

CLASS: M.Com. M.Com.C.A., M.A. Economics & M.A. H.R.M

15A / 301

St. JOSEPH'S COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 620 002

SEMESTER EXAMINATIONS – APRIL 2015

TIME: 2 Hrs. 20 min.

MAXIMUM MARKS: 70

| SEM | SET  | PAPER CODE | TITLE OF THE PAPER       |
|-----|------|------------|--------------------------|
| II  | 2014 | 14PHR2202  | MANAGERIAL EFFECTIVENESS |

### SECTION – B

Answer all the questions:

5 x 5 = 25

31. a. Explain the concept and features of Managerial Effectives.

**OR**

b. What makes a good vision and mission statement of a Manager for Effective Management? – Explain.

32. a. Enumerate the six paradigm of human interaction in public victory.

**OR**

b. Explain the importance of force field analysis.

33. a. Explain the four Dimensions of Renewal.

**OR**

b. Write a short note on Role Play.

34. a. Enlist the benefits and the Lay-out of Business Letter.

**OR**

b. Explain the situation that need for Circular Letter.

35. a. What are the procedures to run a successful meeting? – Explain.

**OR**

- b. Describe the qualities need for a Leader in Effective Management.

### **SECTION – C**

**Answer any THREE questions:**

**3 x 15 = 45**

36. Briefly explain about the different types of personality.
37. Explain the importance and techniques of synergy in class room.
38. Elucidate the different types of correspondence.
39. Explain the content of Application and Interview Letters.
40. Write note on: (a) Retrenchment (b) Resignation.

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