

MODEL QUESTIONS OF COMMERCE -MINOR (BCOM)
SEMESTER – I- (AS PER NEP SYLLABUS OF BERHAMPUR UNIVERSITY)

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SYLLABUS

Unit 1: Concept and Forms of Business Organizations

Concepts of Business, Trade, Industry and Commerce- Objectives and functions of Business– Social Responsibility of a business, Ethical Conduct & Human Values. Forms of Business Organisation-Meaning, Characteristics, Advantages and Disadvantages of Sole Proprietorship – Meaning, Characteristics, Advantages and Disadvantages of Partnership - Kinds of Partners - Partnership Deed - Concept of Limited Liability Partnership – Meaning, Characteristics, Advantages and Disadvantages of Hindu Undivided Family – Meaning, Advantages and Disadvantages of Co-operative Organization and Joint Stock Company.

Unit 2: Principles and Functions of Management

Management: Meaning, Characteristics, Fayol's 14 Principles of Management. Functions of Management: Planning, Organizing, Staffing, Directing, Coordinating and Controlling; Levels of Management, Skills of Management, Scientific Management - meaning, objectives, relevance and criticism.

Unit 3: Leadership and Management

Distinction between leadership and management, Leadership theories (trait theory, behavioral theory, contingency theory), Management styles (autocratic, democratic, laissez-faire), Developing leadership skills and competencies

Unit 4: Decision-Making Processes and Application

Types of decisions in organizations; Decision-making models (rational, bounded rationality, intuitive); Factors influencing decision-making; Ethical considerations in decision-making; Case studies and real-world examples; Application of management principles to practical scenarios.

Here is a comprehensive set of short- and multiple-choice exam-oriented questions based on the Unit 1-Unit 4 syllabus for Business Organization and Management. These questions are structured to assess foundational concepts, definitions, and core differences, perfect for a First Semester B.Com Minor exam.

UNIT – I -Section – A -Multiple Choice Questions

1. An activity that consists of the purchase and sale of commodities is
a) **Business** b) Profession c) Industry d) Trade
2. Business is an activity directed towards producing or acquiring wealth through the buying or selling of goods. This definition is given by
a) Wheeler **b) Haney** c) Dick see d) Owen
3. An activity undertaken to earn a livelihood is
a) Business **b) Employment** c) Profession d) Management
4. Business system is a part of the _____ System.
a) Environment **b) Economic** c) Culture d) None
5. Profession is an _____
a) Employment **b) Occupation** c) Business d) None
6. _____ is concerned with production of goods.
a) **Industry** b) Trade c) Commerce d) Insurance
7. _____ is concerned with distribution of goods.
a) Industry b) Trade **c) Commerce** d) Insurance
8. Identify an economic activity
a) Gift b) Donation c) Social service **d) Business**
9. Commerce is a branch of _____
a) **Economics** b) Management c) Industry d) None of the above
10. Social objectives of a business are also known as _____
a) Service **b) Economic** c) Profit d) None of the above

Unit – II -Section – A -Multiple choice questions:

1. The Indian partnership act was passed in

- a) 1921 b) 1926 c) **1932** d) 1949

2. Partner are sharing their profits or losses

- a) Equally b) Capital ratio c) drawing ratio d) **agreed ratio**

3. The minimum number of members for an ideal partnership is

- a) Four b) **Five** c) Six d) Seven

4. The companies act was passed in

- a) **1956** b) 1959 c) 1961 d) 1963

5. The management of the company is entrusted with

- a) **Board of directors** b) Shareholders c) Secretary d) Government

6. The minimum number of directors of the public company

- a) Seven b) Five c) **Three** d) Two

7. In a firm, every partner act as a principal as well as an

- a) Executor b) trustee c) Beneficiary d) **agent**

8. The board directors is elected by

- a) Creditors b) Debentures holders c) Secretary d) **Shareholders**

9. Partnership may come into existence

- a) By the operation b) By inherence c) **By an express agreement** d) By an express or implied

10. _____ type of business is very flexible.

- a) **Sole trader** b) Partnership c) Joint stock company d) Cooperative

Unit – III -Section – A -Multiple choice questions

1. Hindu section act was passed in
a) 1932 b) 1949 c) **1956** d) 1959
2. Joint Hindu Family Business came into existence by the operation of
a) **Hindu law** b) Muslim Law c) Christian Law d) All of the above
3. The management of a joint Hindu family business is governed by
a) Director b) Secretary c) Manager d) **Karta**
4. The maximum number of members in a joint Hindu family is
a) 20 b) 10 c) 2 d) **Unlimited**
5. The maximum number of members in a partnership can be
a) 2 b) 7 c) **20** d) 25
6. The maximum number of members in a private company is
a) 2 b) 7 c) **50** d) 100
7. Persons who form a partnership business are collectively called
a) Business b) **Firm** c) Proprietorship d) Company
8. A partner who contribute to the capital of the firm and may not take any interest in the management of the firm is called as _____
a) **Sleeping partner** b) Active partner c) Nominal d) None
9. Indian partnership act was enacted in _____
a) 1933 b) 1932 c) 1935 d) 1936
10. Written agreement between partner is known as _____
a) **Partnership deed** b) Certificate c) Incorporation d) All

Unit - IV -Section – A -Multiple choice questions

1. The first stage in the formation of a company is _____
a) Incorporation b) Registration c) **Promotion**
d) Commencement of business
2. A person who conceives the idea of starting a business is _____
a) **Promoter** b) Director c) Secretary d) Manager
3. When a person agrees to take up the shares specified in the agreement, he is an _____
a) **Underwriter** b) Promoter c) Director d) Secretary
4. The amount of remuneration payable to promoters must be stated in the
a) List of directors b) **Prospectus** c) Memorandum d) Articles of association
5. The contracts entered into by the promoters on behalf of the company before incorporation are _____
a) **Preliminary contracts** b) Quasi contracts c) Indemnity contracts d) Agency contract
6. The address of the registrar office of the company is to be informed to the registrar within _____ days of registration.
a) 21 b) 28 c) **30** d) 31
7. Name approval is given by
a) Shareholder b) **Registrar** c) Director d) Secretary
8. Table a cannot be used by _____
a) Private company b) Public company c) Co-operative society
d) None of the above
9. The minimum subscription specified in the prospectus must be received with in _____
a) 90 days b) **120 days** c) 130 days d) 60 Days
10. The maximum amount of capital that a company can raise is _____
a) **Nominal Capital** b) Subscribed Capital c) Called up capital d) Paid up capital

Unit 1: Concept and Forms of Business Organizations

1. Define the term " **business.** "
2. What is the primary objective or motive of a business enterprise?
3. Explain the term **Economic Activity** in the context of business.
4. Differentiate between **Trade** and **Commerce**.
5. What are the three classifications of an **Industry**?
6. Briefly explain what a **Business Model** is.
7. Define **Corporate Social Responsibility (CSR)**.
8. State any three core human values that form the foundation of **Ethical Conduct** in business.
9. Name any four functional areas of a business organization.

Part B: Forms of Business Organization

10. What do you mean by **Sole Proprietorship**?
11. Explain the concept of **Unlimited Liability** in a sole proprietorship.
12. Why is pass-through taxation considered an advantage for sole proprietors?
13. Define a **Partnership**.
14. What is a **Partnership Deed**? Why is it recommended?
15. State any four contents that are typically included in a partnership deed.
16. Differentiate between an **Active Partner** and a **Sleeping/Dormant Partner**.
17. Who is a **Partner by Estoppel**?
18. Can a **Minor** become a full partner in a firm? Explain their status.
19. What is a **Limited Liability Partnership (LLP)**?
20. Define **Hindu Undivided Family (HUF)** business.
21. Who is a **Karta** in an HUF, and what is the nature of his liability?
22. Define a **Co-operative Organization** and state its primary motive.

23. Explain the voting principle followed in a co-operative organization.
24. Define a **Joint Stock Company**.
25. What is meant by **the perpetual existence** of a joint stock company?
26. Why do joint stock companies face the issue of **Double Taxation**?

Unit 2: Principles and Functions of Management

27. Define **Management**.
28. State any three key characteristics of management.
29. Why is management considered a **Universal Application**?
30. Who developed the **14 Principles of Management**?
31. Explain Fayol's Principle of **Unity of Command**.
32. Distinguish between **Unity of Command** and **Unity of Direction**.
33. What does the principle of **Scalar Chain** imply?
34. Explain the principle of **Esprit de Corps**.
35. What is the meaning of the principle of **Equity** in management?
36. List the **Five Primary Functions** of management.
37. What is **Forecasting** in the planning function?
38. Define the **Organising** function of management.
39. What are the key steps involved in the **Staffing** function?
40. What do you mean by the **Controlling** function of management?
41. Identify the three main **Levels of Management**.
42. Give two examples of positions that fall under **Top-Level Management**.
43. What is the primary focus and time horizon of **Lower-Level Management**?
44. Briefly explain the three essential **Skills of a Manager** categorized by Robert Katz.
45. Who is known as the father of **Scientific Management**?
46. What is the core meaning of **Scientific Management**?

- 47.State two main objectives of scientific management.
- 48.Give two examples of modern systems where Taylor's scientific principles are still relevant.
- 49.Mention two major **Criticisms** faced by Scientific Management.

Unit 3: Leadership and Management

- 50.Distinguish between a leader and a manager in terms of their **time horizon**.
- 51.From what source does a manager typically derive their authority compared to a leader?
- 52."A leader focuses on the 'what' and 'why', whereas a manager focuses on the 'how' and 'when'." Briefly explain this statement.
- 53.Why are leadership and management considered **complementary** functions rather than mutually exclusive ones?
- 54.Define the term **Leadership**.
- 55.What is the core premise of the **Trait Theory** of leadership?
- 56.Name any three key traits identified by early researchers as essential for effective leadership.
- 57.What historical 19th-century theory serves as the root foundation for Trait Theory?
- 58.State one major strength and one notable weakness of the Trait Theory.
- 59.Briefly define the focus of **Behavioral Theory** compared to Trait Theory.
- 60.What does **Contingency Theory** suggest about the effectiveness of a leadership style?

Unit 4: Management Styles, Skills, and Competencies

- 61.Define the **Autocratic** (Authoritarian) management style.
- 62.What are the primary characteristics of a **Democratic** management style?
- 63.What do you mean by a **Laissez-Faire** management style?
- 64.State one operational risk associated with using a Laissez-Faire style in an unmotivated team.

65. Explain the core philosophy behind the **Transformational Management Style**.
66. List the "Four I's" that define a transformational leader's behavior.
67. What is the **Transactional Management Style**, and what is its primary motivational tool?
68. Define **Management by Exception** in the context of transactional leadership.
69. Briefly describe the focus of a **Coaching Management Style**.
70. What is the primary characteristic of a **Bureaucratic Management Style**?
71. Define the **Servant Leadership Style** of management.
72. Differentiate between the Persuasive Style and the Collaborative Style of management.
73. What is a **Situational Approach** to management?
74. Distinguish between a leadership **skill** and a leadership **competency**.
75. Why is **Active Listening** considered a critical element of a leader's communication skills?
76. Define **Delegation** and state why it is important for organizational efficiency.
77. What is **Emotional Intelligence (EI)** as a foundational leadership competency?
78. Explain what **Strategic Thinking** implies for a high-level leader.
79. What do **Adaptability and Resilience** help a leader achieve during periods of organizational change?

Here is a comprehensive set of essay-type and analytical long questions tailored for the **Business Organization and Management** syllabus. These questions are designed to test deep conceptual understanding, comparison skills, and real-world application for a B.Com First Semester examination.

Unit 1: Concept and Forms of Business Organizations

1. Define the term "**business**" and explain its fundamental core concepts.
2. Analyze in detail the interconnections and structural differences among **Trade, Industry, and Commerce**. Use a chart or flow diagram to illustrate how commerce acts as the backbone of an economy by absorbing industry output.

3. Elaborate on at least four primary **functional areas** (such as Finance, Marketing, HR, and Operations) that keep a business operational.
4. **Corporate Social Responsibility (CSR) & Business Ethics: Explain.**
5. "Modern businesses do not operate in a vacuum; they have a multi-dimensional social responsibility that extends far beyond profit maximization". Critically evaluate this statement by detailing a firm's **Environmental, Social, and Economic Responsibilities**.
6. Discuss the tangible business benefits of practicing strong **Ethical Conduct** and upholding core human values.
7. What are the major contemporary challenges an administrator faces when trying to maintain ethical standards under intense competitive pressure?
8. **Comparative Analysis of Non-Corporate Forms (Sole Proprietorship vs. Partnership vs. HUF)**
9. Define **Sole Proprietorship** and **Partnership** structures. Compare them thoroughly based on their formation, access to capital, management control, and liability.
10. Explain why the concept of **Unlimited Liability** acts as a severe threat to both sole proprietors and general partners.
11. Introduce the concept of a **Hindu Undivided Family (HUF)** business. Highlight the unique legal status, power, and liability of the **Karta** versus the **Coparceners**.
- 12.4. **Deconstructing the Partnership Dynamics.**
13. What is a **Partnership Deed**? Discuss its legal significance and outline the essential clauses/contents it must contain to prevent future institutional deadlocks or disputes.
14. Elaborate on the **Kinds of Partners** recognized in business law, explicitly differentiating between an Active Partner, a Sleeping Partner, a Nominal Partner, and a Partner by Estoppel.
15. Evaluate the status and rights of a **Minor** admitted into a partnership firm.
16. Define a **Joint Stock Company** and examine its distinct characteristics, emphasizing **Separate Legal Entity, Limited Liability, and Perpetual Existence**.

17. Analyze the key advantages of a Joint Stock Company over traditional forms, alongside its prominent structural drawbacks, such as Complexity in Formation, Double Taxation, and Lack of Secrecy.
18. Contrast this corporate structure briefly with a **Limited Liability Partnership (LLP)**, explaining how an LLP functions as a hybrid business format.
19. Is that a **Co-operative Organization**? Discuss the socio-economic principles on which it is based, highlighting the democratic principle of "One Person, One Vote".
20. Detail the operational advantages (like Elimination of Middlemen and Government Support) and the structural limitations (like Limited Capital and Inefficient Management) faced by co-operatives in a highly competitive market landscape.

Unit 2: Principles and Functions of Management

21. Define **Management** and discuss its core characteristics as a goal-oriented, dynamic, and continuous human activity.
22. Out of the **14 Principles of Management** formulated by Henri Fayol, choose **five** critical principles—including Unity of Command, Scalar Chain, and Unity of Direction—and explain them thoroughly.
23. Discuss how violating the principle of Unity of Command can create immediate administrative conflicts and operational inefficiencies within a large enterprise.
24. "Management functions are not isolated activities but represent an interconnected, continuous cycle". Explain
25. Provide a detailed evaluation of the **Five Primary Functions of Management**:
26. Differentiate between the **Three Levels of Management** (Top, Middle, and Lower/Supervisory levels) based on their decision-making scope, time horizons, and operational focus. Present a comprehensive matrix for comparison.
27. Correlate these hierarchical levels with the essential **Skills of a Manager** as categorized by Robert Katz (Technical Skills, Human/Interpersonal Skills, and Conceptual Skills).

Explain why conceptual skills are highly critical at the top level while technical skills dominate the operational floor.

28. Define **Scientific Management** as pioneered by Frederick Winslow Taylor. What are its primary objectives regarding workflow optimization and task standardization?
29. Critically analyze the major **Criticisms** leveled against Taylorism, focusing heavily on its mechanistic view of human labor, dehumanization of tasks, and suppression of workplace creativity.
30. Assess the contemporary **relevance** of Taylor's scientific principles in modern assembly lines, manufacturing setups, and Lean/Six Sigma methodologies.

Unit 3: Leadership and Management

31. Leadership vs. Management: The Architectural Difference
32. Define the terms Leadership and Management. Critically analyze the core differences between a leader and a manager in terms of their sources of authority, alignment, time horizon, and core focus ("what/why" vs. "how/when").
33. Explain why an organization cannot survive on excellent management or visionary leadership alone. Discuss how they function as complementary forces to achieve institutional success.
34. The Evolution of Leadership: Trait Theory & Its Origins
35. Provide an in-depth evaluation of the Trait Theory of Leadership. What is its underlying premise regarding whether leaders are "born" or "made"?
36. Trace its conceptual roots back to the 19th-century "Great Man" Theory popularized by Thomas Carlyle.
37. Detail the major strengths of this theory, alongside its significant limitations—such as its failure to consider environmental factors, situational dynamics, and its highly subjective list of essential traits.
38. Behavioral and Contingency Perspectives of Leadership

39. Contrast the Behavioral Theory of Leadership with the Trait Theory. How did the shift from analyzing who a leader is to how a leader acts change modern management practices?
40. Introduce the fundamental concept of Contingency Theory. Explain why a single, universal leadership style cannot be effective across all organizational scenarios, and how the external environment dictates leadership success.

Unit 4: Management Styles, Skills, and Competencies

41. Classical Management Styles: Autocratic, Democratic, and Laissez-Faire
42. Compare and contrast the three classical management styles: Autocratic (Authoritarian), Democratic (Participative), and Laissez-Faire (Free-Rein).
43. Analyze the operational impact of each style on team morale, decision-making speed, and workflow efficiency.
44. Provide real-world organizational scenarios where an Autocratic style is necessary, and contrast it with a scenario where a Laissez-Faire style would be most productive.
45. Modern Paradigms: Transformational vs. Transactional Management
46. Define the Transformational Management Style. Elaborate on the "Four I's" (Idealized Influence, Inspirational Motivation, Intellectual Stimulation, and Individualized Consideration) that define transformational leaders.
47. Contrast this with the Transactional Management Style. Discuss its reliance on structured reward-and-punishment systems, compliance, and "Management by Exception."
48. Under what organizational conditions (e.g., a corporate crisis vs. routine assembly line manufacturing) should a manager lean toward a transformational style versus a transactional style?
49. Specialized and People-Centric Management Styles
50. Discuss the philosophy, advantages, and drawbacks of the following three modern management frameworks:
51. Coaching Style: (Focus on long-term professional development and mentoring).

52. Bureaucratic Style: (Focus on strict adherence to rules, hierarchies, and standardized protocols).
53. Servant Leadership Style: (Focus on prioritizing employee well-being, growth, and community integration).
54. How do the Persuasive and Collaborative styles sit within these frameworks to balance authority with teamwork?
55. Core Competencies: Emotional Intelligence, Strategic Thinking, and Resilience.
56. Distinguish clearly between leadership skills (learned behavioral abilities) and leadership competencies (deeply rooted clusters of knowledge, skills, and traits).
57. Explain why Emotional Intelligence (EI) is considered a non-negotiable competency for modern administrators. How does high EI improve conflict resolution and team cohesion?
58. Discuss how a leader uses Strategic Thinking to anticipate market shifts and how Adaptability and Resilience protect an organization during times of high volatility and rapid change.