

- 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.

No. of Printed Pages : 4
Roll No.

183033/123033

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) Perception d) Response
- Q.4 What type of groups are defined by the organization's structure?
- a) Informal b) Formal
c) Friendship d) Task

- 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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