



## DEPARTMENT OF MANAGEMENT STUDIES

### BA5102 PRINCIPLES OF MANAGEMENT

#### Unit III - MCQ Bank

#### UNIT III ORGANISING

Nature and purpose of organizing- Organization structure- Line and staff authority- Departmentation- Span of control- Centralization and decentralization- Delegation of authority- Staffing- Selection and Recruitment- Career development- Career stages- Training- Performance appraisal

1. Which of the following activities is better decentralized in the typical organization?

- A. Operations management
- B. Information systems design
- C. Purchasing capital equipment
- D. Controlling international cash flows

2. Factors affecting organizational behavior is/are

- A. People
- B. Environment
- C. Technology
- D. All the above

3. Which organizational structure facilitates occupational specialization,

- A. Functional structure
- B. Horizontal structure
- C. Network structure
- D. Divisional structure

4. As we go higher up in the management hierarchy the scope of authority

- A. Increases
- B. Decreases

- C. Remains same      D. None of the above
5. Which of the following is not an example of 'structure'?
- A. Supplies of materials**      B. Rules and procedures
- C. Formal hierarchy      D. Information systems
6. An organizational chart describes:
- A. The relationship between the different departments and their personnel**
- B. The company goals
- C. The function each person performs.
- D. Both B and C
7. The \_\_\_ management function involves identifying & arranging the work and resources needed to achieve the goals that have been set.
- a) Controlling      b)organizing
- c)Planning      d)staffing
8. For An employee Authority granted should be
- A. Equal to the responsibility entrusted to him**
- B. Less than the responsibility entrusted to him
- C. More than the responsibility entrusted to him
- D. All of the above
9. Employee relationships are major element of occupation of
- A. Marketing manager      B. Account manager

C. Finance manager                      **D. Human resource manager**

10. When the "voice of customers" is brought into the organization, which of the following organizational structures work best?

A. Virtual teams                      **B. Cross functional teams**

C. Matrix                                  D. Line and staff

11. The average loss of manpower due to leave, retirement, death, transfer, discharge, etc to calculate the need for manpower is known as

A. Work load analysis    B. Forecasting

C. Job analysis                      **D. Workforce analysis**

12 Which of the following is not ways to departmentalize

A. By function    **B. By employee**

C. By process                      D. By product

13 Choose option that is not a feature of formal organisation?

A. It specifies the relationships among various job positions

**B. The standards of behaviour of employees are evolved from group norms**

C. It is deliberately designed by the top management

D. It places less emphasis on interpersonal relationships among the employees

14 A strategy of job design that increases job depth by meeting employees needs for psychological growth

- A. Job rotational                      B. Job enlargement
- C. Job engagement                    **D. Job enrichment**
15. A job is evaluated based on essential information is
- A. Job description**                      B. Job enrichment
- C. Job ranking                      D. Job enlargement
16. Which of the following characteristics under Job specification
- A. Psychological characteristics                      B. Physical characteristics
- C. Personal characteristics                      **D. All of the above**
17. Higher management levels retains decision-making authority in organization is said to be
- A. Decentralized                      **B. Centralized**
- C. Fragmented                      D. All the above
18. The record of outcomes produced on a specific job function or activity during a specific time period is called
- A. Work function                      B. Evaluation
- C. Performance**                      D. None of the above
19. Information on the human attributes in terms of education, skills, aptitudes, and experience necessary to perform a job effectively is
- A. Job evaluation                      **B. Job specification**
- C. Job description                      D. Job analysis

20. Career developments is defined as

- A. Providing information to students about opportunities of employment
- B. Determining the potentialities of students for a suitable career
- C. Conscious determination of career aspirations and potentialities of employees and matching them with the organization's needs**
- D. Providing counseling to students to choose their careers

21. Human Resource planning is compulsory for

- A. Base for recruitment
- B. Base for selection policy
- C. Effective employee development Programme
- D. All the above**

22. Appointing someone on a post that is at same wages/rank refers to

- A. Internal recruiters
- B. Employee referral
- C. Lateral hiring**
- D. Sourcing

23. 360° appraisal means?

- A. A process that provides an employee opportunity in decision making
- B. A process that provides an officer opportunity of feedback about own performance
- C. Both A and B
- D. A process that provides an employee with feedback about his / her workplace performance**

24. Identify the related step in organizing process being mentioned in the below lines.

Hari 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.

- A. Identification and division of work      **B. Departmentalization**  
C. Assignment of duties      D. Establishing reporting relationships

25. Find the correct one which cannot be delegated?

- A. Responsibility and accountability**      B. Authority and responsibility  
C. Accountability and responsibility      D. All of the above

26. Training & Development program in international Human Resource Management should give attention to

- A. Understanding of the cultural environment of the host country  
B. Improvement of technical expertise  
C. Promotion of efficiency of personnel in the host country  
**D. All the above**

27. LinkedIn, Twitter, Facebook are used for recruitment is

- A. Media recruiting      **B. Social recruiting**  
C. External recruiting      D. Internal recruiting

28. Why grievances to be redressed?

- A. Collective disputes conversion      B. Affects the management  
C. Affects the individual      **D. All the above**

29. Termination of employee by an owner besides will of worker is /are

- A. Screening
- B. Dismissal
- C. Firing
- D. Both B and C**

30. Manpower planning is

- A. Estimating the turnover likely to happen in near future
- B. Identifying the skills / filling up the requirements
- C. Determining the jobs to be done / identifying the skills / estimating the exists likely / filling up the requirements**
- D. Determining the jobs to be done

31. Organizing includes

- a) Defining organizational goals
- b) Motivating organizational members
- c) Hiring organizational members
- d) Determining who does what tasks**

32. Which of these is not a recognized type of authority?

- a) Executive
- b) Functional
- c) Line management
- d) Supplier**

33. From what does a chain of command extend?

- a) Bottom to top
- b) Top to bottom**
- c) Diagonally
- d) Laterally

34. Enhancement of job satisfaction and productivity are key characteristics of which theoretical perspective of work design?
- a) Process improvement      b) Techno-structural change model
- c) Job characteristics model      **d) Socio-technical systems**
35. What one of the following is not a characteristic of the job characteristics model?
- a) Task identity      b) Autonomy
- c) Reward**      d) Feedback
36. As what is ensuring that one individual does not carry the burden of a whole work task referred to?
- a) Work specialization**      b) Work design
- c) Work schedule      d) Work shift
37. How do you call a system that allows workers to work part of the week from home?
- a) Piece time      b) Part-time
- c) Job sharing      **d) Telecommuting**
38. Which statement is wrong
- a) Authority cannot be delegated**      b) Authority is the power to act
- c) Higher the post, higher is the authority      d) Authority is right to command
39. Each subordinate should report to one and only one superior is called:
- a) Authority      **b) Unity of command**
- c) Unity of direction      d) Order
40. The assignment of new or additional responsibilities to a subordinate is called:



- a) Coordination      b) Specialization  
c) **Delegation**      d) Span of control

41. \_\_\_\_\_ is recruitment of right people at right place in an organization.

- a) Planning      b) Organizing  
b) **Staffing**      c) Controlling

42. Which arises from mans quest for social satisfaction?

- a) formal organization.      **b) informal organization.**  
c) business or organization.      d) strategic organization.

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

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

44. The responsibility flows

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

45. Authority granted to an employee should be

- (a) More than the responsibility entrusted to him  
(b) Less than the responsibility entrusted to him  
**(c) Equal to the responsibility entrusted to him**  
(d) All of the above

46. It helps the managers to ensure that their subordinate discharges his duties properly.

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

47. The accountability flows

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

48. Which of the following can be delegated?

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

49. When decision-making authority is retained organization is said to be by higher management levels, an

- (a) Decentralized      (b) **Centralized**  
(c) Fragmented      (d) None of the above

50. \_\_\_\_\_ refers to the allocation of people to jobs; it includes initial assignment of new employees, and promotion, transfer, or demotion of present employees.

- a. Recruitment      (b) **Placement**  
c. Selection      d. None of the above