

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
- 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





- 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;wWFTF[ 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
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- Q-8**      **Attempt all questions**      **(14)**
- a.      prR ;5F8L ;\RF,GGF SFIF[" ,BF[P      07
- b.      Dwl ;5F8L ;\RF,GGF SFIF[" ,BF[P      07

