

Seat No. : _____

DG-114

December-2013

5 years M.Sc. (CA & IT)

Integrated (K.S.) 3rd Sem. SY M.Sc.

Soft Skill Development

Time : 2 Hours]

[Max. Marks : 50

Instruction : Be neat and Legible

1. (a) Why is Soft Skill taken as a competitive weapon in today's work place ? **5**
(b) What is Parkinson's Law ? Briefly explain. **5**
2. (a) "There isn't any other personal attribute that is more important today than one's ethics, integrity, values and trustworthiness" – Discuss. **6**
(b) Classify soft skill into Personal traits and interpersonal traits. **4**
3. (a) Differentiate between groups and teams. **5**
(b) "A team leader plays an important role in guiding the team members and motivating them to stay focussed". Discuss. **5**
4. Discuss the do's and don'ts of Time Management in Professional life. **10**

OR

Explain :

- (a) Offer suggestions to manage stress for the employees. **5**
- (b) Discuss ways to maintain a professional workspace. **5**
5. Attempt any **two** of the following : **10**
 - (a) List out the tips for an employee to identify powerful people in an organization.
 - (b) State the diplomatic skills used to resolve conflicts with the clients.
 - (c) How would you react to the negative office politics in the business ?