

Bachelor of Commerce – Part – I
(Honours Course – Corporate Administration Group)

Business Organization

Time: 3 Hours

Honours Paper – I

Full Marks: 100

INSTRUCTIONS: Ten questions shall be asked. Each question will carry equal marks. First question is compulsory and shall consist of Ten Multiple Choice Questions. The rest questions will be of subjective type which may include long questions and short notes.

Unit – I:Forms of Organization -

Sole Trading, Partnership including Registration and Dissolution.

Joint Stock Companies – Types of Companies – their promotion. Financing of Joint Stock Companies- Capitalization and Capital Structure-Patters of Capital Structure-Economics Features of different classes of shares and securities.

Unit – II:Management of Joint Stock Companies -

Distribution of power between Shareholders and Directors Appointment, rights duties and liabilities of Directors-Power and Duties of Secretaries and the chairman Company meetings. Types of meetings, Resolutions, Drafting of reports agenda and minutes.

Combination in Business – Economic motives behind business combination, detailed study of types and forms of business combination-in Indian industries. Public Corporation Meaning, difference between Public Corporation and other forms of Organizations, Organization of Insurance business in India after Nationalization.

Unit – III:Scientific Management –

Meaning, elements of Scientific Management.

Rationalization –Meaning and scope of rationalization-difference between scientific management and rationalization in Indian industries.

Methods of wage payments – Factors determining wages-Fair wages, Living wages and Minimum wages-Time and piece rates system of wages payment-Incentive plans, e.g. Halsey, Rowan, Taylor and Gantt system of wage payment, Profit sharing, method of wage payment.

Unit – IV:Organized Market –

Stock Exchange- Terms used in Stock Exchange. A brief history of stock exchanges in India-Organization and working of Stock Exchange-Calcutta, Bombay and London Stock Exchanges, Regulation of Stock Exchange in India-Economic case for speculation.

Produce Exchange – A brief history of produce exchange in India. Working of Produce Exchange Spot and Future dealing, Advantages of future dealings.

Unit – V:Organization of Trades –

Home trade, Wholesale and Retails Business, Multiple shop system, departmental stores and Chain Stores.

Organization of Import Trade –Terms used in import trade, Organization of export trade and methods employed in export trade. Brief introduction to Salesmanship, Kinds, forms, characteristics etc. of Business letters.

Insurance – Brief introduction of life. Fire and Marine insurance.

Brief introduction to the world computers, origin, growth, advantages, applications and kinds of computers.

Books Recommended:

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| I. | Dr. Yogendra Prasad Verma (S. Chand) | : | VyaparPrabhand |
| II. | R. k. Sharma | : | Business Organization |
| III. | F. C. Sharma | : | Business Organization |