

P M E (IIIrd Periodical)

Q1. Write Down qualities of a Good Leader?

[5]

Ans1.

Top 10 Leadership Qualities That Make Good Leaders:

1. Honesty and Integrity

Honesty and integrity are two important ingredients which make a good leader. How can you expect your followers to be honest when you lack these qualities yourself? Leaders succeed when they stick to their values and core beliefs and without ethics, this will not be possible.

2. Confidence

To be an effective leader, you should be confident enough to ensure that others follow your commands. If you are unsure about your own decisions and qualities, then your subordinates will never follow you. As a leader, you have to be oozing with confidence, show some swagger and assertiveness to gain the respect of your subordinates. This does not mean that you should be overconfident, but you should at least reflect the degree of confidence required to ensure that your followers trust you as a leader.

3. Inspire Others

Probably the most difficult job for a leader is to persuade others to follow. It can only be possible if you inspire your followers by setting a good example. When the going gets tough, they look up to you and see how you react to the situation. If you handle it well, they will follow you. As a leader, should think positive and this positive approach should be visible through your actions. Stay calm under pressure and keep the motivation high. As John Quincy Adams puts it, **"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."** If you are successful in inspiring your subordinates, you can easily overcome any current and future challenge easily.

4. Commitment and Passion

Your teams look up to you and if you want them to give their all, you will have to be passionate about it too. When your teammates see you getting your hands dirty, they will also give their best shot. It will also help you to gain the respect of your subordinates and infuse new energy in your team members, which helps them to perform better. If they feel that you are not fully committed or lacks passion, then it would be an uphill task for the leader to motivate your followers to achieve the goal.

5. Good Communicator

Until you clearly communicate your vision to your team and tell them the strategy to achieve the goal, it will be very difficult for you to get the results you want. Simply put, if you are unable to communicate your message effectively to your team, you can never be a good leader. A good communicator can be a good leader. Words have the power to motivate people and make them do the unthinkable. If you use them effectively, you can also achieve better results.

6. Decision-Making Capabilities

Apart from having a futuristic vision, a leader should have the ability to take the right decision at the right time. Decisions taken by leaders have a profound impact on masses. A leader should think long and hard before taking a decision but once the decision is taken, stand by it. Although, most leaders take decisions on their own, but it is highly recommended that you consult with your team before taking a decision. After all, they are the ones who will benefit or suffer from your decisions.

7. Accountability

When it comes to accountability, you need to follow the approach highlighted by Arnold H Glasow when he said, "A good leader takes little more than his share of the blame and little less than his share of the credit." Make sure that every one of your subordinates is accountable for what they are doing. If they do well, give them a pat on the back but if they struggle, make them realize their mistakes and work together to improve. Holding them accountable for their actions will create a sense of responsibility among your subordinates and they will go about the business more seriously.

8. Delegation and Empowerment

You cannot do everything, right. It is important for a leader to focus on key responsibilities while leaving the rest to others. By that, I mean empowering your followers and delegating tasks to them. If you continue to micromanage your subordinates, it will develop a lack of trust and more importantly, you will not be able to focus on important matters, as you should be.

Delegate tasks to your subordinates and see how they perform. Provide them with all the resources and support they need to achieve the objective and give them a chance to bear the responsibility.

9. Creativity and Innovation

Creative thinking and constant innovation is what makes you and your team stand out from the crowd. Think out of the box to come up with unique ideas and turn those ideas and goals into reality.

10. Empathy

Last but certainly not the least, is empathy. Leaders should develop empathy with their followers. Unfortunately, most leaders follow a dictatorial style and neglect empathy altogether. Due to this, they fail to make a closer connection with their followers. Understanding the problems of your followers and feeling their pain is the first step to become an effective leader. Even that is not enough until you work hard and provide your followers with the suitable solution to their problems.

Q2. Write down Duties of Purchase Department?

[5]

Ans2. Purchase Department duties

Undertaking the normal day to day work are the Purchasing Clerks. The purchasing job description of clerks is mainly tactical and would be something like this

- Collate purchase orders and purchase requisitions in order to order materials, goods and supplies.
- Send them to the suppliers
- Review inventories and order as required.
- Interact with the suppliers on a day to day basis
- Review deliveries against the orders
- Track the status of any orders
- Deal with non supplied, under orders, over orders and damaged goods
- Ensure that any invoices are sent to accounts for payment
- Produce and maintain all reports
- Manage any procurement activities including RFP's (Request For Proposals)

Q3. write A short Notes on following?

(1)Types of Tenders

[2.5]

(2)Quality Control

[2.5]

Ans(1) Define types of tenders-Single tender,Limited Tender,Open Tender,Global Tender

- a.) **Single Tender** : When only one source of supply is available then single tender is addressed to the selected supplier.
- b.) **Limited Tender** : This type of tender is addressed to a limited number of suppliers, who are the reliable source of supply.
- c.) **Open Tender** : is open to all the suppliers within the country who can supply the required quantity and quality of materials. Such invitation is made by advertising in newspapers, journals etc.

Ans(2) quality control (QC)

Quality control (QC) is a procedure or set of procedures intended to ensure that a manufactured product or performed service adheres to a defined set of quality criteria or meets the requirements of the client or customer.

QC is similar to, but not identical with, quality assurance (QA). QA is defined as a procedure or set of procedures intended to ensure that a product or service under development (before work is complete, as opposed to afterwards) meets specified requirements. QA is sometimes expressed together with QC as a single expression, quality assurance and control (QA/QC).

