

QUICK DRILL · CBSE CLASS 12

Organising

Business Studies · Chapter 5 · 15 MCQs · 20 minutes · PYQ-tagged with time budgets

DATE	TOTAL MARKS	DURATION	MARKING	TARGET
_____	15	20 min	+1 / 0	≥ 12/15

OBJECTIVES

Reinforce the four core topics of Organising via 15 PYQ-derived MCQs. Identify weak sub-topics via concept-node IDs (see answer key). Build per-question time budget habit.

INSTRUCTIONS

Attempt all 15. Time budget shown per Q (use it as pacing guide). Mark answers (A/B/C/D) in the margin. Answer key + explanations on the last page. **Don't peek — score yourself honestly.**

SECTION · QUICK DRILL

Q 1-15 · 20 MIN

Q1. The first step in the process of organising is to:

- (A) Group similar tasks
- (B) Identify and divide the work
- (C) Establish reporting relationships
- (D) Review the structure

PYQ 2019 · Delhi · 1m · 30s

Q2. Grouping similar jobs together into departments is called:

- (A) Delegation
- (B) Decentralisation
- (C) Departmentation
- (D) Staffing

PYQ 2018 · Outside Delhi · 1m · 30s

Q3. Which structure groups jobs by major business functions like Production and Marketing?

- (A) Divisional
- (B) Functional
- (C) Matrix
- (D) Informal

PYQ 2020 · Delhi · 1m · 30s

Q4. Hindustan Unilever organising its Soaps, Foods and Personal Care as separate divisions is an example of:

- (A) Functional structure
- (B) Divisional structure
- (C) Formal organisation
- (D) Decentralisation

PYQ 2022 · Term 2 · 1m · 30s

Q5. Which of the following is a DISADVANTAGE of functional structure?

- (A) Specialisation
- (B) Easy control within a function
- (C) Conflict across functions
- (D) Clear career paths

PYQ 2017 · Delhi · 1m · 30s

Q6. Informal organisation arises from:

- (A) Top management's policies
- (B) Social interaction among employees
- (C) The MD's instructions
- (D) The HR manual

PYQ 2019 · Outside Delhi · 1m · 30s

Q7. Which of these is TRUE about authority and accountability in delegation?

- (A) Both can be delegated
- (B) Neither can be delegated
- (C) Authority can be delegated; accountability cannot
- (D) Accountability can be delegated; authority cannot

PYQ 2021 · Term 1 · 1m · 30s

Q8. The three elements of delegation are:

- (A) Authority, responsibility, accountability
- (B) Planning, organising, controlling
- (C) Power, status, role
- (D) Span, hierarchy, chain

PYQ 2018 · Delhi · 1m · 30s

- Q9.** Decentralisation is best described as:
(A) A one-time act of delegation **(B)** Systematic delegation throughout the organisation
(C) Concentration of authority at the top **(D)** Abolition of hierarchy
 PYQ 2020 · Outside Delhi · 1m · 30s
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- Q10.** Which of the following is NOT an importance of organising?
(A) Benefits of specialisation **(B)** Clarity in relationships
(C) Reduces conflict among workers automatically **(D)** Adaptation to change
 PYQ 2019 · Delhi · 1m · 30s
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- Q11.** A WIDE span of management leads to:
(A) A tall structure **(B)** A flat structure
(C) More hierarchy levels **(D)** Slower communication
 PYQ 2017 · Outside Delhi · 1m · 30s
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- Q12.** Which is a feature of FORMAL organisation?
(A) Emerges naturally **(B)** Based on friendship
(C) Has defined rules and hierarchy **(D)** Has no written policies
 PYQ 2022 · Term 1 · 1m · 30s
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- Q13.** Which of the following is NOT a benefit of decentralisation?
(A) Quick decisions **(B)** Develops managerial talent
(C) Complete loss of top-management control **(D)** Initiative among lower managers
 PYQ 2018 · Delhi · 1m · 30s
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- Q14.** In a divisional structure, the divisional head is accountable for:
(A) Only marketing **(B)** Only production
(C) Profit of the entire division **(D)** Recruitment alone
 PYQ 2021 · Term 2 · 1m · 30s
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- Q15.** Which statement about delegation and decentralisation is CORRECT?
(A) They are the same **(B)** Delegation is an act; decentralisation is a policy
(C) Decentralisation is narrower than delegation **(D)** Delegation is organisation-wide
 PYQ 2020 · Delhi · 1m · 30s

ANSWER KEY & EXPLANATIONS

Q 1-15 · MARK YOUR SCORE

- Q1. Answer: B**
 Work must first be identified and broken into manageable tasks before grouping or assigning.
- Q2. Answer: C**
 Departmentation is the technical name for the grouping step of organising.
- Q3. Answer: B**
 Functional structure groups by function; divisional groups by product/region.
- Q4. Answer: B**
 Multi-product firms use divisional structure — each product line operates as a unit.
- Q5. Answer: C**
 Inter-departmental conflict and silos are classic disadvantages of functional structure.
- Q6. Answer: B**
 Informal organisation emerges naturally from social interaction — it is not designed.
- Q7. Answer: C**
 A superior may delegate authority and share responsibility, but accountability stays at the top.
- Q8. Answer: A**
 Authority + Responsibility + Accountability is the locked CBSE answer.
- Q9. Answer: B**
 Decentralisation is organisation-wide, systematic, and selective delegation — a policy, not an act.

Q10. Answer: C

Organising does NOT eliminate conflict by itself — it provides clarity that reduces confusion.

Q11. Answer: B

Wide span → few levels → flat; narrow span → many levels → tall.

Q12. Answer: C

Formal organisation is deliberately created with written rules and a defined hierarchy.

Q13. Answer: C

Top management RETAINS control over policy in decentralisation — it does not lose control.

Q14. Answer: C

Each divisional head owns the division's bottom line — production, marketing, finance, HR.

Q15. Answer: B

Delegation = act between two persons; Decentralisation = organisation-wide policy.