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Total No. of Pages: 02

Total No. of Questions : 09

B.Com(Hons) (Sem.-1)

BUSINESS ORGANIZATION AND MANAGEMENT

Subject Code : BCOM101-18

M.Code : 75090

Date of Examination : 10-01-2026

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. **SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.**
2. **SECTION-B consists of FOUR Sub-sections : Units-I, II, III & IV.**
3. **Each Sub-section contains TWO questions each, carrying TEN marks each.**
4. **Student has to attempt any ONE question from each Sub-section.**

SECTION-A

1. Write briefly :

- a) What do you mean by the universality of management?
- b) Discuss the scientific management theory.
- c) Define MBO.
- d) What is decision making? Discuss different types of decisions.
- e) Differentiate between formal and informal organization.
- f) Define authority. Why is it important to delegate the authority?
- g) Differentiate between centralization and decentralization.
- h) What are various issues between line and staff authority?
- i) Define motivation. State its importance.
- j) Write a note on span of control.

SECTION-B

UNIT-I

2. Define Management. Discuss its nature. Also, explain the functions of management with suitable illustrations.
3. What are the different forms of organizations? Discuss their advantages and limitations.

UNIT-II

4. Define Planning. Elaborate on the steps of planning with the help of examples.
5. Why do you mean by social responsibility for business? Discuss arguments in favour and against the social responsibility.

UNIT-III

6. What is organizing? Discuss in detail various types of organizational structures with their advantages and disadvantages.
7. What is departmentalization? Why is it important to create departments? Explain various bases for creating departments in organizations.

UNIT-IV

8. Define staffing. What are the objectives of staffing? Explain the process of recruitment and selection.
9. What do you mean by controlling? How is it related to planning? Briefly explain the techniques of controlling.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.