

### Question Set:

**Q.1** Scalar organization is also known as:

- a) Line organization
- b) Project organization
- c) Staff organization
- d) Functional organization

**Q.2** A private limited company can have minimum \_\_\_\_\_ and maximum \_\_\_\_\_ members.

- a) 4,50
- b) 4,20
- c) 2,50
- d) 2,50

**Q.3** A company in which not less \_\_\_\_\_ of the paid up share capital is held by Government is known as a Government Company.

- a) 48%
- b) 49%
- c) 50%
- d) 51%

**Q.4** In a Joint Stock Company, loans are repaid by the \_\_\_\_\_.

- a) **Members**
- b) Promoters
- c) Company
- d) None of the above.

**Q.5** Structure of organization is represented by

- a) Organizational chart
- b) Organization Brochure
- c) Organization draft
- d) None of above

- Q.6 Which is the first step in organization forming?**
- a) Assignment of duties
  - b) Aims are determined
  - c) Identifying activities
  - d) Formulating plans
- Q.7 The structure of organization depends on**
- a) Scope of functions
  - b) Span of Control
  - c) Number of employees
  - d) All of the Above
- Q.8 The structure of organization is not depends on**
- a) Span of Control
  - b) Communication
  - c) Profit Margin
  - d) Resources available
- Q.9 Which are the essentials of organization?**
- a) Organizational chart
  - b) Delegation
  - c) Integration
  - d) All
- Q.10 Which is important word in the definition of organization?**
- a) Group of persons
  - b) Profit
  - c) Common Aim
  - d) United together
- Q.11 Military type of organization**
- a) Line
  - b) Staff
  - c) Line and staff
  - d) Project

- Q.12 In line organization, who is responsible for final results?**
- a) The workers
  - b) The superior authority
  - c) The managers
  - d) The foreman
- Q.13 \_\_\_\_\_ does not pay taxes on profit earned.**
- a) Partnership
  - b) Private Ltd. Company
  - c) Public Ltd. Company
  - d) All of the Above
- Q.14 Line organization lacks:**
- a) Coordination
  - b) Conflicts
  - c) Specialization
  - d) Nothing
- Q.15 Project organization is a \_\_\_\_\_ organization structure**
- a) Temporary
  - b) Annual
  - c) Permanent
  - d) Quarterly
- Q.16 According to law ..... Is not viewed as separate legal entity.**
- a) Entrepreneur
  - b) Partner
  - c) Company
  - d) Proprietorship
- Q.17 Which of following can be considered as project organization?**
- a) car production
  - b) Manufacturing of Parts
  - c) Installation of a dairy
  - d) None of the above

- Q.18** The person forming a joint stock company are\_\_\_\_\_.
- a) Partner
  - b) Entrepreneurs
  - c) Promoters
  - d) Investors
- Q.19** ....authority is the right given an individual or a department to control specified processes or activities in other department
- a) Functional
  - b) Line
  - c) Project
  - d) Job
- Q.20** Managers at lower level can have.....span of control
- a) Wide
  - b) Narrow
  - c) Low
  - d) High
- Q.21** Organization is a/an .....system
- a) Closed
  - b) Exposed
  - c) Open
  - d) None of the above
- Q.22** Which one of the following is not the type of communication
- a) Downward
  - b) Upward
  - c) Horizontal
  - d) Diagonal
- Q.23** Departmentalization helps to improve the .....of an organization
- a) Effectiveness
  - b) Life
  - c) Quality
  - d) Skills

- Q.24** What sort of company is Infosys?
- a) Public Limited
  - b) Private Limited
  - c) Partnership
  - d) None of Above
- Q.25** In line organization, the authority flows from:-
- a) Subordinate to subordinate
  - b) Superior to Superior
  - c) Subordinate to Superior
  - d) Superior to subordinate
- Q.26** The main Components of the organization are :
- a) Predefined and clear Policies and procedures
  - b) Right division of Authority and responsibility
  - c) Effective communication System
  - d) All of the Above
- Q.27** Line organization is:
- a) Rigid
  - b) Flexible
  - c) Strong
  - d) Expensive
- Q.28** In functional organization activities are grouped by \_\_\_\_function.
- a) Common
  - b) Separate
  - c) Grouped
  - d) Special
- Q.29** \_\_\_\_\_ is a voluntary organization formed to serve the members and the welfare of society.
- a) Cooperative society
  - b) Company
  - c) Public limited Company
  - d) None of above.

- Q.30** The staff specialist provides \_\_\_\_\_ to line managers.
- a) Machines
  - b) Work
  - c) Advice
  - d) Orders
- Q.31** The various departments in a company are: capacitors, sensors, resistors and fuses. It's an example of departmentation on the basis of:
- a) Process
  - b) Product
  - c) Function
  - d) Project
- Q.32** Project organization is a \_\_\_\_\_ organization structure.
- a) Temporary
  - b) Permanent
  - c) Annual
  - d) Quarterly
- Q.33** Assistant to the president of a company refers to which type of authority?
- a) Line
  - b) Functional
  - c) Assistant
  - d) Staff
- Q.34** Members of project organization are from \_\_\_\_\_ departments.
- a) Higher
  - b) H.R.
  - c) Functional
  - d) C.E.O.
- Q.35** In project organization, the members can be from:
- a) Within the organization
  - b) Outside the organization
  - c) None of the above
  - d) A and b

- Q.36** A public limited company can have minimum\_\_\_\_\_ and maximum \_\_\_\_\_ members.
- a) 2, unlimited
  - b) 2, 100
  - c) 4,100
  - d) 7, unlimited
- Q.37** The advantages of project organization :
- a) It takes less time to complete
  - b) Maximum use of specialist knowledge
  - c) Decision are taken independently
  - d) None of the above
- Q.38** The Process of \_\_\_\_\_ of tasks of similar nature is known as departmentation.
- a) Arranging
  - b) Deciding
  - c) Aligning
  - d) Grouping
- Q.39** In a department the \_\_\_\_\_ is in charge of department.
- a) Manager
  - b) H. R.
  - c) C.E.O.
  - d) Project Manager
- Q.40** Suggest a suitable form of ownership for a bicycle repair business.
- a) Public Limited
  - b) Private Limited
  - c) Partnership
  - d) None of the above.
- Q.41** Memorandum of association of a company does not contain:
- a) Purpose
  - b) Liability
  - c) Authorized Capital
  - d) Dividend

- Q.42** Departmentation helps to improve the \_\_\_\_\_ of an organization.
- a) Effectiveness
  - b) Life
  - c) Quality
  - d) Skills
- Q.43** \_\_\_\_\_ is right to issue orders.
- a) Responsibility
  - b) Span
  - c) Stability
  - d) Authority
- Q.44** Minimum \_\_\_\_\_ and maximum \_\_\_\_\_ persons can be partners in a business.
- a) 4,20
  - b) 2,20
  - c) 4,10
  - d) 2,10
- Q.45** Which of the following is not an adaptive activity?
- a) Modified plans
  - b) Extensive market Research
  - c) Outsourcing of Services
  - d) Material Management
- Q.46** In order to have flexibility, the maintenance activities must be supported by \_\_\_\_\_ activities.
- a) Cooperative
  - b) Adaptive
  - c) Supportive
  - d) Financial
- Q.47** Delegation is a right given by a \_\_\_\_\_ to \_\_\_\_\_ to make decisions.
- a) Manager, Employee
  - b) C.E.O.H.R.
  - c) Manager , Supervisor
  - d) Superior , Subordinate



- Q.48** Noise is the \_\_\_\_\_ in communication.
- a) Medium
  - b) Transmitter
  - c) Both a and b
  - d) Barrier.
- Q.49** \_\_\_\_\_ concentrates on development of the organization.
- a) Availability
  - b) Stability
  - c) Productivity
  - d) Flexibility
- Q.50** Communication is the transfer of \_\_\_\_\_.
- a) Words
  - b) Speech
  - c) Message
  - d) Sayings
- Q.51** When Complexity of work is more then \_\_\_\_\_ is preferable.
- a) Narrow Span
  - b) Wide Span
  - c) Big Span
  - d) Small Span
- Q.52** Which of the following is the advantage of a wide span?
- a) Lower skilled managed easily
  - b) Monitoring is easy
  - c) Lower operational Cost
  - d) Good Communication
- Q.53** Which of the following is the advantage of a Narrow span?
- a) Closer supervision
  - b) Lower overhead
  - c) Economical
  - d) More delegation
- Q.54** The organization always prefers \_\_\_\_\_ span of control.
- a) Small
  - b) Economical
  - c) Wide

d) Narrow

**Q.55 The process of concentration of \_\_\_\_\_ authority with the top management is known as centralization.**

- a) Top
- b) Functional
- c) Line
- d) Decision making

**Q.56 In partnership, the partners have unlimited liability**

- a) True
- b) False
- c) Partly true
- d) Partly false

**Q.57 Advantage of Centralization:**

- a) Greater Quality
- b) Greater Control
- c) Greater self-satisfaction among the staff
- d) Great Fluency of work

**Q.58 In Centralization the skills of the middle level management are:**

- a) Increased
- b) Decreased
- c) Underestimated
- d) Underutilized

**Q.59 With \_\_\_\_\_ , the top management can focus on strategic issues for finding new avenues and opportunities.**

- a) Work
- b) Processes
- c) Centralization
- d) Decentralization

**Q.60 \_\_\_\_\_ is the legitimate power to exercise influence, make decision, carry out ,actions and to direct to others.**

- a) C. E. O.
- b) Supervisor
- c) Responsibility
- d) Authority

- Q.61** \_\_\_\_\_ is essential to direct, guide, instruct and order the subordinate.
- a) Manager
  - b) Authority
  - c) Responsibility
  - d) Chairman
- Q.62** The life and existence of a \_\_\_\_\_ doesn't depend upon the life of members.
- a) Partnership
  - b) Entrepreneurship
  - c) Proprietorship
  - d) Company
- Q.63** The authority that a \_\_\_\_\_ posses is known as line authority.
- a) Subordinate
  - b) Manager
  - c) Superior
  - d) Chief Executives
- Q.64**

## Answers:

- |             |             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>1. a</b> | <b>2.c</b>  | <b>3.d</b>  | <b>4.c</b>  | <b>5. a</b> | <b>6.b</b>  |
| <b>7. d</b> | <b>8. c</b> | <b>9.d</b>  | <b>10.b</b> | <b>11.a</b> | <b>12.c</b> |
| <b>13.a</b> | <b>14.c</b> | <b>15.a</b> | <b>16.d</b> | <b>17.c</b> | <b>18.c</b> |
| <b>19.a</b> | <b>20.a</b> | <b>21.a</b> | <b>22.d</b> | <b>23.a</b> | <b>24.a</b> |
| <b>25.d</b> | <b>26.d</b> | <b>27.b</b> | <b>28.a</b> | <b>29.a</b> | <b>30.c</b> |
| <b>31.b</b> | <b>32.a</b> | <b>33.d</b> | <b>34.c</b> | <b>35.d</b> | <b>36.d</b> |
| <b>37.b</b> | <b>38.d</b> | <b>39.a</b> | <b>40.d</b> | <b>41.d</b> | <b>42.a</b> |

## Chapter 3: Organizational Management

Subject : MANAGEMENT

<b>43.d</b>	<b>44.b</b>	<b>45.c</b>	<b>46.b</b>	<b>47.d</b>	<b>48.d</b>
<b>49.b</b>	<b>50.c</b>	<b>51.a</b>	<b>52.c</b>	<b>53.a</b>	<b>54.c</b>
<b>55.d</b>	<b>56.a</b>	<b>57.b</b>	<b>58.d</b>	<b>59.c</b>	<b>60.d</b>
<b>61.b</b>	<b>62.d</b>	<b>63.c</b>	<b>64.</b>		