Seat No.:	Enrolment
No	

		Diploma Engineering - SEMESTER-IV • Examination – WINTER • 2014	
	Subje		
		 Attempt all questions. Make suitable assumptions wherever necessary. Figures to the right indicate full marks. English version is considered to be Authentic. 	
Q.1		State and Describe the steps involved in recruitment and selection of Employee's./candidates.	07
	(b)	"A good leader is not necessarily a good manager" Discuss the statement and compare leadership with management.	07
Q.2	(a)	Describe the role of a Forman with reference to following terms (a) Quality control (b) Productivity (c) Machines	07
	(b)	Define the term 'Training'. What are the objectives of training and development function? OR	07
	(b)	Describe ten commandments for good listening	07
Q.3	(a) (b)	Draw classification of various managerial skills in chart form. Describe the typical organization of purchasing department . state the various functions of purchase department. OR	07 07
Q.3		Define :- (a) Administration (b) Management and differentiate between them	07
	(b)	Describe the various functions /objective of the store keeping.	07
Q.4	(a) (b)	Describe the function of production planning and control. Define the terms scheduling? Describe the factor affecting on scheduling .? OR	07 07
Q. 4	(a) (b)	Describe the various tests are commonly used for employment of personnel. State and describe in brief the theory of leadership	07 07
Q.5	(a)	Describe the following terms in brief: 1. Purpose 2. Men 3 Media 4 Message	07
	(b)	What is the job order production? Describe its characteristics OR	07
Q.5	(a)	Describe in brief: (a) Individual behavior. (b) Group behavior	07
	(b)	Define the terms motivation and Describe its nature.	07
