

A-3
FOUNDATION COURSE EXAMINATION
June 2013
Organization and Management Fundamentals

P-I(OMF)
Syllabus 2008

Full Marks: 50

*Answer all the questions. Each question carries 1 mark. Each question has four alternatives. You are required to indicate the most appropriate alternative by darkening the circle in the **OMR** sheet.*

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| <p>1. The term Organization refers to:
(a) An ongoing business activity
(b) An ongoing business unit
(c) A static structure of responsibilities
(d) All of the above</p> <p>2. Which of the following is the oldest type of Organization?
(a) Line Organization
(a) Functional Organization
(b) Line and Staff Organization
(c) Project Organization</p> <p>3. Which one is not related to Delegation?
(a) Vehicle for co-ordination
(b) Reduction of manager's burden
(c) Expansion of business
(d) Securing secrecy</p> <p>4. Which one does not refer to an Informal Organization?
(a) Interactions and human relationships
(b) Emerges spontaneously
(c) Basis of friendship
(d) Voting among members of the group</p> <p>5. Responsibility _____
(a) Cannot be delegated
(b) Can be delegated
(c) Can be divided
(d) Cannot be divided</p> <p>6. Neo-classical theory of organization was pioneered by
(a) F.W. Taylor
(b) Elton Mayo
(c) Henry Fayol
(d) Keith Davies</p> | <p>7. Determinants of personality is/are
(a) Heredity
(b) Brain
(c) Physic-features
(d) All of the above</p> <p>8. Which one of the following does not form attitudes?
(a) Family
(b) Personal experience
(c) Association
(d) Weather conditions</p> <p>9. Errors in perception does not arise due to
(a) Selective perception
(b) Halo effect
(c) Stereotyping
(d) Testing</p> <p>10. Which one of the following is not a behavioural science?
(a) Anthropology
(b) Sociology
(c) Psychology
(d) Physiology</p> <p>11. CSF stands for _____
(a) Central Security Force
(b) Corporate Strategic Functions
(c) Customer Satisfaction Functions
(d) Critical Success Factors</p> <p>12. Which one is not a step in the implementation of Strategy?
(a) Understanding the problem
(b) Making the system work
(c) Developing additional machinery
(d) Changing Institutional Structure to eliminate the cause of conflict</p> |
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13. Co-optation may be defined as the process of:
- absorbing new elements in the policy determining structure
 - arriving at an agreement between two or more organization thru' give and take
 - competing between organization for the same resources of the society
 - combination of two or more organization without losing their identities
14. _____ is the first step in the Strategic Planning Process
- Profits
 - Mission
 - Goals and Objectives
 - Targets
15. The set of _____ defines the domain of the organization
- Vision
 - Objectives
 - Goals
 - Targets
16. Which one of the following is not a function of HRM?
- Resolving conflicts among employees
 - Promotion of employees
 - Motivation of employees
 - Dismissal of employees
17. Recruitment is a _____
- Positive Process
 - Negative Process
 - Parallel Process
 - Vertical Process
18. For Dismissal of an employee, which one is not necessary?
- Charge Sheet
 - Holding enquiry
 - Issue of notice of enquiry
 - Response Sheet
19. Training is related with
- Learning the basic skills and knowledge
 - Growth of individuals in all respects
 - Present and future period
 - Managers and executives
20. Which of the following is not a source of recruitment outside the organization?
- Advertisement
 - Recommendation
 - Gate Recruitment
 - Transfer from other units of the undertaking
21. Human Resource Management means
- The number of employees in the organization
 - Effective use of man-power in an organization
 - Money earned by the members of an organization
 - Exchange of man-power between two countries
22. Internal sources of recruitment refers to
- Recruitment within the country
 - Recruitment through personal reference
 - Giving promotion to existing employees
 - Through advertisement
23. Dismissal of an employee means
- Retrenchment
 - Retirement
 - Terminating the services of an employee
 - Suspending from work
24. Scientific Management is propounded by
- Keynes
 - Henry Fayol
 - F.W. Taylor
 - Peter Drucker
25. Which of the following is not a 'General Management Principle?'
- Division of labour
 - Unity of command
 - Highest production
 - Scalar chain
26. Planning is
- All pervasive
 - Exhaustive
 - Rigid
 - None of the above

27. Decisions may be classified as
- Programmed and non-programmed decisions
 - Standing decisions
 - Long-outstanding decisions
 - Managerial decisions
28. Which one of the following is not part of the staffing process?
- Manpower Planning
 - Determination of compensation
 - Recruitment
 - Selection
29. Application Blank means _____
- An application form left blank by the candidates
 - Written record of the candidate's qualification etc.
 - Kept in the stores of a company for future use
 - Blank columns of the application to be filled by the candidate later on
30. Which one is not a part of the communication process?
- Encoding
 - Decoding
 - Formal Communication
 - Feedback
31. Which one of the following is not a maintenance factor as per Herzberg's Model?
- Company policy and administration
 - Technical supervision
 - Salary
 - Responsibility
32. Which one of the following is not a motivating factor as per Herzberg's Model?
- Achievement
 - Recognition
 - Work itself
 - Working conditions
33. Control process include _____
- Feedback
 - Establishment of standards
 - Measurement of actual performance
 - All of the above
34. The main purpose of conducting employment interview is
- to assess the strength and weaknesses of the candidate
 - to verify the qualification of the candidate
 - to give pre-recruitment training
 - All of the above
35. The process of Staffing Function refers to
- Payment of wages and bonus
 - Man-power Planning to placement
 - Organizing training programmes
 - None of the above
36. Authority should be _____ responsibility
- Equal to
 - More than
 - Less than
 - Derived from
37. Prof. Bernard has given four essential qualities of leadership. Which one he has not given?
- Vitality
 - Decisiveness
 - Power of endurance
 - Emotional Stability
38. Which one of the following is a democratic leader?
- Participative leader
 - Authoritarian leader
 - Free-rein leader
 - None of the above
39. Decentralization is not _____
- A Process or an act
 - End-result of delegation
 - Optional activity
 - Philosophy of Management
40. Which one of the following is not a dysfunctional aspect of conflict?
- Disequilibrium in organization
 - Stress and tension
 - Diversion of energy
 - Change without notice

41. Reason for role conflict is _____
- (a) Role ambiguity
 - (b) Organizational positions
 - (c) Personal characteristics
 - (d) All of the above
42. Conflict Resolution do not include
- (a) Problem solving
 - (b) Giving more power
 - (b) Compromise
 - (c) Confrontation
43. Resistance to change does not include _____
- (a) Fear of economic loss
 - (b) Sunk costs
 - (c) Ego-defensiveness
 - (d) Unfreezing
44. Changing environment and challenges before management are ____
- (a) Economic changes
 - (b) Technological changes
 - (c) Neither of (a) and (b)
 - (d) Both (a) and (b)
45. There cannot be a gap of more than _____ months between two Board Meetings of a listed company
- (a) 3
 - (b) 4
 - (c) 5
 - (d) 6
46. Which one of the following is not the objective of a public sector enterprise?
- (a) Generation of employment
 - (b) Planned economic development
 - (c) Compulsory payment of dividend
 - (d) Profit earning
47. Which of the following is the reason for resistance to change?
- (a) Peer Pressure
 - (b) Cost of production
 - (c) Profit earned
 - (d) Market conditions
48. Which of the following is not the future managerial task?
- (a) Standard of living
 - (b) Trusteeship
 - (c) Business Forecasting
 - (d) Initiative and Creativity
49. Public Enterprises in India are suffering from
- (a) Low Profit Objective
 - (b) Lack of Industrial Relationship
 - (c) Lack of proper Man Power Planning
 - (d) Lack of Public Support
50. Disinvestment of shares is a measure of
- (a) Privatization
 - (b) Nationalization
 - (c) Dissolution of a company
 - (d) Additional investment by Government

Answer :

1. d – All of the above
2. a – Line Organisation
3. d – Securing secrecy
4. d – Voting among members of the group
5. a – Cannot be delegated
6. b – Elton Mayo
7. d – All of the above
8. d – Weather conditions
9. d - Testing
10. d - Physiology
11. d – Critical Success Factors
12. a – Understanding the problem
13. a – Absorbing new elements in the policy determining structure
14. c – Goals & Objectives
15. b - Objectives
16. a – Resolving conflicts among employees
17. a – Positive Process
18. d – Response Sheet
19. a – Learning the basic skills and knowledge
20. d – Transfer from other units of the undertaking
21. b – Effective use of man-power in an organization
22. c – Giving promotion to existing employees
23. c – Terminating the services of an employee
24. c – F.W. Taylor
25. c – Highest production
26. a – All pervasive
27. a – Programmed and non-programmed decisions
28. b – Determination of compensation
29. b – Written record of the candidate's qualification etc.
30. c – Formal Communication
31. d - Responsibility
32. d – Working condition
33. d – All of the above
34. a – To assess the strength and weaknesses of the candidate
35. b – Man-power Planning to placement
36. a – Equal to
37. d – Emotional Stability
38. a – Participative leader
39. a – A process or an act
40. d – Change without notice
41. d – All of the above
42. b – Giving more power
43. d - Unfreezing
44. d – Both (a) and (b)
45. a - 3
46. c – Compulsory payment of dividend
47. a – Peer Pressure
48. a – Standard of living
49. c – Lack of proper Man Power Planning
50. a - Privatization