TELANGANA UNIVERSITY

S.S.R. DEGREE COLLEGE, NIZAMABAD (C.C:5029) I SEMESTER INTERNAL ASSESSMENT II EXAMINATIONS

BUSINESS ORGANISATION AND MANAGEMENT QUESTION BANK

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- 20. Obligation of an individual to formally report to his superior about what he has done
- a. Accountability
- b. Authority
- c. Responsibility
- d. Delegation

[a]

II. Fill in the blanks.

- 1. <u>Organisation</u> establishes authority responsibility relationship among people in the enterprise and coordinates their activities for achieving organizational goals.
- 2. <u>Informal</u> organization is not planned, based on personal attitudes, like and so on.
- 3. Principle of Exception states that top management should interfere only when something goes wrong.
- 4. Direct vertical relationship through which authority flows is <u>Line</u> organization.
- 5. <u>Span of management</u> refers to number of subordinates a manager or supervisor can supervise, manage or control effectively and efficiently.
- 6. Two types of span of supervison are wide and Narrow supervison.
- 7. Under <u>Functional</u> organization each department is managed by functional expert in that area.
- 8. The simplest and oldest type of origination where authority flows from top to bottom is Line
- 9. Line and staff organization eliminates the drawbacks of both line and staff and has the good points of them.
- 10. <u>Planning</u> is a process which involves thinking before doing.
- 11. Synchronizing activities of various person in the organization to achieve goals is called Co-ordination
- 12. <u>Co-operation</u> is willingness of individuals to help each other.
- 13. <u>Control</u> is the process of checking whether the plans are being adhered or not, keeping a record of progress and taking corrective measures
- 14. Planning and controlling are both Dependent
- 15. <u>Co-ordination</u> brings unity of action and integrates different activities.
- 16. Standards are yardsticks against which actual or expected performance is measured.
- 17. A <u>Control system</u> provides an accurate and timely feedback.
- 18. Co-operation arises out of informal relations.
- 19. The last step in controlling process is taking Corrective Action
- 20. Planning is the first function of management while Control
- III. Short Answers.
- 1. MBO stands for?
- A: Management by objective
- 2. Who is leader?
- A: Leader is a Guru or Guider
- 3. How many steps are in MBO?
- A: six
- 4. MBE stands for?
- A: Management by exception
- 5. Planning?
- A: Planning is the bridge of present and future