

- Q.23 Discuss the importance of perception.
 - Q.24 What are the various types of groups?
 - Q.25 Discuss any three time management techniques.
 - Q.26 What are the factors affecting organizational culture?
 - Q.27 Discuss the Organizational Development techniques.
 - Q.28 Discuss the objectives of human resource management.
 - Q.29 Discuss the reasons behind joining groups.
 - Q.30 What are the various types of stress?
 - Q.31 Discuss the determinants of personality.
 - Q.32 What is the importance of time management?
 - Q.33 What are the functions of human resource management?
 - Q.34 Discuss the importance of time management.
 - Q.35 What are the challenges of organizational behavior?

SECTION-D

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

- Q.36 What do you mean by organizational behaviour? What are its objectives? Discuss the importance of studying organizational behaviour.

Q.37 What is stress? What are its causes? Discuss the various techniques for managing stress.

Q.38 What is personality? What are its characteristics? Discuss the techniques for personality development.

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3rd Sem / 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 factors affect organizational behaviour ?

 - a) Technology b) People
 - c) Environment d) All of these

Q.2 _____ is a capability of an employee having negative attitude

 - a) Focus b) Creativity
 - c) Pessimism d) Confidence

Q.3 Which of the following is not a step in perceptual process ?

 - a) Object b) Selection
 - c) Pereception d) Response

Q.4 What type of groups are defined by the organization's structure?

 - a) Informal b) Formal
 - c) Friendship d) Task

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- Q.5 Handling of crises by managers and employees reveals an organizational _____.
 a) Culture b) Structure
 c) management d) environment
- Q.6 Which of these factors affects personality ?
 a) Culture b) Family
 c) Heredity d) All of the above
- Q.7 How does an individual cope with stress ?
 a) Self-concept b) Self-motivation
 c) Regular exercise d) Self control
- Q.8 Human resource management emphasis
 a) Development of people
 b) Punishment of people
 c) Adoption of people
 d) None of these
- Q.9 _____ is the process of imparting or increasing knowledge or skill of an employee to do a particular job.
 a) Training b) Recruitment
 c) Motivation d) Selection
- Q.10 Which time management technique involves dividing your working into blocks of time dedicated to specific tasks ?
 a) The pareto principle
 b) Time Blocking
 c) ABCD Method
 d) Pomodora Technique

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SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 Belief, opinion, knowledge, emotions feelings intention are the components of attitude. True/False
- Q.12 Informal groups appear in response to the need for social contact. True/False.
- Q.13 Organizational behaviour is only a science and not an art. True/False
- Q.14 Retention is high and turnover is low in an organization with good organizational culture. True/False
- Q.15 Eustress is caused as a result of our modern life and to cope with the anxiety due to it. True/False.
- Q.16 "Raju believes that men perform better in oral presentations than women" is stereotyping. True/False
- Q.17 Procurement, development, compensation & motivation are managerial functions of HRM. True/False
- Q.18 Employee is treated as a resource under HRM. True/False
- Q.19 Using spare time wisely includes limiting the time you spend on the internet, using a cell phone, etc. True/False
- Q.20 Time management helps in improving work-life balance. True/False

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Discuss the features of organizational behaviour.
- Q.22 What are the factors affecting attitude formation?

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