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Department of Commerce

Subject: BUSINESS ORGANIZATION AND MANAGEMENT (BOM)

Course: B.com

Group: Computer Applications

Semester: I

#### UNIT-I

##### SHORT ANSWERS

1. Objectives of Business.
2. Social Responsibility of Business.
3. Forms of Organization.
4. Trade & Aids to trade
5. Kinds of Partners
6. Partnership Deed

##### LONG ANSWERS

1. Classification of Trade, Commerce and Industry.
2. Sole-Proprietorship.
3. Partnership.
4. Concept of limited liability partnership.
5. Hindu Undivided Family.
6. Cooperative Society.

#### UNIT-II

##### SHORT ANSWERS

1. Characteristics of Joint Stock Company.
2. Promotion and Stages of promotion.
3. Types of Promoters.
4. Statement of Lieu of Prospectus.

##### LONG ANSWERS

1. Joint Stock Company.
2. Kinds of Companies.
3. MOA
4. AOA
5. Prospectus.

#### UNIT-III

##### SHORT ANSWERS

1. Management and its Characteristics.
2. Levels of Management.
3. Skills of Management.
4. Objectives of Scientific Management.
5. Criticism of Scientific Management.

##### LONG ANSWERS

1. Management and Functions of Management.
2. Scientific Management.
3. 14-Principles of Henry Fayol.

#### UNIT-IV SHORT ANSWERS

1. Planning and Types of plans.
2. MBO and steps in MBO.
3. Line, Staff Organizations.
4. Functional Organizations.
5. Factors Influencing the Span of Supervision.

#### LONG ANSWERS

1. Planning and Advantages & Disadvantages of Planning.
2. Process & Principles of Organizing.
3. Formal and Informal Organizations.

#### UNIT-V SHORT ANSWERS

1. Authority and Powers of Authority.
2. Techniques of Effective Co-ordination.
3. Types of Control.
4. Relationship between Planning & Control.

#### LONG ANSWERS

1. Authority & Decentralization of Authority.
2. Coordination, Process & Principles of Co-ordination.
3. Control, Steps in Control, Requirements for Effective Control.