

- Q.23 What is the importance of efficient decision making?
- Q.24 Explain the traits of a good Leader?
- Q.25 Describe the various leadership styles.
- Q.26 What are the characteristics of decision making?
- Q.27 Write a note on functioning of teams.
- Q.28 How the stress can be managed?
- Q.29 How the terms are developed?
- Q.30 What are the causes of stress? Explain.
- Q.31 Explain the main techniques of time management.
- Q.32 Briefly discuss how to overcome stress.
- Q.33 Describe the importance of time management.
- Q.34 What is team building?
- Q.35 What are the various symptoms of stress? Explain in Brief.

#### SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Define teams explain in detail various types of teams
- Q.37 What is decision making? Explain in detail the process of decision making.
- Q.38 Define stress management. What are the various consequences of stress and also verify explain how can we overcome stress?

No. of Printed Pages : 4  
Roll No. ....

126722/106722

**Branch : DBM**  
**Subject : Basic Managerial Skills**

Time : 3 Hrs.

M.M. : 100

#### SECTION-A

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

- Q.1 A group of people working with common objectives or goals is known as a \_\_\_\_\_  
a. Team b. Teamwork  
c. Both d. None of the above
- Q.2 Which of the following is not a benefit of teamwork?  
a. Improved solutions to quality problems  
b. Improved ownership of solution  
c. Improved communication  
d. Decline in integration
- Q.3 The team which focuses its attention on improvements of a process that is already operating to a satisfactory level is called the \_\_\_\_\_  
a. Process improvement team  
b. Cross-functional team  
c. Both  
d. None
- Q.4 Decisions which are frequent and repetitive in nature are

- a. Programmed Decision
  - b. Non programmed Decision
  - c. Both
  - d. None
- Q.5 A person with good time management skill will \_\_\_\_\_ and not \_\_\_\_\_ so that more can be accomplished in lesser time.
- a. Work harder, smarter
  - b. Work smarter harder
  - c. Work harder, better work worse better
  - d. None
- Q.6 A limited amount of stress can be \_\_\_\_\_
- a. Exciting                      b. Increase focus
  - c. Both A and C                d. None
- Q.7 Theory X assumes which of the following
- a. People regard work as normal activity
  - b. People achieve little satisfaction from work
  - c. People seek out responsibility
  - d. People are self-motivate
- Q.8 The following cannot help reduce stress
- a. Yoga                              b. Meditation
  - c. Fighting                        d. Both
- Q.9 Decision making helps in smooth function of the \_\_\_\_
- a. Business                        b. Planning
  - c. Organising                      d. None
10. Leisure time is time spent doing routine. Necessary things like sleeping and eating. (T/F)

## SECTION-B

**Note:** Objective type questions. All questions are compulsory. (10x1=10)

- Q.11 Leadership is most commonly and simply defined as a process during which an individual (leader) influence a group of people (followers) to work towards a common vision goal or aim (T/F)
- Q.12 The cumulative action of a team in which an individual member keeps aside his/her interest and opinions to full fill the objectives or goal of the group is known as \_\_\_\_\_
- Q.13 Selecting the best course of action among the given alternatives is called \_\_\_\_\_
- Q.14 Stress is always negative (T/F)
- Q.15 Write one way to overcome stress.
- Q.16 Third step in decision making is \_\_\_\_\_
- Q.17 Write one nature of time management.
- Q.18 Define team building.
- Q.19 State one trait of an effective leader.
- Q.20 State one technique of time management.

## SECTION-C

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

- Q.21 What are the main techniques of stress management?
- Q.22 Explain various features of teams.