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Total No. of Questions: 09

Total No. of Pages: 02

**B. Com.(Sem.-I)**  
**BUSINESS ORGANIZATION & MANAGEMENT**  
**Subject Code: BCOP-102**  
**Paper ID: B-1102**

Time: 3 Hrs.

Max. Marks: 60

**INSTRUCTIONS TO CANDIDATES:**

1. All question in Section A are compulsory. Answer to each should be in 2-5 lines. Each question carries TWO marks.
2. Answer any four questions from section B. Each question carries TEN marks.

**SECTION A**

1.

- (a) Define management
- (b) Distinguish between efficiency & Effectiveness
- (c) Distinguish between co-operation & co-ordination.
- (d) Define sale proprietorship
- (e) Social Responsibility
- (f) Delegation of Authority
- (g) Swot Analysis
- (h) Spam of management
- (i) Managerial grid
- (j) Informal organization

**SECTION B**

2. Are management & administration different? How will you resolve their terminological conflicts?
3. What are the major limitations of planning? What action can be taken to make planning effective?
4. Decision making is the Primary Task of the manager. Discuss.

5. Explain the meaning & scope of authority, responsibility and accountability. To what extent can these be delegated?
6. Motivation is the care of management. Discuss what can be done to motivate the staff in an industrial organization?
7. Budget making is primarily a planning process whereas its administration is part of controlling. Elaborate.