

C.U.SHAH UNIVERSITY

WADHWAN CITY

University (Winter) Examination -2013

Course Name :B.Com Sem-I (eng)

Subject Name: -Business Administration

Marks :70

Duration :- 2:30 Hours

Date : 18/12/2013

Instructions:-

- (1) Attempt all Questions of both sections in same answer book / Supplementary.
- (2) Use of Programmable calculator & any other electronic instrument is prohibited.
- (3) Instructions written on main answer Book are strictly to be obeyed.
- (4) Draw neat diagrams & figures (If necessary) at right places.
- (5) Assume suitable & Perfect data if needed.

SECTION 1**Q – 1 Do as Directed**

1. True or False : Co-ordination is soul of Management 1
2. True or False: Management is not a group of people, it is a group of function. 1
3. True or False : Planning is primary function of management 1
4. True or False: Planning is continuous process 1
5. True or False: Objective, Policies, Strategies, Procedures, Rules, etc... are types of plans 2
6. True or False: Organizing is a system of co-operative activities of two or more person 1

Q – 2 Attempt the Following Questions

1. List and Explain any three Characteristics of Management 5
2. Explain the Functions of Management 5
3. What is Management? 4

OR**Q – 2 Attempt the Following Questions**

1. List and Explain any three nature of Planning 5
2. What is Organizing? List and explain any two nature of it 5
3. What is Planning? 4

Q – 3 Attempt the Following Questions

1. Explain Management Process 7
2. What is Departmentalization? List the bases of departmentalization and explain any three. 7

OR**Q – 3 Attempt the Following Questions**

1. Explain the steps involved in planning process 7
2. Write a Short Note on Planning Premises 7

SECTION II**Q – 4 Do as Directed**

1. Define Direction and explain. 3
2. Define Controlling and explain. 3
3. True or False : Direction is a Function of Management. 1



- Q – 5 Attempt the following Questions**
1. Define and Explain Centralization 05
 2. Define and Explain Decentralization 05
 3. What is Staffing? 04

OR

- Q – 5 Attempt the following Questions**
1. Explain any three nature of staffing 05
 2. What are the scope of direction and supervision (Explain any three) 05
 3. Explain any one controlling technique 04

- Q – 6 Attempt the following Questions**
1. Explain three benefits and limitation of Centralization 07
 2. Explain three benefits and limitation of Decentralization 07

OR

- Q – 6 Attempt the following Questions**
1. List and Explain the steps involved in basic controlling process 07
 2. What is requirement of effective control 07

*****18*****

