

**PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)**

**BVoc DEGREE EXAMINATION MAY 2025
(Second Semester)**

Branch – NETWORKING AND MOBILE APPLICATION

MANAGERIAL SKILLS

Time: Three Hours

Maximum: 75 Marks

SECTION-A (10 Marks)

Answer ALL questions

ALL questions carry EQUAL marks

(10 × 1 = 10)

Module No.	Question No.	Question	K Level	CO
1	1	Which skill set do top-level managers need in order to see the 'big picture'? (a) Technical (b) Conceptual (c) Human (d) Goal setting	K1	CO1
	2	Emotional intelligence is characterized by _____ (a) Proficient in problem solving (b) High abstract thinking ability (c) Better interpersonal relationship (d) Good sense of humour	K2	CO1
2	3	Why is time management important? (a) It helps you avoid work entirely (b) It reduces stress and improves productivity (c) It allows you to work long hours without breaks (d) It ensures you complete all tasks without any errors	K1	CO2
	4	If companies value teamwork, then promotions, pay raises, and other forms of recognition should be given to individuals for how effectively the work as: (a) Managers (b) Leaders (c) Individuals (d) Team members	K2	CO2
3	5	Relationships where employees perform their job acceptably, but not exceptionally well and managers don't think of them when looking for extra help or special assignments are _____ (a) in-group relationships (b) mid-group relationships (c) out-group relationships (d) in and out-group relationships	K1	CO3
	6	Interpersonal communication is encouraged by which one of the following? (a) personal space (b) proxemics (c) competition (d) similarity	K2	CO3
4	7	At what stage does the manager find out what kind of decisions will be required to be made to carry on the work of the organization? (a) Decision analysis (b) Activities analysis (c) Relations analysis (d) Operation analysis	K1	CO4
	8	The problem solving method in which all members of a group fully accept and support a decision. (a) Norm (b) Compromise (c) Goal (d) Consensus	K2	CO4
5	9	Job _____ targets expanding the context of an individual's job. (a) Enrichment (b) Nourishment (c) Empowerment (d) Card	K1	CO5
	10	Learning to support yourself during stressful situations beyond your control will _____ the effects of stress. (a) Diminish (b) Increase (c) Enhance (d) finish	K2	CO5

Cont...

SECTION - B (35 Marks)

Answer ALL questions

ALL questions carry EQUAL Marks

(5 × 7 = 35)

Module No.	Question No.	Question	K Level	CO
1	11.a.	Show the importance of Self-awareness.	K2	CO1
	(OR)			
	11.b.	Outline the components of knowledge management in organizational development.		
2	12.a.	Build the techniques make an effective time management plan.	K3	CO2
	(OR)			
	12.b.	Construct how do you manage a team work?		
3	13.a.	Identify the ways to build strong relationship skills.	K3	CO3
	(OR)			
	13.b.	Construct the different types of communication protocols.		
4	14.a.	Analyze the importance of decision making skills.	K4	CO4
	(OR)			
	14.b.	Examine the steps involved in problem solving.		
5	15.a.	List the benefits of employee empowerment.	K4	CO5
	(OR)			
	15.b.	Contrast the strategies for managing stress in the workplace.		

SECTION -C (30 Marks)

Answer ANY THREE questions

ALL questions carry EQUAL Marks

(3 × 10 = 30)

Module No.	Question No.	Question	K Level	CO
1	16	Categorize the various measures for managerial skills development?	K4	CO1
2	17	Identify and explain the components of effective goal setting.	K4	CO2
3	18	Examine the communication skills that are needed for a successful manager.	K4	CO3
4	19	Assess how managers could use management skills to maintain an environment that encourages innovations and professionalism.	K5	CO4
5	20	Evaluate the occupational safety and health at work place.	K5	CO5

Z-Z-Z

END