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Total No. of Pages : 02

Total No. of Questions : 09

M.Sc.(SIM) (Sem.-4)
EMPLOYABILITY SKILLS MANAGEMENT

Subject Code : PTA-202

M.Code : 19018

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. **SECTION-A** is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **FIVE** questions carrying **FIVE** marks each and students have to attempt any **FOUR** questions.
3. **SECTION-C** contains **THREE** questions carrying **TEN** marks each and students have to attempt any **TWO** questions.

SECTION-A

Q.1. Explain the following terms :

- a. Aggressive Behaviour
- b. Effective communication
- c. Effectiveness of teams
- d. Dynamic team characteristics
- e. Tips for ending the meeting
- f. SMART goals
- g. Tips for writing cover letters
- h. Need of resume writing
- i. SWOT analysis for skill management
- j. Self Introduction

SECTION-B

- Q.2. Discuss approaches to communicate more assertively.
- Q.3. Explain characteristics of successful team building.
- Q.4. How team conflicts can be dealt? Illustrate.
- Q.5. Describe the process of goal setting.
- Q.6. Write down tips for facing the interview board.

SECTION-C

- Q.7. What do you mean by interpersonal communication? Develop an action plan for effective interpersonal communication.
- Q.8. Explain in detail the stages of team development. How can these be used for employability skill management?
- Q.9. What do you mean by SWOT? Describe role and importance of SWOT for interview purpose.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.