

C-5072

Sub. Code

82235

B.Voc. DEGREE EXAMINATION, NOVEMBER 2021.

Third Semester

Manufacturing Technology

EFFECTIVE EMPLOYABILITY SKILLS

(2019 onwards)

Duration : 3 Hours

Maximum : 75 Marks

Part A

(10 × 2 = 20)

Answer **all** questions.

1. Define Communication.
2. What is Interpersonal Communication?
3. What is Intrapersonal Communication?
4. List any two merits of Group Discussion.
5. What is conflict?
6. Why listening skill is important?
7. Define : Team Work.
8. What is Leadership?
9. What is intrinsic motivation?
10. List the Types of Interview.

Part B

(5 × 5 = 25)

Answer **all** questions, choosing either (a) or (b)

11. (a) Write short note on one to group communication.

Or

- (b) How will prepare yourself in facing the interview?

12. (a) Write the importance of ice — breaking session.

Or

- (b) Why does conflict arise in an organization?

13. (a) How will you give orientation to your team members to increase their efficiency?

Or

- (b) Why motivation is important in an organization?

14. (a) Write the importance of managerial skills.

Or

- (b) List the role of Leader.

15. (a) Highlight the dress code to be followed in an interview.

Or

- (b) Discuss the steps involved in management.

Part C

(3 × 10 = 30)

Answer **all** questions, choosing either (a) or (b)

16. (a) Prepare your own Curriculum Vitae to apply for a job.

Or

- (b) Explain the steps involved in applying for a job.

17. (a) Elaborate on the importance of group discussion in an organization.

Or

(b) Explain the steps involved in reviewing of the team work progress.

18. (a) Explain the etiquettes of a good leadership.

Or

(b) Elaborate on the importance of employability skills in 21st Century.

C-5074

Sub. Code

82252

B.Voc. DEGREE EXAMINATION, NOVEMBER 2021.

Fifth Semester

Manufacturing Technology

BASICS OF LEGAL AND HR POLICIES

(2019 onwards)

Duration : 3 Hours

Maximum : 75 Marks

Part A

(10 × 2 = 20)

Answer **all** questions.

1. Define problem solving skill.
2. What is Team Work?
3. Define Case Study.
4. List any two importance of training.
5. Write the concept of overtime.
6. Expand CTC.
7. Write short note on RTI.
8. What is Private sector?
9. Define Social Security.
10. What is minimum wages act?

Part B

(5 × 5 = 25)

Answer **all** questions, choosing either (a) or (b)

11. (a) Discuss the concept of partial employment.

Or

- (b) Write the expectation by employer for full time employment.

12. (a) Write short note on job analysis.

Or

- (b) Write briefly about Tax impact of the salary components.

13. (a) Discuss about the Indian Legal System.

Or

- (b) Write the salient features of Human Rights.

14. (a) Write short note on payment of wages act 1936.

Or

- (b) Discuss about maternity benefit act 1961.

15. (a) Write about the scope of social security.

Or

- (b) State the difference between Private Sector and Public Sector Employment.

Part C

(3 × 10 = 30)

Answer **all** questions, choosing either (a) or (b)

16. (a) Elaborate the importance of Team work and Communication.

Or

- (b) Explain the different types employment.

17. (a) Explain annual performance appraisal, bonus and revision in salary component.

Or

- (b) Explain the understanding of salary statement with suitable examples.

18. (a) Elaborate on the legal aid services and gender justice in Indian law.

Or

- (b) Explain the social security investment avenues available to private sector employees and self employed.
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