

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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Q-1	Attempt the following questions:	(10)
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

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



- 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)

