

Competitive Exams: Commerce MCQs (Practice-Test 41 of 99)

1. Which of the following pairs are correctly matched?

- a. Planning—Sets out the objectives and a complete set of policies
- b. Organization Enables the owner or top executive of a business to interweave men, money, materials and methods_____
- c. Coordination—Ordely arrangement of group effort to provide unity of action
- d. Control Verifying whether everything occurs in conformity with the plan adopted, the instructions issued and principles established_____

Select the correct answer using the codes given below:

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

2. A written statement of the main duties and responsibilities which a particular job entails is called

- a. Job analysis
- b. Job specification
- c. Job description
- d. Job evaluation

3. Selection process in any organization is usually preceded by the preparation of

- a. Human resources audit
- b. Operations audit
- c. Human resources inventory
- d. Human resources accounting

4. Which one of the following monitors critical inputs and suggests preventive measures in the form of correctives action to correct inputs and processes?
- Feedback control
 - Feedforward control
 - Budgetary control
 - Operational control
5. Consider the following elements in a feedback loop:
- Identification of deviations
 - measurement of actual performance
 - Actual performance
 - Comparison of actual against standards

The correct sequence of these elements in the feedback loop is

- 3, 2, 1, 4
 - 3, 2, 4, 1
 - 2, 3, 1, 4
 - 2, 3, 4, 1
6. Span of Management may be larger in the case of
- hard working subordinates
 - loya subordinates
 - centralized works and less responsibility
 - repetitive work and clear responsibility
7. If the span of control is narrow, a number of managers would be required in each unit of the organization and there would be many managerial levels or layers. Such an organizational structure is referred to as
- Flat structure
 - Tall structure
 - Matrix structure
 - Project structure

8. Span of management means that

- a. An organization must have well defined goals or objectives
- b. Each person in the organization must manage within a clearly defined functional area
- c. Each subordinate should report to only one supervisor
- d. A manager can supervise only limited number of subordinates

9. The following steps are involved in the process of organizing:

- a. Forming supportive objectives
- b. Delegating to the head of each group the authority necessary to perform the activities
- c. Establishing enterprise objectives
- d. Identifying and classifying activities

The correct sequence of these steps is

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

10. When management pays attention to more important areas and when the day-to-day routine problems are looked after by lower level management, it is known as

- a. Management by Objectives
- b. Management by Exception
- c. Participative Management
- d. Critical path method

11. The following steps are involved in managing by objectives:

- a. Preliminary setting of objectives at the top
- b. Setting subordinate's objectives
- c. Tying resources with the goals
- d. Clarifying the organizational roles

The correct sequence of these steps is

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

12. A company Secretary must always be

- a. A part of a secretarial agency
- b. A firm or a corporation
- c. Registered with the Securities and Exchange Board of India
- d. An individual with specified professional qualifications

13. The company Secretary is the agent of the

- a. Managing Director
- b. Shareholders
- c. Board of Directors
- d. promoters

14. In the case of transmission of shares, the Company Secretary is required to check

- a. The 'letter of request' submitted by the executor
- b. Whether the transfer from submitted by the administrator is duly stamped
- c. The deed of settlement between the parties
- d. If everything is in conformity with the orders the central Government.

15. In principle, in the case of transfer of share, the Company Secretary after he is satisfied that everything is in order is required to issue

- a. Transfer receipt to the transferee and the transferor
- b. Letter of probate receipt to the transferee and the transferor
- c. Notices of lodgment of transfer to the transferee and the transferee
- d. An advertisement by way of public notice regarding the transfer