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.

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

Q-3		
	Explain in detail the 14 principles of Management as suggested by Henry Fayol.	14

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

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

Q-7		**Attempt all questions**	**(14)**
	a.	Management is a Profession. Explain.	07
	b.	Explain the functions of Management in detail. (POSDCoRB).	07

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 V\S]X
0LPN[BZ[B

d) ,F[SF[G[5|F[t;FlCT 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 DwI ;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 V\NFH5+
0LP SFI"S|DF[

i) ;\:YFGL ;O/TF 5FK/ SF[G[HJFANFZ DFGL XSFIm
V[P prR ;5F8L ;\RF,G
ALP DwI ;5F8L ;\RF,G
;LP IGdG ;5F8L ;\5F,G
0LP 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
0LPEZTL

k) NF[ZJ6L VG[;]RGGF[5|JFC S[JF[CF[I K[?
V[P GLR[TZO
ALP p5Z TZO
;LP A\gG[TZO

l) ;\RF,GF]\ 5C[,]\ 5U,]\ H[GL p5Z ALHF SFIF[" VFWFZ ZFB[K[T[K[P
PPPPPPPPPPP
V[P ;\RF,G
ALP VFIF[HG
;LP SD"RFZL jIJ:YF
0LP 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
0LP p5ZGF AWF

n) ;\RF,G GL S[8,L ;5F8L CF[I K[?
V[P V[S
ALP A[
;LP +6
0LP 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;wWF\TF[IJUT;Z ;DHFJF[P   14

Q-4 **Attempt all questions** **(14)**
 a.   V\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