

### III-II-IMID IM

1. Elimination of worker's fatigue is the result of :->Method study
2. Improve work place layout, equipment design are the results of :->Method study
3. Developing time standards is the aim of :->work measurement
4. Develop better working conditions is the aim of :->Method study
5. After Install procedure the next procedure in method study is :->Maintain
6. Once the development and define is completed the next procedure in method design is :->Install
7. Which basic procedure in method study deals with persons, purpose, place, sequence and method :->Examine
8. Reliable means of planning and control is possible with the help of :->work measurement
9. \_\_\_\_\_ considers scientific basis to develop incentive schemes :->work measurement
10. Improve product (or) product design is one of the results of :->Method study
11. For work measurement how many basic procedures are there :->6
12. Describe, Break, Determine are related to \_\_\_\_\_ basic procedures :->Work Measurement
13. Describe, Break, Measure, Determine, Provide, Determine are the basic procedure of :->work measurement
14. \_\_\_\_\_ examines both method and duration of work :->work study
15. \_\_\_\_\_ is the analysis of work into smaller parts followed by rearrangement of these parts to give same effectiveness at lesser cost :->work study
16. Work study is the study of :->work
17. To minimize cost by proper selection and use of machine process is possible with the help of :->work study
18. Which among the following helps to eliminate unnecessary human and material movements :->Work study
19. In the following what are the basic procedures related to method study :->All
20. Select, Record, Examine, Develop, Define, Install, Maintain are the basic procedures of :->method study
21. \_\_\_\_\_ is the systematic recording and critical examination of existing and proposed ways of doing work :->method study
22. For method study how many Basic steps are there :->7
23. In the following what are the basic procedures related to method study :->Develop and Define
24. 'D' This symbol indicates \_\_\_\_\_ in Gilberth's motion study :->Delay
25. '⇒' This symbol indicates \_\_\_\_\_ in Gilberth's motion study :->Transport
26. \_\_\_\_\_ is one of the most important management technique employed to improve activities in the production :->Work study
27. Watch , Time Recording machine, motion picture camera are related to \_\_\_\_\_ study :->Time study
28. \_\_\_\_\_ is the science which deals with the relationship between man and his working environment. :->Ergonomics
29. Work study leads to :->Productivity
30. More effective use of plant and equipment, human efforts and Evaluation human work are the 3 aspects of :->Work study
31. What is the difference between Gilberth and Therblig :->Gilbreth inverted 17 fundamental hand motions called therbligs

32. Gilberth proposed 17 operations for motion study. These motions (or) symbols are called as \_\_\_\_\_ :-> Therb'igs
33. Who proposed 17 elementary motions to motion study \_\_\_\_\_ :-> Gil berth
34. \_\_\_\_\_ is nothing but the reduction in wastage of resources. :-> Productivity
35. '→' indicates \_\_\_\_\_ :-> Select
36. 'S' indicates \_\_\_\_\_ :-> Search
37. 'H' indicates \_\_\_\_\_ :-> Hold
38. '∩' indicates \_\_\_\_\_ :-> Grasp
39. '≠' and '#' symbols indicates \_\_\_\_\_ :-> Disassemble, Assemble
40. 'U' symbol indicates \_\_\_\_\_ :-> Use
41. Job order production is suitable for \_\_\_\_\_ scale sector :-> small
42. Mass order production is suitable for \_\_\_\_\_ production :-> large
43. Which type of production is continuous :-> mass
44. Soap industry is related to which type of production :-> mass
45. Productivity = \_\_\_\_\_ where I=inputs and O=outputs :->  $\frac{O}{I}$
46. Method study is also known as \_\_\_\_\_ :-> Motion study
47. How a job should be done is found by \_\_\_\_\_ :-> Motion study
48. Under what technique it is possible to know how to do a job and how much time a job should take for completion :-> Work study
49. Method study (or) work simplification is also called as \_\_\_\_\_ :-> Motion study
50. To complete a job how much time a job should be taken is known under \_\_\_\_\_ study :-> Work measurement
51. Under which type of production repetition of production is not possible :-> Job
52. From the following which one belongs to symptoms of bad layout :-> all
53. Congestion of materials, components and assemblies, poor utilization of workspace, excessive amount of work in process are symptoms \_\_\_\_\_ layout :-> Bad
54. Automobile, television industries are examples for \_\_\_\_\_ layout :-> Combined layout
55. Under \_\_\_\_\_ order production lot size is less :-> batch
56. Under which type of production repetition of production is possible :-> mass
57. From the following which one is related to job order production :-> greeting cards
58. \_\_\_\_\_ order production means few varieties and in few lots :-> Job
59. \_\_\_\_\_ products are manufactured under batch order production :-> medicines and soap
60. \_\_\_\_\_ Order production is useful for those products mentioning expiry date :-> batch
61. Fixed lay out or \_\_\_\_\_ layout is adopted when work piece is very big or too heavy to move from one position to the other and is consequently fixed in one place. :-> static or fixed position
62. Pure process or pure line layouts are rare. The combination of these are very commonly used in industry \_\_\_\_\_ layout in corporate to gain the benefits of process and product layout :-> combination
63. In \_\_\_\_\_ layout raw material enters in the line at one end, the operations are carried out in succession in a smooth flow and the finished product is delivered at the pother and of the line :-> product
64. In \_\_\_\_\_ layout the machinery and auxiliary services are arranged in line according to the sequence of operations to be performed on the work :-> product
65. In which type of layout equipment utilization is very good and total investment in equipment is low :-> line layout
66. \_\_\_\_\_ layout is suitable for construction works, ship building, fabrication of large tanks, pressure vessels, locomotives, aircrafts etc. :-> static layout

67. A number of guide different products can be taken with the same layout it is one of advantage of \_\_\_\_\_ layout :->functional
68. In \_\_\_\_\_ layout it is possible to assign one or more skilled workers to a project from start to finish in order to ensure continuity of work :->static
69. For which type of layout highly skilled workers are required :->static layout
70. Machine & tools etc take more time to reach to the work place it is one of disadvantage of \_\_\_\_\_ layout :->static layout
71. How many types of plant layouts are there \_\_\_\_\_ :->4
72. From the following what are the objectives of a plant layout :->all
73. Effective utilization of floor space available, minimize accidents, reduce material handling is possible in a good :->plant layout
74. "A good layout is one which allow materials rapidly and directly for processing. This reduces transport handling, clerical and other costs down per unit, space requirements to minimize and it reduces idle machine and idle man time"- said by :->FG Moore
75. \_\_\_\_\_ is a technique of locating machines, processes and plant services with in the factory in order to secure the greatest possible gut put of high quality at the lowest possible total cost of production :->plant layout
76. In \_\_\_\_\_ layout all similar machines are grouped together under one roof :->process
77. line layout is also called as \_\_\_\_\_ layout :->product
78. Functional layout is also called as \_\_\_\_\_ layout :->process
79. In which layout it flexibility routing flexibility part design flexibility, volume flexibilities are available :->combination
80. Which type of layout is suitable for job and batch type of production and non -repetitive type of work :->Job shop
81. \_\_\_\_\_ is a place of vast land sub divided into different industrial plots systematically developed, where in factory shades are constructed :->estate
82. The central and state government may take some effective measures to achieve \_\_\_\_\_ of industries and secure balanced development of industrial and agricultural economy in each region :->decentralization
83. What are the different incentives given for establishing industrial units in backward areas :->tax concessions
84. Industries are due to :->all
85. Which of the following is one of factor for site selection :->ancillary industries
86. \_\_\_\_\_ building consists of number of floors various departments, machines and equipments are arranged on different floors according to the manufacturing plan :->multi storey
87. \_\_\_\_\_ building consists of the ground floor. How ever in some uses basement (or) mezzanine floor may be constructed for strong raw - materials and finished goods. :->single storey
88. Suburban area is the area which is located on the out skirt of the which area. It offers a compromise between \_\_\_\_\_ regions :->rural & urban
89. \_\_\_\_\_ Can be defined as an optimum arrangement of industrial facilities, including personnel, equipments, storage space, equipments and all other supporting services in proposed plants :->plant layout
90. \_\_\_\_\_ is an arrangement of facilities and services in the plant and it outlines the relationship between production centers and departments :->plant layout
91. \_\_\_\_\_ of the any firm is optimize its cost & revenue :->objective
92. For any firm the survival of firm may be :->long run
93. When the problem of plant location arises :->to expansion
94. When the problem of plant location arises :->to start

95. \_\_\_\_\_ is a place where men material, money are bought together for manufacturing goods/ services :->plant
96. In the following, what are the main factors that affect the plant location :->all
97. The meaning of optimum revenue is :->max returns
98. The meaning of optimum cost is :->min. of cost
99. In the following what are the main factors that affect the plant location :->political  
Interfere
100. In the following, what are the main factors that affect the plant location :->all
101. \_\_\_\_\_ organization is expensive :->line & Staff
102. \_\_\_\_\_ organization creates conflicts between the persons who are working in an organization :->line & Staff
103. In which organization operational efficiency of the business is placed :->Line & Staff
104. Staff persons carry out detailed investigation and supply information to line executives, it happens in \_\_\_\_\_ organization :->Line & Staff
105. In which organization there is a scope for taking the expert advices :->Line & Staff
106. \_\_\_\_\_ is a body of persons appointed or elected to meet in an organized basis for the consideration of matters brought before it :->Committee
107. In which organization \_\_\_\_\_ team work and harmony of work becomes difficult :->line & Staff
108. In \_\_\_\_\_ organization co-ordination is possible, Teamwork and harmony of work becomes difficult :->line & Staff
109. \_\_\_\_\_ is responsible for planning and routing of work to be done :->Gang Boss
110. Gang Boss, Speed Boss, Repair Boss etc come under which type of organization :->functional org
111. In which organization division of work is possible :->Functional
112. Functional organization is suggested by :->FW Taylor
113. In which organization division of work is not possible :->Line
114. In which organization prompt decisions are taken :->Line
115. In Which organization unified control is possible :->Line
116. In which organization perfect line of command is not possible :->Functional
117. In which organization unity of command / unity of direction principles of management are possible :->line
118. In \_\_\_\_\_ organization reduction of work load of executives/managers are possible :->Functional
119. Staff persons are :->Thinkers and specialists
120. Line persons are :->Doers and not specialists
121. In \_\_\_\_\_ line organization all individuals work performed is different :->Large
122. Pure line organization is suitable for \_\_\_\_\_ organization :->Small
123. In \_\_\_\_\_ line organization all individuals at a given level perform the same type of work :->Pure line
124. Which type of organization is called scalar organization :->Line
125. Which type of organization is called military organization :->Line
126. Department organization is suitable for \_\_\_\_\_ organization :->Mass
127. Pure line organization is suitable for which type of production :->Job
128. Hospital Facilities conform to \_\_\_\_\_ organization :->Functional
129. In which organization supervisor is overloaded :->line
130. Which organization leads to Autocratic approach :->Line

131. In narrow span for supervision \_\_\_\_\_ no. of supervisors are required :->more.
132. For 5 persons, number of relationships possible in span of control concept :->100
133. \_\_\_\_\_ refers to the number of sub ordinates a manager (or) supervisor can supervise, manage, control effectively and efficiently :->Span
134. Everything that goes to increase the importance of the subordinate's role is :->decentralization
135. \_\_\_\_\_ Means the concentration of the power to make decisions at the higher levels of management :->Centralization
136. In wider span of supervision \_\_\_\_\_ no. of supervisors required :->few
137. For 6 persons how many relations are arising in span of control concept :->222
138. Formula of Relations to be supervised :->  $N = [2^{n-1} + (n + 1)]$
139. The entrustment of responsibility and authority to another and the creation of account ability for performance is :->Delegation
140. Everything that reduces the subordinate's role is :->Centralization
141. Organization charts are \_\_\_\_\_ from structure based on the organization structure :->Free
142. Vertical charts are also called as \_\_\_\_\_ chart :->Top to bottom
143. \_\_\_\_\_ An organization chart is a diagram of official positions of the organization and formal line of :->Authority
144. Organizing is one of the \_\_\_\_\_ of management :->Function
145. Organizing and organization are one and same :->No
146. \_\_\_\_\_ is a process of dividing and sub-dividing each activity into small jobs and tasks. :->Departmentation
147. In \_\_\_\_\_ organization the relations are not developed according to procedures and regulations laid down in the organization structure :->Informal
148. \_\_\_\_\_ type of organization refers to the organization structure deliberately created by management for achieving the objective of the organization :->Formal
149. \_\_\_\_\_ encourages expansion and growth :->Departmentation
150. \_\_\_\_\_ leads to decentralization :->Departmentation
151. According to \_\_\_\_\_ "grouping jobs through the formation of departments permits co-ordination to be handled in the least cost manner :->J D Thompson
152. \_\_\_\_\_ plan is also called as tactical (or) action plan :->Operational
153. \_\_\_\_\_ planning is based on long - term forecast and appraisal of environment :->Strategic
154. In a system of communication the top management is signaled only when it is necessary to draw its attention. This system remains silent till the need does not arise of drawing attention of top management is :->Management by Exception
155. \_\_\_\_\_ planing is done at the dept, divisional and operative levels of organization :->Operational
156. \_\_\_\_\_ plan is a plan for whole organization :->Corporate
157. In the following factors what are related to External environment :->opportunity, threat
158. What are the Internal environment factors :->strength, weakness
159. SWOT stands :->strength, weakness, opportunity, threat
160. Fragment changes in Technology is one of \_\_\_\_\_ factor in environment scanning :->Threat
161. A firm having good market, getting export orders etc are \_\_\_\_\_ factor :->Opportunity
162. A firm having experienced workers, using good Technology & Methods is one of the factor of Internal environment scanning :->Strength

163. Gang Plank is related to \_\_\_\_\_ principle of management :->Scalar chain
164. Which of the following doesnot come under social responsibility :->Mediators
165. Payment of fair wages can take care of the growth and cost of living of :-  
>Employees and workers
166. Who adopted a psychological approach to the problems of power, authority, conflict and control :->Mary Parker Follet
167. Hawthorne experiments were conducted during :->1927-32
168. \_\_\_\_\_ is deciding in advance what to do? How to do, when to do and who is to do :->Planning
169. \_\_\_\_\_ ends with decision making :->Planning
170. Which is logical combining of activities? :->organizing
171. Work planning and review (or) accountability of Management is known as :-  
>Management by objectives
172. MBO (or) management By objectives approach was developed by :->Peter Drucker
173. Systems approach to the management was developed in :->1950
174. "Workers are not mere economic beings motivated by money alone. They respond to the total work situation including work design, recognition, participation etc" are the findings of \_\_\_\_\_ theorem of motivation :->Behavior
175. Experiments were conducted at Hawthorne plant of the \_\_\_\_\_ company :-  
>General Electric
176. Decision theory approach is also called as \_\_\_\_\_ approach :->Quantitative
177. Hawthorne experiments comes under \_\_\_\_\_ approach :->Behavioral
178. Contingency approach is also called as \_\_\_\_\_ approach :->Situational
179. For example in a business enterprise production, sales and other depts. are sub-systems. All are functionally interacting and inter dependent through \_\_\_\_\_ approach :->System
180. Who among the following is responsible for development of systems approach :-  
>Kenneth Boulding
181. The book "Principles of scientific management " was published in :->1811
182. Game theory, Queuing theory and simulation comes under \_\_\_\_\_ approach :-  
>Quantitative
183. \_\_\_\_\_ is the father of principles of management :->Henry Fayol
184. Management functions are abbreviated as POSDCORB according to :->Gullick
185. "Administration and management are one and same" proposed by :->Newman
186. Administration is above management - in the words of :->Fayol
187. "Administration is the part of management" said by :->EFL Breach
188. Each group of activities having the same object and having similar direction is :-  
>Unity of direction
189. \_\_\_\_\_ means that a person should get orders from only one superior :-  
>Unity of command
190. Fayol proposed \_\_\_\_\_ principles to management :->10
191. Empirical Approach is also called as \_\_\_\_\_ approach :-  
>Classical
192. \_\_\_\_\_ is the chain of superiors from the highest to lowest rank for the purpose of communication :->Scalar chain
193. To formulate and approve the master budget and department budgets is the duty of \_\_\_\_\_ level management :->Top

194. "Management is the co-ordination of all resources through the process of planning, organizing, directing and controlling in order to attain stated goals" laid by :->Henry Risk
195. "To manage to forecast and plan to organize to command to coordinate and to control" said by :->Henry Fayol
196. "Management is simply the process of decision making and control over the action of human beings for the express purpose of attaining predetermined goals" said by :->Vance
197. "Management is what a manager does" was laid by :->Louis Allen
198. To provide training, motivating and developing supervisory persons is the function \_\_\_\_\_ level mgt :->Middle
199. Establishing left goals and deciding upon various ways and means for achieving these goals are the functions of \_\_\_\_\_ level mgt :->Middle
200. Selecting of Key officials and executives, to make decisions regarding disposal and distribution of profits are the functions of \_\_\_\_\_ level management :->Top
201. To arrange machines, materials and tools for the workers and provide training is the function of \_\_\_\_\_ level mgt :->Bottom
202. To get the things done by core group of workers, to motivate workers and to maintain a team spirit among them is one of functions of \_\_\_\_\_ level mgt :->Bottom

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