

Seat No.: \_\_\_\_\_

Enrolment No.: \_\_\_\_\_

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**DIPLOMA ENGINEERING – SEMESTER – V • EXAMINATION – WINTER 2016**

**Subject Code: 3355504**

**Date: 25-11-2016**

**Subject Name: I.M & O.B**

**Time: 10:30 AM TO 01:00 PM**

**Total Marks: 70**

**Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Each question carry equal marks (14 marks)
- 5.

- Q.1** (a) Describe the various level of management with their function. **07**  
(b) Explain in brief Inventory Control with their function. **07**
- Q.2** (a) Describe the ABC Analysis with its advantages and application. **07**  
(b) Difference between Job order production and Batch order production system. **07**  
OR  
(b) Define Routing. Describe Route sheet with suitable example. **07**
- Q.3** (a) Explain Ten commandments for good listening. **07**  
(b) Describe the purchasing procedure to be adopted for medium size industry. **07**  
OR
- Q.3** (a) Describe in Brief: **07**  
I. Individual behaviour  
II. Group Behaviour  
(b) Explain elements of good speaking in details. **07**
- Q.4** (a) Define the terms material management. Describe its function and objectives. **07**  
(b) Describe in brief on: **07**  
I. Authoritarian style leadership.  
II. Democratic style leadership.  
OR
- Q.4** (a) State and Describe function and Qualities of Leadership. **07**  
(b) State the important duties of a foreman in relation to the following: **07**  
I. Towards worker under him  
II. Towards management
- Q.5** (a) Explain the importance of employ recruitment and selection activities in an organization. **07**  
(b) Describe “On the Job Training” with its advantages and limitation **07**  
OR
- Q.5** (a) Define the term Requirement. Describe various source of recruitment in brief. **07**  
(b) Describe the various method of training supervisor. **07**

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