

VINAYAKA MISSIONS SIKKIM UNIVERSITY

(Estd. by Sikkim Legislative Act vide VMSU Act No.11 of 2008)

DIRECTORATE OF DISTANCE EDUCATION

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Programme: B.Com

Session: 2015-16

Full Marks: 10

Course/Subject Name: Business Management

Course/Subject Code: CM 1103

Assignment No. 1

Last Date of Submission: 31st March 2016

NOTE : All Sections in the Assignments are compulsory to be attempted as per Instructions.

Section -A

Choose the correct option

0.5x10 = 5

1. In the twenty-first century the four functions of management are:
 - a. monitoring, organizing, suggesting, and accommodating employees.
 - b. planning, organizing, controlling, and leading employees.
 - c. planning, organizing, suggesting, and accommodating employees.
 - d. monitoring, suggesting, journaling, and accommodating employees.
2. *Principles of Scientific Management* was written by Frederick Winslow Taylor.
 - a. True
 - b. False
3. Frederick Taylor performed most of his work in _____.
 - a. grape vineyards in California
 - b. steel companies in Pennsylvania
 - c. auto assembly plants near Detroit
 - d. cotton gins in Alabama
4. General administrative theory focuses on _____.
 - a. managers and administrators
 - b. the measurement of organizational design relationships
 - c. the entire organization
 - d. primarily the accounting function
5. Which of the following is not one of Fayol's principles of management?
 - a. division of work
 - b. unity of command
 - c. discipline
 - d. equality
6. Bureaucracy is defined as a form of organization characterized by _____.
 - a. division of labor
 - b. detailed rules and regulations

- c. all of the above
 - d. clearly defined hierarchy
7. A successful person in which of the following positions may be promoted to a management position?
- a. a scientist
 - b. an accounting professional
 - c. an engineer
 - d. All of the above may lead to successful management positions.
8. At what level of an organisation does a corporate manager operate?
- a. Functional
 - b. Operational
 - c. Middle level
 - d. Top level
9. In the planning process, the first step is to
- a. Set an objective
 - b. Evaluate alternatives
 - c. Determine strength & weaknesses
 - d. None of the above
10. Strategic plan' often refers to as
- a. Long term plan
 - b. Short term plan
 - c. Both A and B
 - d. None of the above

Section -B

Answer any Five questions from the following within 50 words

[1x5=5]

- 1. Define organization.
- 2. Who is referred to as the Father of Scientific Management? What is the goal of Scientific Management?
- 3. State any one definition of management
- 4. What is esprit de corps?
- 5. Define Administration.
- 6. Define planning.
- 7. Define MBO (Management by Objectives).