

Enrollment No: \_\_\_\_\_

Exam Seat No: \_\_\_\_\_

# C.U.SHAH UNIVERSITY

## Summer Examination-2017

**Subject Name : Business Administration-II**

**Subject Code : 4CO02BAD3**

**Branch: B.Com.(English)**

**Semester : 2**

**Date : 06/05/2017**

**Time : 02:00 To 05:00**

**Marks : 70**

Instructions:

- (1) Use of Programmable calculator & any other electronic instrument is prohibited.
  - (2) Instructions written on main answer book are strictly to be obeyed.
  - (3) Draw neat diagrams and figures (if necessary) at right places.
  - (4) Assume suitable data if needed.
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- Q-1 Attempt the following questions: (14)**
- a) How can be called the process of directing? 1  
(A) Constant (B) With intervals  
(C) Irregular (D) Ineffective
  - b) What can the person be called who gives direction? 1  
(A) Supervisor (B) Manager  
(C) Leader (D) Observer
  - c) Leadership is which type of process mutually motivating each other? 1  
(A) Interrupting Process (B) Constant Process  
(C) Seldom Process (D) No Process at all
  - d) Which expert describe different types of leadership and its chain of selection? 1  
(A) Tennen Baum and Schmidt (B) Fred F. Fidler  
(C) Likert (D) Knoontz and O'Donnell
  - e) Into how many sections the decision making method can be divided? 1  
(A) Five (B) Two (C) Three (D) Four
  - f) "Decision making means to select the best alternative from two or more possible alternatives based on some standards" 1  
Which management expert has presented this definition?  
(A) R. C .Davar (B) George R. Terry  
(C) Chester Bernard (D) McFarland
  - g) Exchange of thoughts and the process of explaining one's thoughts can be called what? 1  
(A) Planning (B) Organization  
(C) Communication (D) Information Dissemination
  - h) How many are the main types of communication? 1  
(A) Four (B) Five (C) Six (D) Seven
  - i) How is the relation of employer's motivation with job satisfaction? 1  
(A) Indirect relation (B) Direct relation  
(C) Partial relation (D) No relation
  - j) The strategy of the manager to get work done is called what? 1



- (A) Directing (B) Control  
(C) Communication (D) Motivation
- k) The concept of group can basically be considered as which control? 1  
(A) Economics concept (B) Geographical concept  
(C) Commercial concept (D) Social concept
- l) What informal groups create in members? 1  
(A) Insecurity (B) Sense of security (C) Struggle (D) Fear
- m) If not attack on freedom, then what is control? 1  
(A) Creative (B) Depending on others  
(C) Comparison (D) Variation
- n) Which is the final function of management? 1  
(A) Staffing (B) Directing (C) Control (D) Planning

**Attempt any four questions from Q-2 to Q-8**

- Q-2 Attempt all questions (14)**  
(A) Discuss the guideline principles of direction. 7  
(B) State the functions of leader. 7
- Q-3 Attempt all questions (14)**  
(A) Explain different methods of directing. 7  
(B) State the essential qualities required in a leader. 7
- Q-4 Attempt all questions (14)**  
(A) Discuss steps in decision making. 7  
(B) Explain techniques of decision making 7
- Q-5 Attempt all questions (14)**  
(A) Write short note on communication and organization 7  
(B) Explain types of communication. 7
- Q-6 Attempt all questions (14)**  
(A) Explain Maslow's principle 7  
(B) State characteristics of group 7
- Q-7 Attempt all questions (14)**  
(A) Write the advantages of informal group. 7  
(B) Write the scope of control 7
- Q-8 (A) Discuss the characteristics of control by defining control. 14**

