

## **B. Com – I Semester**

### **Business Organization and Management**

#### **Section A: Long Answer Type Questions**

##### **Unit I**

1. Define Business. Discuss its objectives and scope.
2. Explain the social responsibilities of business towards different stakeholders.
3. What are the main objectives of a business organization?
4. Discuss the importance of size in business. What is the concept of optimum size?
5. Explain the factors affecting the size of a business.
6. Define organization. What are the principles of organization?
7. Differentiate between business and profession.

##### **Unit II**

1. Explain the various forms of business organization.
2. Discuss the merits and demerits of partnership.
3. What is a joint stock company? Describe its types.
4. Explain the procedure for forming a private limited company.
5. Distinguish between sole proprietorship and partnership firm.
6. What factors should be considered in choosing a form of business organization?
7. Describe the features and significance of business ownership types.

##### **Unit III**

1. Define planning. Discuss its nature and process.
2. What are the major steps involved in planning and organizing?
3. Discuss Fayol's 14 principles of management with suitable examples.
4. Explain the modern developments in management thought.
5. What is organizing? Explain the steps involved in organizing.
6. Discuss the merits and limitations of management by objectives.
7. Differentiate between planning and controlling.

##### **Unit IV**

1. Define leadership. Explain various types of leadership styles.
2. What is motivation? Explain Maslow's theory of motivation.
3. Compare Maslow's and Herzberg's theories of motivation.
4. What are the major functions of direction in management?
5. Define leadership. How does it differ from management?
6. Discuss the significance of communication in business organizations.
7. Explain the importance and types of motivation in management.

##### **Unit V**

1. What is controlling? Explain its process and importance.

2. Discuss the various techniques of managerial control.
3. Explain the principles of effective control systems.
4. Discuss the human aspects of control in organizations.
5. What are the objectives of control? Explain with examples.
6. Describe the various types of control mechanisms.
7. How can an organization ensure effective control?

## **Unit VI**

1. Discuss Alfred Weber's theory of industrial location.
2. What factors affect plant location decisions?
3. Compare the location theories of Weber and Florence.
4. Explain in detail the objectives and importance of plant layout.
5. What are the principles of effective plant layout?
6. Differentiate between product layout and process layout.
7. Discuss the impact of plant layout on production efficiency.

## **Unit VII**

1. Define business combination. Explain its types and objectives.
2. What are the causes and forms of business combinations?
3. Differentiate between horizontal and vertical combinations.
4. Discuss the advantages and disadvantages of business combinations.
5. Explain the legal aspects of business combinations.
6. What are the principles of successful business combinations?
7. Write short notes on mergers and acquisitions.

## **Unit VIII**

1. Define rationalisation. Explain its objectives and significance.
2. What are the key principles and merits of rationalisation?
3. Explain the difference between rationalisation and nationalisation.
4. Discuss the features and importance of nationalisation in India.
5. What are the challenges in implementing rationalisation in industries?
6. Explain the process of nationalisation in the public sector.
7. Evaluate the impact of rationalisation on business performance.

## **Section B: Short Answer Type Questions**

### **Unit I**

1. Define business objectives.
2. What is social responsibility?
3. Name the components of business environment.
4. What do you mean by optimum size of business?
5. Define enterprise.
6. Mention two internal factors influencing business size.
7. State any two features of business.

## **Unit II**

1. Define sole proprietorship.
2. What is partnership deed?
3. What do you understand by private company?
4. Mention any two advantages of joint stock company.
5. Name any two types of partnerships.
6. Define cooperative society.
7. What is unlimited liability?

## **Unit III**

1. Define planning.
2. Mention any two features of management.
3. What is scalar chain?
4. State any two types of plans.
5. What is span of control?
6. Define MBO.
7. What is the significance of authority?

## **Unit IV**

1. Define motivation.
2. What is leadership?
3. Mention two characteristics of communication.
4. What is job satisfaction?
5. What is direction in management?
6. Mention any two leadership styles.
7. Define communication.

## **Unit V**

1. Define controlling.
2. What are the types of control?
3. Mention any two techniques of control.
4. What is feedback in controlling?
5. What is standard setting?
6. Define control loop.
7. Mention any two features of controlling.

## **Unit VI**

1. Define plant location.
2. Mention any two factors affecting plant location.
3. Who proposed the theory of industrial location?
4. What is product layout?
5. State any two objectives of plant layout.
6. Define fixed position layout.
7. What is flow layout?

## Unit VII

1. Define business combination.
2. Mention two types of business combination.
3. What is cartel?
4. Define horizontal combination.
5. What is integration?
6. Mention any two objectives of business combination.
7. What is trust?

## Unit VIII

1. Define rationalisation.
2. What is nationalisation?
3. State one difference between rationalisation and nationalisation.
4. Mention any two principles of rationalisation.
5. Name one industry that was nationalised in India.
6. What is the purpose of rationalisation?
7. Define economic efficiency.

## **Section C Multiple Choice Questions (MCQs)**

1. **The primary objective of business is:**
  - a) Social service
  - b) Earning profit
  - c) Charity
  - d) Government welfare
2. **Which of the following is not an objective of business?**
  - a) Profit earning
  - b) Innovation
  - c) Social service
  - d) Tax evasion
3. **The term "business environment" includes:**
  - a) Only internal factors
  - b) Only external factors
  - c) Both internal and external factors
  - d) None of the above
4. **Which of the following is an internal factor of business environment?**
  - a) Government policy
  - b) Technology
  - c) Company's organizational structure
  - d) Competition
5. **Which concept explains the ideal size for maximum efficiency of business?**
  - a) Minimum Size
  - b) Optimum Size
  - c) Maximum Size
  - d) Equilibrium Size

6. **The basic characteristic of a business is:**
  - a) Regularity of dealing
  - b) Free services
  - c) No profit motive
  - d) Limited liability
7. **Social responsibility of business includes responsibility towards:**
  - a) Owners
  - b) Employees
  - c) Customers and society
  - d) All of the above

## **Unit II – Forms of Business Organization**

1. A sole proprietorship is:
  - a) Owned by shareholders
  - b) Owned by one person
  - c) Owned by government
  - d) None of the above
2. A partnership firm is governed by:
  - a) Companies Act, 2013
  - b) Partnership Act, 1932
  - c) Business Act, 1945
  - d) Firm Act, 2001
3. Joint Stock Company has:
  - a) Unlimited liability
  - b) Limited liability
  - c) No liability
  - d) Conditional liability
4. Minimum number of persons required to form a private company is:
  - a) 1
  - b) 2
  - c) 5
  - d) 7
5. Which of the following is not a feature of sole proprietorship?
  - a) Unlimited liability
  - b) Quick decision making
  - c) Separate legal entity
  - d) Full control
6. A business owned by shareholders is called:
  - a) Partnership
  - b) Cooperative
  - c) Joint Stock Company
  - d) Sole Trade
7. The written agreement between partners is known as:
  - a) Share certificate
  - b) Company deed
  - c) Partnership deed
  - d) Memorandum

### **Unit III – Management Principles & Planning**

1. Planning involves:
  - a) Organizing resources
  - b) Setting objectives
  - c) Making decisions
  - d) All of the above
2. Who gave the 14 Principles of Management?
  - a) Taylor
  - b) Fayol
  - c) Maslow
  - d) Weber
3. Which is not a function of management?
  - a) Directing
  - b) Controlling
  - c) Sleeping
  - d) Planning
4. MBO stands for:
  - a) Management By Orders
  - b) Management By Objectives
  - c) Manual Based Operations
  - d) None
5. Span of control refers to:
  - a) Area of office
  - b) Number of subordinates under a manager
  - c) Salary distribution
  - d) Legal control
6. Decision-making is closely linked with:
  - a) Planning
  - b) Organizing
  - c) Staffing
  - d) All
7. Authority means:
  - a) Right to punish
  - b) Power to make decisions
  - c) Right to demote
  - d) None

### **Unit IV – Leadership, Motivation & Communication**

1. Who proposed the hierarchy of needs theory?
  - a) Herzberg
  - b) Maslow
  - c) Taylor
  - d) Fayol
2. Herzberg's theory is also called:
  - a) X & Y Theory
  - b) Hygiene Theory
  - c) Equity Theory
  - d) Path Goal Theory

3. Leadership is the ability to:
  - a) Maintain silence
  - b) Control the business
  - c) Influence others
  - d) Sit in meetings
4. Effective communication must be:
  - a) Confusing
  - b) One-sided
  - c) Clear and concise
  - d) Verbose
5. Direction is concerned with:
  - a) Machinery
  - b) Human efforts
  - c) Policies
  - d) Capital
6. Which of the following is not a motivation theory?
  - a) Maslow's Theory
  - b) Herzberg's Theory
  - c) Fayol's Theory
  - d) None
7. Communication is essential in:
  - a) Planning only
  - b) Controlling only
  - c) All functions
  - d) None

## **Unit V – Controlling**

1. Controlling ensures:
  - a) Wastage
  - b) Discipline
  - c) Deviations
  - d) Flexibility
2. Control is a:
  - a) Primary function
  - b) Final function
  - c) Irrelevant activity
  - d) Future function
3. Key feature of controlling is:
  - a) Passive
  - b) Reactive
  - c) Goal-oriented
  - d) Delayed
4. Control loop includes:
  - a) Set standard
  - b) Measure performance
  - c) Correct deviations
  - d) All
5. Budgetary control is:
  - a) financial tool

- b) Non-financial tool
- c) Irrelevant tool
- d) Planning tool
- 6. Feedback in control means:
  - a) Prior information
  - b) Reverse communication
  - c) Comparison of outcomes
  - d) Money spent
- 7. Human aspect of control relates to:
  - a) Machines
  - b) Employee behaviour
  - c) Infrastructure
  - d) Budget

## **Unit VI – Plant Location & Layout**

1. Alfred Weber's theory is related to:
  - a) Labour
  - b) Plant location
  - c) Planning
  - d) Stock market
2. Which factor does not affect plant location?
  - a) Transportation
  - b) Customer demand
  - c) Manager's salary
  - d) Labour
3. Layout refers to:
  - a) Product size
  - b) Plant design
  - c) Office design
  - d) Employee role
4. Florence's theory deals with:
  - a) Layout
  - b) Finance
  - c) Production
  - d) Profit
5. Fixed position layout is suitable for:
  - a) Toys
  - b) Ships
  - c) Electronics
  - d) Clothes
6. Objective of plant layout:
  - a) Maximize space use
  - b) Reduce cost
  - c) Improve efficiency
  - d) All
7. Process layout is also called:
  - a) Functional layout
  - b) Static layout
  - c) Product layout



- d) None

## **Unit VII – Business Combinations**

1. Business combination means:
  - a) Merging of firms
  - b) Training employees
  - c) Inventory
  - d) None
2. Vertical combination involves:
  - a) Same industry
  - b) Different industries
  - c) Successive stages
  - d) None
3. A cartel is a type of:
  - a) Monopoly
  - b) Horizontal combination
  - c) Syndicate
  - d) None
4. Objective of combination is:
  - a) Reduce competition
  - b) Increase cost
  - c) Reduce production
  - d) Create monopoly
5. Which is not a form of combination?
  - a) Merger
  - b) Amalgamation
  - c) Liquidation
  - d) Takeover
6. Pool agreement is:
  - a) Profit sharing
  - b) Layout plan
  - c) Location theory
  - d) Budget
7. Horizontal combination is:
  - a) Firms at same level
  - b) Firms at different level
  - c) No level
  - d) None

## **Unit VIII – Rationalisation & Nationalisation**

1. Rationalisation means:
  - a) Making business logical and efficient
  - b) Random decisions
  - c) Market monopoly
  - d) None
2. Nationalisation refers to:
  - a) Transfer to public sector
  - b) Privatization

- c) Globalization
  - d) Merger
- 3. Which is not a feature of rationalisation?
  - a) Increase in cost
  - b) better planning
  - c) Standardization
  - d) Efficiency
- 4. Nationalisation in India began in:
  - a) 1947
  - b) 1969
  - c) 1991
  - d) 1956
- 5. Which sector was nationalised first in India?
  - a) Banks
  - b) Insurance
  - c) Steel
  - d) Coal
- 6. Rationalisation improves:
  - a) Labour unrest
  - b) Efficiency
  - c) Inequality
  - d) Cost
- 7. Nationalisation leads to:
  - a) Private profit
  - b) public welfare
  - c) Individual benefit
  - d) Losses