

11. (a) Explain in detail about Henry Fayol's contribution towards classical approach towards management.
- Or
- (b) (i) Discuss the relative importance of each type of the skills to lower, middle and upper level managers. (8)
(ii) Describe the motion study as used by the Gilbreths. (8)
12. (a) (i) Discuss some of the tools for developing organizational strategies. (10)
(ii) Explain the steps involved in Decision making process. (6)
- Or
- (b) (i) Elaborate the different types of organizational plans. (10)
(ii) What do you understand by Management by Objectives (MBO)? What are its advantages and limitations? (6)
13. (a) (i) Describe a case in which matrix organization structure will be effective. Also discuss the advantages and limitations of matrix organization. (10)
(ii) Compare formal and informal organizations. (6)
- Or
- (b) (i) "Delegation is the ability to get result through others" — Discuss. Explain the steps and guidelines to be followed while delegating authority. (8)
(ii) Explain the various methods of training. (8)
14. (a) (i) Explain the types of formal organizational communications. (8)
(ii) Discuss the obstacles to the leader flexibility and leader styles based on them. (8)
- Or
- (b) Does motivation important for organization development/achievement? Justify your answer with Maslow's hierarchy of needs.
15. (a) (i) Explain the relationship between controlling and overall management. Discuss the steps in controlling process. (10)
(ii) Describe the potential barriers to successful controlling. (6)
- Or
- (b) Discuss briefly about (i) Break event analysis and (ii) budget as tools for organizational control. (8 + 8)

Personel Management Question Paper June 2013 N5

Shirley Anne Warshaw



Personel Management Question Paper June 2013 N5

Managing a Modern Hospital A V Srinivasan, 2008-06-23 The revised and updated second edition of *Managing a Modern Hospital* contains a judiciously compiled collection of writings on modern hospital management The book is a fitting response to the compelling need for incorporating professionalism and better resource management in hospital administration to ensure quality and cost effectiveness in health care in India Health care has become one of the fastest growing sectors in India over the past decade This book contains two new chapters Customer Relationship Management and Computer aided Diagnosis which highlight recent developments in the field in the last seven years It spans a wide range of issues in modern hospital management including Waste management Financial management Maintaining medical records Medical audits Managing human resources Quality certification A repository of valuable insight and information on setting up and running a modern day hospital efficiently and as an economically viable business the book can serve as basic text and supplementary reading for courses in hospital management It will also be of interest to hospital administrators in government and private health care institutions directors of nursing homes medical practitioners involved with hospital administration as well as entrepreneurs in the health care business consultants and researchers

Guide to the White House Staff Shirley Anne Warshaw, 2013-03-27 *Guide to the White House Staff* is an insightful new work examining the evolution and current role of the White House staff It provides a study of executive legislative relations organizational behavior policy making and White House cabinet relations The work also makes an important contribution to the study of public administration for researchers seeking to understand the inner workings of the White House In eight thematically arranged chapters *Guide to the White House Staff* Reviews the early members of the White House staff and details the need statutory authorization and funding for staff expansion Addresses the creation of the Executive Office of the President EOP and a formal White House staff in 1939 Explores the statutes executive orders and succession of reorganization plans that shaped and refined the EOP Traces the evolution of White House staff from FDR to Obama and the specialization of staff across policy and political units Explores how presidential transitions have operated since Eisenhower created the position of chief of staff Explains the expansion of presidential in house policymaking structures beginning with national security and continuing with economic and domestic policy Covers the exodus of staff and the roles remaining staff played during the second terms of presidents Examines the post White House careers of staff *Guide to the White House Staff* also provides easily accessible biographies of key White House staff members who served the presidencies of Richard M Nixon through George W Bush This valuable new reference will find a home in collections supporting research on the American presidency public policy and public administration

Human Trafficking Noël Bridget Busch-Armendariz, Maura Nsonwu, Laurie Cook Heffron, 2017-03-31 This practical interdisciplinary text draws from empirically grounded scholarship survivor centered

practices and an ecological perspective to help readers develop an understanding of the meaning and scope of human trafficking Throughout the book the authors address the specific vulnerabilities of human trafficking victims their medical psycho social needs and issues related to direct service delivery They also address the identification of human trafficking crimes traffickers and the impact of this crime on the global economy Using detailed case studies to illuminate real situations the book covers national and international anti trafficking policies prevention and intervention strategies promising practices to combat human trafficking responses of law enforcement and service providers organizational challenges and the cost of trafficking to human wellbeing

Operations Research Hamdy A. Taha,1976

Theory-Based Data Analysis for the Social Sciences Carol S. Aneshensel,2013 This book presents the elaboration model for the multivariate analysis of observational quantitative data This model entails the systematic introduction of third variables to the analysis of a focal relationship between one independent and one dependent variable to ascertain whether an inference of causality is justified Two complementary strategies are used an exclusionary strategy that rules out alternative explanations such as spuriousness and redundancy with competing theories and an inclusive strategy that connects the focal relationship to a network of other relationships including the hypothesized causal mechanisms linking the focal independent variable to the focal dependent variable The primary emphasis is on the translation of theory into a logical analytic strategy and the interpretation of results The elaboration model is applied with case studies drawn from newly published research that serve as prototypes for aligning theory and the data analytic plan used to test it these studies are drawn from a wide range of substantive topics in the social sciences such as emotion management in the workplace subjective age identification during the transition to adulthood and the relationship between religious and paranormal beliefs The second application of the elaboration model is in the form of original data analysis presented in two Analysis Journals that are integrated throughout the text and implement the full elaboration model Using real data not contrived examples the text provides a step by step guide through the process of integrating theory with data analysis in order to arrive at meaningful answers to research questions

The Structuring of Organizations Henry Mintzberg,2009 Synthesizes the empirical literature on organizational structuring to answer the question of how organizations structure themselves how they resolve needed coordination and division of labor Organizational structuring is defined as the sum total of the ways in which an organization divides and coordinates its labor into distinct tasks Further analysis of the research literature is needed in order to build a conceptual framework that will fill in the significant gap left by not connecting a description of structure to its context how an organization actually functions The results of the synthesis are five basic configurations the Simple Structure the Machine Bureaucracy the Professional Bureaucracy the Divisionalized Form and the Adhocracy that serve as the fundamental elements of structure in an organization Five basic parts of the contemporary organization the operating core the strategic apex the middle line the technostructure and the support staff and five theories of how it functions i e as a system characterized by formal

authority regulated flows informal communication work constellations and ad hoc decision processes are theorized Organizations function in complex and varying ways due to differing flows including flows of authority work material information and decision processes These flows depend on the age size and environment of the organization additionally technology plays a key role because of its importance in structuring the operating core Finally design parameters are described based on the above five basic parts and five theories that are used as a means of coordination and division of labor in designing organizational structures in order to establish stable patterns of behavior CJC Statistical Power Analysis for the Behavioral Sciences Jacob Cohen, 2013-05-13 Statistical Power Analysis is a nontechnical guide to power analysis in research planning that provides users of applied statistics with the tools they need for more effective analysis The Second Edition includes a chapter covering power analysis in set correlation and multivariate methods a chapter considering effect size psychometric reliability and the efficacy of qualifying dependent variables and expanded power and sample size tables for multiple regression correlation **Open Access** Peter Suber, 2012-07-20 A concise introduction to the basics of open access describing what it is and isn't and showing that it is easy fast inexpensive legal and beneficial The Internet lets us share perfect copies of our work with a worldwide audience at virtually no cost We take advantage of this revolutionary opportunity when we make our work open access digital online free of charge and free of most copyright and licensing restrictions Open access is made possible by the Internet and copyright holder consent and many authors musicians filmmakers and other creators who depend on royalties are understandably unwilling to give their consent But for 350 years scholars have written peer reviewed journal articles for impact not for money and are free to consent to open access without losing revenue In this concise introduction Peter Suber tells us what open access is and isn't how it benefits authors and readers of research how we pay for it how it avoids copyright problems how it has moved from the periphery to the mainstream and what its future may hold Distilling a decade of Suber's influential writing and thinking about open access this is the indispensable book on the subject for researchers librarians administrators funders publishers and policy makers

Understanding Careers Kerr Inkson, 2006-07-07 Understanding Careers The Metaphors of Working Lives uses a unique framework of nine archetypal metaphors to encapsulate the field of career studies Using an easy to read style author Kerr Inkson examines key concepts illustrating them with over 50 authentic career cases to build an excellent bridge between theory and real life **JLPT Study Guide** Clayton MacKnight, 2020-02-18 Don't worry there's no need to stress about JLPT test prep As the founder of JLPTBootCamp.com a test prep website with more than 300 000 annual visitors Clayton MacKnight has helped tens of thousands of students to pass the JLPT N5 exam Now he's distilled his study resources and tips into a handy must have volume for anyone prepping for this important language test MacKnight's complete study package fully prepares the exam taker by providing Clear and simple grammar lessons with sample sentence patterns Printable vocabulary Hiragana Katakana and Kanji flash cards Over 300 sample test questions Three printable practice tests all with

answer keys and free online audio recordings for the listening portions Exam takers can stop worrying and take the uncertainty out of exam prep because the JPLT Study Guide shows them exactly what to expect and how to pass the test with flying colors The Japanese Language Proficiency Test JLPT is the standardized test taken by everyone who wants to study or work in Japan Comprehensive Behavior Management Ronald C. Martella, J. Ron Nelson, Nancy E.

Marchand-Martella, Mark O'Reilly, 2012 Rev ed of *Managing disruptive behaviors in the schools* Boston Allyn and Bacon c2003 *Reality Is Broken* Jane McGonigal, 2011-01-20 McGonigal is a clear methodical writer and her ideas are well argued Assertions are backed by countless psychological studies The Boston Globe Powerful and provocative McGonigal makes a persuasive case that games have a lot to teach us about how to make our lives and the world better San Jose Mercury News Jane McGonigal's insights have the elegant compact deadly simplicity of plutonium and the same explosive force Cory Doctorow author of *Little Brother* A visionary game designer reveals how we can harness the power of games to boost global happiness With 174 million gamers in the United States alone we now live in a world where every generation will be a gamer generation But why Jane McGonigal asks should games be used for escapist entertainment alone In this groundbreaking book she shows how we can leverage the power of games to fix what is wrong with the real world from social problems like depression and obesity to global issues like poverty and climate change and introduces us to cutting edge games that are already changing the business education and nonprofit worlds Written for gamers and non gamers alike *Reality Is Broken* shows that the future will belong to those who can understand design and play games Jane McGonigal is also the author of *SuperBetter A Revolutionary Approach to Getting Stronger Happier Braver and More Resilient*

Essential Guide to Qualitative Methods in Organizational Research Catherine Cassell, Gillian Symon, 2004-05-26 This text covers an array of methods needed for undertaking qualitative data collection analysis It includes 30 chapters each focusing on a specific technique including chapters on traditional methods analysis techniques intervention methods the latest developments in research methods **Using Mixed Methods Research Synthesis for Literature Reviews** Mieke Heyvaert, Karin Hannes, Patrick Onghena, 2016-03-03 This practical guide provides step by step instruction for conducting a mixed methods research synthesis MMRS that integrates both qualitative and quantitative evidence The book progresses through a systematic comprehensive approach to conducting an MMRS literature review to analyze and summarize the empirical evidence regarding a particular review question Readers will benefit from discussion of the potential advantages of MMRS and guidance on how to avoid its potential pitfalls *Using Mixed Methods Research Synthesis for Literature Reviews* is Volume 4 in the SAGE Mixed Methods Research Series **Constructing Research Questions** Mats Alvesson, Jorgen Sandberg, 2013-02-28 All researchers want to produce interesting and influential theories A key step in all theory development is formulating innovative research questions that will result in interesting and significant research Traditional textbooks on research methods tend to ignore or gloss over actual ways of constructing research questions In this text

Alvesson and Sandberg develop a problematization methodology for identifying and challenging the assumptions underlying existing theories and for generating research questions that can lead to more interesting and influential theories using examples from across the social sciences Established methods of generating research questions in the social sciences tend to focus on gap spotting which means that existing literature remains largely unchallenged The authors show the dangers of conventional approaches providing detailed ideas for how one can work through such problems and formulate novel research questions that challenge existing theories and produce more imaginative empirical studies Constructing Research Questions is essential reading for any researcher looking to formulate research questions that are interesting and novel

Practical Research and Evaluation Lena Dahlberg, Colin McCaig, 2010-04-22 This book is a starter DIY text for practitioners who are looking to conduct evaluation studies and research as part of their own professional practice The growing emphasis on evidence based practice means that there is an increasing need for practitioners to have at least a basic understanding of research be aware of methodological pitfalls and to be updated on new methods This book provides a practical user friendly guide to social science research methods for professionals who have benefited from little if any formal research methods training but find themselves in a role that requires them to read and understand complex research findings and carry out their own research as part of their professional practice Practical Research and Evaluation is aimed at practitioners working in education health social care and community work Many in this market are non graduates or are those whose study did not contain a research element but are required to know how research works This book has three main aims which will benefit this audience to enable readers to carry out small scale research projects of their own provide them with the basic understanding necessary to commission research and enable them to better understand and evaluate critically research reports This book is designed specifically for Do it Yourself researchers working in the public or voluntary sectors It is accessible and relevant to practitioners uses non technical language wherever possible and employs grounded examples practical tips checklists and readings lists throughout

Setting the Standard for Project Based Learning John Larmer, John R. Mergendoller, Suzie Boss, 2015-05-26 This book take readers through the step by step process of how to create implement and assess project based learning PBL using a classroom tested framework Also included are chapters for school leaders on implementing PBL system wide and the use of PBL in informal settings

International Business Shad Morris, James Oldroyd, 2020-07-21 Leveraging their extensive background at multi national corporations co authors Shad Morris and James Oldroyd created an International Business course that is current concise and easy to implement As instructors themselves the authors focused on engaging pedagogy that prepares students for the global marketplace and created interactive resources to deepen the learning experience This second edition of International Business includes extensive updates including coverage on important topics like COVID 19 Brexit and the US China trade war Additionally the WileyPLUS course provides just in time resources like chapter introductory videos whiteboard animations cases case

application problems adaptive practice and more to help students apply their learning and think critically

Designing and Conducting Research in Education Clifford J. Drew, Michael L. Hardman, John L. Hosp, 2008 The authors did an excellent job of engaging students by being empathetic to their anxieties while taking a research design course The authors also present a convincing case of the relevancies of research in daily life by showing how information was used or misused to affect our personal and professional decisions Cherng Jyh Yen George Washington University A practice oriented non mathematical approach to understanding planning conducting and interpreting research in education Practical and applied Designing and Conducting Research in Education is the perfect first step for students who will be consuming research as well as for those who will be actively involved in conducting research Readers will find up to date examinations of quantitative qualitative and mixed methods research approaches which have emerged as important components in the toolbox of educational research Real world situations are presented in each chapter taking the reader through various challenges often encountered in the world of educational research Key Features Examines quantitative qualitative and mixed methods research approaches which have emerged as important components in the toolbox of educational research Explains each step of the research process very practically to help students plan and conduct a research project in education Applies research in real world situations by taking the reader through various challenges often encountered in field settings Includes a chapter on ethical issues in conducting research Provides a Student study site that offers the opportunity to interact with contemporary research articles in education Instructor Resources on CD provide a Computerized test bank Sample Syllabi General Teaching Tips and more Intended audience This book provides an introduction to research that emphasizes the fundamental concepts of planning and design The book is designed to be a core text for the very first course on research methods In some fields the first course is offered at an undergraduate level whereas in others it is a beginning graduate class The book is perfect for introductory students The language is top notch the examples are helpful and the graphic features tables figures are uncomplicated and contain important information in an easy to understand format Excellent text John Huss Northern Kentucky University Designing and Conducting Research in Education is written in a style that is conducive to learning for the type of graduate students we teach here in the College of Education I appreciate the friendly tone and concise writing that the authors utilize Steven Harris Tarleton State University A hands on truly accessible text on how to design and conduct research Joan P Sebastian National University *The Female Offender* Meda Chesney-Lind, 1997-03-20 The Female Offender challenges the long standing tradition of male dominated criminology theory and research which has taken little or no account of gender differences

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