

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_____.

2 points

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? 2 points

Mark only one oval.

- Planning
- Organising
- Strategy
- Administration

6. _____ is visualised to be the best way of harnessing mechanical and human energies. 2 points

Mark only one oval.

- Staffing
- Bureaucracy
- Management
- Planning

7. The long-term plans of top management should be divided into _____ and _____. 2 points

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. 2 points

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
- Directng

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. 2 points

Mark only one oval.

- Position
- Motivation
- Authority
- Power

14. People in an organisation indulge in politics to gain command over _____. 2 points

Mark only one oval.

- resources
- company
- employees
- profits

15. The process of performance evaluation is subjective and _____. 2 points

Mark only one oval.

- quantitative
- qualitative
- authoritative
- objective

16. _____ is a psychic force which drives a person's actions towards the realisation of his/her goals. 2 points

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. 2 points

Mark only one oval.

- psychological
- internal
- external
- selfless

18. The most pervasively used need hierarchy theory of motivation has been given by psychologist _____. 2 points

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. 2 points

Mark only one oval.

- arguments
- conflicts
- fights
- coordination

20. _____-level conflict indicates that human behaviour is directed by the need of an individual. 2 points

Mark only one oval.

- Individual
- Intra
- Tertiary
- Hierarchy

21. In an organisation, managers transmit information to secure their____. 2 points

Mark only one oval.

- loyalty
- interest
- cooperation
- role

22. What are the single-most valuable assets of an organisation? 2 points

Mark only one oval.

- Employees
- Human resource
- Marketing
- Machinery

23. The human resource field was earlier known as _____. 2 points

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. 2 points

Mark only one oval.

- authority
- compensation
- responsibility
- control

25. _____ determines the important characteristics that are required to work effectively on a task. 2 points

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. 2 points

Mark only one oval.

- determine
- evaluate
- process
- motivate

27. _____ helps in determining what kind of recruitment process is to be used. 2 points

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. 2 points

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 _____. 2 points

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. 2 points

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. 2 points

Mark only one oval.

- hierarchy
- formation
- organisation
- grouping

32. The attitudes, beliefs and _____ related to the job are fundamental facets of career. 2 points

Mark only one oval.

- ethics
- values
- morals
- responsibility

33. The experiences of _____ success are considered to be important elements in an individual's career. 2 points

Mark only one oval.

- personal
- organisational
- psychological
- monetary

34. Human resource management determines the _____ of employees for the services towards the organisation. 2 points

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'. 2 points

Mark only one oval.

- checklist
- questionnaire
- interview
- rating

36. Which of these is not a parameter for assessing potential appraisal? 2 points

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?

2 points

Mark only one oval.

- Five
- Four
- Three
- Two

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? 2 points

Mark only one oval.

- Business owners
- Managers
- Co-workers
- Competitors

43. The classical theory of organisation is also called_____.

2 points

Mark only one oval.

- Organisational Approach
- Functional Approach
- Managerial Approach
- Personal Approach

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

2 points

Mark only one oval.

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

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

Mark only one oval.

- Directing
- Planning
- Managing
- Organising

46. Which one is the foremost step in organising? 2 points

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 _____ . 2 points

Mark only one oval.

- managing
- planning
- organising
- directing

48. Which of these is an element of directing? 2 points

Mark only one oval.

- Staffing
- Motivation
- Goal-setting
- Delegating

49. What is at the core of the planning function?

2 points

Mark only one oval.

- Decision-making
- Goal-setting
- Motivation
- Supervision

50. Which of these is an element of personality?

2 points

Mark only one oval.

- Hard-working
- Punctuality
- Behaviour
- Intelligence

51. Who stated the levels of awareness at which psychological forces function?

2 points

Mark only one oval.

- Sigmund Freud
- Mark Taylor
- Henri Fayol
- Carver and Scheier

52. What refers to the social, religious and intellectual beliefs of an individual?

2 points

Mark only one oval.

- Heredity
- Caste and creed
- Behaviour
- Cultural factors

53. What can be defined as an individual's innate convictions that predetermine his/her reaction in a particular situation?

2 points

Mark only one oval.

- Ethics
- Values
- Ego
- Behaviour

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