

**BACHELOR OF COMMERCE
FIRST SEMESTER
BUSINESS MANAGEMENT
BCM – MDC - 913**

**SET
A**

[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 2 hrs.

Full Marks: 50

Time: 20 mins.

Marks: 15

(Objective)

Choose the correct answer from the following:

1×15=15

1. What is the simplest form of business ownership, where a single individual owns and operates the business?
 - a. Partnership
 - b. Corporation
 - c. Sole Proprietorship
 - d. Cooperative Society
2. In which form of business organization is there a legal separation between the owners (shareholders) and the management?
 - a. Sole Proprietorship
 - b. Partnership
 - c. Company (Corporation)
 - d. Joint Hindu Family Business
3. What is the primary objective of a business?
 - a. Maximizing employee satisfaction
 - b. Providing social service
 - c. Earning profit
 - d. Minimizing costs
4. The maximum number of partners in a banking business under the Indian Partnership Act is:
 - a. 10
 - b. 20
 - c. 50
 - d. 100
5. The official signature of a company is its:
 - a. Common seal
 - b. Digital signature
 - c. Authorized signature
 - d. Director's signature
6. Which of the following is NOT a type of planning?
 - a. Operational planning
 - b. Tactical planning
 - c. Strategic planning
 - d. Reactive planning
7. Which planning type focuses on day-to-day operations?
 - a. Contingency
 - b. Tactical
 - c. Strategic
 - d. Operational
8. Unity of command means:
 - a. One manager controls all departments
 - b. Each employee reports to one superior
 - c. All decisions are centralized
 - d. Tasks are divided equally

9. Delegation involves:
- a. Assigning tasks and authority
 - b. Monitoring performance
 - c. Evaluating outcomes
 - d. Hiring employees
10. Span of control refers to:
- a. Number of departments in an organization
 - b. Number of employees a manager can effectively supervise
 - c. Number of products offered
 - d. Number of customers served
11. Which of the following is NOT a component of the staffing process?
- a. Selection
 - b. Recruitment
 - c. Training
 - d. Budgeting
12. What is the first step in the staffing process?
- a. Training
 - b. Selection
 - c. Performance appraisal
 - d. Recruitment
13. Which of the following is a method of internal recruitment?
- a. Job portals
 - b. Employment agencies
 - c. Promotion
 - d. Campus placement
14. What does 'selection' in staffing refer to?
- a. Evaluating employee performance
 - b. Training employees
 - c. Advertising job vacancies
 - d. Choosing the best candidate from applicants
15. Which of the following is a common method of performance appraisal?
- a. Random sampling
 - b. Benchmarking
 - c. SWOT analysis
 - d. 360-degree feedback

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(Descriptive)

Time : 1 Hr. 40 Mins.

Marks : 35

[Answer question no.1 & any three (3) from the rest]

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| 1. Define the organising function of management. | 5 |
| 2. What factors should be considered when choosing the most suitable form of business organization for a new venture? | 10 |
| 3. Prepare a table highlighting the differences between sole proprietorship, partnership, LLP, co-operative society and company form of business organisation. | 10 |
| 4. What is business environment? Discuss the major components of the business environment with relevant examples. | 3+7=10 |
| 5. Explain the steps involved in the staffing process. Why is each step critical to organizational success? | 7+3=10 |
| 6. What are the key differences between recruitment and selection? | 10 |

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