



**INDIAN INSTITUTE OF MANAGEMENT & COMMERCE**  
**DEGREE & P.G COLLEGE, An Autonomous College**  
Sponsored by VASAVI FOUNDATION & Affiliated to OSMANIA UNIVERSITY  
**RE-ACCREDITED BY NAAC WITH "A+" GRADE**  
**An ISO 21001 : 2018 Certified College**  
6-1-91, Adj. to Telephone Bhavan, Khairatabad, Hyderabad-500 004 Telangana, INDIA  
E-mail Id: iimc1973@gmail.com / info@iimchyd.ac.in, Website: www.iimchyderabad.com / www.iimchyd.ac.in  
Phones : 2323 7902, 2323 1542 Mobile : 95531 62767

## **Business Organisation and Management**

### **Question Bank**

#### **Long Answer Questions:**

##### **Unit-I**

1. Define Business and State its features.
2. Discuss various objectives of Business.
3. Discuss various types of industries.
4. Distinguish between Business, Trade and Commerce.
5. Discuss various functions undertaken by a Business.
6. What are the different forms of Organisation from ownership point of view?
7. Which are the factors influencing the choice of a suitable form of organisation?
8. Describe the characteristics of Sole Proprietorship. Discuss its merits and demerits.
9. Define Partnership. Discuss characteristics of it.
10. Discuss various types of partners.
11. What is partnership deed? Give the main contents of an ideal Deed.
12. Discuss its merits and demerits of partnership form of organisation.
13. Describe the characteristics of Joint Hindu Family Business. Discuss its merits and demerits.
14. Describe the characteristics of Co-operative Organisation. Discuss its merits and demerits.

##### **Unit-II**

1. Discuss Various steps for incorporation stage of a company.
2. Describe the characteristics of Joint Stock Company. Discuss its merits and demerits.
3. Discuss various types of Companies.
4. Define Memorandum of association. Discuss various clauses of Memorandum of association.
5. Define Articles of Association. Discuss various clauses of Articles of association.

6. Define Prospectus.State various contents which are a part of Prospectus.

### **Unit-III**

1. Define Management. Discuss the significance of it.
2. Discuss various levels of Management.
3. Discuss the functions of Management.
4. Discuss Managerial Principles given by Henry Fayol.
5. Explain briefly the techniques of Scientific Management.
6. Discuss the Criticism of Scientific Management.
7. Elucidate various features of Management.

### **Unit-IV**

1. Explain the concept of Planning. Define the nature of Planning.
2. Explain the steps followed in Planning Process.
3. Define MBO. Discuss the Process and Pre-requisites of MBO.
4. Briefly explain nature of organisation and Process of Organisation.
5. Discuss the Principles of Organisation.
6. What is line organisation? State its Advantages and Disadvantages.
7. What is Functional organisation? State its advantages and Disadvantages.
8. What are the factors influencing Span of Control?
9. Discuss various types of span of control.

### **Unit-V**

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.

### **Short questions:**

1. Economic and Non-economic activities
2. Define Commerce.
3. Distinguish between Business, Profession, Employment.
4. What is Trade?
5. What is Industry?
6. Aids to Trade.
7. Sole proprietorship
8. Partnership, LLP.

9. Joint Hindu Family Business.
10. Karta, Mitakshara, Dayabhaga.
11. Partnership Deed.
12. Co-Operative Organisation.
13. Public company, Private Company, One Person Company.
14. Memorandum of Association.
15. Articles of Association.
16. Prospectus.
17. Scientific Management.
18. MBO, MBE.
19. Planning.
20. Line and Staff Organisation.
21. Formal and Informal Organisation.
22. Span of Control.
23. Authority and Power.
24. Responsibility, Accountability.
25. Delegation of Authority.
26. Decentralisation of Authority.
27. Control.