

- 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.

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### **2nd Sem. / DBM, DBM (IPM)** **Subject:- Basic Managerial Skills.**

Time : 3Hrs.

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) Group
  - d) Club
- Q.2 Which of the following is not a classification of a team?
  - a) Process improvement team
  - b) Cross-functional team
  - c) Natural work team
  - d) Group-directed/ Group-managed work team
- Q.3 The following are the characteristics of Negative Stress
  - a) It causes anxiety
  - b) It feels unpleasant
  - c) It decreases performance
  - d) All of the above
- Q.4 The following are true about the effects of stress
  - a) Hair loss and baldness

- 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.

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## 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".

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