

**Q. 1** Which of the following is a single use plan?

(a) Objectives

(b) Policies

(c) Rules

(d) Budget

**[Ans. : (d)]**

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- Q. 2** Policy formation is the function of
- (a) Top level management
  - (b) Low level management
  - (c) Middle level management
  - (d) None of the above

[Ans. : (b)]

- Q. 3** Budget is an instrument of
- (a) Planning only
  - (b) Control only
  - (c) Both planning and control
  - (d) None of these

[Ans. : (c)]

- Q. 4** Planning process began with
- (a) Setting objectives
  - (b) Identity alternatives
  - (c) Developing planning premise
  - (d) Selecting alternatives

[Ans. : (a)]

- Q. 5** Responsibility always flows from
- (a) Superior to subordinate
  - (b) Subordinate to superior
  - (c) Both A and B
  - (d) None of these

[Ans. : (a)]

- Q. 6** Which of the following is not the principle of organization?
- (a) Unity of objectives
  - (b) Specialization
  - (c) Span of control
  - (d) Initiative

[Ans. : (d)]

- Q. 7** Organization is a process of
- (a) Identifying and grouping of work to be performed
  - (b) Defining and delegating the responsibility and authority
  - (c) Both A and B
  - (d) None

[Ans. : (c)]

- Q. 8** Authority always flows from  
 (a) Superior to subordinate  
 (b) Subordinate to superior  
 (c) Both A and B  
 (d) None  
**[Ans. : (b)]**
- Q. 9** The ..... of the enterprise influence the organization structure.  
 (a) Span of control (b) Exception  
 (c) Delegation (d) Objectives  
**[Ans. : (d)]**
- Q. 10** Effective organization must promote  
 (a) Interviews (b) Creativity  
 (c) Specialization (d) Responsibility  
**[Ans. : (c)]**
- Q. 11** The activities of the ..... should be divided according to functions and assigned to persons according to their specialization.  
 (a) Enterprise (b) Objectives  
 (c) Planning (d) Supervision  
**[Ans. : (a)]**
- Q. 12** Scalar principle can also called as  
 (a) Unity of command (b) Chain of command  
 (c) Delegation (d) Unity of direction  
**[Ans. : (b)]**
- Q. 13** .....is the right to decide, direct and coordinate.  
 (a) Employment test (b) Exception  
 (c) Authority (d) Granting  
**[Ans. : (c)]**
- Q. 14** Which of the following is not the principle of organization?  
 (a) Objectives (b) Delegation  
 (c) Span of control (d) Interviews  
**[Ans. : (d)]**
- Q. 15** ..... Subordination must be avoided.  
 (a) Dual (b) Single  
 (c) Multiple (d) Triple  
**[Ans. : (a)]**
- Q. 16** How many steps are included in the organizing function ?  
 (a) Four (b) Five  
 (c) Six (d) Three  
**[Ans. : (b)]**
- Q. 17** Which of the following is not the step of process of organizing?  
 (a) Grouping of activities  
 (b) Granting authority  
 (c) Employment test  
 (d) Establishing relationship  
**[Ans. : (c)]**
- Q. 18** ..... means a form of human association for the attainment of common objectives.  
 (a) Planning (b) Organization  
 (c) Committee (d) Group activities  
**[Ans. : (b)]**
- Q. 19** Organization structure allocates authority and .....  
 (a) Responsibility (b) Power  
 (c) Facility (d) None of the above  
**[Ans. : (a)]**
- Q. 20** .....is a term which is normally used in the battle fields for planning a military movement, handling of troops, etc.  
 (a) Guideline (b) Strategy  
 (c) Policy (d) Management  
**[Ans. : (b)]**
- Q. 21** which of the following policies do not comes under the criteria regarding of source.  
 (a) Originated policies (b) Appealed policies  
 (c) Production policies (d) External policies  
**[Ans. : (c)]**
- Q. 22** which of the following policies do not comes under the criteria regarding of functions.  
 (a) Production policy (b) Marketing policy  
 (c) Financial policy (d) Basic policy  
**[Ans. : (d)]**
- Q. 23** which of the following policies do not comes under the criteria regarding of level.  
 (a) General policy (b) Basic policy  
 (c) Marketing policy (d) Departmental policy  
**[Ans. : (c)]**



**Q. 24** According to whom objectives are goals, they are aims which management wish organisations to achieve.

- (a) John Maxwell (b) Tom J. Peters  
(c) Robert C. (d) John P. Kotter

[Ans. : (c)]

**Q. 25** .....is the decision making body of an organization ?

- (a) Decentralisation  
(b) Administration  
(c) Functional organisation  
(d) Leadership

[Ans. : (b)]

**Q. 26** MBO offers the basis for assessing the ---

- (a) Operations (b) performance  
(c) Equality (d) None these

[Ans. : (b)]

**Q. 27** MBO was developed by ----

- (a) Peter.F.Drucker (b) Chester Bernard  
(c) Fayol (d) None

[Ans. : (a)]

**Q. 28** The process of MBO starts with ----

- (a) Setting up of obligation  
(b) Fetron plan  
(c) Review  
(d) All

[Ans. : (a)]

**Q. 29** Effective control depends on -----

- (a) Organisation structure  
(b) proper direction  
(c) Flow of communication  
(d) All

[Ans. : (d)]

**Q. 30** The supervisor motivate the subordinates in ----

- (a) Consultative direction  
(b) Free rein direction  
(c) Autocratic direction  
(d) All

[Ans. : (b)]

**Q. 31** Organisational decisions are made by -----

- (a) Directors (b) Managers  
(c) Managing directors (d) None of these

[Ans. : (b)]

**Q. 32** Organisation means a formalised intentional structure of -----

- (a) Roles (b) Rooms  
(c) Routes (d) None

[Ans. : (a)]

**Q. 33** -----is described as interpretative planning

- (a) Procedure  
(b) Strategy  
(c) Policies  
(d) None of the above

[Ans. : (b)]

**Q. 34** A sequence of activities to implement the policy is ---

- (a) Programme (b) Budget  
(c) Plan (d) Procedure

[Ans. : (a)]

**Q. 35** Planning is -----process

- (a) Directing (b) Thinking  
(c) Forecasting (d) None of these

[Ans. : (b)]

**Q. 36** The line of authority from the chief executives to the lowest level of organisation is called-----

- (a) Unity of command (b) Unity of direction  
(c) Scalar Chain (d) Order

[Ans. : (c)]

**Q. 37** Budgetary control requires the preparation of

- (a) Training schedule  
(b) Budget  
(c) Network diagram  
(d) Responsibility centres

[Ans. : (b)]

**Q. 38** First step in organizing is

- (a) Establishing authority relationship  
(b) Co-ordination of activities  
(c) Grouping of jobs into departmentation  
(d) Division of work

[Ans. : (d)]

**Q. 39** Which among the following is true for formal organisation

- (a) It is not clear
- (b) To satisfy the members
- (c) Importance to persons and feelings
- (d) To fulfill the firm's goal

[Ans. : (d)]

**Q. 40** The process of sharing authority by superior to subordinate is

- (a) Delegation
- (b) Accountability
- (c) Centralisation
- (d) Responsibility

[Ans. : (a)]

**Q. 41** Line organisation is also called

- (a) Military organisation
- (b) Functional organisation
- (c) Line and staff organisation
- (d) Project organization

[Ans. : (a)]

**Q. 42** The form of organisation known for giving rise to rumours is called

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

[Ans. : (d)]

**Q. 43** Grouping of activities on the basis of products line is a part of

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

[Ans. : (b)]

**Q. 44** Which of the following does not follow the scalar chain

- (a) Functional structure
- (b) Divisional structure
- (c) Formal organization
- (d) Informal organization

[Ans. : (d)]

**Q. 45** For delegation to be effective it is essential that responsibility be accompanied with necessary

- (a) Authority
- (b) Manpower
- (c) Incentives
- (d) Promotion

[Ans. : (a)]

**Q. 46** Organising is .....

- (a) A remedy for all types of problems
- (b) Ensure accurate forecasting
- (c) None of these
- (d) All of these

[Ans. : (c)]

**Q. 47** Organising process involves .....

- (a) Division of work
- (b) Grouping of identical work
- (c) All of these
- (d) None of these

[Ans. : (c)]

**Q. 48** Formal organisation is .....

- (a) Created by management
- (b) A result of social interaction
- (c) To satisfy cultural needs
- (d) None of these

[Ans. : (a)]

**Q. 49** organising deals with.....

- (a) Division of work
- (b) Decentralising activities
- (c) Centralisation activities
- (d) All of these

[Ans. : (a)]

**Q. 50** The process of organising consists of .....

- (a) Division of work into job
- (b) Establishing authority relationships
- (c) Both (a) & (b)
- (d) None of these

[Ans. : (c)]