

**BACHELOR OF COMMERCE
FIRST SEMESTER
BUSINESS ORGANISATION AND
MANAGEMENT PRINCIPLES
BCM – 101 [IDMj]**

**SET
A**

[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 3 hrs.

Full Marks: 70

Time: 30 mins.

(Objective)

Marks: 20

Choose the correct answer from the following:

1 × 20 = 20

1. Which of the following does not characterise business activity?
 - a. Production of goods and services
 - b. Presence of risk
 - c. Sale or exchange of goods and services
 - d. Salary of wages
2. Which of the following cannot be classified as an objective of business?
 - a. Investment
 - b. Productivity
 - c. Innovation
 - d. Profit earning
3. The structure in which there is separation of ownership and management is called:-
 - a. Sole Proprietorship
 - b. Partnership
 - c. Company
 - d. All business organisations
4. Profits do not have to be shared. This statement refers to:-
 - a. Partnership
 - b. Joint Hindu Family Business
 - c. Sole Proprietorship
 - d. Company
5. The Head of the Joint Hindu Family Business is called:
 - a. Proprietor
 - b. Karta
 - c. Director
 - d. Manager
6. Which of the following is capable of doing maximum good to society?
 - a. Business success
 - b. Laws and regulations
 - c. Professional management
 - d. Ethics
7. That an enterprise must behave as a good citizen is an example of its responsibility towards:
 - a. Owners
 - b. Workers
 - c. Consumers
 - d. Community
8. The following is not an objective of management
 - a. Earning profits
 - b. Growth of the business
 - c. Providing employment
 - d. Policy making
9. Which of the following functions is concerned with the recruitment, selection, training and development of human resources?
 - a. Planning
 - b. Organising
 - c. Staffing
 - d. All of the above

10. Coordination is :
- a. a function of management
 - b. The essence of management
 - c. an objective of management
 - d. none of the above
11. The process of planning does not involve:
- a. Determination of objectives
 - b. Control of activities
 - c. Identification of alternative courses of action
 - d. Selection of the best possible course of action
12. Which of the following is not a characteristic of planning?
- a. Planning is goal oriented
 - b. Planning is a pervasive function of management
 - c. Planning is a mental process
 - d. Planning involves taking actions to attain organisational goals.
13. Policy formulation is a function of :
- a. Top level managers
 - b. Middle level managers
 - c. Operational managers
 - d. All of the above
14. Span of management refers to:
- a. Number of managers
 - b. Length of term for which a manager is appointed
 - c. Number of subordinates under a superior
 - d. Number of members in top management
15. Which of the following is not an element of delegation of authority?
- a. Accountability
 - b. Authority
 - c. Responsibility
 - d. Informal organisation
16. For effective delegation, responsibility must be accompanied by:
- a. Commensurate authority
 - b. Additional people
 - c. Incentives
 - d. Promotion
17. The form of organisation known for giving rise to rumors is called:
- a. Centralised organisation
 - b. Decentralised organisation
 - c. Informal organisation
 - d. Formal organisation
18. A network of social relationships that arises due to interactions between people in an enterprise is known as:
- a. Formal organisation
 - b. Informal organisation
 - c. Decentralization
 - d. Delegation of authority
19. The term 'organisation' is not viewed as:
- a. A function of management
 - b. As a structure of relationships
 - c. As a process
 - d. Entrepreneurship
20. Which of the following is not a step of the 'organising' process?
- a. Division of activities
 - b. Creation of jobs and departments
 - c. Assignment of duties
 - d. Providing leadership

(Descriptive)

Time : 2 Hr. 30 Mins.

Marks : 50

[Answer question no.1 & any four (4) from the rest]

1. Define the term Business. Discuss its characteristics and functions. 2+4+4=10
2. What is a sole proprietorship form of business? What are its merits and demerits? 2+4+4=10
3. What is management? Explain the basic features of management. 2+8=10
4. Define Co- Ordination. Discuss its nature and importance. 2+3+5=10
5. What is meant by staffing? Describe the steps involved in the staffing process. 2+8=10
6. What do you understand by the term Formal Organisation? State the features of a formal organisation. Point out the advantages of this form of organisation. 2+3+5=10
7. What do you mean by Decision Making? Why decision making is important? Explain the Decision Making Process. 2+3+5=10
8. Define the term 'Organising'. Elaborate the process of organising. 2+8=10

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