



Very Short Answer Type Questions

(1 Mark)

1. **What is organising?**

Ans. Organising is a process of defining and grouping activities and establishing authority relationships among them.

2. **What is the aim of an organisation?**

Ans. The aim of an organisation is to enable people to relate to each other and to work together for common purpose.

3. **“Identifying and Grouping activities” is a step in the process of which functions of management**

or “Identifying and dividing the work” is the first step in the process of one of the functions of management. Identify the function.

Ans. Organising function of management.

4. **Which function of management manages various resources for accomplishment of objectives?**

or Name the function of management which co-ordinates the physical, financial and human resources and establishes productive relations among them for the achievement of specific goals.

Ans. Organising function of management.

5. **‘Grouping similar nature jobs into large units called departments is the second step in the process of one of the functions of management. Identify the function.**

Ans. Organising function of management.

6. **State two points that highlight the importance of organising.**

Ans. (i) It leads to systematic allocation of jobs, which results in specialisation.

(ii) It leads to optimum utilisation of resources.

7. **How does organising lead to specialisation.**
 Ans. Organising leads to systematic allocation of work amongst the workforce. Repetitive performance of a particular task allows a worker to gain experience in that area and hence, leads to specialisation.
8. **Give any two objectives of organising.**
 Ans. (i) Coordinates human efforts
 (ii) Assembles resources.
9. **How you would say organising establishes clarity in working relations?**
 Ans. The establishment of working relationship clarifies lines of communication and specifies who is report to whom. In this way, organising establishes clarity in working relations.
10. **"The process of organising allows a business enterprise to accommodate changes" Do you agree?**
 Ans. Yes, it allows the organisation structure to suitably modify and adapt to changes.
11. **How organising helps in growth and diversification of an enterprise?**
 Ans. Organising helps in the growth and diversification of an enterprise by enabling it to deviate from existing norms and taking up new challenges.
12. **Name the process of grouping the activities of similar nature?**
 Ans. Departmentalisation.
13. **Which is the last step in the process of organising?**
 Ans. Establishing reporting relationships.
14. **On what basis can departmentalisation be done?**
 Ans. It can be done on the basis of functions, products, geographical territory etc.
15. **Define organisation structure.**
 Ans. It can be defined as the framework within which managerial and operating tasks are performed.
16. **Which type of relationship is shown by the organisation structure?**
 Ans. It specifies the relationship between people, work and resources.
17. **Why proper organisation structure is important?**
 Ans. It is important for smooth flow of communication and better control over the operations of a business enterprise.
18. **What are the types of organisation structure?**
 Ans. (i) Functional structure.
 (ii) Divisional structure
19. **Which term denotes "the number of subordinates that can be effectively managed by a superior"?**
 Ans. Span of Management.
20. **What determines the number of levels of management in the organisation structure?**
 Ans. Span of Management.
21. **Give any one feature of an ideal organisation structure.**
 Ans. Ensures optimum utilisation of resources and smooth achievement of organisational goals.

22. Name two forms of organisational structures.

Ans. (i) Functional structure.

(ii) Divisional structure.

23. What do you mean by the term functional structure?

Ans. A functional structure is an organisational design which is formed by grouping jobs on the basis of their similarity.

24. Which organisational structure keeps the similar or related jobs together under one unit?

Ans. Functional structure.

25. Which type of organisational structure is suitable for high degree of specialisation?

Ans. Functional structure.

26. Give any one advantage of functional structures.

Ans. Promotes control and coordination.

27. Red.Ltd. is manufacturing juices & has production, sales, purchase and marketing departments. Which type of organisational structure would you suggest to them?

Ans. Functional structure.

28. Which type of organisation structure is suitable for single product line firm?

Ans. Functional structure is suitable for single product line firm.

29. Which type of structure suited more to the large organisations.

Ans. Divisional structure.

30. What is the key feature of divisional structure?

Ans. A key feature of divisional structures is that it comprises of separate business units or division.

31. What type of organisation structure is suitable for multi product firm?

Ans. Divisional structure would be suitable for multi-product firm.

32. Give two merits of divisional structure.

Ans. (i) Product Specialisation

(ii) Growth and expansion.

33. Which organisation structure facilitates better growth and expansion?

Ans. Divisional structure facilitates better growth and expansion?

34. State one disadvantage of divisional structure.

Ans. It leads to generate conflicts among different divisions.

35. Which organisational structure promotes better coordination?

Ans. Divisional structure.

36. Where is the divisional structure most suitable?

Ans. Where a large variety of products are to be manufactured efficiently using a vast number of resources.

37. *Jeet Impex Ltd. is manufacturing chemicals, wooden furniture and shoes. Which type of organisational structure would suit the requirements of such organisation?*

Ans. Divisional structure.

38. *Define formal organisation.*

Ans. According to Louis Allen, "Formal organisation is a system of well-defined jobs, each bearing a definite measure of authority, responsibility and accountability".

39. *Name the type of organisation in which official relationships exist among the managers.*

Ans. Formal organisation.

40. *Write any one feature of formal organisation.*

Ans. Deliberately designed by the top management.

41. *Why is it easy to fix responsibility in a formal organisation?*

Ans. Because rules & responsibilities as well as inter relationships among different job positions are very clear.

42. *What is the nature of formal organisation?*

Ans. Rigid.

43. *Define informal organisation.*

Ans. According to Keith Dawis, "Informal organisation is a network of personal and social relations not established or required by the formal organisation but arising spontaneously as people associate with one another.

44. *Write any one limitation of Informal organisation.*

Ans. Resistance to change by its member may delay or restrict growth of formal organisation.

45. *Which network of interaction facilitates emotional and mutual objectives to be fulfilled in an organisation.*

Ans. Informal organisation.

46. *Name the type of organisation which does not have predetermined objectives.*

Ans. Informal organisation.

47. *Name the type of organisation in which friendly relationships exist among the managers.*

Ans. Informal organisation.

48. *Differentiate between formal and informal organisation on the basis of nature.*

Ans. Formal organisation is rigid in nature while informal organisation is flexible.

49. *Identify the type of organisation, if.*

(i) *It is deliberately created by the top management.*

(ii) *It is unplanned and arises spontaneously*

Ans (i) Formal organisation.

(ii) Informal organisation.

50. *Define delegation of authority.*

Ans. According to Theo Haimann "Delegation of authority merely means the granting of authority to subordinates to operate within prescribed limits".

51. Name the process of granting authority to subordinates to operate within prescribed limits.

Ans. Delegation of authority.

52. What is accountability?

Ans. Accountability implies being answerable for the final outcome of the assigned task by an individual.

53. Name the concept which reduces the work load of manager.

Ans. Delegation of authority reduces the workload of a manager.

54. What would be the impact on working of an organisation, if the responsibility is more than the authority?

Ans. In such a situation, it would be difficult for an individual to perform the responsibilities.

55. List two benefits of delegation of authority.

Ans. (i) Effective management
(ii) Motivation of employees.

56. What are the elements of delegation of authority?

Ans. (i) Authority
(ii) Responsibility
(iii) Accountability

57. Which of the following is an ideal situation?

(i) Authority = Responsibility

(ii) Authority > Responsibility

(iii) Authority < Responsibility

Ans. Authority = Responsibility is the ideal situation in an organisation.

58. Name the term used for downward transfer of authority from a superior to a subordinate.

Ans. Delegation of Authority.

59. After delegating the authority, does a manager still remain accountable for the assigned task?

Ans. Yes, because delegation does not mean abdication of accountability.

60. Name the term used for denoting 'Obligation of a subordinate to carry out assigned activities to the best of his abilities'.

Ans. Responsibility.

61. In which direction does responsibility flow?

Ans. It flows upward from subordinates to superiors.

62. What do you mean by decentralisation?

Ans. It refers to systematic efforts to delegate to the lower level all authorities except those which need to be exercised at central points only.

63. Name the concept, which means systematic reservation of authority at higher levels of management.

Ans. Centralisation.

64. *Distinguish between delegation and decentralisation of authority on the basis of freedom of action.*

Ans. Delegation of authority provides less freedom to the subordinate as there is some control by the superior, whereas there is greater freedom of action in decentralisation.

65. *Growing company should adopt which policy, centralised or decentralised*

Ans. Growing company should adopt decentralised policy.

66. *Name the concept which means dispersal of decision-making authority throughout all the levels of the organisation.*

Ans. Decentralisation.