

## 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

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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

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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

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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

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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

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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

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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

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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

▼ [Answer](#)

Answer: (a) Narrow span of management

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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

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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

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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

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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

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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

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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

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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

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Question 16.

\_\_\_\_\_ cannot be entirely delegated

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

▼ [Answer](#)

Answer: (a) Responsibility

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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



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Question 18.

Nature of informal organisation is \_\_\_\_\_

- (a) Mandatory
- (b) Rigid
- (c) Flexible
- (d) None of the above

▼ [Answer](#)

Answer: (c) Flexible

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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

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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

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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

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Question 22.

Properly perform the assigned duty, is \_\_\_\_\_

- (a) Accountability

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

▼ [Answer](#)

Answer: (b) Responsibility

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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

