

I/COM (ii)

2013

(1st Semester)

COMMERCE

Paper No. : BC-102

(**Business Organisation and Management**)

Full Marks : 75

Time : 3 hours

(**PART : B—DESCRIPTIVE**)

(*Marks : 50*)

*The figures in the margin indicate full marks
for the questions*

1. What is business? Explain the nature of business. 3+7=10

Or

Discuss various types of business organisations. 10

(2)

2. What is management? Discuss the managerial roles. 3+7=10

Or

Explain the classical approach to management. 10

3. Explain the concept and process of planning. 3+7=10

Or

Explain, in detail, management by objectives. 10

4. Explain the nature and purpose of organising. 4+6=10

Or

Discuss the process of selection. 10

5. Discuss various leadership styles. 10

Or

Discuss the objectives of controlling. Explain the essentials of a sound control system. 3+7=10

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(1st Semester)

COMMERCE

Paper No. : BC-102

(Business Organisation and Management)

(PART : A—OBJECTIVE)

(Marks : 25)

The figures in the margin indicate full marks for the questions

SECTION—A

(Marks : 10)

1. Choose the correct answer and put the code in the brackets provided : 1×3=3

(a) The plans that provide the details of the strategic plans are

(i) tactical planning

(ii) sectional planning

(iii) operational planning

(iv) strategic planning

()

(2)

(b) The scalar principle of organisation is also known as

(i) Unity of Command

(ii) Chain of Command

(iii) Span of Management

(iv) Unity of Objective ()

(c) The qualities demanded from the jobholder are called

(i) job specification

(ii) job description

(iii) skill inventory

(iv) job promotion ()

2. Indicate *True (T)* or *False (F)* by a tick (✓) mark :

1×3=3

(a) It is the managers at the lower levels, who deal directly with the operative employees that perform the direction functions.

(T / F)

(3)

(b) Contingent approach rejects the universality of management concept and it appeals to common sense.

(T / F)

(c) Hygiene factors provide no motivation to employees.

(T / F)

3. Fill in the blanks :

1×4=4

(a) is an organisation exclusively owned and managed by a single person.

(b) Elton Mayo conducted the studies to study the human element in organisation.

(c) The two-factor theory of motivation is proposed by

(d) barriers to communication arise when words have different meanings for different people.

(4)

SECTION—B

(Marks : 15)

4. Write short notes on the following in not more than 5 sentences each : 3×5=15

(a) Organisational goals

(5)

(b) Systems approach to management

(6)

(c) Decision making

(7)

(d) Departmentation

(8)

(e) Hierarchy of needs
