

**Commerce Lab - Practical Question Bank**  
**FACULTY OF COMMERCE, OSMANIA UNIVERSITY**

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**B.Com (All Streams) I Year W.E.F.2008-09**

**BUSINESS ORGANIZATION AND MANAGEMENT**

Time: 60 Minutes

Record : 10  
Skill Test : 20  
Total Marks : 30

1. Present the important features of business transactions in the form of a poster.
2. Prepare a Chart showing difference between business, profession and employment.
3. Prepare a Chart showing classification of industries
4. Prepare a chart of trade showing various branches of trade.
5. Prepare a chart of commerce showing its branches.
6. Prepare a Chart showing difference between trade, industry, commerce.
7. Draw a table showing the hindrances in distribution of goods and the elements which overcome these hindrances.
8. Exhibit important objectives of business through a chart.
9. Present the important characters for a businessman to be successful.
10. Draft a note of two pages on management of Reliance group of industries.
11. Draft a note of two pages on management of Unilever (Hindustan) Limited.
12. Draft a note of two pages on management of Dr.Reddy laboratories Ltd.
13. Draft a note of two pages on management of Mahindra Satyam Limited.
14. Draft a note of two pages on management of any motor cycle dealer nearby your place.
15. Write a note of two pages on the management of a famous provision store nearby your area.
16. Write a note of two pages on the management of a famous hotel / restaurant nearby your area.
17. Prepare a chart showing the classification of business organizations.
18. Present the important features of a sole proprietorship business through a poster.
19. Present the important features of a partnership business through a poster.
20. Show the classification of partners in a partnership firm.
21. Obtain a model partnership deed of any existing firm or from text book and make a note of important contents in it.
22. Draft a partnership deed in which 3 partners take part with imaginary details not exceeding three pages.
23. Prepare a chart showing the stages in incorporation of a company.
24. Present the names of various documents used in the process of incorporation of a company.
25. Obtain a copy of Memorandum of Association of a company and make a note of important contents from it.
26. Obtain a copy of Articles of Association of a company and make a note of important contents from it.

27. Obtain a copy of Prospectus issued by a company and make a note of important contents from it.
28. Present the features of a company in the form of a chart.
29. Prepare a poster showing classification of companies based on incorporation.
30. Prepare a chart showing the any ten important differences between a public and private company.
31. Browse the website relating to Registrar of Companies and make a note of important elements not exceeding two pages.
32. Present the sources of Long term capital for a business organization through a chart.
33. Present the sources of Working capital for a business organization through a chart.
34. Exhibit the important functions of management in the form of a chart.
35. Highlight the principles of management of Henry Fayol through a diagram.
36. Present important features a manager should possess to be successful.
37. Draft a note on managerial features of an individual known to you.
38. Prepare a Chart showing steps in planning.
39. Prepare a Chart showing types of plans.
40. Prepare an organization chart for a functional organization.
41. Present a diagram showing the relationship between management and administration.
42. Prepare a diagram showing different levels of management.
43. Prepare organization chart for your college.
44. Prepare a feasibility report for starting of a canteen at your college.
45. Prepare a feasibility report for starting of an internet centre in your locality.
46. Draft a note on favorable and adverse features in you for starting a business
47. Draw a table differentiating leadership from management.
48. Exhibit elements of Taylor's Scientific Management through a poster.
49. Draw a diagram showing the decision making process.
50. Draw a diagram containing the steps in delegation of authority.

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