1. The principle which minimize employee turnover is called:
   a) Principle of Equity
   b) Principle of Fair Remuneration
   c) Subordination of Individual Interest to General Interest
   d) Stability of tenure of personnel.

2. The following principle of management prevents overlapping of activities:
   a) Fair Remuneration
   b) Unity of Command
   c) Unity of Direction
   d) Equity

3. Right place for resource is indicated in:
   a) Principle of Order
   b) Principle of Discipline
   c) Principle of Division of Work
   d) None of them

4. Kindness and justice in behavior of a manager is related to:
   a) Principle of Discipline
   b) Principle of Equity
   c) Principle of Fair Remuneration
   d) Principle of Order
5. Violation of this principle will create insecurity among the employees. This statement is related to:
   a) Espirit De Corps
   b) Remuneration
   c) Stability of Personnel
   d) Authority and Responsibility

6. Which of the following principle is the extension of Harmony not Discord:
   a) Principle of Science not Rule of Thumb
   b) Cooperation not Individualism
   c) Development of workers to their greatest efficiency
   d) None of the above

7. Sharing of gain is related to which scientific principle:
   a) Harmony not Discord
   b) Cooperation not Individualism
   c) Development of workers to their greatest efficiency
   d) Science not Rule of Thumb

8. The foreman responsible for quality of work is:
   a) Repair boss
   b) Disciplinarian
   c) Inspector
   d) Gang boss

9. Rest intervals in job are decided by:
   a) Method study
   b) Fatigue study
   c) Motion study
   d) Time study

10. Uniformity in production can come by using following technique of Taylor:
    a) Simplification
    b) Method study
    c) Standardization
    d) Time study
11. Functional Foremanship is the extension of:
   a) Division of Work
   b) Discipline
   c) Unity of Command
   d) Unity of Direction

12. Principles of management are not:
   a) Universal
   b) Flexible
   c) Absolute
   d) Behavioural

13. 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

14. The principles of management are significant because of:
   a) Increase in efficiency
   b) Initiative
   c) Optimum utilization of resources
   d) Adaptation to changing technology

15. Henri Fayol was a:
   a) Social scientist
   b) Mining engineer
   c) Accountant
   d) Production engineer

16. 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 specialization
17. Which of the following is not a principle of management given by Taylor:
   a) Science, not Rule of Thumb
   b) Functional Foremanship
   c) Maximum not restricted output
   d) Harmony not Discord

18. 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

19. 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

20. When a superior does not raise the salary/wages of workers on achievement of target effectively and efficiently, it is violation of:
   a) Principle of Remuneration
   b) Principle of Discipline
   c) Both (a) and (b)
   d) None of the above

21. Management principles provide:
   a) Readymade solutions to managerial problems
   b) Guidelines to managerial action
   c) Guarantee for success of an organization
   d) All of the above

22. Gang plank permits direct communication between:
   a) Employees working at same level
   b) Employees working at different levels
   c) Employees of same department only
   d) None of the above
23. Organization interest supersede employees interest in indicated in:
   a) Principle of Subordination of Individual Interest to General Interest
   b) Principle of Espirit De Corps
   c) Principle of Initiative
   d) Principle of Discipline

24. Administrative principles were given by:
   a) FW Taylor
   b) Henry Fayol
   c) Abraham Maslow
   d) WW Taylor

25. The employees should be judiciously penalized for their actions against the organization is indicated in:
   a) Principle of Equity
   b) Principle of Authority and Responsibility
   c) Principle of Discipline
   d) None of the above

26. Principle of Authority and Responsibility insists on:
   a) Responsibility > Authority
   b) Authority > Responsibility
   c) Responsibility = Authority
   d) All of the above

27. Frequent transfer and turnover of employees lead to violation of:
   a) Principle of Espirit De Corps
   b) Principle of Discipline
   c) Principle of Initiative
   d) Principle of Stability of Personnel

28. Principle of Initiative:
   a)Boosts up the morale of employees
   b) Brings down the morale of employees
   c) Does not effect on morale of employees
   d) None of the above
29. Unity of Command insists on:
   a) One boss one employee
   b) Order from a single superior
   c) Order from more than one boss
   d) None of above

30. If a manager is biased in dealing with people from different states, he is violating:
   a) Principle of Discipline
   b) Principle of Order
   c) Principle of Equity
   d) Principle of Remuneration

31. Simplification technique insists on:
   a) Using simple method of production
   b) More varieties of product
   c) Elimination of unnecessary diversity of products, size and types
   d) All of the above

32. The main objective of Fatigue study is:
   a) To eliminate tiring movements of workers
   b) To decide number, duration and frequency of break intervals
   c) To differentiate productive and non productive movements of workers
   d) All of the above

33. Unity of Direction insists on:
   a) One unit One Plan
   b) Efforts of all employees should be directed in one direction only
   c) No overlapping of different department
   d) All of the above

34. Technique of Mental Revolution is based on the principle of:
   a) Harmony not discord
   b) Science not rule of thumb
   c) Principle of responsibility and authority
   d) All of the above
35. Principle of Order insists on:
   a) Orders from single superior
   b) Fixed and right place for every men and material
   c) Employees must work as per orders of superior only
   d) One boss one command
36. According to Fayol:
   a) Organization must use the policy of centralization
   b) Organization must use the policy of decentralization
   c) Organization must use combination of centralization and decentralization
   d) None of the above
37. The principles of managements can be changed according to the prevailing situation in organization. This shows that management principles are:
   a) Flexible
   b) Behavioral
   c) Scientific
   d) Universal
38. “Panchayats in our country have been given more powers to decide and spend funds granted to them by the government for welfare of villages”. Identify the principle of management highlighted in the statement:
   a) Equity
   b) Centralization and decentralization
   c) Authority and responsibility
   d) Espirit De Corps
39. Differential piece wage system:
   a) Ensures job satisfaction among workers
   b) Increases productivity
   c) Motivates workers
   d) All the above
40. Which of the foreman are not under planning incharge?
   a) Time and cost clerk
   b) Disciplinarian
   c) Gang boss
   d) Route clerk
**Fill in the blanks:**

1. ____ scientific technique insists on hiring expert or specialized person for each job.
2. ____ scientific technique brings uniformity in products and permits interchangeability.
3. Sharing of gain between employees and management is indicated in ________.
4. Sharing of work is indicated in ____ scientific principle.
5. Sequence of steps to be followed is decided by ________ functional expert.
6. ____ scientific technique is the strongest motivator for workers to perform efficiently.
7. The purpose of time study is to find out ________ to perform a job/work.
8. ____ scientific technique helps in finding out one best way of doing a job/ work.
9. Management principles can be modified as per the requirement of the organization as they are _____.
10. ________ refers to taking first step with self motivation.

**Write True or False:**

1. Management principles offer readymade solutions for managerial problems. (True / False)
2. Management principles are rigid as principles of science. (True / False)
3. Management principles are useful for business as well as non-business organizations. (True / False)
4. Management can be formed overnight. (True / False)
5. The application and result of management principles remain same in all the organizations. (True / False)
6. Fayol focuses on workers. (True / False)
7. Spirit De Corps replaces I with We. (True / False)
8. Motion study improves speed of workers. (True / False)
9. Differential piece wage system violates principle of equity. (True / False)
10. Workers should be given only responsibility. (True / False)
WORKSHEET-II

{NOTE: Students please note down these questions in your notebook with notes and prepare yourself according to them.}

**Important Questions:*
1. What is meant by Principles of Management? Explain its features.
2. Explain Fayol’s Principles of Management.
3. Explain any four points regarding significance of principles of management.
4. Explain the technique of ‘Functional Foremanship ‘and the concept of ‘Mental Revolution’ as enunciated by Taylor.
8. Explain the Principles of Scientific Management given by Taylor.
9. Explain the principle of ‘Scalar Chain’ and gang plank.
1. Molina, a floor manager at a departmental store very often speaks to people at all levels without bothering about the official channel of communication and also passes on instructions regarding her department and also the other departments.
   a) Which principle of management is being overlooked by Molina?
   b) What will be its adverse impact? (3 marks)

2. Anthony, a sales manager at Perfect solutions Pvt. Ltd., has the habit of reaching late to office everyday and also leaves before time on one pretext or the other. Management of the organization doesn’t take any action against this. Slowly other employees also start reporting late to work and try to leave early. Now, the management starts to get disturbed and takes steps against all workers.
   a) Which principle of management is being violated in the given case?
   b) Explain the principle.
   c) What will be the adverse effect of this situation? (4 marks)

3. Reema is one of the most successful managers of her company, Globe Ltd. She knows that the principles of management are intended to apply to all types of organizations, business as well as non-business, small as well as large, public sector as well as private sector.
   a) One of the point related to the nature of management principles is being highlighted in the above description. Identify the point.
   b) Explain any three other points of the nature of principles of management other than one identified. (3 marks)

4. Principles of Taylor and Fayol are mutually complementary. One believe that the management should share the gains with the workers, while the other suggested that employee compensation should depend on the earning
capacity of the company and should give them a reasonable standard of living.

**Identify and explain the principles of Taylor and Fayol referred to in the above para.** (4 marks)

5. Principle of Taylor and Fayol are complementary. One believed that the management should scientifically select the person and the work assigned should suit his physical and intellectual capabilities, while the other suggested that the work can be performed more efficiently if divided into specialized tasks.

**Identify and explain the principles of Fayol and Taylor referred to in the above para.** (4 marks)

6. Principles of Taylor and Fayol are mutually complementary. One believed that, management should not close its ears to constructive suggestions made by the employees, while the other suggested that a good company should have an employee suggestion system, whereby suggestions which result in cost reduction should be rewarded.

**Identify and explain the principles of Taylor and Fayol referred in the above case.** (4 marks)