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SARDAR PATEL UNIVERSITY
EXTERNAL EXAMINATION, MARCH/APRIL – 2018
MSW(HR) – SEMESTER – I
PA01CSHR21: PRINCIPLES OF MANAGEMENT

DATE: 26-03-2018

TIME: 10.00 AM TO 01.00 PM

DAY: MONDAY

TOTAL MARKS: 70

Q.1 MULTIPLE CHOICE QUESTIONS. (ATTEMPT ALL)**10 MARKS**

- 1 _____ is the process of activating human resources to achieve the objective of business.
a. Planning b. Organizing c. Directing d. Staffing
- 2 Staffing is concerned with the maximum utilization of human resources. Is it true?
a. Yes b. No c. undecided d. None of these
- 3 _____ Step is come in the staffing process.
a. HRP b. Recruitment c. Selection d. Training
- 4 _____ consider a element of supervision.
a. Instructing b. Guiding c. Controlling d. All of these
- 5 _____ include in the type of motivation.
a. Financial b. Non Financial c. Positive d. All of these
- 6 According to _____, an organization is essentially a cultural system composed of people who work in cooperation.
a. Scientific management b. social system approach
c. Human relation approach d. none
- 7 _____ defines, "To manage is to forecast and to plan, to organize, to command, to coordinate and to control."
a. F.w. Taylor b. Peter Drucker c. Henry fayol d. George R. Terry
- 8 _____ is the of Scientific Management.
a. F.w. Taylor b. Peter Drucker c. Henry fayol d. George R. Terry
- 9 F.W.Taylor defines "Management is the art of knowing what you want to do and then seeing that it is done in the best and cheapest way".
a. True b. False

- 10 "Administration Industrielle at Generale" book was published in _____.
a.1920 b.1918 c.1916 d.1917

Q. 2. Describe in detail the Process of Management, Significance of Management, Different Levels of Management. 15 Marks

OR

Q. 2 Define Recruitment. Explain in detail the Sources of Recruitment.

Q. 3 Define Selection. Describe in detail the Procedure of Selection. 15 Marks

OR

Q. 3 Write in detail the Features of Controlling, Importance of Controlling and Process of Controlling

Q. 4 Discuss in detail the Importance of Planning. Disadvantages of Planning and Step in Planning. 15 Marks

OR

Q. 4 Explain in detail the Characteristic of Directing and Importance of Directing. Discuss the Role of a Supervisor.

Q. 5 WRITE SHORT NOTE (Any TWO) 15 Marks

1. Training – Importance and Methods of Training
2. Steps in Decision Making
3. Significance of Management and Different Levels of Management
4. Management thought of F. W. Taylor

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