Principles and Practices of Management

Some Questions and Answers for the Final Examination
Principles and Practices of Management
Section A: Objective Type

Part One:

Multiple choices:

1. A plan is a trap laid to capture the ___________
    a. Future
    b. Past
    c. Policy
    d. Procedure

Answer: a (Future)

2. It is a function of employing suitable person for the enterprise.
    a. Organizing
    b. Staffing
    c. Directing
    d. Controlling

Answer: b (Staffing)

3. ___________ means "group of activities & employees into departments".
    a. Orientation
    b. Standardization
    c. Process
    d. Departmentation

Answer: d (Departmentation)

4. This theory states that authority is the power that is accepted by others
    a. Acceptance Theory
    b. Competence Theory
    c. Formal Authority Theory
    d. Informal Authority Theory

Answer: a (Acceptance Theory)

5. It Means dispersal of decision-making power to the lower levels of the organization
    a. Decentralization
    b. Centralization
    c. Dispersion

d. Delegation

Answer: a (Decentralization)

6. This chart is the basic document of the organizational structure.

    a. Functional Chart
    b. Posts Chart
    c. Master Chart
    d. Department Chart

Answer: c (Master Chart)

7. Communication which flow from the superiors to subordinates with the help of scalar chain is known as

    a. Informal Communication
    b. Downward Communication
    c. Upward Communication
    d. Oral Communication

Answer: b (Downward Communication)

8. Needs for belongingness, friendship, love, affection, attention & social acceptance are

    a. Physiological Needs
    b. Safety Needs
    c. Ego Needs
    d. Social Needs

Answer: d (Social Needs)

9. A management function which ensures "Jobs to be filled with the right people, with the right knowledge, skill & attitude"

    a. Staffing Defined
    b. Job Analysis
    c. Man Power Planning
    d. Recruitment

Answer: b (Job Analysis)

10. It is a process that enables a person to sort out issues and reach to a decisions affecting their life.

    a. Selection
    b. Raining
    c. Reward
    d. Counselling

government, religious, military and educational organizations, whereas managers are found in business firms only. The relationship between administration and management is that management is construed to be a subset of administration in the sense that everything management does gets included in the administration. Everything a management achieves gets included in the administration and everything a management fails to achieve also gets included in the administration. In fact it would be appropriate to say that a managerial failure is actually an administrative failure. A managerial success is an administrative success too.

Administration is a determinative function, while management is an executive function. It also follows that administration makes the important decisions of an enterprise in its entirety, whereas management makes the decisions within the confines of the framework, which is set up by the administration.

Administration is the top level, whereas management is a middle level activity. If one were to decide the status, or position of administration, one would find that it consists of owners who invest the capital, and receive profits from an organization. Management consists of a group of managerial persons, who leverage their specialist skills to fulfill the objectives of an organization.

Administrators are usually found in government, military, religious and educational organizations. Management is used by business enterprises. The decisions of an administration are shaped by public opinion, government policies, and social and religious factors, whereas management decisions are shaped by the values, opinions and beliefs of the mangers.

In administration, the planning and organizing of functions are the key factors, whereas, so far as management is concerned, it involves motivating and controlling functions. When it comes to the type of abilities required by an administrator, one needs administrative qualities, rather than technical qualities. In management, technical abilities and human relation management abilities are crucial.

Administration usually handles the business aspects, such as finance. It may be defined as a system of efficiently organizing people and resources, so as to make them successfully pursue and achieve common goals and objectives. Administration is perhaps both an art and a science. This is because administrators are ultimately judged by their performance. Administration must incorporate both leadership and vision.

Management is really a subset of administration, which has to do with the technical and mundane facets of an organization's operation. It is different from executive or strategic

1. Critically analyze Mr. Vincent's reasoning.

Mr.Vincent's Resoning

Mr. Vincent critically thought of the following concepts

Management can be defined as all the activities and tasks undertaken by one or more persons for the purpose of planning and controlling the activities of others in order to achieve an objective or complete an activity that could not be achieved by the others acting independently. Management as defined by wellknown authors in the field of management contains the following components:

- Planning
- Organizing
- Staffing
- Directing (Leading)
- Controlling

All managers carry out the functions of planning, organizing, staffing, leading, and controlling, although the time spent in each function will differ and the skills required by managers at different organizational levels vary. Still, all managers are engaged in getting things done through people. ... The managerial activities, grouped into the managerial functions of planning, organizing, staffing, leading, and controlling, are carried out by all managers, but the practices and methods must be adapted to the particular tasks, enterprises, and situation.

This concept is sometimes called the universality of management in which managers perform the same functions regardless of their place in the organizational structure or the type of enterprise in which they are managing.

The statement from Weihrich means that management performs the same functions regardless of its position in the organization or the enterprise managed, and management functions and fundamental activities are characteristic duties of managers; management practices, methods, detailed activities, and tasks are particular to the enterprise or job managed.

Therefore, the functions and general activities of management can be universally applied to managing any organization or activity. Recognition of this concept is crucial to the improvement of software engineering project management, for it allows us to apply the wealth of research in management sciences to improving the management of software engineering projects. Additional discussion on the universality of management can be found

1. Learn about the needs and proficiency of each and every employee before an organization invests its effort, time & money on training. Its better to identify the needs & shortcomings in an employee before actually imparting training to him/her.
2. Experienced & skilled trainer, who possesses good amount of knowledge & understanding about the organization's objectives, individual abilities & the present environment, should give training.
3. Active participation from the trainees should be encouraged. There should be a two-way communication between the trainer & trainee.
4. Feedback should be taken from the trainees after the training is over, so that the organization comes to know about the deficiencies in the training program & also suggestions to improve upon the same.
5. Focus of training should be on priority development needs and to produce strong motivation to bring change in employees.
6. The cost incurred on the training program should not exceed its benefits.
7. The method or type of training should be very cautiously selected by the organization depending upon the organizations' resources & an employee's individual need for training.

Thus, training is a vital tool to cope up with the changing needs & technologies, & ever-changing environment. It benefits both the organization as well as the employees.

2. Explain Decision-Making process of an organization.

Answer

Introduction

Decision-making is an essential aspect of modern management. It is a primary function of management. A manager's major job is sound/rational decision-making. He takes hundreds of decisions consciously and subconsciously. Decision-making is the key part of manager's activities. Decisions are important as they determine both managerial and organizational actions. A decision may be defined as "a course of action which is consciously chosen from among a set of alternatives to achieve a desired result." It represents a well-balanced judgment and a commitment to action.

It is rightly said that the first important function of management is to take decisions on problems and situations. Decision-making pervades all managerial actions. It is a continuous process. Decision-making is an indispensable component of the management process itself.

Means and ends are linked together through decision-making. To decide means to come to some definite conclusion for follow-up action. Decision is a choice from among a set of