Organising

Question 1.

Authority, Responsibility and Accountability are the elements of _____

- (a) Decentralisation
- (b) Informal Organisation
- (c) Delegation
- (d) None of the above

▼ Answer

Answer: (c) Delegation

Question 2.

_____ is helpful in increasing the role of the subordinates in the organisation

- (a) Delegation
- (b) Decentralisation
- (c) Centralisation
- (d) None of the above

▼ Answer

Answer: (b) Decentralisation

Question 3.

The form of organisation known for giving rise to rumors is called

- (a) Centralised organisation
- (b) Formal organization
- (c) Decentralised organisation
- (d) Informal organisation

▼ Answer

Answer: (d) Informal organisation

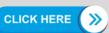
Question 4.

Organisation establishes a relationship between

- (a) People, work, and resources
- (b) Customer, work, and resources
- (c) People, work, and management
- (d) Customer, work, and management

▼ Answer

Answer: (a) People, work, and resources





Question 5.

Grouping of activities on the basis of functions is a part of

- (a) Decentralised organisation
- (b) Centralised organisation
- (c) Functional organisation
- (d) Divisional organisation

▼ Answer

Answer: (c) Functional organisation

Question 6.

Meaning of authority is_____

- (a) Subordinate to Superior relationship
- (b) Right to avoid taxes
- (c) Right to Command
- (d) None of the above

▼ Answer

Answer: (c) Right to Command

Question 7.

The span of management refers to

- (a) Number of managers
- (b) Number of subordinates under a superior
- (c) Length of term for which a manager is appointed
- (d) Number of members in top management

▼ Answer

Answer: (b) Number of subordinates under a superior

Question 8.

A tall structure has a

- (a) Narrow span of management
- (b) Wide span of management
- (c) No span of management
- (d) Fewer levels of management

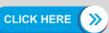
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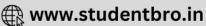
Answer: (a) Narrow span of management

Question 9.

For delegation to be effective it is essential that responsibility be accompanied by necessary

(a) Manpower





- (b) Incentives
- (c) Promotions
- (d) Authority

▼ Answer

Answer: (d) Authority

Question 10.

Grouping of activities on the basis of product lines is a part of

- (a) Delegated organisation
- (b) Functional organisation
- (c) Autonomous organization
- (d) Divisional organisation

▼ Answer

Answer: (d) Divisional organisation

Question 11.

Centralisation refers to

- (a) Opening new centers or branches
- (b) Retention of decision-making authority
- (c) Dispersal of decision-making authority
- (d) Creating divisions as profit centers

▼ Answer

Answer: (b) Retention of decision-making authority

Question 12.

The possibilities of inadequate profits or even losses due to uncertainties are known as

- (a) Business risks
- (b) Business contingencies
- (c) Business ventures
- (d) None of the above

▼ Answer

Answer: (a) Business risks

Question 13.

What is the last step in organising process?

- (a) Identification and division of work
- (b) Departmentalisation
- (c) Assignment of duties
- (d) Establishing reporting relationship







▼ Answer

Answer: (d) Establishing reporting relationship

Question 14.

Product Specialisation is concerned with_____

- (a) Functional Structure
- (b) Divisional Structure
- (c) Normal Structure
- (d) None of the above

▼ Answer

Answer: (b) Divisional Structure

Question 15.

A network of social relationship that arises spontaneously due to interaction at work is called:

- (a) Informal organisation
- (b) Formal organisation
- (c) Delegation
- (d) Decentralisation

▼ Answer

Answer: (a) Informal organisation

Question 16.

_ cannot be entirely delegated

- (a) Responsibility
- (b) Accountability
- (c) Authority
- (d) None of the above

▼ Answer

Answer: (a) Responsibility

Question 17.

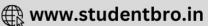
Which of the following is arises from a delegation of authority?

- (a) Authority
- (b) Responsibility
- (c) Accountability
- (d) None of the above

▼ Answer

Answer: (b) Responsibility





Question 18. Nature of informal organisation is (a) Mandatory (b) Rigid (c) Flexible (d) None of the above
▼ Answer
Answer: (c) Flexible
Question 19. Under Accountability a person is answerable for the (a) Final outcome of the assigned task (b) Delegation of Authority (c) Growth of the company (d) None of the above
▼ Answer
Answer: (a) Final outcome of the assigned task
Question 20. What is the first step in organising process? (a) Establishing reporting relationship (b) Assignment of duties (c) Departmentalisation (d) Identification and division of work
▼ Answer
Answer: (d) Identification and division of work
Question 21. Which of the following is not an element of delegation? (a) Authority (b) Responsibility (c) Accountability (d) Informal organization
▼ Answer
Answer: (d) Informal organization
Question 22. Properly perform the assigned duty, is (a) Accountability



- (b) Responsibility
- (c) Authority
- (d) None of the above

▼ Answer

Answer: (b) Responsibility

Question 23.

____ is helpful in reducing the burden of the manager

- (a) Decentralisation
- (b) Centralisation
- (c) Delegation
- (d) None of the above

▼ Answer

Answer: (c) Delegation

