

VIDYA BHAWAN BALIKA VIDYA PITH

शक्ति उत्थान आश्रम लखीसराय बिहार

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ORGANISING

H.W. Multiple Choice

1. Which of the following is not an element of delegation?
 - (a) Accountability
 - (b) Authority
 - (c) Responsibility
 - (d) Informal organisation
2. A network of social relationship that arise spontaneously due to interaction at work is called:
 - (a) Formal organisation
 - (b) Informal organisation
 - (c) Decentralisation
 - (d) Delegation
3. Which of the following does not follow the scalar chain?
 - (a) Functional structure
 - (b) Divisional structure
 - (c) Formal organisation
 - (d) Informal organisation.
4. A tall structure has a
 - (a) Narrow span of management
 - (b) Wide span of management
 - (c) No span of management
 - (d) Less levels of management
5. Centralisation refers to
 - (a) Retention of decision making authority
 - (b) Dispersal of decision making authority
 - (c) Creating divisions as profit centers
 - (d) Opening new centers or branches
6. For delegation to be effective it is essential that responsibility be accompanied with necessary
 - (a) Authority
 - (b) Manpower
 - (c) Incentives
 - (d) Promotions
7. Span of management refers to
 - (a) Number of managers
 - (b) Length of term for which a manager is appointed
 - (c) Number of subordinates under a superior
 - (d) Number of members in top management

8. The form of organisation known for giving rise to rumors is called
 - (a) Centralised organisation
 - (b) Decentralised organisation
 - (c) Informal organisation
 - (d) Formal organisation
9. Grouping of activities on the basis of product lines is a part of
 - (a) Delegated organisation
 - (b) Divisional organisation
 - (c) Functional organisation
 - (d) Autonomous organisation
10. Grouping of activities on the basis of functions is a part of
 - (a) Decentralised organisation
 - (b) Divisional organisation
 - (c) Functional organisation
 - (d) Centralised organisation

Short Answer Type

1. Define 'Organising'?
2. What are the steps in the process of organising?
3. Discuss the elements of delegation.
4. What does the term 'Span of management' refer to?
5. Under what circumstances would functional structure prove to be an appropriate choice?
6. Draw a diagram depicting a divisional structure.
7. Can a large sized organisation be totally centralised or decentralised? Give your opinion.
8. Decentralisation is extending delegation to the lowest level. Comment.

Long Answer Type

1. Why is delegation considered essential for effective organising?
2. What is a divisional structure? Discuss its advantages and limitations
3. Decentralisation is an optional policy. Explain why an organisation would choose to be decentralised.
4. How does informal organisation support the formal organisation?
5. Distinguish between centralisation and decentralisation.

