

Chapter 02

Principles of Management

1. Principles of management are NOT
 - (a) Universal
 - (b) Flexible
 - (c) Absolute
 - (d) Behavioural
2. How are principles of management formed?
 - (a) In a laboratory
 - (b) By experiences of managers
 - (c) By experiences of customers
 - (d) By propagation of social scientists
3. The principles of management are significant because of
 - (a) Increase in efficiency
 - (b) Initiative
 - (c) Optimum utilisation of resources
 - (d) Adaption to changing technology
4. Henry Fayol was a
 - (a) Social Scientist
 - (b) Mining Engineer
 - (c) Accountant
 - (d) Production engineer
5. Which of the following statement best describes the principle of 'Division of Work'
 - (a) Work should be divided into small tasks
 - (b) Labour should be divided
 - (c) Resources should be divided among jobs
 - (d) It leads to specialisation
6. 'She/he keeps machines, materials, tools, etc., ready for operations by concerned workers'. Whose work is described by this sentence under functional foremanship
 - (a) Instruction Card Clerk
 - (b) Repair Boss
 - (c) Gang Boss
 - (d) Route Clerk
7. Which of the following is NOT a Principle of management given by Taylor?
 - (a) Science, not rule of Thumb
 - (b) Functional Foremanship
 - (c) Manum not restricted output
 - (d) Harmony not discord
8. Management should find 'One best way' to perform a task. Which technique of Scientific management is defined in this sentence?
 - (a) Time Study
 - (b) Motion Study
 - (c) Fatigue Study
 - (d) Method Study
9. Which of the following statements best describes 'Mental Revolution'?
 - (a) It implies change of attitude
 - (b) The management and workers should not play the game of one upmanship.

- (c) Both management and workers require each other.
(d) Workers should be paid more wages.
10. Which of the following statements is FALSE about Taylor and Fayol?
- (a) Fayol was a mining engineer whereas Taylor was a mechanical engineer
(b) Fayol's principles are applicable in specialised situations whereas Taylor's principles have universal application.
(c) Fayol's principles were formed through personal experience whereas Taylor's principles were formed through experimentation.
(d) Fayol's principles are applicable at the top level of management whereas Taylor's principles are applicable at the shop floor.

Short Answer Type:

1. How is the principle of 'Unity of Command' useful to management? Explain briefly.
2. Define Scientific Management. State any three of its principles.
3. If an organisation does not provide the right place for physical and human resources in an organisation, which principle is violated? What are the consequences of it?
4. Explain any four points regarding significance of Principles of Management.
5. Explain the principle of 'Scalar Chain' and gang plank.

Long Answer Type:

1. Explain the Principles of Scientific management given by Taylor.
2. Explain the following Principles of management given by Fayol with examples:
 - (a) Unity of direction
 - (b) Equity
 - (c) Espirit de corps
 - (d) Order
 - (e) Centralisation and decentralisation
 - (f) Initiative
3. Explain the technique of 'Functional Foremanship' and the concept of 'Mental Revolution' as enunciated by Taylor.
4. Discuss the following techniques of Scientific Work Study:
 - (a) Time Study
 - (b) Motion Study
 - (c) Fatigue Study
 - (d) Method Study
 - (e) Simplification and standardisation of work.
5. Discuss the differences between the contributions of Taylor and Fayol.
6. Discuss the relevance of Taylor and Fayol's contribution in the contemporary business environment.