

Q.12 What do you understand by Co-operative?
Explain.

Q.13 Explain product mix.

Q.14 What are various types of business operations?
Explain in detail.

Q.15 Write a note on importance of business correspondence.

Q.16 Explain the steps in formation of a partnership firm.

Q.17 Write a note on functions of human resource management.

Q.18 How do you go about formation of Joint Stock Company?

SECTION-C

Note:Long answer questions. Attempt any one questions out of two questions. $(1 \times 10 = 10)$

Q.19 What do you mean by organisational behaviour?
Explain the importance of organisational behaviour.

Q.20 What do you mean by business environment?
Explain different factors in business environment.

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2nd Sem / (BFSI)
Subject : Business Operation & Administration

Time : 2 Hrs.

M.M. : 50

SECTION-A

Note:Very short questions. Attempt all ten questions.
 $(10 \times 1 = 10)$

Q.1 Which option is not a business activity?

- a) Production of goods
- b) Transportation
- c) Exchange of goods
- d) Work in a factory for wages

Q.2 Which of the following is the characteristics of a business?

- a) Production
- b) Exchange or sale
- c) Risk element
- d) All the above

Q.3 Which one of the following is a part of economic environment?

- a) Public debt
- b) Lifestyle of people
- c) Technological changes
- d) Level of education

Q.4 Legal rules and regulations relevant to business are included in _____ environment of business.

- a) Legal
- b) political
- c) Economic
- d) Technological

Q.5 What is the limit of members in case of a Private Company?

- a) 2
- b) 7
- c) 10
- d) 50

Q.6 A _____ is a business with two or more owners:

- a) corporation
- b) conglomerate
- c) partnership
- d) public corporation

Q.7 Organisational behaviour is _____

- a) A Science
- b) An art
- c) A science as well as an art
- d) None of the above

Q.8 Communication begins with _____

- a) encoding
- b) idea origination
- c) decoding
- d) channel selection

Q.9 HRM is an

- a) Departmental function
- b) Individual function
- c) Organization function
- d) Environmental function

Q.10 Expand PLC _____

SECTION-B

Note: Short answer type questions. Attempt any six questions out of eight questions. (6x5=30)

Q.11 What do you mean by Artificial Person.

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