

Competitive Exams: Commerce MCQs (Practice-Test 84 of 99)

1. what is the correct sequence of the following functions of a Manager in an organization?
 - a. Motivating
 - b. Controlling
 - c. Organizing
 - d. Planning
 - i. 4, 3, 2, 1
 - ii. 4, 3, 1, 2
 - iii. 3, 4, 2, 1
 - iv. 3, 4, 1, 2
2. According to Need Hierarchy Theory of Maslow, human needs arise in which one of the following orders?
 - a. Physiological needs--Social need-Safety needs-Ego needs-Self-actualization needs
 - b. Physiological needs--Social needs-Ego needs-Safety needs-Self-actualization needs
 - c. Physiological needs--Safety. Needs-Social needs-Ego needs-Self-actualization needs
 - d. Physiological needs--Safety needs--Ego needs Social needs-Self-actualization needs
3. Scalar principle of organization implies that
 - a. all subordinates have only one. Supervisor
 - b. line of authority is defined clearly
 - c. manager can directly supervise only a limited number of persons
 - d. The subordinates need not necessarily have a supervisor
4. To indicate the functions of management, the catchword POSDCORB was coined by
 - a. Luther Gulik
 - b. Henry Fayol

- c. Ernest Dale
- d. None of the above

5. consider the following statements

- a. Planning is looking ahead.
 - b. Controlling is looking back
 - c. Delegation multiplies leadership.
 - d. Life insurance is a contract of indemnity.
- i. 1, 2 and 4 are correct
 - ii. 1, 2 and 3 are correct
 - iii. 1, 3 and 4 are correct
 - iv. 2, 3 and 4 are Correct

6. Job analysis involves

- a. Developing training skills, knowledge and personal traits of the worker necessary for a specific job.
- b. Identifying machines, tools and equipment to be used for the job.
- c. Identification of the task to be performed by an individual.
- d. Determination of the materials, products or services needed.

The correct sequence of these steps while conducting job analysis is:

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

7. Consider the following statements:

- a. Authority flows downward but responsibility flows upward.
- b. Authority should be equal to responsibility.
- c. both authority and responsibility are divisible.
- d. If delegation is the end then decentralization should be the means.

- i. 1 and 2 are correct
- ii. 3 and 4 are correct
- iii. 1, 2 and 3 are correct
- iv. 2, 3 and 4 are correct

8. Following are the steps in the process of Delegation of Authority:

- a. Assignment of task.
- b. Creation of responsibility.
- c. Granting authority.
- d. Fixing accountability.

The correct sequence of these steps is:

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

9. Consider the following Organization Chart: Which one of the following is indicated by this chart?

- a. Wide span
- b. Multiple levels of supervision
- c. Narrow span
- d. Decentralization

10. Match List I (Wage incentive plans) with List II (Name & contributors) and select the correct answer:

List-I

- a. Premium Plan
- b. Efficiency Bonus Plan
- c. Points Premium Plan
- d. Task and Bonus Plan

List-II

- a. Gantt
- b. Emerson
- c. Beaux
- d. Taylor

e. Halsey

- | | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> |
|----|----------|----------|----------|----------|
| a. | 5 | 3 | 2 | 1 |
| b. | 1 | 2 | 3 | 4 |
| c. | 2 | 3 | 4 | 1 |
| d. | 5 | 2 | 3 | 1 |

11. Match List I (Management terms) with List II (Factors related to these terms) and select the correct answer:

List-I

- a. Resisting forces of change
- b. O D Driving
- c. forces of change
- d. Conflict

List-II

- a. Organization
- b. New policy
- c. Fear
- d. Interpersonal relationships

- | | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> |
|----|----------|----------|----------|----------|
| a. | 3 | 1 | 2 | 4 |
| b. | 1 | 2 | 3 | 4 |
| c. | 1 | 3 | 2 | 4 |
| d. | 3 | 4 | 2 | 1 |

12. Which one of the following routines best describes the chronology of steps taken in the selling process?
- Receipt of order, invoicing, processing order, and shipment of goods
 - invoicing, processing order, shipment of goods, accounting for sale
 - Receipt of order, processing order, accounting for sale, shipment of goods
 - Processing order, invoicing, shipment of goods, accounting for sale.
13. Is Card indexing an improvement over the simple indexing system?
- Yes, because the cards can be arranged in a particular order and the order can't be changed at will
 - No, because the cards wanted for reference can't be taken out without holding up the work of recording information as other cards are left behind
 - Yes, because it facilitates location of any name or subject with the minimum of searching, as the cards are arranged in alphabetical order
 - No, because the system has a limited capacity for expansion, as the number of drawers can't be increased or desired
14. The altered Memorandum of Association must be filed with the Registrar within
- 6 months of the Company Law Board's order
 - 5 months of the Company Law Board's order
 - 3 months of the Company Law Board's order
 - 2 months of the Company Law Board's order
15. Whenever a company wants to alter its Memorandum for changing the place of registered office from one State to another, it has to pass.
- ordinary resolution
 - special resolution
 - resolution requiring special notice
 - unanimous resolution