

(FOR THE CANDIDATES ADMITTED

23UIB1A1

DURING THE ACADEMIC YEAR 20

ONLY)

REG.NO. :

N.G.M.COLLEGE (AUTONOMOUS) : POLLACHI

END-OF-SEMESTER EXAMINATIONS :NOVEMBER 2023

BCOM IB-(SF)

MAXIMUM MARKS: 75

SEMESTER-I

TIME : 3 HOURS

PART-III

23UIB1A1 – BUSINESS ORGANIZATION AND MANAGEMENT

SECTION – A

(10 X 1=10)

ANSWER THE FOLLOWING(K1)

1. _____ is also known as military or scalar organization.
(a) Formal organization (b) Line organization (c) Informal organization (d) Functional Organization
2. _____ is the process of ensuring that actual results are in accordance with planned results.
(a) Controlling (b) Coordinating (c) Planning (d) Directing
3. Inspiring, guiding and motivating people to perform to their fullest potential
(a) Staffing (b) co-ordination (c) leadership (d) control
4. People with a _____ attitude focus on their attention on the bad in people, situations and events.
(a) Happy (b) neutral (c) negative (d) positive
5. Encouraging employees to take more initiative and interest in the work assigned is _____.
(a) Control (b) co-ordination (c) motivation (d) staffing

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES(K2)

6. Define Management.
7. What is 'forecasting'?
8. Mention any two bases of departmentation.
9. What is sideward delegation?
10. Write a short note on 'Management by Exception'

SECTION – B

(5 X 5 = 25 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.(K3)

11. (a) Explain the role played by a manager in an business organization.

Or

(b) Write briefly on the elements of scientific management.

12. (a) Explain the steps to make planning effective.

Or

(b) State the importance of decision making.

13. (a) Explain briefly the various factors that determination the basis of departmentation.

Or

(b) Distinguish formal organization from informal organization.

14. (a) Explain the advantages of delegation of authority.

Or

(b) Discuss the various types of interviews.

15. (a) Give some examples of 'Opportunities' and 'threads' to a business.

Or

(b) What are the problems faced in securing effective co-ordination?

SECTION – C

(5 X 8 = 40 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.(K4 OR K5)

16. (a) Describe the importance of management in business.

Or

(b) Explain the various aspects of F.W.Taylor's Scientific Management.

17. (a) Explain the different types of management decision.

Or

(b) Explain the basic characteristics of planning with suitable illustration.

18. (a) Explain committee's drawbacks and suggest measure to make committees more effective.

Or

(b) Explain the various bases of departmentation together with their relative merits and demerits.

19. (a) Describe in details the various external sources of recruitment.

Or

(b) Explain the barriers to delegation of authority. Suggest remedies.

20. (a) Discuss the various methods of securing effective co-ordination.

Or

(b) Discuss the various stages in the control process
