



MANIPAL INSTITUTE OF TECHNOLOGY

MANIPAL

A Constituent Institution of Manipal University

VII SEMESTER B.TECH. INTERNAL EXAMINATIONS OCTOBER 2017

TEST - 2

SUBJECT: ESSENTIALS OF MANAGEMENT [HUM 4001]

Date of Exam: 14/10/2017 Time of Exam: 11.45 AM - 12.45 PM Max. Marks: 15

Instructions to Candidates:

Answer ALL the questions and missing data may be suitably assumed.

- 1A. In an electrical goods manufacturing company, there are four main activities: Marketing, Production, Finance and Human Resource. The General Manager is planning to structure the organization. Which type of departmentation should the manager adopt? 1
- 1B. Some people argue that _____ organizational structure should be adopted only as a last resort because it creates conflicting lines of authority. (Functional/Staff/Geographical/Matrix/Line) 1
- 1C. Mr. Ajay CEO of ABC Ltd. is interested in hiring people from outside. For casual vacancies of unskilled or semi-skilled jobs, a notice is placed on the enterprise specifying the details of the jobs available. He is also planning to call some potential employees out of the database of unsolicited applications in their offices. For technical, professional and managerial jobs, he is planning to hire youth directly from universities, vocational schools and management institutes. Identify the aspect of staffing performed by Ajay. 1
- 1D. An organization provides security services. It requires candidates who are reliable and don't leak out the secrets of their clients. What type of test should be incorporated in the selection process? 1
(Intelligence test, Personality test, Psychomotor test, Achievement test)
- 1E. _____ is the aspect of staffing that primarily allows a new employee to get familiarized with the basics of the organization, its policies and procedures, payout methods, and the nature of business the organization is involved in. 1
2. Draw and explain an Informal organization. 2
3. Define the span of control and explain any two factors that affect span of control. 3
4. Describe job description and job evaluation with suitable examples. 2
5. Draw and explain systems approach to staffing. 3

