

**SET
B**

**BACHELOR OF COMMERCE
FIRST SEMESTER
BUSINESS ORGANIZATION AND
MANAGEMENT PRINCIPLES
BCM – 101**

[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 3 hrs.

Full Marks: 70

(Objective)

Marks: 20

Time: 30 mins.

1 × 20 = 20

Choose the correct answer from the following:

- Which of the following is not correct concerning the informal organisation?
 - Satisfies employees' social and psychological needs
 - It focuses on people not on position
 - Deliberately created by management
 - Highly flexible
- Identify the most appropriate sequence of stages in the recruitment process from the following.
 - Receiving job application -> Identification of the sources -> Evaluation of sources -> -> Identification of need
 - Identification of need -> Evaluation of sources -> -> Receiving job application
 - Identification of need -> Evaluation of sources -> Identification of the sources -> -> Receiving job application
 - Identification of need -> Identification of the sources -> Evaluation of sources -> -> Receiving job application
- Appraisal of an employee is done by his/her superior, peers, subordinates, clients, and outsiders with whom he/she interacts in the course of his/her job performance:
 - 360 Degree
 - 720 Degree
 - MBO
 - BARS
- Statement I- Delegation is possible without decentralisation.
Statement II- Delegation is a prerequisite to decentralisation.
 - Both statements are true
 - Both statements are false
 - Statement I is true but statement II is false
 - Statement I is false but Statement II is true
- When the subordinates are less intelligent, less skilled, or less educated, which of the following leadership style is most suitable?
 - Democratic leadership style
 - Autocratic leadership style
 - Participative leadership style
 - Free reign leadership style
- _____ is a style of leadership in which leaders encourage, inspire, and motivate employees to innovate and create change that will help the company grow and shape its future success.
 - Autocratic leadership
 - Free reign leadership
 - Transformational leadership
 - Transactional leadership

7. Who has classified job factors into Hygiene factors and Motivational factors?
 - a. Abraham Maslow
 - b. Victor Vroom
 - c. Douglas McGregor
 - d. Frederick Herzberg
8. _____ means translating the message into words (written or spoken), symbols or gestures.
 - a. Encoding
 - b. Decoding
 - c. Coding
 - d. None of the above
9. The control that is applied before starting the production process, concerning the inputs in the form of men, machines, materials, money and other resources is called:
 - a. Feedback control
 - b. Concurrent control
 - c. Feed forward control
 - d. Quality control
10. Which of the following is a traditional method of control?
 - a. Management Information System
 - b. Budgetary Control
 - c. Responsibility Accounting
 - d. PERT & CPM
11. Economic activities are performed to:
 - a. Earn our livelihood
 - b. Earned sympathy
 - c. Display patriotism
 - d. Satisfy the sentiments
12. Provision related to CSR contains in the _____ of the Companies Act, 2013.
 - a. Sec 133
 - b. Sec 134
 - c. Sec 135
 - d. Sec 136
13. No separate entity is one of the limitations of which form of business?
 - a. Company
 - b. Cooperatives
 - c. Both a & b
 - d. Neither a nor b
14. The new form of entity introduced by the Companies Act, 2013:
 - a. Private Company
 - b. One person company
 - c. Public Company
 - d. Statutory Company
15. The concept of Five force analysis is advocated by _____.
 - a. Peter Senge
 - b. CK Prahalad
 - c. Phillip Kotler
 - d. Michael Porter
16. Which of the following components of a learning organisation requires people to unlearn the old ways of working and enhance driving forces that promote the organisation's values and principles?
 - a. System Thinking
 - b. Personal Mastery
 - c. Mental Models
 - d. Shared Vision
17. Management must adapt itself to the changing environment. This reflects the management is _____.
 - a. A continuous process
 - b. Dynamic in nature
 - c. Intangible force
 - d. Multi-dimensional
18. Which of the management functions is closely related to planning?
 - a. Organising
 - b. Staffing
 - c. Directing
 - d. Controlling

19. "One head one plan" reflects the ethos of which principles of management advocated by Henri Fayol?
- a. Unity Command
 - b. Unity of Direction
 - c. Order
 - d. Scalar Chain
20. Graicunas theory deals with:
- a. Span of management
 - b. Compensation
 - c. Planning
 - d. Controlling

(Descriptive)

Time : 2 Hr. 30 Mins.

Marks : 50

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

1. You as an HR Manager of a big company have identified a few requirements for an entry-level position in management. Design a recruitment process to satisfy the identified need. 10
2. Explain the various type of authority in an organisation. 10
3. How environment scanning helps a business enterprise? Briefly describe the SWOT analysis as a tool for environment scanning. 5+5=10
4. Define management. Elaborate upon the functions of management. 2+8=10
5. Examine the factors influencing the choice of form of business organisation. 10
6. Write a short note on *any two* of the following: 5+5=10
 - a) Social Responsibility of Business
 - b) Objectives of business
 - c) Leadership Styles
7. Critically analyse the Need Hierarchy Theory of Motivation advocated by Abraham Maslow. 10
8. What is controlling? State the principles of effective control. 2+8=10

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