

- Q.23 Write a short note on "Autocratic leadership" style.
 - Q.24 Explain decision making process in short.
 - Q.25 Discuss the main techniques of stress management.
 - Q.26 Give the features of a good team.
 - Q.27 Explain the concept of teamwork.
 - Q.28 Write a short note on benefit of teamwork.
 - Q.29 State the symptoms of stress.
 - Q.30 What are the causes of stress? Discuss.
 - Q.31 Enlist the importance of time management
 - Q.32 Give the concept of decision making.
 - Q.33 What are the main characteristics of decision making?
 - Q.34 Write a short note on "democratic leadership style".
 - Q.35 Explain features of a good leader.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 What do you mean by team? Explain the traits of a good team leader.

Q.37 Define stress. How can we remove stress? Explain

Q.38 Give concept of leadership? Explain different types of leadership style.

No. of Printed Pages : 4
Roll No.

126722/ 106722

2nd Sem. / DBM, DBM (IPM)

Subject:- Basic Managerial Skills.

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- b) Spasmodic pains in the neck and shoulders
c) Hypertension
d) All of the above
- Q.5 Decision taken by a committee formed by the top management for specific purpose is _____.
a) Group Decision
b) Organizational decision
c) Personal Decision
d) Operative decision
- Q.6 The leader makes decisions in consultation with his followers is _____.
a) Autocratic style. b) Liberal leader
c) Democratic leader d) Institutional Leader
- Q.7 What is one common time management mistake?
a) Procrastination b) Manage Distraction
c) Taking Breaks d) Scheduling Tasks
- Q.8 Which is not a type of leader?
a) Autocratic b) Democratic
c) Self-proclaimed d) None of the above
- Q.9 Team work is a _____ objective?
a) group b) societal
c) individual d) organizational
- Q.10 Comprehensive decision-making model includes key steps to follow. Which step is first?
a) Define your goal
b) State the decision to be made
c) Evaluate your choices.
d) Make your decision.

SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 Teamwork is a useful leadership skill. (True/False)
Q.12 Cross-functional teams are formed to solve complex problems. (True/False)
Q.13 People who believe that their success is a matter of luck have an internal locus of control. (True/False)
Q.14 There is no such thing as positive or negative. (True/False)
Q.15 Physical, pathological, Physiological are the three types of fatigue (True/False)
Q.16 Taking the time to set goals wastes your limited time. (True/False)
Q.17 Multitasking is a great way to finish things quickly. (True/False)
Q.18 Decision making is choosing one alternative from among several. (True/False)
Q.19 Time management means always doing more than one task at the same time. (True/False)
Q.20 One way to manage your time well is to ignore deadlines and focus on doing the most fun activities. (True/False)

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Discuss two techniques of time management.
Q.22 Describe the term "management of stress".