

BUSINESS ORGANISATION AND MANAGEMENT

UNIT : I (INTRODUCTION)

SHORT QUESTIONS :

1. Concepts of Business, Trade, Industry and Commerce . And Aids to Trade.
2. Partnership Deed
3. Kinds of partners
4. Sole Proprietorship
5. Functions of Business.

LONG QUESTIONS :

1. Define business and characteristics of business.
2. Social responsibility of business
3. Forms of business organization
 - Sole proprietorship (advantages and disadvantages)
 - Partnership (advantages and Disadvantages)
 - Difference between sole proprietorship and partnership
 - Co-operative organization.

UNIT : II (JOINT STOCK COMPANY)

SHORT QUESTIONS :

1. Articles of Association
2. Prospectus and statement in lieu of Prospectus
3. Memorandum of association
4. Public limited company ; Private Limited Company.
5. Promoters.

LONG QUESTIONS :

1. Joint stock company and characteristics and advantages and disadvantages.
2. Kinds of companies
3. Difference between public limited company and private limited company.
4. Memorandum of association and its clauses.
5. Different stages in promotion of a company
6. Types of promoters.

UNIT : III (FUNCTIONS OF MANAGEMENT)

SHORT QUESTIONS :

1. TOP-LEVEL Management
2. Unity of Command
3. Unity of Direction
4. Scientific Management
5. Staffing ; Controlling

LONG QUESTIONS :

1. Define management and its main features and functions of management
2. Explain levels of management
3. Explain Fayol's principles of management
4. Scientific management ? and objectives and criticism
5. Skills of managers

UNIT : IV (PLANNING AND ORGANISING)

SHORT QUESTIONS :

1. Define Planning
2. MBO and MBE ? STEPS of MBO
3. Formal and Informal Organization
4. Span of Management/ control/ supervision.
5. Define organizing and organization

LONG QUESTIONS :

1. Define Planning , features of planning ; steps involved in planning ; advantages and disadvantages of planning.
2. What is line and staff organization and conflicts and advantages and disadvantages
3. Principles of organization
4. Formal and Informal Organization
5. Span of Management and factors influencing the span of supervision
6. Line organization.

UNIT : V (AUTHORITY, COORDINATION AND CONTROL)

SHORT QUESTIONS :

1. Authority ; power ; control ; Accountability
2. Centralisation of Authority
3. Decentralisation of Authority
4. Delegation of Authority and Elements of Delegation of Authority

5. Co-ordination and Process of co-ordination

LONG QUESTIONS :

1. Delegation of Authority ? Explain Features and Elements and Difficulties in Delegation.
2. Decentralisation of authority and its Importance
3. Define co-ordination and Techniques of it.
4. Control : steps in control; objectives and limitations.
5. Relationship between planning and control.
