

CLASS: U.G. – SKILL BASED ELECTIVE

15A/19

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

SEMESTER EXAMINATIONS – APRIL 2015

TIME: 3 Hrs.

MAXIMUM MARKS: 100

SEM	SET	PAPER CODE	TITLE OF THE PAPER
VI	2012	11UBU640602	MANAGEMENT SKILLS

SECTION – A

Answer all the questions:

20 x 1 = 20

Choose the correct answer:

- Techniques of control
 - Management Audit
 - Budgetary control
 - PERT & CPM
 - All of these
- A person considers himself to be capable and important is known as
 - Self-esteem
 - Locus of control
 - Tolerance
 - None of these
- _____ style of leadership is also known as participate leadership.
 - Autocratic
 - Democratic
 - Functional
 - Laissez Faire
- People who mingles freely with everyone is known as
 - Extroverts
 - Introverts
 - Conservative
 - None of these
- At this stage conflict has not taken a definite stage
 - Latent conflict
 - Perceived conflict
 - Felt conflict
 - Manifest conflict

Fill in the blanks:

- The trait theory explains personality on the basis of the _____ of a person.

7. _____ of a person is indicated by some of his unique qualities that differentiate him from others.
8. _____ leader wants his subordinates to work in the manner he wants.
9. According to _____ theory, leadership is much influenced by the situation in which it is exercised.
10. Conflicts may arise between the members of a particular group is called _____.

State True or False:

11. Management is an art as well as science.
12. Personality refers to physical attributes of a person.
13. A democratic leader does not make unilateral (or) one sided situations.
14. The Ideal-self denotes the way one would like to be.
15. Conflict is any situation in which two (or) more parties feel themselves in opposition.

Match the following:

- | | |
|------------------------|--|
| 16. Staffing | - a) Complete freedom |
| 17. Personality Traits | - b) Impatient |
| 18. Type A | - c) Superior-subordinate relationship |
| 19. Free Rein | - d) Man Power Planning |
| 20. Vertical conflict | - e) Agreeableness |

SECTION – B

Answer all the questions:

5 x 4 = 20

21. a. Define Management. Distinguish it from administration.

OR

- b. State the role of a manager in an organization.
- 22. a. What do you mean by personality? What are the different types of personality?

OR

- b. Explain the important determinants of personality.
- 23. a. What are the various stages in the life of a person relevant for personality development?

OR

- b. State the difference between leadership and management.
- 24. a. Explain the trait theory of Leadership.

OR

- b. List out the functions of a Leader.
- 25. a. Why do conflict arise in the organization?

OR

- b. What are the positive aspects of conflict?

SECTION – C

Answer any FOUR questions:

4 x 15 = 60

- 26. Explain the contributions made by Hendry Fayol to management thought.
- 27. Discuss the functions of management.
- 28. What are the various personality theories? How will you integrate various theories to get a satisfactory theory of personality?
- 29. Discuss the different kinds of leadership styles with their relative merits and demerits.
- 30. Analyse the various levels of a conflict in an organization.
