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Candidate's Seat No: _____

IMSc IT DD (NEP) Sem.-3 Examination
SEC-236

Common Employability Skills

Time : 1.00 Hour]

December-2025

[Max.Marks : 25

Instructions:

- Each question carries marks on the right-side.
- Do not write anything on the question paper.

Q.1 What are Emotional Intelligence Skills? Discuss their components and significance at the workplace. 10

OR

You have multiple personal and academic responsibilities. Explain how you will maintain a healthy work-life balance.

Q.2 1. Your team has a difficult team member. Explain how you would handle this situation using teamwork and leadership skills. 10

OR

You see plastic waste around your college. Explain how you will use the **3 R's** to reduce the problem.

Q 3 **Answer any Five questions out of the Seven:** 05

1. Which of the following is a part of *problem-solving*?
 - a) Random guessing
 - b) Avoiding the issue

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- c) Analyzing the root cause
- d) Following others blindly

2. *Digital Literacy* includes:

- a) Knowing all languages
- b) Using digital tools effectively
- c) Writing with good handwriting
- d) Repairing hardware

3. Which of the following is an example of *social etiquette*?

- a) Speaking loudly in public
- b) Interrupting others
- c) Greeting people politely
- d) Ignoring others

4. Maintaining *professional ethics* means:

- a) Hiding mistakes
- b) Following moral principles
- c) Cheating at work
- d) Breaking company rules

5. Interpersonal skills include:

- a) Communicating and cooperating with people
- b) Avoiding social contact
- c) Speaking aggressively
- d) Working alone only

6. Brainstorming is used to:

- a) Generate multiple ideas
- b) Reject all suggestions
- c) Limit creativity
- d) Ignore team members

7. *KYC* stands for:

- a) Know Your Company
- b) Know Your Customer
- c) Keep Your Cash
- d) Know Your Community

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