

Enrollment No: \_\_\_\_\_

Exam Seat No: \_\_\_\_\_

# C.U.SHAH UNIVERSITY

## Summer Examination-2016

Subject Name: Professional Etiquettes-I

Subject Code: 4SC05PEF1

Branch: B.Sc (All)

Semester: 5

Date : 18/04/2016

Time : 02:30 To 04:30

Marks : 50

Instructions:

- (1) Use of Programmable calculator & any other electronic instrument is prohibited.
- (2) Instructions written on main answer book are strictly to be obeyed.
- (3) Draw neat diagrams and figures (if necessary) at right places.
- (4) Assume suitable data if needed.

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<b>Q-1</b>	<b>Attempt the following questions:</b>	<b>(10)</b>
a)	ISRO Stands for _____	01
b)	Kalam was _____ President of Republic of India	01
c)	Bill Gates was a drop out of _____ University	01
d)	Autobiography of Dr. A. P. J Abdul Kalam is _____	01
e)	Dr. A. P. J Abdul Kalam was born in _____	01
f)	Enlist Five Factors for Goal Achievement	05

**Attempt any four questions from Q-2 to Q-8**

<b>Q-2</b>	<b>Attempt all questions</b>	
a	Explain importance of Soft Skills in Communication	<b>(05)</b>
b	Enumerate factors required for building Positive attitude	<b>(05)</b>
<b>Q-3</b>	<b>Attempt all questions</b>	
a	Define Self Awareness and its importance in key decision making	<b>(05)</b>
b	Explain Qualities of Good Leader	<b>(05)</b>
<b>Q-4</b>	<b>Attempt all questions</b>	
a	Explain the importance of Time Management for Goal Achievement	<b>(05)</b>
b	Explain of importance of Self Esteem for a Good Leader	<b>(05)</b>
<b>Q-5</b>	<b>Attempt all questions</b>	
a	Write Short Note on Maslow Theory	<b>(05)</b>
b	Enumerate the tools for good Project Management	<b>(05)</b>
<b>Q-6</b>	<b>Attempt all questions</b>	
a	Explain with an example of Minutes of Meeting in Professional Life	<b>(05)</b>



- Q-7**
- b** What is “Stress Management” and explain its effect in ones Professional Life (05)
- Attempt all questions**
- a** Explain “A Leader is Good Reader” with suitable example (05)
  - b** Explain importance of Agenda for Meeting Management (05)
- Q-8**
- Attempt all questions**
- a** Enumerate Leadership Quality of Swami Vivekananda for a good Leader (05)
  - b** Explain importance of Work Life Balance in ones Professional Life (05)

