INDIAN INSTITUTE OF MANAGEMENT COMMERCE

BUSINESS ORGANISATION AND MANAGEMENT

QUESTION BANK

I SHORT ANSWERS

UNIT-1

1. Define Business
2. Define Commerce , Trade, Aids to Trade
3. Define Industry, Types of Industries
4. Types of Partners
5. Define Partnership Deed
6. Limited Liability Partnership
7. Difference between Business, Profession and Employment
8. Concept of Karta, Mitakshara, Dayabhaga
9. Co-operative Organisation

UNIT-2

1. Define Joint Stock Company. Mention its Features
2. Kinds of Companies.
3. Define Promoter, Kinds of Promoters, Promotion
4. Concepts of Prospectus, Red Herring Prospectus, Shelf Statement, Statement-in-Lieu of Prospectus.

UNIT-3

1. Define Management. Discuss the significance of Management.
2. Discuss various levels of Management.
3. Mention various skills involved in Management
4. Define Scientific Management

UNIT-4

1. Concepts of MBO and MBE.
2. Define Planning.
3. Types of Plans.
4. Define Line and Staff Organisation, Line and Staff Conflict.
5. Concept of Formal and Informal Organisation.
6. What is meant by Span of Control and various factors influencing Span of Control.

UNIT-5

1. Authority and Power.

2. Responsibility, Accountability.
3. Delegation of Authority.
4. Elements of Delegation
5. Decentralisation of Authority.
6. Control

II LONG ANSWERS

UNIT -1

1. Define Business. State its features, functions, and objectives
2. Discuss features, advantages, and disadvantages of sole proprietorship
3. Describe the characteristics of Joint Hindu Family Business. Discuss its Merits and Demerits.
4. Discuss the Features, merits, and demerits of the partnership form of organization.
5. Discuss the Features, merits, and demerits of a co-operative organisation.

UNIT-2

1. What are the various advantages and disadvantages of a Joint Stock Company?
2. Define Memorandum of Association. Discuss various clauses of the Memorandum of Association.
3. Discuss the Articles of Association and its Contents
4. Discuss Various steps involved in the formation of a Company.

UNIT-3

1. Discuss the functions of Management.
2. Discuss managerial principles given by Henry Fayol.
3. Explain the techniques of Scientific Management briefly.
4. Discuss the criticism of Scientific Management.

UNIT-4

1. Explain the concept of Planning. Define the nature of Planning.
2. Explain the steps followed in the planning process.
3. Discuss the Principles of Organisation.
4. Define Organisation Structure. What is a line organisation? State its Advantages and Disadvantages.
5. What is functional organisation? State its advantages and Disadvantages.

UNIT-5

1. What is meant by Delegation of Authority? Discuss its nature and elements.
2. What is Decentralisation? How can its degree be measured?
3. Write the steps in control.
4. Relationship between Planning and Control