

## **UNIT 2: *Principles of Management***

- Principles of Management – meaning, nature, and significance.
- Fayol's principles of management.
- Taylor's Scientific Management – Principles and Technique

1. What is the primary objective of management?

- A) Profit maximization
- B) Employee satisfaction
- C) Achieving organizational goals efficiently
- D) Reducing workload

2. Management is considered as:

- A) A science
- B) An art
- C) Both science and art
- D) Neither science nor art

3. The process of management involves:

- A) Planning, organizing, staffing, directing, and controlling
- B) Planning and controlling only
- C) Decision-making only
- D) None of the above

4. The nature of management is:

- A) Static
- B) Dynamic
- C) Rigid
- D) Unstructured

5. Which of the following is NOT a characteristic of management?

- A) Universal applicability
- B) Goal-oriented
- C) Time-bound
- D) One-time activity

6. Management principles are:

- A) Rigid and fixed
- B) Flexible and adaptable
- C) Industry-specific
- D) Government regulations

7. The significance of management lies in:

- A) Maximizing wastage
- B) Increasing efficiency
- C) Reducing coordination
- D) Avoiding decision-making

8. Who is known as the "Father of Modern Management"?

- A) Henry Fayol
- B) Frederick Winslow Taylor
- C) Elton Mayo
- D) Peter Drucker

9. Which of the following is an example of management as a profession?

- A) A shopkeeper managing his store
- B) A doctor treating patients
- C) A CEO leading a company
- D) A sports coach training a team

10. The universality of management implies that:

- A) It is applicable only in business organizations
- B) It is applicable in all types of organizations
- C) It is industry-specific
- D) It is applicable only to government organizations

11. How many principles of management did Henry Fayol propose?

- A) 10
- B) 12
- C) 14
- D) 16

12. Which of the following is NOT a principle of management given by Fayol?

- A) Division of work
- B) Unity of direction
- C) Scientific decision-making
- D) Discipline

13. "One head, one plan" refers to which principle?

- A) Unity of command
- B) Unity of direction
- C) Centralization
- D) Order

14. The principle of **equity** in management emphasizes:

- A) Equal salaries for all employees
- B) Fair treatment of employees
- C) More power to managers
- D) None of the above

15. According to Fayol, which principle ensures that employees receive orders from only one superior?

- A) Unity of direction
- B) Unity of command
- C) Centralization
- D) Authority and responsibility

16. Which principle suggests that there should be a balance between centralization and decentralization?

- A) Equity
- B) Order
- C) Centralization
- D) Stability of tenure

17. The principle of **order** states that:

- A) Employees should be disciplined
- B) There should be an assigned place for everything
- C) Managers should be powerful
- D) Organizations should be bureaucratic

18. Stability of tenure means:

- A) Job security for employees
- B) Frequent transfers of employees
- C) More employee turnover
- D) No job promotions

19. *Espirit de corps* refers to:

- A) Strict hierarchy in organizations
- B) Morale and unity among employees
- C) High wages for workers
- D) More levels of management

20. The principle of **initiative** encourages:

- A) Strict rule-following
- B) Employee participation in decision-making
- C) Centralized control
- D) Standardized processes

21. Who is known as the "Father of Scientific Management"?

- A) Peter Drucker
- B) Henry Fayol
- C) Frederick Taylor
- D) Elton Mayo

22. Taylor's Scientific Management aims at:

- A) Maximizing worker effort
- B) Enhancing productivity and efficiency
- C) Reducing salaries of employees
- D) Promoting trade unions

23. Which of the following is NOT a principle of scientific management?

- A) Science, not rule of thumb
- B) Harmony, not discord
- C) Maximum output, not restricted output
- D) Personal judgment, not science

24. The principle of **science, not rule of thumb** suggests:

- A) Work should be based on personal experiences
- B) Work should be done scientifically with standardized procedures
- C) Workers should be given complete freedom
- D) Managers should act independently

25. Which principle promotes friendly relations between management and workers?

- A) Harmony, not discord
- B) Division of work
- C) Equity
- D) Initiative

26. Scientific management promotes:

- A) Arbitrary decision-making
- B) Standardization of work processes
- C) Avoidance of worker involvement
- D) Manual supervision

27. Functional foremanship was introduced to:

- A) Reduce worker responsibility
- B) Improve efficiency through specialization
- C) Increase managerial control
- D) Make management less structured

28. Differential piece rate system is:

- A) A technique to pay workers based on time
- B) A system where higher productivity earns higher wages
- C) A fixed salary system
- D) A non-monetary incentive system

29. The motion study technique helps in:

- A) Reducing unnecessary movements
- B) Increasing work hours
- C) Introducing a flexible schedule

D) Ignoring time constraints

30. Work study techniques in scientific management include:

A) Time study, motion study, fatigue study, method study

B) Job analysis only

C) Strict supervision

D) Employee satisfaction surveys

31. Which function of management involves setting objectives and determining the best course of action to achieve them?

A) Organizing

B) Planning

C) Staffing

D) Controlling

32. Which managerial function ensures that actual performance aligns with planned performance?

A) Directing

B) Planning

C) Controlling

D) Organizing

33. Management is considered a profession because:

A) It requires formal training

B) It follows ethical codes

C) It provides specialized knowledge

D) All of the above

34. The process of grouping similar activities together to establish authority relationships is known as:

A) Controlling

B) Staffing

C) Organizing

D) Directing

35. Which characteristic of management states that management is required at all levels of an organization?

A) Universality

B) Goal-oriented

C) Intangible force

D) Continuous process

36. The decision-making authority in management is influenced by:

A) Business policies

B) Employee performance

C) Government regulations

D) All of the above

37. Fayol's principle of **scalar chain** refers to:

A) Maintaining a clear line of authority from top to bottom

B) Promoting employee satisfaction

C) Encouraging delegation

D) Creating a flexible hierarchy

38. The principle of **authority and responsibility** suggests that:

A) Employees should have equal power

B) Authority and responsibility should go hand in hand

C) Only top management should have authority

D) Responsibility is optional

39. Fayol suggested that managers should focus on:

A) Maximizing authority

B) Balancing division of work and responsibility

C) Controlling employees through strict rules

D) Encouraging informality

40. Which principle ensures that remuneration should be fair to both employees and employers?

- A) Order
- B) Stability of tenure
- C) Remuneration
- D) Initiative

41. According to Fayol, effective **discipline** in an organization is achieved through:

- A) Striking fear in employees
- B) Clear rules and fair enforcement
- C) Strict punishments only
- D) Lack of autonomy

42. Fayol's principle of **subordination of individual interest to general interest** means:

- A) Employees should work for their personal gains
- B) Organizational interest should be above personal interest
- C) Employees' personal interests should be ignored
- D) None of the above

43. Fayol's **remuneration principle** suggests:

- A) Higher wages for managers only
- B) Payment should ensure employee satisfaction
- C) Wages should be fixed at minimum levels
- D) Only financial incentives matter

44. The principle of **stability of tenure** benefits organizations by:

- A) Encouraging frequent employee turnover
- B) Ensuring job security and reducing employee turnover
- C) Promoting nepotism
- D) Making employees work longer hours

45. Which of the following is NOT a direct benefit of following Fayol's principles?

- A) Increased efficiency
- B) Employee dissatisfaction
- C) Better decision-making
- D) Improved discipline

46. Which of the following is NOT a scientific management technique?

A) Fatigue study

B) Centralization

C) Time study

D) Motion study

47. The principle of **mental revolution** in Taylor's theory means:

A) Conflict between workers and management should be eliminated

B) Management should always dominate workers

C) Workers should be punished for inefficiency

D) Employees should not be given autonomy

**48. Functional foremanship** is a technique that involves:

A) One superior controlling all aspects

B) Multiple supervisors with specialized functions

C) No hierarchy in management

D) Random task assignments

**49. Fatigue study** in scientific management is done to:

A) Identify unnecessary movements that lead to exhaustion

B) Make employees work more

C) Ensure longer working hours

D) Allow employees to take frequent breaks

50. What is the primary focus of Taylor's scientific management?

- A) Employee satisfaction
- B) Increasing productivity through standardization and efficiency
- C) Increasing wages only
- D) Reducing labor costs