

Sub: B.St, Class: 12

Chapter: Planning and Organising

Full marks: 25

Time: 30 mins

A. MULTIPLE CHOICE QUESTIONS (MCQs)

1. **Planning is the process of:**
 - a) Recruiting employees
 - b) Setting objectives and deciding how to achieve them
 - c) Organising business activities
 - d) Supervising employees
2. **Which of the following is *not* a feature of planning?**
 - a) Planning focuses on achieving objectives
 - b) Planning is a primary function of management
 - c) Planning reduces the risk of uncertainty
 - d) Planning guarantees success
3. **The function of management that coordinates human efforts, assembles resources and integrates activities is:**
 - a) Planning
 - b) Organising
 - c) Staffing
 - d) Controlling
4. **Which of the following is *not* a step in the planning process?**
 - a) Identifying alternatives
 - b) Evaluating alternatives
 - c) Delegating authority
 - d) Setting objectives
5. **Which principle of organising states that every employee should receive orders from one superior only?**
 - a) Unity of command
 - b) Scalar chain
 - c) Discipline
 - d) Centralisation

✓ B. CASE STUDY-BASED MCQs

Case Study 1: Planning in Action

Raj Enterprises is launching a new line of eco-friendly bags. The management begins by determining the goal of becoming the market leader within two years. They conduct detailed market research and assess different strategies like online campaigns, eco-initiatives, and discounts. After finalizing the strategy, roles are assigned and budgets are created.

Q6. Which function of management is being primarily discussed here?

- a) Controlling
- b) Planning
- c) Organising
- d) Directing

Q7. “Determining the goal of becoming the market leader” represents which step in the planning process?

- a) Setting objectives
- b) Developing premises
- c) Identifying alternatives
- d) Evaluating alternatives

Q8. “Conducting market research and evaluating strategies” indicates which feature of planning?

- a) Planning is futuristic
- b) Planning is pervasive
- c) Planning is a mental exercise
- d) Planning reduces wasteful activities

Case Study 2: Organising a New Department

XYZ Ltd. expanded its operations and decided to create a new department for digital marketing. The HR head assigned tasks to employees, grouped similar activities, and designated heads of each team. Employees were informed of whom to report to and responsibilities were clearly defined.

Q9. The function of management being discussed in this case is:

- a) Controlling
- b) Planning
- c) Staffing
- d) Organising

Q10. “Assigning tasks and grouping activities” reflects which step of organising?

- a) Identifying activities
- b) Departmentalisation
- c) Assignment of duties
- d) Establishing reporting relationships

Q11. “Informing employees about reporting relationships” refers to:

- a) Organisational structure
- b) Delegation of authority
- c) Decentralisation
- d) Formal communication

C. ASSERTION AND REASONING QUESTIONS

12. Assertion (A): Planning reduces the risk of uncertainty.

Reason (R): Planning is concerned with the future and involves forecasting.

- a) Both A and R are true, and R is the correct explanation of A
- b) Both A and R are true, but R is not the correct explanation of A
- c) A is true, R is false
- d) A is false, R is true

13. Assertion (A): Organising function helps in adaptation to change.

Reason (R): In organising, work is divided and authority-responsibility is clearly defined.

- a) Both A and R are true, and R is the correct explanation of A
- b) Both A and R are true, but R is not the correct explanation of A

c) A is true, R is false

d) A is false, R is true

14. **Assertion (A):** Planning is a continuous process.

Reason (R): Once a plan is made, it never needs revision.

a) Both A and R are true, and R is the correct explanation of A

b) Both A and R are true, but R is not the correct explanation of A

c) A is true, R is false

d) A is false, R is true

15. **Assertion (A):** Planning involves decision-making.

Reason (R): Planning does not require identifying alternative courses of action.

a) Both A and R are true, and R is the correct explanation of A

b) Both A and R are true, but R is not the correct explanation of A

c) A is true, R is false

d) A is false, R is true

16. **Which of the following is *not* an advantage of planning?**

a) Planning provides direction

b) Planning reduces overlapping and wasteful activities

c) Planning ensures success in every situation

d) Planning facilitates decision making

17. **“To achieve a sales target of ₹50 lakh in the next quarter” is an example of:**

a) Policy

b) Objective

c) Rule

d) Strategy

18. A company decides not to employ any child under the age of 14. This is an example of:

- a) Policy
 - b) Rule
 - c) Method
 - d) Programme
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19. Which type of plan is described as a general guideline for decision-making?

- a) Objective
 - b) Rule
 - c) Policy
 - d) Budget
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20. Which of the following is the *first* step in the planning process?

- a) Identifying alternative courses
 - b) Evaluating alternatives
 - c) Developing premises
 - d) Setting objectives
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21. Which of the following is *not* a component of organising?

- a) Delegating authority
 - b) Grouping activities
 - c) Establishing reporting relationships
 - d) Forecasting the future
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22. The process of transferring authority from superior to subordinate is called:

- a) Decentralisation
 - b) Accountability
 - c) Delegation
 - d) Direction
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23. Span of management refers to:

- a) The number of levels in the hierarchy
 - b) The number of subordinates under one superior
 - c) The degree of centralisation
 - d) The area covered by the organisation
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24. Which of the following is *not* a feature of planning?

- a) Planning focuses on achieving objectives
 - b) Planning is futuristic
 - c) Planning increases the cost of operations
 - d) Planning involves decision-making
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25. Which level of management is mostly involved in planning?

- a) Supervisory level
 - b) Middle level
 - c) Top level
 - d) Operational level
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