

INDIAN INSTITUTE OF MANAGEMENT AND COMMERCE

RE-ACCREDITED WITH NAAC 'A+' GRADE

AN ISO 9001: 2015 CERTIFIED COLLEGE

Subject: BUSINESS ORGANIZATION & MANAGEMENT

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### UNIT - I

#### Short Answer Questions:

1. Economic & Non-Economic Activities
2. Business & Commerce
3. Industry & Trade
4. Classification of Industries
5. Need for Commerce
6. Aids to Trade
7. Social Responsibility
8. Human Rights
9. Business Ethics
10. Sole Proprietorship
11. Joint Hindu Family
12. Co-operative Society
13. Minor – As a Partner
14. Partnership Deed
15. Nature of Business

#### Essay type Questions:

1. Define Business. Elucidate various objectives of business.
2. Distinguish between Business, Profession & Employment.
3. Explain various functions of business.
4. Explain Trade & Aids-to Trade.
5. Enumerate the factors to be considered for starting a business unit.
6. Explain the characteristics of a (i) sole proprietorship (ii) Partnership (iii) Joint Hindu Family.
7. Discuss advantages and disadvantages of various forms of business organizations.
8. Enumerate contents of Partnership Deed.
9. Explain about various kinds of Partners.
10. Discuss on various kinds of Partnership.
11. What is LLP? Explain its features, advantages and disadvantages.

## Unit-II

### Short Answer Questions:

1. Promoter
2. Joint Stock Company
3. Prospectus
4. Shelf-Prospectus
5. Red-herring Prospectus
6. Statement-in-lieu-of Prospectus
7. Memorandum of Association
8. Articles of Association
9. Kinds of Companies
10. Kinds of Promoters
11. Certificate of Incorporation
12. Certificate of Commencement of Business
13. Capital Subscription
14. Transferability of Shares
15. One Person of Company

### Essay type Questions:

1. Define Joint Stock Company. Explain its features.
2. Distinguish between a Private and Public Limited Company.
3. What is OPC? Explain its features, advantages and disadvantages.
4. Enumerate various functions of Promoter of a company.
5. Explain various stages of incorporation of a company.
6. Explain various clauses of Memorandum of Association.
7. Discuss various contents of Articles of Association.

### Unit-III

#### Short Answer Questions:

1. Concept of Management
2. Meaning and Definition of Management
3. Management – as an (i) Art and (ii) Science
4. Objectives of Management
5. Levels of Management
6. Administration Vs Management
7. POSDCORB
8. Communication
9. Esprit De corps
10. Scalar Chain Principle
11. Scientific Management
12. Functional Foremanship
13. Fatigue Study, Method study & Motion Study
14. Unity of Command & Unity of Direction
15. Mental Revolution

#### Essay type Questions:

1. Define Management. Explain its features/characteristics.
2. Enumerate various objectives of management.
3. Explain various Managerial Skills
4. Enumerate the contribution made by Luther Gulick to the Management Theory.
5. Discuss the guidelines elucidated by Henry Fayol to assist managerial thinkers.
6. “F.W.Taylor made a significant contribution in the development of management science”. Justify the statement.
7. Explain various techniques of management.
8. Describe various aims and objectives of scientific management.
9. Explain the significance/importance of management.
10. Explain various qualities of a manager.

## Unit-IV

### Short Answer Questions:

1. Meaning and Definition of Planning
2. Approaches to Planning
3. Types of Plans
4. Standing Plans & Single Use Plans
5. Objectives
6. Strategies
7. Policy
8. Rules
9. Procedure
10. Programme
11. Budget
12. Schedule
13. MBO
14. MBE
15. Formal & Informal Organization
16. Line & Staff Organization
17. Functional Organization
18. Line & Staff conflict

### Essay type Questions:

1. Explain the features of Planning.
2. How planning is useful to management.
3. Describe the steps involved in planning.
4. How can a strategy be implemented successfully?
5. Explain the features and steps involved in MBO.
5. Discuss various principles of organization.
6. Explain various types of organization.
7. Describe various factors influencing span of control.
8. Enumerate the requisites of an efficient business organization.

## Unit-V

### Short Answer Questions:

1. Authority
2. Power
3. Responsibility
4. Accountability
5. Delegation of Authority
6. Types of Delegation
7. Decentralization
8. Effective Delegation
9. Co-ordination
10. Co-operation
11. Organizational Change
12. Controlling

### Essay type Questions:

1. Explain various sources and characteristics of Authority.
2. What is Delegation of Authority? Elucidate the elements and principles of delegation.
3. Discuss the difficulties involved in delegation of authority.
4. Enumerate various factors influencing degree of delegation.
5. What is Decentralization? Explain the factors influencing decentralization.
6. Explain the contribution of Earnest Dale in measuring the degree of decentralization.
7. Define Co-ordination, Explain its principles.
8. Explain various types of co-ordination.
9. Explain the process and techniques of co-ordination.
10. Describe the characteristics of control.
11. What are the pre-requisites of a controlling system.
12. Explain various steps involved in controlling.
13. Discuss the requirements of a good control system.
14. Describe the importance and principles of control.
15. Explain various causes of resistance to change.