

Q.30 What are the main features of time management? (CO-3)

Q.31 Enlist the benefits of efficient decision making in the success of a firm. (CO-4)

Q.32 Mention the features of a good leader. (CO-5)

### SECTION-D

**Note:** Long answer type questions. Attempt any three questions. 3x10=30

Q.33 Why organizations should be concerned about employers stress? How do you go about managing stress? (CO-2)

Q.34 What is team? Explain the features of a high performance team. (CO-1)

Q.35 Explain the process of decision making and make it clear by showing proper sequence of steps. (CO-4)

Q.36 Discuss the various popular styles of leadership in detail. (CO-5)

No. of Printed Pages : 4

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### 2nd Sem. / Diploma in Business Management

#### Subject : Basic of Managerial Skills

Time : 3 Hrs.

M.M. : 100

### SECTION-A

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

(CO = Course Outcome)

Q.1 Team work does not just happen, it needs continues effort. (True/False) (CO-1)

Q.2 High performance team generally tend to be very large. (True/False) (CO-1)

Q.3 To control a person's level of stress is not an objective of stress management. (True/False)

Q.4 CO-2 Stress produces physical and mental both kind of symptom. (True/False) (CO-2)

Q.5 Fight-or-flight response model of stress is given by ..... (HENRI FAYOL/W.B. CANNON)

Q.6 CO-2 Autocratic leadership is not a style of leadership. (True/False) (CO-5)

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- Q.7 Taking initiative is the main feature of a good leader. (True/False) (CO-5)
- Q.8 Leader does not require Good communication skills. (True/False) (CO-5)
- Q.9 'Evaluation of alternative' is not an essential step in decision making process.(True/False) (CO-4)
- Q.10 Elimination of wastage is the essential feature of time management. (True/False) (CO-3)

### SECTION-B

**Note:**Very Short answer type questions. Attempt any ten parts 10x2=20

- Q.11 What do you mean by team? Explain. (CO-1)
- Q.12 What do you understand by team development? (CO-1)
- Q.13 Explain the features of a good team. (CO-1)
- Q.14 What do you understand by team word? (CO-1)
- Q.15 Define stress. (CO-2)
- Q.16 Write any two features of stress. (CO-2)
- Q.17 Mention any two causes of stress. (CO-2)
- Q.18 Write the name of two techniques of stress management. (CO-2)

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- Q.19 What do you understand by business decision-making process. (CO-4)
- Q.20 Mention the name of any two steps of Decision-making process. (CO-4)
- Q.21 Write the name of any two types of leadership style. (CO-5)
- Q.22 Mention any two features of a good leader. (CO-5)

### SECTION-C

**Note:**Short answer type questions. Attempt any eight questions. 8x5=40

- Q.23 Explain in detail the process of team development. (CO-1)
- Q.24 Explain the detail by functions of a good team. (CO-1)
- Q.25 What do you understand by team building? Explain. (CO-1)
- Q.26 Write note on different types of teams. (CO-1)
- Q.27 Explain stress management in short. (CO-2)
- Q.28 What are the main objectives of stress management? (CO-2)
- Q.29 Describe the concept of time management in the special context of a manager. (CO-3)

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