

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

**B.Com(Hons) (Sem.-1)**  
**BUSINESS ORGANIZATION AND MANAGEMENT**

Subject Code : BCOM 101-18

M.Code : 75090

Date of Examination: 14-12-2023

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 a note on :**

- a) How do you define the term management?
- b) What is quantitative approach of management?
- c) What are the responsibilities of first line managers?
- d) Define social responsibilities.
- e) Difference between policy and strategy.
- f) Define planning process.
- g) What is the process of MBO?
- h) What is staffing?
- i) How do you define skill?
- j) Describe forecasting.

## SECTION-B

### UNIT-I

2. Compare and contrast Systems approach and contingency approach.
3. Discuss the various forms of Organisation.

### UNIT-II

4. "*Decision making is the primary task of management.*" Discuss this statement and explain the process of decision making.
5. What is Ethic? Describe the issues and ethical dilemma.

### UNIT-III

6. What is meant by Delegation of Authority? What is over delegation & under delegation?
7. What is Organisational Structure? Explain the functions of Organisation Structure. What is the importance of the organisation?

### UNIT-IV

8. What are Herzberg's hygiene and motivational factors? How can managers use them to motivate workers?
9. Describe the nature of control and state its various elements. Why is control needed in management?

**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.**