

Competitive Exams: Commerce MCQs (Practice-Test 26 of 99)

1. Which one of the following documents is not required for permanent file in audit of a non-corporate enterprise?
 - a. Copy of the constitution of the enterprise
 - b. Copy of the appointment letter of an auditor
 - c. Copy of the registration certificate of the enterprise
 - d. Copy of the financial statements of the enterprise
2. Change of the Registered Office of a company from one place to another in the same city required which one of the following resolution?
 - a. Board resolution
 - b. Ordinary resolution
 - c. Special resolution
 - d. Special resolution with government approval
3. Liability of shareholders of a limited company or of a company limited by guarantee can be made unlimited only if it is expressly agreed to by which of the following?
 - a. A qualified majority
 - b. A majority of shareholders
 - c. Each and every member concerned
 - d. The Registrar of joint stock companies
4. Match List I (Part and Component of Computer) with List II (Function and Utility) and select the correct answer using the codes given below:

List-I

List-II

a. Portable Disk

a. Selection and movement of files and objects

b. RAM

b. Data entry

c. Key Board

c. Floppy drive

d. Mouse

d. Speed

A B C D

a. 3 1 2 4

b. 2 4 3 1

c. 3 4 2 1

d. 2 1 3 4

5. What is PERT in management?

a. A refinement of the original Gantt Charts

b. A refinement of what Dr. Taylor said

c. A refinement of what Alwin Toffler envisioned as an 'Electronic Cottage' with computer terminals installed at home

d. A refinement of Critical Path Method (CPM).

6. Computer system accessible to nonspecialists to assist in planning and decision making is called

a. Decision Support System

b. Management Information System

c. Disk Operating System

d. Expert System

7. What is Mimeography?

a. A method of photocopying

b. A method of stencil duplication

c. A process of blue printing

d. A process of digital photography

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8. Match List I (Type of Record) with List II (Example) and select the correct answer using the codes given below:

List-I

- a. Accounting Records
- b. Legal Records
- c. Correspondence Records
- d. Personnel Records

List-II

- a. Casual leave report
- b. Invoice
- c. Minutes
- d. Copy of letter sending product details & rates

A B C D

a. 2 3 4 1

b. 1 4 3 2

c. 2 4 3 1

d. 1 3 4 2

9. Match List I (Type of Report) with List II (Example) and select the correct answer using the codes given below:

List-I

- a. Routing Reports
- b. Special Reports
- c. Statutory Reports
- d. Technical Reports

List-II

- a. Project Report
- b. Market research Report
- c. Production Report
- d. Auditor's Report

A B C D

- a. 3 1 4 2
- b. 4 2 3 1
- c. 3 2 4 1
- d. 4 1 3 2

10. Theory Z refers to which one of the following?

- a. Selected Japanese managerial practices adapted to the environment of the USA
- b. Selected Indian managerial practices adapted to the environment of the UK
- c. Selected Russian managerial practices adapted to Chinese environment
- d. Selected German managerial practices adapted to Japan's environment

11. The continuous process of comparing organizational strategies, products or processes with those of the best-in-class organizations is

- a. Quality circle
- b. Benchmarking
- c. Kaizen
- d. TQM

12. Following are the ingredients of management by exception. What should be their correct logical sequence?

- a. Measurement
- b. Observation
- c. Projection
- d. Comparison
- e. Selection
- f. Decision making

Select the correct answer using the codes given below

- a. 1 - 3 - 5 - 2 - 4 - 6
- b. 5 - 2 - 6 - 3 - 1 - 4
- c. 5 - 3 - 6 - 2 - 1 - 4
- d. 1 - 2 - 5 - 3 - 4 - 6

13. Match List I (Type of Committee) with List II (Explanation) and select the correct answer using the codes given below

List-I

List-II

- | | |
|------------------------|---|
| a. Standing Committee | a. Authority to take and execute decisions |
| b. Ad hoc Committee | b. Exists continuously for an indefinite period of time |
| c. Executive Committee | c. Authority only to make recommendations |
| d. Advisory Committee | d. Constituted temporarily for specific purpose |

A B C D

- a. 4 2 1 3
- b. 2 4 3 1
- c. 4 2 3 1
- d. 2 4 1 3

14. Consider the following steps

- a. Assignment of duties
- b. Authorization for actions
- c. Creation of obligation
- d. Determination of results expected.

Select the correct sequence of these processes of delegation of authority using the following code

- a. 4 - 2 - 1 - 3
- b. 3 - 1 - 2 - 4
- c. 4 - 1 - 2 - 3
- d. 3 - 2 - 1 - 4

15. Following are the steps in designing an organization structure:

- a. Grouping of activities
- b. Delegation of authority
- c. Identification of activities
- d. Assignment of duties

The correct sequence of the steps is

- a. 4 - 2 - 3 - 1
- b. 3 - 1 - 4 - 2
- c. 4 - 1 - 3 - 2
- d. 3 - 2 - 4 - 1