

### SECTION-C

**Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 Discuss the objectives of organizational behaviour.
- Q.22 What are the components of attitude?
- Q.23 Discuss the features of perception.
- Q.24 Discuss the importance of groups.
- Q.25 What are the components of group?
- Q.26 What are the features of organizational culture?
- Q.27 Discuss the importance of Organizational Development.
- Q.28 What are the functions of human resource management?
- Q.29 What are the elements of organizational culture?
- Q.30 What are the various types of stress?
- Q.31 Discuss the causes of stress.
- Q.32 What are the determinants of personality?
- Q.33 Discuss the techniques of personality development.
- Q.34 Why do employees need to manage time?
- Q.35 What are the challenges of time management?

### SECTION-D

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

- Q.36 What do you mean by group? How are they formed? Discuss the various types of groups.
- Q.37 What is HRM? What are its objectives? Discuss the importance of HRM in detail.
- Q.38 What is perception? How is it formed? Discuss the factors affecting perception.

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Roll No. ....

**3rd Sem / Branch : Office Management and Computer Applications**

**Subject:- Organizational Behaviour and Personality Development**

Time : 3Hrs.

M.M. : 100

### SECTION-A

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

- Q.1 Which of the following is known as an event where personal and social relations are developed spontaneously in the network
  - a) Government Organization
  - b) Formal Organization
  - c) Informal Organization
  - d) Business Organization
- Q.2 The science of studying human behaviour is
  - a) Sociology
  - b) Psychology
  - c) Physiology
  - d) Biology
- Q.3 Scope of Organizational Behaviour does not include \_\_\_\_\_.
  - a) Leadership
  - b) Job Design
  - c) Perception
  - d) Technology
- Q.4 Belief, opinion, knowledge, emotions feelings intention are the components of
  - a) OB
  - b) Job satisfaction
  - c) Personality
  - d) Attitude

- Q.5 Which of the following is not a step in perceptual Process?
- a) Object                      b) Selection  
c) Perception                d) Response
- Q.6 Which of the following of an individual can change due to hard situations and external influence?
- a) Attitude                    b) Personality  
c) Objective                  d) Motivation
- Q.7 Which of these is caused when there is less than optimum activity?
- a) Eustress                    b) Hypo-stress  
c) Distress                    d) None of these
- Q.8 Which of the following is the event of encouraging people to action to achieve their targets?
- a) Bonus  
b) Performance Based incentives  
c) Motivation  
d) Promotion
- Q.9 Groups created by managerial decision in order to accomplish stated goals of the organization are called
- a) Formal Groups            b) Informal Groups  
c) Task Groups                d) Interest Groups
- Q.10 Which of the following types of people do not feel the need for urgency most of the time and are of a very easygoing nature
- a) Type A                      b) Type B  
c) Authoritarianism        d) Dogmatism

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## SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 Leadership is the ability to influence individuals to attempt with full efforts for mutual targets. True/False
- Q.12 A mismatch between a personality and its organization may lead to excitement in work environment. True/False
- Q.13 The attitude based on Beliefs, opinion, Knowledge, or information about the particular event which the employee possesses is under positive component of Attitude.(True/False)
- Q.14 Perception is the sequence of psychological steps that a person uses to organize and interpret information from the outside world.(True/False)
- Q.15 The desire of a human to be accepted by other fellows falls under power motive.(True/False)
- Q.16 The combination of numerous characteristics and qualities that forms a distinctive character of an individual is called personality.(True/False)
- Q.17 A major problem with a task group management is lack of accountability. (True/False)
- Q.18 Sensitivity Training is a small group of interaction processes in the structured form. (True/False)
- Q.19 You should do the worst tasks first while you're alert and not tired. (True/False)
- Q.20 Human Resource Department is a service department rather than functional department. (True/False)

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