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SARDAR PATEL UNIVERSITY

MSW EXAMINATION, FOURTH SEMESTER

Saturday, Date - 23/04/2016

Session : Evening Time : 2.30 p.m to 5.30 p.m

Subject Code : **PA04EMSW04**

Subject Title : **Fundamentals of Management**

Total Marks: 70 Marks

SECTION – A

Q-1 MULTIPLE CHOICE QUESTIONS. (ATTEMPT ALL)

10 marks

1. _____ is not include in the importance of management.
a. Achieving business objectives b. Optimum use of business resources
c. Fulfilling Social Responsibility d. None of these
2. Which is wrong in the characteristics of Scientific Management?
a. Predetermined Plans b. Set of Rules
c. Supervision d. Above All
3. _____ is not come under the advantages of planning.
a. Helpful in increases future uncertainties b. It determines the development
c. It enables the best use of resources d. It facilitates decision making
4. Vertical Organisation is include in the _____ of organisation.
a. Functional organisation b. Divisional organisation
c. Formal organisation d. None of these
5. Which is right in the features of responsibility?
a. Assigning duty b. Never be delegated
c. Personal Obligation d. None of these
6. _____ is not include in the manpower planning.
a. Defining future personnel Need b. Coping with Changes
c. Providing Base for Developing Talents d. Above All
7. Which is wrong element in the effective Supervision?
a. Individualization b. Leadership
c. Human Relations d. Delegation
8. _____ is not the advantage of informal Communication.
a. Friendly Relations b. Spread very quickly
c. Proper and systematic d. Above All
9. Which is wrong in the management as a profession?
a. Knowledge and skill b. Informal Training
c. Social Responsibility d. Code of Conduct

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10. _____ is not come under the Maslow's Need Hierarchy Theory for Motivation.

- a. Physiological Needs
- c. Self Actualisation Needs

- b. Safety Needs
- d. Above All

Q-2 Enumerate in detail about the Principles of Management given by Fayol with relevant illustration. 15 marks

OR

Q-2 Describe in detail the Characteristics of Quality Managers with Practical examples. 15 marks

Q-3 Explain the Meaning & Objectives of Performance Appraisal and the Importance of Training and Development in the Organisation. 15 marks

OR

Q-3 Define Recruitment. Which are the Internal and External Sources of Recruitment? Explain each source of recruitment in detail with appropriate example. 15 marks

SECTION – B

Q-4 Define Selection. Enumerate in detail about the Steps in the Process of Selection. 15 marks

OR

Q-4 Define Training. Write in detail the Methods of Training and explain each with their importance in industry. 15 marks

Q-5 WRITE SHORT NOTE. (ANY TWO) 15 marks

1. Factors affecting to the Employee Morale
2. Functions of Management
3. Non Financial Incentives for Motivation
4. Functions of Leadership

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