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SARDAR PATEL UNIVERSITY
BBA (General) Second Semester Examination
Tuesday, 26th March, 2019
02.00pm to 04.00pm
UM02CBBA22- Company Management-II

Total Marks – 60

Que.1	Define business. Explain characteristics and objectives of business.	15
	OR	
Que.1	Define business. Explain classification and functions of business.	15
Que.2	Explain the concept of modern office. Describe functions and responsibilities of office manager.	15
	OR	
Que.2	Write a shot note on:	
	(A) Use of technology for efficiency.	07
	(B) Filing system.	08
Que.3	Describe in detail factor to be consider to provide accommodation.	15
	OR	
Que.3	Describe importance, objectives and principles of good office layout.	15
Que.4	Define business combination. Discuss objectives and causes of business combination.	15
	OR	
Que.4	Describe form of business combination with example.	15

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