

If a general manager asks the sales manager to recruit some salesman on his behalf, it is an instance of

- A. Division of authority
- B. Delegation of authority
- C. Delegation of responsibility
- D. Decentralisation of authority

An organisation structure is effective if it enables individuals to contribute to the objectives of the enterprise. This is known as

- A. Scalar principle
- B. Principle of unity of objectives
- C. Principle of functional definition
- D. None of the above

While delegating, a superior delegates

- A. Only authority
- B. Authority and responsibility
- C. Authority, responsibility and accountability
- D. Authority and responsibility but not accountability

Directing function of management implies -

- A. Staffing
- B. Leadership
- C. Motivation
- D. All of the above

According to the principle of "Span of control" there is

- A. A limit to delegation of authority to the subordinate.
- B. A tendency of overload supervisors with too much of work
- C. No limit to the number of subordinates a supervisor can supervise.
- D. A limit to the number of subordinates a supervisor can effectively supervise.

In line and staff organisation the staff performs the function of

- A. Advising the management
- B. Assigning responsibility
- C. Management
- D. None of the above

Which one of the following may not necessarily be an advantage of coordination?

- A. Creative force
- B. Unity of direction
- C. Effective supervision
- D. Summarisation of all management functions

Leadership is a function of all the following factors except

- A. Leader
- B. Situation
- C. Work group
- D. Product or service

Span of controls means that -

- A. A manager can supervise only a limited number of subordinates

- B. An organization consists of various departments
- C. Each person's authority is clearly defined
- D. Every subordinate has one superior

If the span of control is narrow, a number of managers would be required in each unit of the organization and there would be many managerial levels or layers, such an organizational structure is refer

- A. Tall structure
- B. Flat structure
- C. Matrix structure
- D. Project structure

Which of the following skills is equally important at all levels of management?

- A. Technical skill
- B. Conceptual skill
- C. Human relation skill
- D. All of the above

'Matrix organisation' refers to a term of

- A. Organisation where authority and
- B. Mathematical arrangement of events in responsibility coexist columns and rows
- C. Organisation in which two or more basic types of departmentation are combined
- D. None of the above

Which one of the following is the oldest form of organization?

- A. Departmentation
- B. Staff organization
- C. Functional organization
- D. Line and Staff organization

In line and staff organisation, the authority lies in

- A. Line
- B. Staff
- C. Both line and staff
- D. None of the above

In a Functional organization

- A. There are specialist advisers having no authority
- B. The organization is divided into functions with specialists having authority.
- C. The entire organization is divided into functions with specific role for specialists
- D. There are no advisers, the executive alone having the authority and competence

Delegation of authority is linked to

- A. Management control
- B. Managerial planning
- C. Scientific management
- D. Management coordination

Organisation Theory deals with

- A. Industrial relations
- B. Incentives and wage policy
- C. Structure of an organisation

D. Forms of business organisation

The main advantage of functional organisation is

- A. Simplicity
- B. Experience
- C. Expert advice
- D. Specialisation

Scalar principle of organisation implies that

- A. line of authority is defined clearly
- B. all subordinates have only one supervisor
- C. the subordinates need not necessarily have a supervisor
- D. manager can directly supervise only a limited number of persons

If Coca-cola wished to examine its general environment before constructing its business strategy, the company would explore all of the following environments except

- A. Global
- B. Economic
- C. Knowledge
- D. Sociocultural

Which of the following is the most appropriate reason for a manager to plan?

- A. Planning gives direction.
- B. Planning maximises redundancy.
- C. Planning reduces the need for standards.
- D. Planning eliminates the need for management attention.

Which of the following is/are integral part(s) of an effective organising effort?

- A. Authority
- B. Delegation
- C. Rationale for the orderly use of management system resources
- D. All of the above

Standing plans that furnish broad guidelines for channeling management thinking in specified direction are called

- A. Policies
- B. Programs
- C. Procedures
- D. Single use plans

Consider the following statements is/are correct:

- A. Planning is looking ahead
- B. Controlling is looking back
- C. Delegation multiplies leadership
- D. All of the above

"Focus on social environment" is related to

- A. Human Relation
- B. Unity of Direction
- C. Unity of command
- D. Attitude

Complete the sentences

The process of designing and maintaining of an environment in which individuals working together in groups efficiently accomplish selected aims is _____.

The art of getting things through and with people in formally organized groups is _____.

An identified group of people contributing their efforts towards the attainment of goals is called _____.

The selection of a course of action among alternative courses of action is _____.

The ability to produce new and useful ideas through the combination of known principles and components in novel and non-obvious ways is _____.

Passing of information from one person to another person with understandable manner is _____.

List out management levels.

List out the types of organisational structures

Detail the types of hierarchical structures

Detail the types of divisional structures

Detail the types of adaptive structures