Enrollment No:	Exam Seat No:
	Exam Seat 110.

C.U.SHAH UNIVERSITY

Summer Examination-2019

Subject Name : Business Administration – II

Subject Code: 4CO02BAD3 Branch: B.Com.(English)

Semester: 2 Date: 30/04/2019 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.

Q-1		Attempt the following questions:	(14)
	a)	How can be called the process of directing? (A) Constant (C) Irregular	1
		(B) With intervals (D) Ineffective	
	b)	The guidance provided to employees and supervision on their work can	1
	~)	be called what?	
		(A) Motivation (B) Direction (C) Control (D) Supervision	
	c)	How many types of leadership styles are there?	1
	,	(A) One (B) Two (C) Three (D) Four	
	d)	Leadership is which type of process mutually motivating each other?	1
		(A) Interrupting process (C) Seldom process	
		(B) Constant process (D) No process at all	
	e)	Into how many steps mainly process of decision making can be divided?	1
	•	(A) Five (B) Six (C) Seven (D) Eight	
\mathbf{f}		The decision process is seen in how many forms?	1
		(A) Five (B) Four (C) Three (D) Two	
	g) Exchange of thought and the process of explaining one's thoughts ca		1
		called what?	
		(A) Planning (C) Communication	
h)		(B) Organization (D) Information Dissemination	
		"Communication is a tool in the field of communication and not the	
	,	objectives can we say that?	
		(A) No (C) Can not be said anything	
		(B) Yes (D) Partly yes and no	
	i)	"Motivation is a drive created within an individual to exert efforts" which	1
	,		1
		management expert has presented this definition?	
		(A) Dr. George Terry (C) Jucious	
		(B) V.K.Rowland (D) E.P.L.Brech	



	j)	How is the relation of employee's motivation with job satisfaction?			
		(A) Indirect relation	(C) Partial relation		
		(B) Direct relation	(D) No relation		
	k)				
	,	(A) Insecurity	(C) Struggle	1	
		(B) Sense of security	(D) Fear		
	1)	In a group generally how many n	` '		
	,	(A) Two or more than that	(C) Innumerable members		
		(B) Unlimited number of mer	• •		
	m) Which is the final function of management?		1		
		(A) Staffing	(C) Control		
		(B) Directing	(D) Planning		
	n)	CPM Stands for	(2) 1	1	
		A) Critical process machine	C) Critical path machine	•	
		B) Critical process method	D) Critical path method		
Atten	npt any	four questions from Q-2 to Q-8	<u> </u>		
Q-2		Attempt all questions		(14)	
Q-2	(A)	State characteristics of Directing		7	
	(B)	Write functions of Leadership		7	
Q-3		Attempt all questions		(14)	
	(A) Write guideline principles of Direction		ection	7	
	(B)	State essential qualities in a leader	er	7	
Q-4		Attempt all questions		(14)	
	(A)	Discuss characteristics of decisio	n-making	7	
	(B)	State steps in decision making		7	
Q-5		Attempt all questions		(14)	
	(A)	Write methods of communication	1	7	
	(B)	Explain Maslow's law		7	
Q-6					
		Discuss obstructions in communi	cation	14	
Q-7		Attempt all questions		(14)	
	(A)	Explain types of group		7	
0.0	(B)	Discuss scope of control		7	
Q-8	(4)	Attempt all questions		(14)	
	(A)	Explain characteristics of control		7	
	(B)	Explain importance of control		7	

