

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



Final Test Paper 1

INDIAN INSTITUTE OF MATERIALS MANAGEM

Questions

Responses

9

Total points: 100

Short-answer text

Roll Number *

Short-answer text



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

Harold Koontz.

Terry.

Louis Allan.

Henry Fayol

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.

government.

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.

- controlling.
- coordination.

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.

decision making.

delegation.

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.

- business or organization.
- strategic 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

Performance appraisal

Training & staffing

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

- Informational inputs
- All of the above

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 Cleland's theory
- Maslow's theory
- Vance

Hodge & Jonson

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 Degerming 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

All of these

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 job analysis 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 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

- Planning establishes standards for controlling
- Planning focus on achieving objectives

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

Performance appraisal

Performance evaluation

50 When the actual performance of the employees are measured then it will be

Standard

Other members

Previous performance

Group performance