

Enrollment No: _____

Exam Seat No: _____

C.U.SHAH UNIVERSITY

Winter Examination-2018

Subject Name : Fundamentals of Management

Subject Code : 2TE05FOM1

Branch: Diploma (All)

Semester : 5

Date : 26/11/2018

Time : 10:30 To 01:30

Marks : 70

Instructions:

- (1) Use of Programmable calculator & any other electronic instrument is prohibited.
 - (2) Instructions written on main answer book are strictly to be obeyed.
 - (3) Draw neat diagrams and figures (if necessary) at right places.
 - (4) Assume suitable data if needed.
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Q-1

Attempt the following questions:

(14)

- a) Management is Arts but not Science.
 - A. True
 - B. False
- b) Which of the following is not a department in management?
 - A. Production
 - B. Finance
 - C. Top level
 - D. Marketing
- c) What is the element of directing?
 - A. Planning
 - B. Organizing
 - C. Control
 - D. Supervision
- d) Money is one of the ways to motivate people.
 - A. True
 - B. False
- e) Controlling is needed only at the bottom level of Management.
 - A. True
 - B. False
- f) Looking after production is the work of
 - A. Production Manager
 - B. Marketing Manager
 - C. Finance Manager
 - D. All of the above
- g) Establishing goals and framing policies is the work of
 - A. Top level Management
 - B. Middle level Management
 - C. Bottom level Management
- h) The statement showing income and expenses for future is known as:
 - A. Planning



- B. Organizing
 - C. Budgeting
 - D. Programmes
- i) Who can be held responsible for the success of the Organization?
- A. Top level Management
 - B. Middle level Management
 - C. Bottom level Management
 - D. All the above
- j) Which of the following is not a scope of staffing?
- A. Transfer
 - B. Cost cutting
 - C. Selection
 - D. Recruitment
- k) What is the flow of Direction and Instruction?
- A. Downwards
 - B. Upwards
 - C. Both ways
- l) The first step of management on which the other functions are dependent is
- A. Management
 - B. Planning
 - C. Staffing
 - D. Organizing
- m) Recruitment and Selection are the function of
- A. Production Manager
 - B. Human Resource Manager
 - C. Finance Manager
 - D. All of the above
- n) How many levels of Management are there in an organization?
- A. One
 - B. Two
 - C. Three
 - D. Four

Attempt any four questions from Q-2 to Q-8

- Q-2 Attempt all questions (14)**
- a. Explain the characteristics of Planning in detail. 07
 - b. Explain the steps involved in the process of Planning. 07
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- Q-3**
- Explain in detail the 14 principles of Management as suggested by Henry Fayol. 14
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- Q-4 Attempt all questions (14)**
- a. Write a note on the Process of Controlling in detail. 07
 - b. Write a note on levels of Management. 07
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- Q-5 Attempt all questions (14)**
- a. Explain the functions of a Supervisor in detail. 07
 - b. Explain the skills of a Supervisor in detail. 07



- Q-6** **Attempt all questions** **(14)**
- a. Explain the scope / features of Management in detail. 07
- b. Explain the sources of Recruitment in detail. 07
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- Q-7** **Attempt all questions** **(14)**
- a. Management is a Profession. Explain. 07
- b. Explain the functions of Management in detail. (POSDCoRB). 07
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- Q-8** **Attempt all questions** **(14)**
- a. Write down the functions of Top level of Management. 07
- b. Write down the functions of Middle level of Management. 07

Q-1 **Attempt the following questions:** **(14)**

- a) ;\RF,G S/F K[56 IJ7FG GICP
V[P ;FR\
ALP BF[8]
- b) GLR[GF DF\YL SI]\ V[S ;\RF,GG]\ IJEFU GYLP
V[P pt5FNG
ALP GF6FSLI
;LP prR ;5F8L
0LP J[\RF6
- c) NF[ZJ6L G]\ TtJ X)\ K[?
V[P VFIF[HG
ALP jIJ:YFT\+
;LP \S]X
0LPN[BZ[B
- d) ,F[SF[G[5|F[t;FICT SZJF DF8[5{;F V[S Z:TF[K[
V[P ;FR\
ALP BF[8]
- e) V\S]X GL H~IZIFT DF+ IGdG ;5F8L ;\RF,G DF H K[P
V[P ;FR\
ALP BF[8]
- f) pt5FNG G]\ wIFGZFBJ)\ T[SF[G]\ SFD K[m
V[P pt5FNG ;\RF,S
ALP J[\RF6 ;\RF,S
;LP GF6FSLI ;\RF,S
0LP p5ZGF AWF
- g) wI|I :YF5JF VG[GLIT 30JL T[SF[G]\ SFD K[m



- V[P prR ;5F8L ;\RF,G
ALP Dwl ;5F8L ;\RF,G
;LP IGdG ;5F8L ;\RF,G
- h) EIJQIGL VFJS VG[BR" H6FJTf[5+ V[8,
V[P VFIF[HG
ALP jIJ:YFT\+
;LP \NFH5+
OLP SFI"S|DF[
- i) ;\:YFGL ;O/TF 5FK/ SF[G[HJFANFZ DFGL XSFIm
V[P prR ;5F8L ;\RF,G
ALP Dwl ;5F8L ;\RF,G
;LP IGdG ;5F8L ;5F,G
OLP p5ZGF AWF
- j) SD"RFZL jIJ:YF GF 1F[+O/DF\ X]\ VFJT]\ GYLPm
V[P AN,L
ALP BR"DF 38F0F[
;LP 5;\NUL
OLPEZTL
- k) NF[ZJ6L VG[;]RGFGF[5|JFC S[JF[CF[I K[?
V[P GLR[TZO
ALP p5Z TZO
;LP A\gG[TZO
- l) ;\RF,GG)\ 5C[,]\ 5U,)\ H[GL p5Z ALHF SFIF[" VFWFZ ZFB[K[T[K[P
PPPPPPPPPP
V[P ;\RF,G
ALP VFIF[HG
;LP SD"RFZL jIJ:YF
OLP jIJ:YFT\+
- m) EZTL VG[5;\NUL X[GF SFIF[" K[m
V[P pt5FNG ;\RF,S
ALP DFGJ ;\XFWG ;\RF,S
;LP GF6FSLI ;\RF,S
OLP p5ZGF AWF
- n) ;\RF,G GL S[8,L ;5F8L CF[I K[?
V[P V[S
ALP A[
;LP +6
OLP RFZ

Attempt any four questions from Q-2 to Q-8

- Q-2** **Attempt all questions** **(14)**
- a. VFIF[HGGF ,1F6F[IJUT;Z ;DHFJF[P 07
- b. VFIF[HGGL 5|IS|IFDF\ VFJTf 5U,FVF[IJUT;Z ;DHFJF[P 07
- Q-3**
- C[[GZL O[IF[, £FZF H6FJ[, ;\RF,GGF !\$ I;wWVTF[IJUT;Z ;DHFJF[P 14
- Q-4** **Attempt all questions** **(14)**
- a. \S]XGL 5|IS|IF 5Z GF[\W ,BF[P 07
- b. ;\RF,GGL ;5F8L 5Z GF[\W ,BF[P 07



Q-5	Attempt all questions	(14)
a.	;)5ZJF>hZGF SFIF[" ;DHFJF[P	07
b.	;)5ZJF>hZGL VFJ0TF[IJUT;Z ;DHFJF[P	07
Q-6	Attempt all questions	(14)
a.	;\RF,GG)\ :J~5 IJ:TFZYL ;DHFJF[P	07
b.	EZTLGF ;)+F[(sources) IJUT;Z ;DHFJF[P	07
Q-7	Attempt all questions	(14)
a.	;\RF,G V[S jIJ;FI K[;DHFJF[P	07
b.	;\RF,GGF SFIF[" IJUT;Z ;DHFJF[P(POSDCoRB).	07
Q-8	Attempt all questions	(14)
a.	prR ;5F8L ;\RF,GGF SFIF[" ,BF[P	07
b.	Dwl ;5F8L ;\RF,GGF SFIF[" ,BF[P	07

