# Concepts of Management

## Answers

1) **Planning**

2) **Organizing**

3) **Authority**

4) **Delegation**

5) **Control**

6) **Human Relations**

7) **Responsive administration**

8) **E-Governance**

# Answer

1) Who did propose that "Administration involves 'thinking', as a top-level function; = while Management involves 'doing' as a lower-level function of execution"?
1) Spriegal/Sheldon                                     2) Peter Drucker
3) E. F. L. Brech                                        **4) Henri Fayol**

## 1) Principles of management

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1-4 | 2-3 | 3-3 | 4-2 | 5-4 | 6-3 | 7-1 | 8-2 | 9-3 | 10-4 |
| 11-2 | 12-3 | 13-x | 14-1 | 15-1 | 16-3 | 17-4 | 18-2 | 19-3 | 20-x |
| 21-4 | 22-4 | 23-1 | 24-4 | 25-4 | 26-x | 27-x | 28-3 | 29-2 | 30-4 |

## Principles of Public administration

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1-2 | 2-2 | 3-2 | 4-1 | 5-3 | 6-3 | 7-1 | 8-2 | 9-2 | 10-2 |
| 11-2 | 12-1 | 13-3 | 14-2 | 15-4 | 16-3 | 17-3 | 18-2 | 19-3 | 20-2 |
| 21-3 | 22-3 | 23-3 | 24-2 | 25-x | 26-3 | | | | |

# Answer

1)     Consider the following statements : Indicative planning indicates the

1) broad directions of development.

2) long-term goals in strategic areas

3) exclusive areas of government planning

Which of the statements given above is/are correct?

**Code :**

**(a) 1 and 2 only**                                    (b) 1, 2 and 3 only

(c) 3 only                                                  (d) 1 and 3 only

## 1) Planning

| 1-a | 2-x | 3-b | 4-a | 5-x | 6-b | 7-a | 8-a | 9-c | 10-d |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 11-x | 12-d | 13-x | 14-a | 15-a | 16-d | 17-c | 18-b | 19-d | 20-c |

21-b

# Answer

1) How many principles of organization were propounded by Henry Fayol ?
   (a) 10                                      **(b) 14**
   (c) 5                                       (d) 9

## 2) Organizing

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1-b | 2-a | 3-b | 4-d | 5-d | 6-b | 7-a | 8-b | 9-a | 10-b |
| 11-b | 12-d | 13-c | 14-c | 15-d | 16-a | 17-b | 18-a | 19-c | 20-a |
| 21-c | 22-b | 23-b | 24-b | 25-d | 26-c | 27-b | 28-b | 29-c | 30-c |
| 31-b | 32-c | 33-d | 34-b | 35-b | 36-c | 37-c | 38-b | 39-d | 40-b |
| 41-d | 42-b | 43-c | 44-d | 45-c | 46-d | 47-b | 48-x | 49-d | 50-c |
| 51-a | 52-d | 53-c | 54-a | 55-c | 56-d | 57-b | 58-a | 59-d | 60-a |
| 61-c | 62-a | 63-d | 64-d | 65-c | 66-x | 67-d | 68-x | 69-b | 70-c |
| 71-c | 72-d | 73-b | 74-b | 75-b | 76-b | 77-b | 78-b | 79-b | 80-x |
| 81-a | 82-c | 83-c | 84-a | | | | | | |

# **Answer**

1) Who advocated the Acceptance Theory of Authority ?
   1) Weber 　　　　　 2) Fayol 　　　　　 3) Taylor 　　　　 **4) Bernard**

## **3) Authority**

| 1-4 | 2-3 | 3-3 | 4-x | 5-3 | 6-2 | 7-3 | 8-x | 9-3 | 10-3 |
|---|---|---|---|---|---|---|---|---|---|
| 11-4 | 12-2 | 13-4 | 14-1 | 15-x | 16-x | 17-1 | 18-3 | 19-3 | 20-4 |
| 21-x | 22-x | 23-4 | 24-3 | 25-4 | | | | | |

# Answer

1) State whether the following statements are true or false

Due to delegation of authority

(i) Subordinates get nice opportunity to develop themselves

(ii) Manager's work load is reduced.

(iii) Continuity of work is disturbed in absence of manager

(iv) Enterprise is encouraged to expand and diversity its activities.

*1) i) True      ii) True      iii) False      iv) True*

2) i) True      ii) True      iii) True      iv) True

3) i) True      ii) True      iii) False      iv) False

4) i) True      ii) False      iii) False      iv) True

## 4) Delegation

| 1-x | 2-3 | 3-3 | 4-2 | 5-1 | 6-3 | 7-2 | 8-2 | 9-4 | 10-3 |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 11-2 | 12-3 | 13-3 | 14-2 | 15-2 | 16-x | 17-3 | 18-x | 19-4 | 20-x |
| 21-2 | 22-4 | 23-3 | | | | | | | |

# **Answer**

1)  According to Urwick, where the work is of a more simple and routine nature, the span of control varies from —
    1) 9 to 12          **2) 8 to 12**          3) 7 to 9          4) 10 to 12

## **5) Control**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1-2 | 2-3 | 3-4 | 4-4 | 5-1 | 6-2 | 7-1 | 8-4 | 9-2 | 10-1 |
| 11-1 | 12-1 | 13-3 | 14-4 | 15-2 | 16-2 | 17-3 | 18-3 | 19-3 | 20-1 |
| 21-3 | 22-4 | 23-3 | 24-1 | 25-4 | 26-1 | 27-3 | 28-4 | 29-4 | 30-3 |
| 31-1 | 32-4 | 33-2 | 34-1 | 35-4 | 36-x | 37-2 | 38-x | 39-3 | 40-4 |
| 41-x | 42-4 | 43-4 | 44-4 | 45-3 | 46-1 | 47-x | 48-2 | 49-1 | 50-2 |

# Answer

1)    The father of Human Relations theory was:
      1) Douglas M. McGregor                **2) Elton Mayo**
      3) E.N.Gladden                         4) L. Urwick

## 6) Human Relations

| 1-2 | 2-2 | 3-3 | 4-2 | 5-2 | 6-x | 7-x | 8-2 | 9-x | 10-4 |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 11-1 | 12-2 | 13-3 | 14-4 | 15-2 | 16-2 | 17-4 | 18-x | 19-3 | 20-4 |
| 21-x | 22-4 | 23-x | 24-1 | 25-4 | 26-1 | 27-4 | 28-4 | 29-3 | 30-3 |

## **Answer**

1) 'Good Governance' and 'Participating Civil Society for Development' were stressed in World Bank Report of —
   **1) 1992**          2) 1997          3) 2000          4) 2003

## **7) Responsive administration**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1-1 | 2-3 | 3-x | 4-3 | 5-4 | 6-3 | 7-2 | 8-1 | 9-1 | 10-1 |
| 11-2 | 12-3 | 13-x | 14-2 | 15-4 | 16-3 | 17-4 | 18-4 | 19-x | 20-1 |
| 21-x | 22-*4* | 23-x | 24-4 | | | | | | |

# **Answer**

1) Which E-governance model is designed to channelise valuable information to a targeted audience or spread it in wider public domain through the use of ICT and convergent media ?
   **1) Critical flow model**              2) Broadcasting model
   3) Inter active service model           4) Mobilisation and Lobbing model

## **8) E-Governance**

| 1-1 | 2-4 | 3-2 | 4-4 | 5-4 | 6-2 | 7-3 | 8-1 | 9-2 | 10-2 |
|------|------|------|------|------|------|------|------|------|------|
| 11-3 | 12-4 | 13-4 | 14-x | 15-4 | 16-3 | 17-2 | 18-3 | 19-3 | 20-2 |
| 21-2 | | | | | | | | | |