

QUESTION

Henry Fayol stated that ____ principles of management.

Under differential piece rate system F.W Taylor recommended ____ rates.

Authority refers to _____.

_____ developed a theory of bureaucratic management.

The principle of _____ states that the interest of organisation should be primary as far as the manager are concerned

The principle of equity refers to _____

_____ refers to the process of identifying alternatives & selecting a course of action to solve specific problem

_____ of management refers to the different categories of managers

The top level managers require more of ____ skills

The lower level managers require more of ____ skills

_____ boss was responsible to assemble machines & tools under Taylor's scientific management

Plans need to be _____

Planning helps to ____ risks

The SWOT analysis is an important element of _____.

_____ is a single use plan

_____ is a time table for activities

_____ are statements that guide in decision making

Generally, professional managers frame ____ plans

_____ refers to fixing lower target

The objective of the organisation must be _____

There must be ____ between authority & responsibility

Coordination means ____ in an organisation.

The lower level managers coordinate the activities of _____

Informal organisation make use of ____ communication.

_____ style of leadership aims at creating family atmosphere within the organisation

The lower level managers require more of ____ skills

_____ boss was responsible to assemble machines & tools under Taylor's scientific management

Motion studies were undertaken by _____ under scientific management.

_____ is one of the dimensions of management stated by Peter Drucker

_____ revolution was advocated by F.W.Taylor

_____ clerk under scientific management was concerned with laying down sequence of operation

_____ developed a theory of bureaucratic management

Under differential piece rate system F.W Taylor recommended ____ rates

ANSWERS

14

two

power to decide

Max weber

Subordinate interest

social justice

Decision making

Levels

Conceptual

Technical

Gang

Flexible

Minimize

Planning

Budget

Schedule

policies

Alternative

Under-targeting

specific

balance

interlinking of action

subordinates

grapevine

paternalistic

Technical

Gang

Frank Gilberth

Time

Mental

Route

Max weber

two

Under _____ technique decisions are made on the basis of relationship between two variables.

Quality circle is _____ group of employees

_____ Plans are meant for repeated use as and when the situation demands.

_____ reflect the purpose & philosophy of the organisation

_____ is the orderly synchronizing of efforts of the subordinates

The line organisation is suitable for _____ organisation

There is lack of _____ in line organisation.

_____ refers to the number of subordinates that can be managed effectively by one superior

Span of control has _____ application

_____ is a process of grouping of jobs, processes into logical units to perform some organisational task.

Departmentation by _____ is one of the bases whereby the organisation divided the organisation into different units based on geographical zones.

The process of delegation continues if the subordinates _____ the delegated authority.

_____ takes place between the superior & subordinate

_____ relations with the superior could be one of the reasons for non-acceptance of authority by the subordinate.

Project organisations adopt the basis of _____ departmentation

_____ is a statement of anticipated results.

In _____ organisation there are many levels of management

_____ is a process of establishing goals & suitable course of action for achieving those goals

It is the process of identifying & selecting a course of action to solve a specific problem

It involves selecting the right person for the right job.

Reports are prepared of past performance & current performance & comparison are made to see if there is any gap & to then correct it

_____ is not a type of management skills

Manager needs to visualize, imagine, analyse & understand the various situations & problem of organisation refers to _____

_____ is also called interpersonal Skill

Manager must be able to convince & come to mutual agreement with all regarding the activities to be conducted, refers to _____

_____ was included in the neo classical approach of management

_____ proposed the concept of scientific management under the name 'The Principles of Scientific Management

_____ is not principle of scientific management

_____ means there should be no conflict among workers or manager & worker for better productivity & relationships

_____ does not include work study

linear programming

Voluntary

Standing

Mission

coordination

Small

specialisation

Unity of command

universal

departmentation

area

Accept

delegation of authority

hostile

taskforce

Budget

Tall

Planning

Decision making

Staffing

reporting

Artifact

conceptual

human skill

Negotiation Skills

Elton Mayo

Frederick Winslow Taylor

Discord & not harmony

Harmony & not discord

cost study

Man to decide the sequence of the work operations, refers to _____

Man to ensure proper repair & Maintenance of tools & machines, refers to _____

Taylor stated that there needs to be a change in the mentality of workers towards management & management towards workers

Camera was used to help identify the correct no. of steps & movements to complete a job & eliminate the extra motions (movements) to reduce fatigue.

The best standardized method of completing the task was assigned after trial & error observation

_____ is not a criticism of Taylors Scientific Management by employees

_____ is not a criticism of Taylors Scientific Management by employers

_____ is not included in the 14 principle of Henri Fayol

_____ means the right to give command & receive obedience from subordinates

The work & efforts of the organisation as a whole must be in the same direction refers to _____

_____ is when there is delegation of authority at all levels

_____ refers to a chain of authority & communication that flows from highest to lowest level to avoid chaos & delay

_____ is a french word which means team spirit

_____ is not a standing component of planning

They are the ends towards which actions are directed

They are the statement that guide decision making

A _____ is a statement of expected results expressed in numerical terms

The term MBO was popularized by _____

The _____ Environment helps to identify the Strength & Weakness of the organisation.

_____ is not a bases of departmentation

_____ refers to the number of subordinates that can be supervised and managed effectively.

In _____ Organisation there are more number of subordinates under one superior.

Network Administrator is also called the _____ administrator

_____ consists of input and output devices processes and storage device.

_____ is the process of identifying and selecting a course of action to solve a specific problem.

_____ decision making technique is used for repetitive activities & work.

It is a statistical technique which enables manages to make a choice of the best alternative

Dr Ishikawa first popularized the _____ concept of s in Japan.

Forming a grid or a rectangular array which is why it is called a _____ organisation

_____ arises spontaneously as people associate with one another.

A process by which a manager assigns tasks & authority to subordinates who accept responsibility for those jobs

_____ is not a difficulty of delegation on the part of superior

Route Clerk

Repair boss

Mental Revolution

Fatigue & motion study

Method Study

Cost management

Cost analysis

Supply

Authority & Responsibility

Unity of Direction

centralisation

Scalar chain

Espirit de corps

Schedules

Goals

policies

Budget

Peter Drucker

Internal

Solution

Span of control

Flat

System

Hardware

Decision Making

Programmed

Matrix

quality circle

matrix

Informal

Delegation

Fear of criticism

_____ is not a difficulty of delegation on the part of subordinates

_____ is not a principle of delegation

_____ is not a factor affecting decentralisation

_____ refers to the inner drive or intention that makes a person to do something or to behave in a certain way.

_____ is not an importance of motivation

Desire to dominate

Principle of confidence

Fear of criticism

Motivation

Poor relations