

## Chapter -5 Organising

| Sl.No. | Question  | K/U/A/S | Marks |
|--------|---|---------|-------|
|        | <b>Part - A</b>   |         |       |
| 1      | Which management function translates the plans into action?   | K       | 1     |
| 2      | What is Organisation Structure?   | K       | 1     |
| 3      | Which type of organisation structure is suitable for enterprises having large variety of products?  | U       | 1     |
| 4      | What is Delegation?   | K       | 1     |
| 5      | What is Authority?  | K       | 1     |
| 6      | What is Responsibility?   | K       | 1     |
| 7      | Can Accountability be delegated?  | U       | 1     |
| 8      | When can one say that an organisation is centralized?   | U       | 1     |
| 9      | What is Decentralisation?   | K       | 1     |
| 10     | Which of the following is not an element of delegation?<br>(a) Accountability              (b) Authority<br>(c) Responsibility              (d) Informal Organization | A       | 1     |

|    |  |   |   |
|----|--|---|---|
| 11 | A network of social relationship that arise spontaneously due to interaction at work is called<br>(a) Formal Organisation (b) Informal Organization<br>(c) Decentralisation (d) Delegation           | A | 1 |
| 12 | Which of the following does not follow the scalar chain?<br>(a) Functional Structure (b) Divisional Structure<br>(c) Formal Organisation (d) Informal Organization                                   | A | 1 |
| 13 | For delegation to be effective, it is essential that responsibility be accompanied with necessary<br>(a) Authority (b) Manpower<br>(c) Incentives (d) Promotions                                     | A | 1 |
| 14 | Span of management refers to<br>(a) Number of managers<br>(b) Length of term for which a manager appointed<br>(c) Number of subordinates under a superior<br>(d) Number of members in top management | A | 1 |
| 15 | Grouping of activities on the basis of functions is a part of<br>(a) Decentralized organization<br>(b) Divisional organisation<br>(c) Functional organisation<br>(d) Centralised organisation        | A | 1 |
|    | <b>Part - B</b>  |   |   |
| 16 | Define Organizing.   | U | 2 |
| 17 | Give the meaning of Organizing.  | U | 2 |
| 18 | Write any two differences between Functional and Divisional Structures.  | A | 2 |
| 19 | Give the meaning of Formal Organisation.   | K | 2 |
| 20 | Compare and contrast Authority and Accountability (any two).   | A | 2 |
| 21 | State any two differences between Delegation and Decentralisation.   | A | 2 |
|    | <b>Part - C</b>  |   |   |
| 22 | Explain the steps in the process of Organising   | A | 4 |
| 23 | State any two advantages and two disadvantages of Functional Structure.  | A | 4 |
| 24 | Write any two advantages and two disadvantages of Divisional Structure.  | A | 4 |

|    |  |   |   |
|----|--|---|---|
| 25 | State any four features of Formal Organisation.                                | U | 4 |
| 26 | Mention any four features of Informal Organisation.                            | U | 4 |
| 27 | State any two advantages and disadvantages of Informal Organisation.           | A | 4 |
| 28 | Distinguish between Formal and Informal Organisation by taking any four bases. | A | 4 |
| 29 | Explain briefly the elements of Delegation.                                    | U | 4 |
| 30 | Explain the importance of Delegation (any four points).                        | U | 4 |
|    | <b>Part - D</b>  |   |   |
| 31 | Explain the importance of Organizing.<br>(1 for introduction + 7)              | U | 8 |
| 32 | State the advantages and disadvantages of Formal Organization.                 | A | 8 |
| 33 | What is Decentralization? Explain its importance.<br>(2+6)                     | U | 8 |