1. Which scholar introduced the functional type of organisation?

A) F.W. Taylor  
B) Chester Bernard  
C) Allen  
D) Max Weber  
Ans:- a) F.W. Taylor

2. Which of the following statement is true?

A) there is scope for specialisation in line Organisation  
B) it is difficult to fix responsibility in line Organisation  
C) the line of authority in line Organisation is vertical  
D) line Organisation is only suitable for large-scale operation  
Ans:- c) the line of authority in line Organisation is vertical
3. Whose definition on authority is, "Authority is the right to give Orders and power to exact obedience"? 

A) Henry Fayol  
B) Allen  
C) Simon  
D) S. George  
Ans:- a) Henry Fayol 

4. Which of the following is right about authority? 

A) authority is informal.  
B) not to achieve organisational goal  
C) there is existence of right.  
D) cannot be delegated  
Ans:- c) there is existence of right. 

5. Which among the following is not a feature of accountability? 

A) can be delegated.  
B) always upward  
C) unitary.  
D) should be specific standards  
Ans:- a) can be delegated.
6. Which among the following is not a principle of delegation?

A) Functional Definition  
B) Unity of command  
C) Remuneration  
D) Authority level principle  
Ans:- c) Remuneration

7. Which among the following is considered as a reluctance on the path of subordinates in delegation?

A) Perfectionism  
B) Fear of criticism  
C) Autocratic attitude.  
D) Absence of control  
Ans:- b) Fear of criticism

8. Which among the following is a factor determining centralisation?

A) Integration  
B) Desire for independence  
C) Availability of managers.  
D) Control techniques  
Ans:- a) Integration
9. Organising is ................
(a) A remedy for all types of problems
(b) ensure accurate forecasting
(c) None of these
(d) All of these
Ans:- c) None of these

10. Organising process involves .......
(a) division of work
(b) grouping of identical work
(c) All of these
(d) None of these
Ans:- c) All of these

11. Formal organisation is ............... 
(a) created by management
(b) A result of social interaction
(c) To satisfy cultural needs
(d) None of these
Ans:- a) created by management
12. Organising deals with ............... 
(a) division of work 
(b) decentralising activities 
(c) centralisation activities 
(d) All of these 

Ans: - a) division of work 

13. 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) Both a & b 

14. Authority refers to .................. 
(a) Getting work done 
(b) right to get work done 
(c) being in a management position 
(d) None of these 

Ans: - c) being in a management position
15. Principles of specialisation requires..............

(a) Division of labour
(b) centralisation of work
(c) decentralisation of work
(d) None of these

Ans:- a) Division of labour

16. Delegation is ............

(a) Getting things done by others
(b) fixing of responsibility
(c) Assigning the task
(d) unity of command

Ans:- c) Assigning the task

17. Accountability means .......

(a) Delegation
(b) responsibility
(c) Authority
(d) Answerability

Ans:- d) Answerability
18. Which of the following is not an element of delegation

a) accountability
b) authority
c) responsibility
d) informal organisation
Ans:- d) informal organisation

19. 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 of branches
Ans:- a) retention of decision making authority

20. Span of management refers to

a) number of managers
b) length of term for which a manager is appointed
c) number of subordinate under a superior
d) number of members in top management
Ans:- c) number of subordinate under a superior
21. A network of social relationship that arise spontaneously due to the interaction at work is called

a) formal organisation
b) informal organisation
c) Decentralisation
d) delegation
Ans:- b) informal organisation

22. Which of the following does not follow the scalar chain

a) Functional structure
b) Divisional structure
c) Formal organisation
d) Informal organisation
Ans:- d) Informal organisation

23. For delegation to be effective it is essential that responsibility be accompanied with necessary

a) authority
b) manpower
c) incentives
d) promotion
Ans:- a) authority
24. The form of organisation known for giving rise to rumours is called
   a) centralised organisation
   b) functional organisation
   c) decentralised organisation
   d) informal organisation
   Ans:- d) informal organisation

25. Groping of activities on the basis of products line is a part of
   a) delegated organisations
   b) divisional organisations
   c) functional organisation
   d) autonomous organisation
   Ans:- b) divisional organisations

26. Identification and groping of activities to be undertaken and assigning them of different departments is
   a) planning
   b) directing
   c) organising
   d) co-ordinating
   Ans:- c) organising
27. Find out the odd
a) well defined structure
b) official line communication
c) well planned relation
d) social interaction
Ans: d) social interaction

28. The right to give orders and power to obedient is
a) Responsibility
b) Accountability
c) Authority
d) Delegation
Ans: c) Authority

29. The process of sharing authority by superior to subordinate is
a) Delegation
b) Accountability
c) Centralisation
d) Responsibility
Ans: a) Delegation
30. Line organisation is also called
   a) military organisation
   b) functional organisation
   c) line and staff organisation
   d) project organisation
   Ans:- a) military organisation

31. The framework within which managerial and operating tasks are performed is called
   a) staffing
   b) organisation structure
   c) job design
   d) departmentation
   Ans:- b) organisation structure

32. ..................... is the obligation of a subordinate to properly perform the assigned duty
   a) authority
   b) responsibility
   c) accountability
   d) decentralisation
   Ans:- b) responsibility
33. Identity the odd one from the following

a) Notice  
b) memos  
c) orders  
d) complains  
Ans:- d) complains

34. First step in organizing is

a) establishing authority relationship  
b) co-ordination of activities  
c) groping of jobs into departmentation  
d) division of work  
Ans:- d) division of work

35. 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) to fulfill the firm's goal
36. ______________ is the managerial function of guiding nursing and reading people to the attainment of objectives?

A) Controlling  
C) Planning  
B) Direction  
D) Organising  
Ans:- b) Planning

37. Which among the following is not an element of direction?

A) Supervision  
B) organising  
C) Motivation  
D) Leadership  
Ans:- b) organising

38. Which among the following statement relating to leadership is false?

A) leadership is a process of influence  
B) leadership is goal oriented  
C) leadership is bossism  
D) a leader must have followers  
Ans:- c) leadership is bossism
39. Which type of leader allow complete delegation of authority?

A) Creative leaders  
B) Persuasive leaders  
C) Laissez faire leaders  
D) Intellectual leaders  
Ans:- c) Laissez faire leaders

40. Which among the following is not a quality for a leader?

A) Charming personality  
B) Ability to take decision  
C) Communication skill  
D) Lazy attitude  
Ans:- d) Lazy attitude