

A-(86) SARDAR PATEL UNIVERSITYMSW Examination, IV Semester (Fourth)Tues Day Date 28/04/2015Session: Morning / Evening Time: 02:30 pm to 05:30 pmSubject/Course Code : P A O G C M S W 0 4 / Paper No. —Subject/Course Title: Fundamentals of ManagementTotal Weightage/Marks : 70**Q.1 Give the correct answer.****(10)**

- _____ is one when there are different things you can do and you pick one of them.

A) Induction	B) Recruitment
C) Decision	D) Selection
- _____ can be defined as written and unwritten codes of principles and values that govern decisions and actions within a company.

A) Business Environment	B) Business Responsibility
C) Business Ethics	D) Business Schedule
- According to _____, "Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organization."

A) Koontz	B) Peter Drucker
C) Edwin Flippo	D) None of them
- Large, complex organizations often require a taller hierarchy called as _____.

A) Vertical Organization	B) Flat Organization
C) Horizontal Organization	D) Tall Organization
- According to _____ "Motivation refers to all the internal conditions that stir up activity and sustain activity of an individual."

A) Underwood	B) Guilford
C) Young	D) Morgan & King
- _____ is the activity of conveying meaning through a shared system of signs and semiotic rules.

A) Decision	B) Leadership
C) Communication	D) Business

7. Plans are formulated at the middle level of management and approved by the top management.

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|--------------------------------|-------------------------------|
| A) Group or sectional Planning | B) Departmental or Divisional |
| C) Corporate Planning | D) Bottom Level Planning |

8. Which one of the following is a function of management?

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|----------------|-----------------|
| A) Cooperation | B) Coordination |
| C) Combination | D) Cohesion |

9. Which one of the following is not an element of the staffing?

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|---------------------|--------------------------|
| A) Job Satisfaction | B) Performance Appraisal |
| C) Job Analysis | D) Manpower Planning |

10. Which one of the following is not an internal source of recruitment?

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|--------------------------|-----------------------|
| A) Promotion | B) Transfer |
| C) Internal Notification | D) Campus Recruitment |

Q-2. Define Organizing & elaborate organizational structure. (15)

OR

Q-2. Define Motivation? Enlist and discuss the theories of motivation.

Q-3. What is Business Ethics? Write a detailed note on social responsibility. (15)

OR

Q-3. Explain in detail

- A. Recruitment & Selection B. Training & Development**

Q-4. Define manpower planning & explain its advantages in detail. (15)

OR

Q-4. Define Leadership & discuss its functions in detail.

Q-5. Write Short Note (Any Two) (15)

- 1) Management
- 2) Staffing
- 3) Communication
- 4) Sources of Recruitment

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