

Total Pages : 5

Roll. No. :

Examination Session June-2022

(Second Semester)

DVEOM-201

D. Voc. (Soft Skill & E-Office Management)

[Leadership Skills and Personality Development]

Time : 2 Hours]

[Max. Marks : 100

Note : This paper is of hundred (100) marks divided into two (02) sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

SECTION—A

(Long Answer Type Questions) 2×26 = 52

Note : Section ‘A’ contains Five (05) long answer type questions of Twenty Six (26) marks each. Learners are required to answer any Two (02) questions only.

2×26 = 52

1. (a) Why work ethics are required ? Explain the importance of ethics in workplace. 14
- (b) List and briefly explain the compelling qualities of a good leader. 12
2. (a) What do you mean by self-actualization ? Explain the differences in ideas between Abraham Maslow and Kurt Goldstein’s concept of self-actualization.14

(b) Write a short note on Skill India initiative by Govt. of India. 6

4. (a) List any six stress management techniques. 6
- (b) Describe the first appeal in terms of right to information. 6
5. State the importance of trust and integrity in human relations. 12
6. What do you mean by vocational skills ? Justify the role of vocational skills in one’s career. 12
7. Briefly explain various leadership theories. 12
8. Briefly explain the Zeigarnik effect for breaking bad habits. 12

- (b) Why presentation skills are important in one's professional life ? Explain. 12
3. (a) Briefly explain the "Big Five" model of personality development. 14
- (b) Differentiate between healthy and unhealthy ways to resolve conflicts. 12
4. (a) State the role of National Council for Vocational Education and Training (NCVET). 14
- (b) State the signs and types of stress in one's life. 12
5. (a) Why team building is important to achieve a common/organizational goal ? Explain. 14
- (b) List and briefly explain the schemes and initiatives under skill and vocational education in India. 12

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SECTION—B

(Short Answer Type Questions) 4×12 = 48

Note : Section ‘B’ contains eight (08) short answer type questions of Twelve (12) marks each. Learners are required to answer any four (04) questions only.

$$4 \times 12 = 48$$

1. (a) Why personality development is key to success ?
Explain. 6
- (b) What are the essential skills to resolve conflicts ?
Explain. 6
2. (a) Write a short note on the role and importance of
emotional intelligence. 6
- (b) List the characteristics of healthy work culture. 6
3. (a) State the different stages of conflict. 6

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- (b) What are the essential skills to resolve conflicts ?
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2. (a) Write a short note on the role and importance of
emotional intelligence. 6
- (b) List the characteristics of healthy work culture. 6
3. (a) State the different stages of conflict. 6