



Unit 2 – Concept of Management

Choose the correct answer

- a) is to lay down sequence of operations and see that work should travel smoothly.
- i) Instruction card clerk (ii) Route Clerk (iii) Time and cost clerk
- b) Study aims to provide proper rest intervals for effectiveness of workers.
- i) Method Study (ii) Motion Study (iii) Fatigue Study
- c) Principle of scientific management emphasizes that proper training and selection of employees should be done.
- i) Harmony, not Discord (ii) Development of each person towards greatest efficiency (iii) Cooperation
- d) Fayol's Principle of emphasized of replacing 'I' with 'We'.
- i) Esprit De Corps (ii) unity of command (iii) Division of work
- e) Prevents overlapping of Activities
- i) Division of work (ii) Unity of Direction (iii) Order

Match the following

- | | |
|---------------------------|--|
| a. Profession | 1 worker 8 bosses |
| b. Neo Classical Approach | Member has to abide a code of conduct |
| c. Unity of Direction | Emphasizes on Human and social aspect |
| d. Method Study | One head One plan |
| e. Functional foremanship | To choose the best way to perform a task |

Fill in the blanks

- i) device helps subordinates of the same level of different departments to communicate directly in case of emergency.

- ii) A manager applies various theories of management in his unique personalized way proves that management is
- iii) Principles of management establish relationship between different variables.
- iv) approach of management emphasized on making workers more efficient by increasing production.
- v) is known as Father of Scientific Management