

SEMESTER - V

Core- IX

ORGANIZATIONAL BEHAVIOR

Fill in the blanks. (1 mark)

1. Frederick Taylor is known as the father of _____.
2. Max Weber introduced the concept of _____ to organizational theory.
3. Henri Fayol emphasized _____ principles of management.
4. The _____ system approach focuses on the interaction between an organization and its external environment.
5. The _____ perspective emphasizes the importance of interpersonal relationships at work.
6. The socio-technical approach highlights the interaction between social and _____ systems in organizations.
7. Organizational behaviour in India must be _____ to the country's unique cultural and economic realities.
8. The scope of organizational behaviour includes individual, group, and _____ behaviour.
9. The _____ of an organization determines how tasks and responsibilities are divided.
10. Common organizational designs include functional, divisional, and _____ structures.
11. The three primary roles of managers are interpersonal, informational, and _____.
12. Mintzberg identified _____ distinct managerial roles.
13. Effective group decision-making in organizations often involves techniques like _____ and brainstorming.
14. _____ leadership emphasizes inspiring and motivating followers to achieve goals.
15. A _____ organization design is characterized by flexibility and adaptability.
16. Management functions include planning, organizing, leading, and _____.
17. The ERG theory categorizes needs into existence, relatedness, and _____.
18. McClelland's theory of needs identifies three key needs: achievement, affiliation, and _____.
19. Goal-setting theory emphasizes the importance of _____ goals in improving performance.
20. The _____ theory suggests that motivation decreases when people perceive external rewards undermining intrinsic motivation.
21. Power in organizations is defined as the ability to _____ the behaviour of others.
22. The bases of power include legitimate, coercive, reward, expert, and _____ power.
23. Power tactics like _____ and consultation are commonly used in organizations.
24. _____ refers to activities that individuals undertake to influence others and gain advantages.
25. _____ behaviour is a defensive mechanism employees use to protect themselves from perceived threats.
26. _____ skills include the ability to communicate and work effectively with others.
27. Selection practices should aim to match human resources with _____ job requirements.
28. Training programs should be designed to enhance employees' knowledge, skills, and _____.

29. The primary purpose of performance evaluation is to _____ employee contributions to organizational goals.
30. Common methods of performance evaluation include self-assessment, peer review, and _____ appraisal.

Answer within 2-3 sentences. (1.5 marks)

1. Define Scientific Management.
2. State two basic features of scientific management.
3. Define principle of unity of command.
4. What is the latest development in scientific management?
5. Who in organizations are responsible for managing change activities?
6. Briefly discuss OB as an interdisciplinary approach.
7. Critically state how OB has a humanistic oriented approach.
8. State the view of Fayol on the 'Principle of Authority and Responsibility'.
9. What is 'Scalar Chain'?
10. Define an Organisation.
11. Mention two basic utilities of structuring an organisation.
12. Define functional departmentalization.
13. Define Span of Control or Span of Authority.
14. What is a Matrix structure organisation?
15. Define forecasting.
16. Differentiate between mechanistic structure and organic structure.
17. List out the essential skills of a manager
18. Differentiate between Technical skill and humanitarian skill.
19. List out three informational roles of a manager.
20. State entrepreneurial role of a manager as a decision maker.
21. What do you mean by Leadership?
22. Differentiate between transactional and transformational style of leadership.
23. Define Consensus rule of decision making.
24. List out the six hats of Edward de Bono's decision-making technique.
25. State the effect of social loafing in group decision making process.
26. Define motivation.
27. List out three basic natures of motivation.
28. List out three content theories of motivation.
29. What Maslow conceptualizes as self-Actualization?
30. Define Job Satisfaction.
31. List out three Hygiene elements of Job satisfaction.
32. What Herzberg conceptualizes as Motivators?
33. Define ingratiation.
34. Define intimidation as a technique of impression management.
35. How supplication is considered to be a negative strategy of impression management?
36. What is Recruitment?
37. Mention two basic purposes of recruitment
38. How to ensure that the training is effective for an employee within the company?
39. Define performance evaluation.
40. What is Self-Appraisal?

Answer within 75 words. (2 marks)

1. What is the meaning of simplification according to the scientific management?
2. Differentiate between internal and external recruitment.
3. Differentiate between recruitment and selection.
4. Explain Fayol's principle of discipline
5. What you understand by Laissez-faire leadership style?
6. Differentiate between conceptual skills and design skills of a manager.
7. List out any four models of OB.
8. Mention any two basic challenges of OB.
9. Write a short note on Vertical vs. Horizontal Structure.
10. Differentiate between Autocratic and Democratic leadership.
11. Differentiate between majority and minority rules in decision making.
12. Mention three process theories of motivation.
13. Differentiate between content approach and process approach of motivation.
14. What do you mean by ingratiation?
15. What do you mean by 'Self Promotion Paradox'?
16. What do you mean by off-the-job training?
17. Mention two characteristics of Theory X of McGregor.
18. Write a note on conscious vs. unconscious impression management.
19. State how a manager takes-up the disturbance handler role.
20. Differentiate between Existence Needs and Related Needs of Alderfer theory on motivation.
21. List out the five steps of the group problem-solving process.
22. Why organisation does conduct performance appraisal of employees every year?
23. Mention two advantages and two disadvantages of e-recruitment.
24. Why Diffusion of Responsibility is considered as a major disadvantage of group decision making?
25. Define 'inspirational appeal as a power tactic technique.

Answer within 500 words. (6 marks)

1. Explain the importance, scope and challenges of organisation behaviour.
2. Critically analyse the human relations perspectives and socio-technical perspectives of organisational behaviour.
3. Briefly analyse the different forms of organisational structure.
4. With the merits and limitations discuss the Line Organisational Structure.
5. Briefly describe the functions of a management.
6. What are the skills required by a manager as he moves up the hierarchy? What methods do you suggest to equip the managers those skills.
7. Explain the importance of conceptual skills for long term survival of an organisation. How do good conceptual skills a firm gain competitive advantage? Give appropriate examples.
8. Examine the different roles played by a manager of a typical business organisation.
9. Critically analyse the process of group formation and examine its relevance to the present-day organizations.
10. Analyse the leadership style from the angle of Managerial Grid.
11. Define motivation. Discuss the types and characteristics of motivation.

12. Describe the process of motivation. Also discuss the needs and necessities of studying motivation from the organisation perspective.
13. Review Maslow's hierarchy of needs. Do you agree with the particular ranking of employee needs?
14. Define organisational politics. Evaluate the reasons of organisational politics.
15. Define power and discuss the different types of power.
16. Define power and discuss the different sources of power.
17. How do organisations encourage political activity? How do they manage such activity?
18. Discuss strategies for acquisition of power in organisations.
19. Explain the importance of power in organisation with its characteristics.
20. How would you define HRD? What is the scope of HRD? Discuss the importance of HRD.

Core - XII

PSYCHOLOGY FOR HEALTHY LIVING

Fill in the blanks. (1 mark)

1. The primary goal of health psychology is to _____ health and prevent illness.
2. The _____ model explains health and illness through biological, psychological, and social factors.
3. The biopsychosocial model emphasizes the _____ interaction of biological, psychological, and social factors.
4. _____ is a state of mental or emotional strain resulting from demanding circumstances.
5. According to the cognitive appraisal model, stress arises from an individual's _____ of the situation.
6. Major causes of stress include _____, financial difficulties, and health problems.
7. _____ appraisal involves evaluating the personal significance of a potential stressor.
8. Effective management of stress includes _____, exercise, and relaxation techniques.
9. _____ refers to strategies for controlling or reducing stress.
10. Stress can be categorized into acute stress and _____ stress.
11. Behavioural correlates of illness include habits like smoking and _____.
12. Psychological correlates of illness include _____ and anxiety.
13. Approaches to promoting wellness include health education and _____ programs.
14. Common health beliefs can influence health behaviours and _____.
15. The _____ model focuses on individuals' perception of the severity and susceptibility of a health threat.
16. The protection motivation model emphasizes fear and _____ to change behaviour.
17. Leventhal's self-regulatory model explains how people manage _____ and health-related challenges.
18. The health belief model includes perceived _____ as a key component.
19. The protection motivation model includes coping _____ as a factor for behaviour change.
20. In Leventhal's self-regulatory model, individuals use _____ mechanisms to manage health risks.
21. _____ perception varies based on personality and past experiences.
22. Compliance behaviour refers to adherence to medical advice and _____.
23. Improving compliance involves effective communication and _____ incentives.

24. Symptom perception may be influenced by psychological factors like _____.
25. Coping with illness crises often requires support from family and _____.
26. _____ coping strategies include problem-solving and seeking support.
27. Health-enhancing behaviours include balanced diet and regular _____.
28. _____ is a holistic practice that combines physical postures, breathing exercises, and meditation.
29. Regular physical exercise reduces the risk of _____ diseases.
30. Diet management involves monitoring food intake and ensuring adequate _____.
31. Malnutrition in children can result from insufficient _____ intake.
32. Autism is a developmental disorder characterized by challenges in social interaction and _____.
33. Women are at a higher risk of developing osteoporosis due to decreased _____ levels after menopause.
34. Alzheimer's disease is a neurodegenerative disorder that primarily affects _____.
35. Depression in elderly individuals may be caused by social isolation and _____.
36. Malnutrition in children can lead to stunted growth and impaired _____.
37. Immunization schedules should be followed strictly to prevent _____ diseases.
38. Diabetes can be managed through medication, diet, and regular _____.
39. Symptoms of Alzheimer's disease include memory loss and _____ confusion.
40. Osteoporosis can lead to fragile bones and increased risk of _____.
41. A balanced diet can help prevent malnutrition and improve overall _____.
42. Regular immunization is an effective measure to prevent childhood _____.
43. ADHD can be managed through behavioural therapy and _____.
44. Alzheimer's disease primarily affects _____ memory.
45. Women with diabetes are at higher risk of complications during _____.
46. Physical exercise is important for maintaining bone density and preventing _____.
47. _____ is a major cause of child mortality in underdeveloped countries.
48. Symptoms of ADHD typically appear in _____ childhood.
49. Postmenopausal women are at an increased risk of developing _____.
50. Early treatment and support can help manage autism and improve _____.

Answer within 2-3 sentences. (1.5 marks)

1. What is health psychology?
2. State WHO's definition on health.
3. What is the scope of health psychology?
4. What does the biopsychosocial model of health indicate?
5. What is the biomedical model of health?
6. What is stress?
7. State the major causes of stress.
8. What is coping?
9. What do you mean by social support?
10. What are the broad phases of a stress management programme?
11. What is a person – environment fit and why is it important?
12. What does self – determination theory of health suggest?
13. What is the aim of prevention strategies of health and wellness?
14. What is health – belief model?
15. When do people seek medical treatment?

16. What is protection – motivation model of health?
17. What is Leventhal's self-regulatory model?
18. What are the consequences of poor dietary practice?
19. What is the purpose of yoga?
20. What is autism?
21. What is ADHD?
22. Mentions some symptoms of malnutrition in children.
23. What is diabetes?
24. Why does osteoporosis affect women more?
25. What is Alzheimer's disease?

Answer within 75 words. (2 marks)

1. Describe the biopsychosocial model of health and illness.
2. What are the main goals of health psychology? Explain briefly.
3. Explain the concept of stress and its effects on physical and mental health.
4. Describe the General Adaptation Syndrome (GAS) model of stress.
5. Compare and contrast the Health Belief Model (HBM) and the Theory of Planned Behaviour (TPB).
6. Explain Leventhal's Self-Regulatory Model of health behaviour.
7. Discuss the causes and consequences of smoking.
8. Explain the primary, secondary, and tertiary prevention strategies for health compromising behaviours.
9. Describe the psychological and social impact of chronic illness on individuals and their families.
10. Explain the coping strategies used by individuals with terminal illnesses.
11. Discuss the risk factors and prevention strategies for dementia in older adults.
12. Explain the effects of Parkinson's disease on physical and mental health.
13. Explain the concept of health locus of control and its implications for health behaviour.
14. Describe the role of health psychology in promoting adherence to medical treatment.
15. Discuss the differences between acute and chronic stress, including their effects on physical and mental health.
16. Explain the concept of stress management and its importance in maintaining overall well-being.
17. Compare and contrast the Transtheoretical Model (TTM) and the Social Cognitive Theory (SCT) of health behaviour.
18. Explain the role of self-efficacy in the Health Belief Model (HBM) of health behaviour.
19. Discuss the causes and consequences of substance abuse, including its effects on physical and mental health.
20. Explain the importance of early intervention and treatment in addressing health compromising behaviours.
21. Describe the psychological and social impact of chronic illness on caregivers and family members.
22. Explain the importance of palliative care in managing the symptoms and stress of terminal illness.
23. Discuss the risk factors and prevention strategies for falls in older adults.

24. Explain the importance of social support and social engagement in maintaining the mental and physical health of older adults.

Answer within 500 words. (6 marks)

1. Define health Psychology. Discuss its nature and scope.
2. Discuss the objective and importance of health psychology in present day context.
3. What is bio psychological model of health? Discuss its advantages and implications.
4. What is stress? Briefly discuss the causes of stress.
5. What are stressors? Give a cognitive appraisal of our stressors.
6. Define stress? Discuss some important techniques of stress management.
7. What do you mean by social support? Discuss the effect of social support on a person's health and wellbeing.
8. Briefly discuss the behavioural and psychological correlates of illness.
9. How wellness can be promoted to develop a healthier lifestyle? Discuss.
10. What are the assumptions of health – belief model?
11. Briefly describe what do protection – motivation model and Leventhal's self-regulatory model suggest regarding good health.
12. How individuals differ in symptoms of perception of illness? Discuss.
13. What do you mean by coping? Briefly describe some important coping strategies to overcome stress?
14. What is compliance behaviour? How can compliance behaviour be improved?
15. What are the consequences of poor dietary practices? How diet can be managed to promote good health?
16. Discuss the role of yoga and exercise in enhancing good health.
17. What is malnutrition? Discuss the symptoms of malnutrition in children.
18. What is autistic disorder? Briefly discuss the symptoms and remedial measures of autistic disorder in children.
19. Define ADHD? Discuss the symptoms of ADHD in children.
20. What is Alzheimer's disease? Discuss its symptoms with reference to the elderly citizens.

Core - XIII

FUNDAMENTALS OF COUNSELLING PSYCHOLOGY

Fill in the blanks. (1 mark)

1. The _____ of counselling includes guidance, education, and therapy.
2. In India, counselling often addresses issues related to _____, career, and mental health.
3. The core process of counselling involves _____, intervention, and follow-up.
4. The training of a counsellor includes theoretical knowledge and _____ practice.
5. _____ are moral principles that guide counselling practices.
6. _____ values like respect and confidentiality are essential in counselling relationships.
7. Sigmund Freud's theory of counselling is based on the _____ approach.

8. The _____ mind, according to Freud, influences behaviour and emotions.
9. Neo-Freudians focused on _____ relationships rather than sexual drives.
10. The _____ approach emphasizes personal growth and self-actualization.
11. The _____ approach focuses on challenging irrational beliefs.
12. _____ analysis is a cognitive approach that examines interpersonal transactions.
13. The behavioural approach to counselling is based on the principles of _____ conditioning.
14. Behaviour modification involves changing _____ behaviour patterns.
15. _____ is an Indian contribution to counselling for mental and emotional well-being.
16. Meditation enhances _____ and promotes relaxation in counselling.
17. Rational-emotive therapy focuses on replacing _____ thoughts with rational ones.
18. In a counselling relationship, _____ is when a client transfers feelings from past experiences to the counsellor.
19. _____ is when the counsellor projects their own feelings onto the client.
20. Counselling relationships typically end with _____ of the relationship.
21. Factors influencing counselling include cultural background, _____, and personal values.
22. Student counselling helps address _____ issues and career planning.
23. School counselling focuses on academic performance and _____ development.
24. College counselling addresses stress, relationships, and _____ choices.
25. The _____ of the counsellor in school counselling includes guidance and intervention.
26. Termination of counselling involves reviewing goals and ensuring _____.
27. 37. The family _____ refers to the predictable stages of family development.
28. 38. Models of family counselling include _____ therapy and systems theory.
29. 39. Marriage counselling focuses on improving _____ and resolving conflicts between partners.
30. Counselling for alcohol abuse involves addressing _____ dependence.
31. Drug abuse counselling emphasizes behaviour change and _____ strategies.
32. _____ tendencies require immediate and sensitive counselling interventions.
33. Victims of harassment need support in rebuilding _____ and self-esteem.
34. Counselling for violence victims often includes _____ techniques to manage trauma.
35. A counsellor must use _____ methods to address family dynamics effectively.
36. Family counselling often addresses issues related to communication and _____ roles.
37. _____ is a counselling method for helping individuals cope with suicidal thoughts.
38. Alcohol counselling includes exploring underlying _____ and behaviour patterns.
39. Harassment victims often require a _____ and non-judgmental counselling environment.
40. The family life cycle begins with _____ and continues through child-rearing and aging.
41. Counselling for substance abuse includes techniques for preventing _____.
42. Victims of violence benefit from both emotional support and _____ resources.
43. Family models in counselling help address generational _____.
44. Counsellors use relaxation techniques like _____ to manage anxiety in clients.

Answer within 2-3 sentences. (1.5 marks)

1. Define counselling.
2. What is the purpose of counselling?
3. What are the major areas of counselling?

4. What is the difference between counselling and psychotherapy?
5. What are the broad stages of counselling process?
6. Mention the factors that influence counselling process.
7. What is client-initiated interview?
8. What is “accent” in a counselling interview?
9. What do you mean by “Empathy” in a counselling process?
10. Mention any two qualities of effective counsellor.
11. What is “Ethics”?
12. What is morality?
13. What is Freud’s view on human nature?
14. What is the role of counsellor according to humanistic perspective?
15. Who are the founders of existential counselling and what do they suggest?
16. What is the main focus on cognitive counselling theories?
17. What is behavioural counselling?
18. What is ‘transference’ in a counselling process?
19. What do you mean by ‘follow up’ in a counselling process?
20. What is the aim of student counselling?
21. What is the aim of elementary school counselling?
22. What is the main focus of middle school counsellor?
23. What is the family life cycle?
24. What are the stages of family life cycle?
25. What do you mean by rehabilitation counselling?

Answer within 75 words. (2 marks)

1. Define counselling and its primary goals.
2. Differentiate between guidance and counselling.
3. What are the core values in counselling?
4. Explain the key principles of the psychoanalytic approach to counselling.
5. Describe the humanistic perspective on counselling.
6. Compare and contrast behavioural and cognitive approaches to counselling.
7. Outline the stages of the counselling process.
8. What factors affect the counselling process?
9. Describe the importance of building a counselling relationship.
10. Define transference and countertransference in counselling.
11. Explain the concept of confrontation in counselling.
12. Describe the process of termination in counselling.
13. Describe the models and methods of family counselling.
14. Differentiate between counselling and psychotherapy.
15. What are the key elements of an effective counselling relationship?
16. Explain the concept of the unconscious mind in psychoanalytic theory.
17. Describe the key principles of humanistic counselling.
18. Compare and contrast behavioural and cognitive-behavioural therapy (CBT).
19. Outline the initial interview process in counselling.
20. What factors contribute to a positive counselling outcome?
21. Describe the importance of goal-setting in counselling.
22. Define empathy and its role in counselling.

23. Explain the concept of resistance in counselling.
24. Describe the process of termination in counselling.
25. What are the common signs of substance abuse in adolescents?
26. Describe the key principles of family systems therapy.
27. What strategies can counsellors use to support clients experiencing suicidal ideation?
28. What are the key ethical principles guiding counselling practice?
29. Describe the importance of confidentiality in counselling.
30. Explain the concept of cultural competence in counselling.

Answer within 500 words. (6 marks)

1. What is counselling? Discuss the scope and purpose of counselling with the special reference to India.
2. Define counselling? Describe the characteristics of a good counsellor.
3. What is the role of ethics and value in counselling?
4. How can counsellors be educated and trained to become aware of ethics and values in counselling?
5. Discuss Freud's Psychoanalytic approach to counselling.
6. Discuss Humanistic approach to counselling.
7. What is the behavioural approach of counselling? Describe its goals and techniques.
8. Discuss the role of counsellor, goals and techniques of Rational Emotive Therapy.
9. Write down Indian constitution to counselling with special reference to Yoga and meditation.
10. Discuss about the types of initial interviews held in the counselling process.
11. What are the skills needed by a counsellor working in a counselling relationship?
12. How a counselling relationship is terminated? What do you mean by follow up?
13. What are the various factors influencing the process of counselling?
14. What is student counselling? Discuss the roles and activities of a student counsellor.
15. What is family life cycle? Discuss about its stages?
16. Discuss the processes of marriage and family counselling.
17. What is rehabilitation counselling? Discuss the role and functions of this.
18. How HIV and AIDS activities can be benefited by the counselling process? Discuss.
19. Briefly describe the role of a counsellor in preventing alcohol and drug abuse.
20. Discuss how counselling can help the persons with suicidal tendencies and victims of harassment and violence?