



INDIAN SCHOOL AL WADI AL KABIR

Class: XII	Department: Commerce
Worksheet No: 1	Topic: ORGANISING (MCQs)

MULTIPLE CHOICE QUESTIONS:

1. Name the process which co-ordinates human efforts, assembles resources and integrates both into a unified whole to be utilized for achieving specified objectives

(a) Management (b) Planning (c) Organising (d) Directing

2. It refers to the number of subordinates that can be effectively managed by a superior

(a) Organisational structure (b) Informal organisation (c) Span of management (d) None of the above

3. As the span of management increases in an organisation, the number of levels of management in the organisation

(a) Increases (b) Decreases (c) Remains unaffected (d) None of the above

4. Uranus Limited is a company dealing in metal products. The work is mainly divided into functions including production, purchase, marketing, accounts and personnel.

Identify the type of organisational structure followed by the organisation.

(a) Functional structure (b) Relational structure (c) Divisional structure (d) None of the above

5. Under this type of organisational structure, manpower is grouped on the basis of different products manufactured.

(a) Divisional structure (b) Functional structure (c) Network structure (d) Matrix structure

6. Rishabh has joined as a Creative Head in an entertainment company. He always ensures that the work has been divided into small and manageable activities and also the

activities of similar nature are grouped together. Identify the related step in organising process being mentioned in the above lines.

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

7. Identify the correct sequence of steps to be followed in an organising process.

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

8. It is the obligation of a subordinate to properly perform the assigned duty.

- (a) Responsibility
- (b) Authority
- (c) Accountability
- (d) All of the above

9. Which of the following is not a demerit of functional structure?

- (a) It places more emphasis on the objectives pursued by a functional head than on overall enterprise objectives.
- (b) It may lead to conflict of interests among departments due to varied interests.
- (c) It leads to occupational specialisation.
- (d) It may lead to difficulty in co-ordination among functionally differentiated departments.

10. When decision-making authority is retained organisation is said to be by higher management levels, an (a) Decentralised (b) Centralised (c) Fragmented (d) None of the above

11. Which of the following cannot be delegated?

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

12. Which of the following is not an element of delegation?

(a) Authority (b) Accountability (c) Responsibility (d) None of these

13. Harshit Ltd. has grown in size. It was a market leader but with changes in business environment and with the entry of MNCs, its market share is declining. To cope up with the situation CEO starts delegating some of his authority to the General Manager, who also felt himself overburdened and with the approval of CEO disperses some of his authority to various levels throughout the organisation. Identify the concept of management discussed above.

(a) Delegation (b) Organising (c) Decentralisation (d) Centralisation

14. In which situation the divisional structure happens to be appropriate?

- (a) Where the number of major products is more than one
- (b) Where the size of the organisation is quite large
- (c) Both (a) and (b)
- (d) Where primarily only one product is sold

15 In order to successfully realize the objectives of an organisation, first of all it is ensured which activities will have to be performed. In the list of activities, all the activities, both big and small, are included. But it is not possible to set up separate departments for all the activities. Some similar activities are put together in the same department. In this way some necessary departments are set up. The reason for doing so is to exercise control over unnecessary administrative expenses. Identify the concept of management under which similar activities are put together and departments are set up.

(a) Departmentalisation (b) Delegation (c) Decentralisation (d) Centralisation

16. The accountability flows

(a) In all directions (b) Downwards (c) Upwards (d) None of the above

17 Which of the following is not a merit of divisional structure? (a) It promotes product specialisation.

- (b) It ensures that different functions get due attention.
- (c) It promotes flexibility and faster decision making.
- (d) It facilitates expansion and growth as new divisions.

18 Centralisation refers to: (a) Retention of decision-making authority

- (b) Dispersal of decision-making authority
- (c) Creating divisions as profit centres

(d) Opening new centres or branches

Multiple Choice Questions on Assertion -Reasoning Type

1. **Assertion(A):** Identification and division of work is the first step in the process of organising.

Reason (R): Organising involves identifying and dividing the work that has to be done in accordance with previously determined plans.

- (a) Both (A) and (R) are true and (R) is the correct explanation of (A)
- (b) Both (A) and (R) are true and (R) is not the correct explanation of A
- (c) (A) is true, but (R) is false
- (d) (A) is false, but (R) is true

2. **Assertion(A):**Assertion (A): Organising provides a clear description of jobs and related duties.

Reason (R): Organising stimulates creativity amongst the managers.

- (a) Both (A) and (R) are true and (R) is the correct explanation of (A)
- (b) Both (A) and (R) are true but (R) is not the correct explanation of A
- (c) (A) is true, but (R) is false
- (d) (A) is false, but (R) is true

3. Match the steps in the process of organising' in Column I with the appropriate 'explanation' in Column II:

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| i. Identification and division of work activities | a. Dividing work into manageable |
| ii. Departmentalisation | b. Establishing a hierarchal structure |
| iii. Assignment of duties | c. Grouping similar activities together |
| iv. Establishing authority & reporting relationships | d. Allocating jobs to the members of each department |

- A. ia, iib,iii c,iv d
- B. ia,iic,iiid,ivb
- C. ic,iid,iiia,ivb
- D. id,ia,iiid,ivc