

WORK SHEET
UNIT-I

MCQS

1. Management is the process of:

- A) Sleeping
- B) Planning, organizing, staffing, directing and controlling
- C) Selling products only
- D) Manufacturing goods only

Answer: B

2. Who is known as the father of Scientific Management?

- A) Henri Fayol
- B) Elton Mayo
- C) F.W. Taylor
- D) Maslow

Answer: C

3. Which is NOT a function of management?

- A) Planning
- B) Organizing
- C) Directing
- D) Sleeping

Answer: D

4. Taylor's Scientific Management focuses on:

- A) Efficiency of work
- B) Employee welfare only
- C) Marketing
- D) Accounting

Answer: A

5. How many principles of management were proposed by Fayol?

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

Answer: C

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6. Unity of Command means:

- A) One employee receives orders from one superior
- B) One manager controls many departments
- C) One department has many managers
- D) Employees work independently

Answer: A

7. According to Maslow, the lowest level need is:

- A) Esteem
- B) Self-actualization
- C) Physiological
- D) Social

Answer: C

8. Which need is at the top of Maslow's hierarchy?

- A) Safety
- B) Social
- C) Esteem
- D) Self-actualization

Answer: D

9. McGregor's Theory X assumes employees:

- A) Love work
- B) Avoid work whenever possible
- C) Are self-motivated
- D) Seek responsibility

Answer: B

10. Theory Y assumes employees:

- A) Dislike work
- B) Need constant supervision
- C) Are self-directed
- D) Avoid responsibility

Answer: C

11. Herzberg's hygiene factors include:

- A) Achievement
- B) Recognition

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- C) Salary
- D) Growth

Answer: C

12. Systems approach views organization as:

- A) Independent units
- B) Closed entity
- C) Interrelated parts
- D) Social club

Answer: C

13. Democratic leadership style encourages:

- A) Employee participation
- B) Strict control
- C) No communication
- D) Punishment

Answer: A

14. Autocratic leadership is characterized by:

- A) Shared decisions
- B) Complete employee freedom
- C) Centralized authority
- D) Group decision making

Answer: C

15. Social responsibility of management refers to:

- A) Profit maximization only
- B) Responsibility toward society
- C) Employee punishment
- D) Tax avoidance

Answer: B

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WORK SHEET
FILL IN THE BLANKS

1. Management is the process of planning, organizing, staffing, directing, and _____.
Answer: controlling
2. _____ is known as the father of Scientific Management.
Answer: F.W. Taylor
3. Taylor's Scientific Management emphasizes improving _____.
Answer: efficiency
4. Henri Fayol proposed _____ principles of management.
Answer: 14
5. According to Fayol, each employee should receive orders from only one superior, known as _____.
Answer: Unity of Command
6. In Maslow's hierarchy, _____ needs form the lowest level.
Answer: Physiological
7. The highest level in Maslow's hierarchy is _____.
Answer: Self-actualization
8. McGregor's Theory X assumes employees generally _____ work.
Answer: dislike
9. Herzberg classified factors into hygiene factors and _____ factors.
Answer: motivators
10. The Systems Approach considers an organization as a set of _____ parts.
Answer: interrelated



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