



Very Short Answer Type Questions

(1 Mark)

1. **Define principles of management.**

Ans. Management principles are statements of fundamental truths which guide thinking and action by the managers under different situations.

2. **“The principles of management are different from those of pure sciences”. State any one difference.**

Ans. The principles of management are not rigid as principles of pure sciences because management principles deal with human behaviour, which is not static and are to be applied creatively.

3. **Give any one difference between management principles and values.**

Ans. Management principles are technical in nature whereas values are ethical.

4. **How have the management principles been derived ?**

Ans. Through observation and experimentation or experience and collective wisdom of managers.

5. **Give any one difference between Principle and Technique.**

Ans. Principles are guidelines for decision making and action whereas techniques are methods for action alone.

6. **Give any one reason of why principles of management do not provide readymade solution to all managerial problems ?**

Ans. It is so as business situations are dynamic.

7. **State how the management principles are flexible.**

Ans. Management principles are flexible, they are not rigid as they deal with human behaviour, which is never static. Hence, they need to be modified as per the situation and demand.

8. **What do you mean by universality of management principles ?**

or. Why it is said that management principles are universal in application ?

Ans. Management principles are universal because they are applicable to all types of organisations whether it is small or large, at all levels of organisation and at all times e.g. principle of 'division of work' is equally applicable in school, business organisation, military organisation, etc.

9. Principles are formed by hit and trial method. Do you agree ?

Ans. No, the management principles are evaluated after strict observation, analysis and are the results of personal experiences of the managers. They are not formed by hit and trial method.

10. Give two points, which depict the feature of management principles. or State any two points, which highlight the nature of principles of management.

Ans. (i) Management principles are universal
(ii) Management principles are flexible.

11. Give one reason why principles of management are called contingent.

Ans. Principles of management are called contingent as their applications depend upon the prevailing situation at a particular point of time.

12. Give any one reason why principles of management are not rigid prescriptions.

Ans. Principles of management are not rigid prescriptions because they can be modified according to the requirement of the situation.

13. The principles of management are to be applied according to the prevailing situation at particular point of time and have to be changed as per the requirements' Indicate the nature of the management reflected by this statement ?

Ans. Management principles are contingent.

14. The principles of management aren't rigid and can be modified when the situation demands. Which nature of principles is being discussed here ?

Ans. Flexibility.

15. Why principles of management are called flexible ?

Ans. Management principles are flexible because these can be modified according to the demand / needs of the situation.

16. How are management principles behavioural in nature ?

Ans. They are devised to influence human behaviour.

17. Give any one reason why management principles are required.

or State any one reason why principles of management are important.

Ans. Management principles are important because they provide optimum utilisation of resources, which means that the resources should be put to use in such a manner that they should give maximum benefit with minimum cost.

8. How management principles ensure optimum utilisation of resources ?

Ans. Management principles insist on planned and systematic working in an organisation. Thus, it leads to optimum utilisation of resources.

9. Management principles help the managers to learn from their mistakes and take effective decisions on time. Mention the importance of principles of management highlighted in the given statement.

Ans. Management principles provide useful insights to manager.

20. How do management principles provide useful insights to managers ?

Ans. By adding to their knowledge and hence sharpening their ability to analyse various situations.

21. Name the scientist, who was the first to identify functions of management like planning, organising, directing and controlling.

Ans. Henri Fayol.

22. Who is known as 'Father of Management Thought' ?

Ans. Henri Fayol.

23. What was the professional background of Henri Fayol ?

Ans. He was a mining engineer in a coal mine company.

24. Mention two most significant contribution of Fayol to the theory of management.

Ans. (i) Fayol made a clear distinction between technical and managerial skills.

(ii) He has developed 14 principles of management.

25. Give any one effect of principle division of work.

Ans. Specialization, speed, accuracy.

26. Which principle of management focuses on specialisation ?

Ans. The principle that focuses on specialisation is the 'division of work'.

27. Define Authority.

Ans. The power to take decisions.

28. Define Responsibility.

Ans. The obligation to carry assigned job.

29. The directors of XYZ Limited, aim desirous to double the sales and have given the responsibility to the sales manager. However, the sales manager has no authority either to increase sales expense or appoint new salesmen. Hence, he fails to achieve this target. Identify the principle violated in this situation.

Ans. Principle of Authority and Responsibility.

30. What does the word 'discipline' in context of business mean ?

Ans. The employee obedience to organisational rules and employment agreement.

31. The Management & Workers have entered an agreement that workers will work overtime to cover up losses of the company. In return, the management will increase the wages. But managers later refused to increase the wages. Name the principle related to above situation.

Ans. Principle of Discipline.

32. "Management requires good supervisors at all levels, clear and fair agreements and judicious applications of penalties". Which principle of management is highlighted in the given statement ?

Ans. The above statement highlights principle of discipline.

33. Give any one effect of unity of command.

Ans. Avoidance of confusion and conflicts.

34. A sales person was asked to finalize a deal with a customer. The Marketing Manager allows him to give a discount of upto 10% but the Finance Manager allows him to give discount upto 25% which principle is violated here ?

Ans. Unity of command.

35. Which principle of management is violated, if a subordinate is asked to receive orders from two or more superiors ?

Ans. Principle of 'unity of command' is being violated here.

36. Which principles states 'One plan, One boss' and 'One head, One plan' ?

Ans. Unity of command & unity of Direction respectively.

37. A company manufacturing motorcycles and cars should have separate divisions for both, headed by separate divisional managers, separate plans and resources. Identify the principle reflected by this example.

Ans. Unity of Direction.

38. State any one difference between unity of command and unity of Direction.

Ans. Unity of command has an effect on an individual worker while unity of Direction influences organisation.

39. In ABC Co., an employee has the objective of maximising his salary, but the organizational objective is to maximize output at competitive cost. There was some dispute on this for a while. Eventually, organizations interest was given priority over employee's interest. Name the principle related to situation.

Ans. Principle of subordination of individual interest to general interest.

40. Which principle of Fayol states that organisational interest should given more priority as compared to any employee's interest ?

Ans. Subordination of Individual Interest to General Interest.

41. Give any one effect of remuneration.

Ans. Motivated Employees.

42. Name the process of concentration of power of decision making with one person.

Ans. Centralisation.

43. Name of the process related with dispersal of power of decision making among more than one person.

Ans. Decentralisation.

44. Which organisations have more decentralization, small or large ?

Ans. Large organization.

45. What is a Scalar Chain ?

Ans. The formal lines of authority from highest rank to the lowest rank.

46. Why did Fayol introduce the concept of 'gang plank' in the principle of 'scalar chain'?

Ans. Fayol introduced the concept of 'gang plank' in the principle of 'scalar chain' to overcome the problem of delay in taking decisions for urgent matters.

47. **What does 'gang plank' in scalar chain indicate about nature of management principles?**
Ans. 'Gang plank' in scalar chain indicates that the management principles are flexible in nature.
48. **State the principle of 'order'**
Ans. Principle of order states that people and materials must be at right places.
49. **Give any one effect of order.**
Ans. Saving of time, money and efforts
50. **If an organisation does not provide the right place for physical and human resources in the organisation, which principle is violated ?**
Ans. The 'principle of order' is violated in the given statement.
51. **Give any one effect of principle of equity .**
Ans. Job satisfaction among employees.
52. **Which principle of management aims at securing the loyalty and devotion of the employees by giving them fair and just treatment ?**
Ans. Principle of equity.
53. **Reena and Meena are working in the same organisation. They have similar experience and are performing same task. However, they are paid at different rate. Which principle of management is violated?**
Ans. 'Principle of equity' is not followed in the case.
54. **Give any one effect of principle of stability of term.**
Ans. Increased loyalty among employees.
55. **What are two adverse effects of violation of principle of stability of personnel ?**
Ans. (i) High labour turnover rate that increases cost of selection of employees.
(ii) Economic insecurity among employees.
56. **"One selected employee should be kept at their position for a minimum fixed tenure". Which principle of management is highlighted in the statement ?**
Ans. The 'principle of stability of tenure' is highlighted in the given statement .
57. **What does the principle of 'Initiative' indicate ?**
Ans. Principle of initiative indicates that the subordinates should be encouraged to make and execute plans within the prescribed limits of authority.
58. **"Workers should be encouraged to develop and carry out their plans for development". Identify the principle of management formulated by Fayol.**
Ans. Principle of Initiative.
59. **Give any one effect of principle of Espirit de corps.**
Ans. Mutual Trust and understanding among employees.
60. **Define Scientific Management ?**
Ans. Application of a scientific approach to managerial decision making.
61. **Who gave the concept of Scientific Management ?**
Ans. Fredrick Winslow Taylor.

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

Ans. F. W. Taylor.

63. What is the basis of formation of scientific management ?

Ans. Observation and experimentation.

64. Which principle of scientific management suggests the introduction of scientific investigation and analysis of management practice ?

Ans. Science, not rule of thumb.

65. Factory owners or managers relied on personal judgement in attending the problems in the course of managing their work. Which principle of Taylor is it referring to ?

Ans. Rule of thumb.

66. Which principle of scientific management states that work must be carried on in cooperation with each other ?

Ans. Cooperation, not individualism.

67. What does the principle of Harmony, not Discord mean ?

Ans. It means that instead of discord or conflict between managers and workers, there should be harmony.

68. Principle of cooperation, not individualism is an extension of which principle given by Taylor ?

Ans. Principle of Harmony, not discord.

69. Which technique of Scientific Management helps in finding one best method of doing the job ?

Ans. Method Study.

70. What is the main objective Motion study ?

Ans. To study the movements and eliminate unnecessary and wasteful movement.

71. "The aim of this study is to determine the standard time taken by an average worker to perform a well defined job" Which study is described in this statement ?

Ans. Time study.

72. What is the main objective of time study ?

Ans. The main objective of time study is to determine the standard time required to perform a well defined job.

73. What is the objective of fatigue study ?

Ans. The main objective of fatigue study is to determine the amount and frequency of rest intervals in competing a task.

74. What is the main objective of method study ?

Ans. The main objective of method study is to determine the best possible way or method to perform a task.

75. Which technique of scientific management is an extension, of principle of division of work and specialization, to the shop floor ?

Functional Foremanship.

76. "He / She drafts instructions for the worker." Whose work is being described by this sentence under Functional Foremanship ?

Ans. Instruction Card Clerk.

77. Under functional foremanship, who specifies route of production ?

Ans. Route Clerk.

78. Under functional foremanship, who is responsible to ensure discipline in the work place?

Ans. Disciplinarian.

79. Under functional foremanship, who is responsible for timely and accurate completion of job ?

Ans. Speed Boss.

80. Under functional foremanship, who ensures proper working condition of machines and tools ?

Ans. Repairs Boss.

81. Which technique of Taylor separates 'planning' and 'execution' functions ?

Ans. The technique of functional foremanship separates 'planning' and 'execution' functions.

82. What is the main objective of simplification in scientific management ?

Ans. The main objective of simplification in scientific management is to eliminate unnecessary diversity of products. It results in saving of cost of labour, machines and tools.

83. What do you mean by the term simplification ?

or What is the main objective of simplification in scientific management ?

Ans. It means eliminating needless diversity of products.

84. What does simplification result in ?

Ans. It leads to saving in cost of labour, machines and tools.

85. Name the technique of Taylor which is the strongest motivator for a worker to reach standard performance.

Ans. Differential Piece Wage System.

86. Give any one disadvantage of Differential Piece Wage System.

Ans. Being in a hurry to produce more, workers may produce more of waste too.

87. What is meant by Differential Wage Rate System ?

Ans. Under differential wage rate system, higher wages are given to efficient workers and lower wages are given to inefficient workers.

88. Which technique of Taylor differentiates between efficient and inefficient worker ?

Ans. Differential piece wage system is the technique that differentiates between efficient and inefficient worker

89. Which revolution involves a change in the attitude of workers and management towards one another from competition to cooperation ?

Ans. Mental revolution involves a change in the attitude of workers and management towards one another from competition to cooperation