

Enrollment No: _____

Exam Seat No: _____

C.U.SHAH UNIVERSITY

Winter Examination-2018

Subject Name : Business Administration – I

Subject Code : 4CO01BAD2

Branch: B.Com. (English)

Semester : 1

Date : 30/11/2018

Time : 02:30 To 05:30

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) Management is related with what ? (1)
A) Human element C) Mechanical element
B) Material element D) Religious element
- b) What is called the art of taking work from others ? (1)
A) Co-ordination C) Planning
B) Guidance D) Management
- c) What is called the process of determining objective ? (1)
A) Administrative system C) Determining object
B) Guidance D) Control
- d) If anything is certain about the future it is uncertainly, In the prevailing situation. (1)
Through which this uncertainly can be ascertained ?
A) Planning C) Control
B) Managing D) Organizing
- e) What can be called the first and foremost function of management ? (1)
A) Control C) Direction
B) Information collection D) Organizing
- f) What can be called the decision taken by the management and the formulation of (1)
strategy in order to achieve pre-determined objectives ?
A) Policy C) Process
B) Method D) Rules
- g) Which is the simple and ancient type of organization, used in the army since so (1)
many years ?
A) Linear organization C) Organization per work
B) Serial organization D) Committee organization
- h) If planning can be called the brain of a business enterprise, then what can the (1)
organization be called ?
A) Heat C) Life blood
B) Limbs D) Physical structure
- i) The principles of organization are the pills of administrative wisdom ? – who has (1)
said these words ?



- A) Dr. Henry Fayole
B) Dr. Terry
- C) Koontz and O'Donnell
D) Peter Drucker
- j) The delegation of authority to take decision to the assistants at every level is called what ? (1)
- A) Centralization
B) Decentralization
- C) Departmentation
D) Responsibility
- k) To delegate work and authority to carry it out is called what ? (1)
- A) Delegation of authority
B) Delegation of responsibility
- C) Centralization
D) Delegation of Authority
- l) When the authority is in a single hand in the organization, what is it called ? (1)
- A) Departmentation
B) Decentralization
- C) Centralization
D) Delegating of authority
- m) How many are the production process ? (1)
- A) One
B) Two
- C) Three
D) Four
- n) What is Franchisee ? (1)

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

- Q-2 Attempt all questions (14)**
- (A) State the modern characteristics of production. (10)
- (B) Explain types of Planning. (4)
- Q-3 Attempt all questions (14)**
- (A) Write a short note on outsourcing. (7)
- (B) Write difference between Conventional business and E-commerce. (7)
- Q-4 Attempt all questions (14)**
- (A) Explain Principles of Management. (14)
- Q-5 Attempt all questions (14)**
- (A) State the Advantages of Management. (7)
- (B) Discuss the steps in planning. (7)
- Q-6 Attempt all questions (14)**
- (A) Write the characteristics of planning. (7)
- (B) Explain process of organization. (7)
- Q-7 Attempt all questions (14)**
- (A) State guideline principles for creating ideal organization. (14)
- Q-8 Attempt all questions (14)**
- (A) State limitations of centralization of authority. (7)
- (B) Write advantages of Decentralization of authority. (7)

