

**29804**

**BBA 4 Year 2nd Semester w.e.f. 2024-25  
(NEP-2020)**

**Examination – May, 2025**

**MANAGERIAL SKILLS**

**Paper : 24IMSI402DS01**

*Time : Three hours ]*

*[ Maximum Marks : 70*

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*Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard, will be entertained after examination.*

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*Note : Section A comprise seven short answer type questions carrying two marks each, is compulsory. From Section B attempt four questions selecting one question from each Unit. All questions carry equal marks.*

**SECTION – A**

1. (a) Differentiate between technical skills and human skills.
- (b) What do you mean by job rotation and exposure ?
- (c) What do you mean by creativity ?

- (d) Define delegation.
- (e) What do you mean by project group ?
- (f) Define Fishbowl technique.
- (g) What is emotional intelligence ?

## SECTION – B

### UNIT – I

2. What is management skills ? Discuss its application in current business environment.
3. Explain the concept of interpersonal roles in management ? Discuss how coordination and interpersonal skills complement each other in achieving organizational goals.

### UNIT – II

4. Discuss various steps of analytical problem solving. Also explain limitations of it.
5. Describe the common challenges in delegation and suggest strategies to overcome each one with suitable example.

### UNIT – III

6. Write short notes on :
- (a) Team membership
  - (b) Brain Storming
  - (c) Nominal Group Techniques
7. What is group cohesiveness ? Explain the factors affecting it.

### UNIT – IV

8. What is communication ? Discuss its process and need for effective management.
9. What are different components of project report ? Discuss how we can make our report writing effective.
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