job analysis helps managers _____ and assess the performance of employees.

*Mark only one oval.*

- [ ] determine
- [ ] evaluate
- [ ] process
- [ ] motivate

27. _____ helps in determining what kind of recruitment process is to be used.

*Mark only one oval.*

- [ ] Compensation
- [ ] Performance
- [ ] Job analysis
- [ ] Job characteristics

28. Promotion and transfer of employees are one of the best sources of _____ recruitment for an organisation.

*Mark only one oval.*

- [ ] internal
- [ ] external
- [ ] decentralised
- [ ] centralised
29. Placing a notice for a vacancy on the notice board of an organisation is known as ________.

   Mark only one oval.
   
   ○ trade association
   ○ internal recruitment
   ○ recruitment at factory gate
   ○ promotion

30. A proper ______ ensures that a candidate holds a high level of health.  

   Mark only one oval.
   
   ○ reference
   ○ medical examination
   ○ appointment letter
   ○ interview

31. A career denotes a______ of separate but related job activities through which people move upward in the desired order.

   Mark only one oval.
   
   ○ hierarchy
   ○ formation
   ○ organisation
   ○ grouping

32. The attitudes, beliefs and ______ related to the job are fundamental facets of career.

   Mark only one oval.
   
   ○ ethics
   ○ values
   ○ morals
   ○ responsibility
33. The experiences of ____ success are considered to be important elements in an individual’s career.  

*Mark only one oval.*

☐ personal  
☐ organisational  
☐ psychological  
☐ monetary

34. Human resource management determines the ____ of employees for the services towards the organisation.  

*Mark only one oval.*

☐ role  
☐ compensation  
☐ power  
☐ worth

35. A ____ contains a set of objectives or descriptive questions, which the appraiser has to answer in the form of ‘yes’ or ‘no’.  

*Mark only one oval.*

☐ checklist  
☐ questionnaire  
☐ interview  
☐ rating

36. Which of these is not a parameter for assessing potential appraisal?  

*Mark only one oval.*

☐ Character  
☐ Personal drive  
☐ Emotional stability  
☐ Career goals
37. What does ATS stand for? 2 points

*Mark only one oval.*

- Anti-Terror System
- Applicant Tracking System
- Application Time System
- Allocated Time System

38. _______ is a management approach and its origin can be traced back to 1950s. 2 points

*Mark only one oval.*

- Total Quality Management
- Time Index Management
- Time Labour Management
- Learning Management System

39. Time Quality Management is a _______ approach that is used by an organisation to satisfy all the needs and demands of the customer. 2 points

*Mark only one oval.*

- casual
- usual
- proactive
- organisational

40. The systematic and scientific application, and study of organisational management mainly took place following the _________. 2 points

*Mark only one oval.*

- French Revolution
- European Revolution
- Industrial Revolution
- British Revolution
41. Functions of Management consist of how many parts?  

*Mark only one oval.*

☐ Five
☐ Four
☐ Three
☐ Two

2 points

42. Who drive the teams in such a way that they are able to achieve their personal goals while contributing to group success and overall organisational goals?  

*Mark only one oval.*

☐ Business owners
☐ Managers
☐ Co-workers
☐ Competitors

2 points

43. The classical theory of organisation is also called ______.  

*Mark only one oval.*

☐ Organisational Approach
☐ Functional Approach
☐ Managerial Approach
☐ Personal Approach

2 points

44. Who is considered as the father of scientific management theory?  

*Mark only one oval.*

☐ Henri Fayol
☐ Abraham H. Maslow
☐ Peter Senge
☐ Frederick Winslow Taylor

2 points
45. Which one is the process of setting future goals and choosing the means of achieving those goals?  

*Mark only one oval.*  
- Directing  
- Planning  
- Managing  
- Organising

46. Which one is the foremost step in organising?  

*Mark only one oval.*  
- Identify functions  
- Group and divide work  
- Determine activities  
- Establishing relations

47. The process of overseeing employee performance so that they perform to the best of their capabilities is known as __________.  

*Mark only one oval.*  
- managing  
- planning  
- organising  
- directing

48. Which of these is an element of directing?  

*Mark only one oval.*  
- Staffing  
- Motivation  
- Goal-setting  
- Delegating
49. What is at the core of the planning function?  
   Mark only one oval.
   - Decision-making
   - Goal-setting
   - Motivation
   - Supervision
   2 points

50. Which of these is an element of personality?  
   Mark only one oval.
   - Hard-working
   - Punctuality
   - Behaviour
   - Intelligence
   2 points

51. Who stated the levels of awareness at which psychological forces function?  
   Mark only one oval.
   - Sigmund Freud
   - Mark Taylor
   - Henri Fayol
   - Carver and Scheier
   2 points

52. What refers to the social, religious and intellectual beliefs of an individual?  
   Mark only one oval.
   - Heredity
   - Caste and creed
   - Behaviour
   - Cultural factors
   2 points
53. What can be defined as an individual's innate convictions that predetermine his/her reaction in a particular situation?

Mark only one oval.

- Ethics
- Values
- Ego
- Behaviour