

- 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 if 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 a 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?

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**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 \_\_\_\_\_

  - Team
  - Teamwork
  - Both
  - None of the above

Q.2 Which of the following is not a benefit of teamwork?

  - Improved solutions to quality problems
  - Improved ownership of solution
  - Improved communication
  - 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 \_\_\_\_\_

  - Process improvement team
  - Cross-functional team
  - Both
  - 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.