



BHARTIYA SKILL DEVELOPMENT UNIVERSITY
School of General Education

Session: 2019-20 (Summer Semester)

B. Voc. Program, 3rd Semester,

1st In-Sem. Examination

Course Code: GEN1301

Time: 1 Hour

Course Name: Spoken English

Max. Marks: 20

Instruction: The question paper comprises three sections A, B & C. Marks allotted are mentioned against each section.

Section – A

05X01 = 05 Marks

- Q1.** Transcribe the following words into phonetics:
- (a) pat
 - (b) judge
- Q 2.** Fill in the blanks with the correct option:
- (a) There arephonetic sounds in English language. (45/44)
 - (b) The poem 'Leisure' is written by..... (W H Davies/George Herbert).
- Q 3.** Match the following
- | | |
|------------|------------------|
| (a) Past | (i) Diphthong |
| (b) Height | (ii) Monophthong |
- Q 4.** (a) There are ----- lines in the sonnet 'Leisure':
- (i) 10 lines
 - (ii) 12 lines
 - (iii) 14 lines
 - (iv) 16 lines
- (b) The term *Woods* in the poem *Leisure* means:
- (i) Forest
 - (ii) Stream
 - (iii) Sky
 - (v) Sunlight
- Q 5.** Write the phonetic symbols for the underlined alphabets in the given words:
- (a) Then
 - (b) Look

Section – B

03X02 = 06 Marks

Q 6. Construct sentences using each of the following modal verbs:

(a) can (b) would (c) shall (d) may

Q 7. Explain with reference to the context

What is this life if, full of care,

We have no time to stand and stare?

Q 8. What does the poet want human beings to do to make life meaningful in the poem 'Leisure'?

Section – C

03X03 = 09 Marks

Q 9. Write a short summary of the poem 'Leisure'.

Q10. Make sentences with the following words:

(a) Leisure

(b) Time

(c) Stare

(d) Beauty

(e) Woods

(f) Happy

Q11. Fill in the blanks with the correct modals.

(a) She speak English fluently. (can/shall)

(b) Youcome back when you like. (used to/may)

(c) We stand united. (should/could)

(d) I do as you wish. (may/will)

(e) you please close the door? (shall/would)

(f) He play hockey when he was a student. (used to /will)



School of General Education
Session: 2019-20 (Summer Semester)
B. Voc. Program, III Semester,
1st In-Sem. Examination

Answer Key

Course Code: GEN1301

Time: 1 Hour

Course Name: Spoken English

Max. Marks: 20

Instruction: The question paper comprises three sections A, B & C. Marks allotted are mentioned against each section.

Section – A

05X01 = 05 Marks

- Q1. Transcribe the following words into phonetics:
a) pat - /p æ t/
b) judge- /dʒʌdʒ/
- Q 2. Fill in the blanks with the correct option:
a) There arephonetic sounds in English language. (45/44)
b) The poem 'Leisure' is written by..... (W H Davies/George Herbert).
- Q 3. Match the following
(a) Past -- **Monophthong**
(b) Height -- **Diphthong**
- Q 4. (a) There are ----- lines in the sonnet 'Leisure':
(i) 10 lines
(ii) 12 lines
(iii) 14 lines
(iv) 16 lines

(b) The term *Woods* in the poem *Leisure* means:
(i) **Forest**
(ii)Stream
(iii)Sky
(iv)Sunlight
- Q 5. Write the phonetic symbols for the underlined alphabets in the given words:
(a) Then - /ð/
(b) Look - /u/



Section – B

03X02 = 06 Marks

Q 6. Construct sentences using each of the following modal verbs:

(a) can -He **can** lift the box. (b) would- **Would** you go by bus or train? (c) shall- You **shall** have your answer books back tomorrow. (d) may- **May** God bless you!

Q 7. Explain with reference to the context

What is this life if, full of care,

We have no time to stand and stare?

Ans. In these lines the poet laments our rushed life. The poet says that we cannot call this life a pure life, if it is full of worries and anxiety. We have no time to stand at a certain place and look carefully at nature.

Q 8. What does the poet want human beings to do to make life meaningful according to the poem 'Leisure'?

Ans. The poet wants human beings to start enjoying the beauty of the nature. He advises us to put an end to the stress that we associate with life. People unfortunately feel that a serious life style makes it worth. He wants us to shed the cares we have put up on our simple lives. We should find time to see the beauties of nature. We should pause under trees and look up to catch sight of the birds and butterflies that silently fly from branch to branch. We should be like sheep and cows that endlessly look at something as if they are lost in a dream.

Section – C

03X03 = 09 Marks

Q 9. Write a short summary of the poem 'Leisure'.

Ans. In this poem, 'Leisure', the poet William Davies is telling us about our hectic life. We have no time to admire the nature around us. Even we cannot spare a few moments to stand under the branches of green trees and enjoy the beautiful and restful shades of the trees. The common animals like sheep and cows are better than us in enjoying life. We cannot look at them grazing in the pastures/grasslands. When we pass through some forests, we do not have time to stop for some moments to look at the trees-tall and short, and enjoy their natural beauty. The dark green trees provide a soothing/calming effect but we are always hurried and cannot enjoy at least the simple beauty. Also we cannot look at the small animals like squirrels concealing/hiding their food-grain in the grass for the winter. During day time, when the rays of the sun fall upon the clear water of the rivers, the water reflects and shines like stars in the sky during night. But busy people do not have time to see this. The natural beauty is scattered all around us. Natural beauty is personified as a young beautiful dancing girl having a smiling face. But we have no time to stand at a place and look carefully at nature that can refresh us. As human beings, we should spare some moments and look at nature and natural beauty spread around us and enjoy life.



Q10. Make sentences with the following words:

- (a) Leisure- She spends her **leisure** time making dolls.
- (b) Time - **Time** is precious.
- (c) Stare – Tom and Mary **stared** at each other.
- (d) Beauty- We explored the natural **beauty** of the island.
- (e) Woods – He lost his way in the **woods**.
- (f) Happy - He is not rich, but he is **happy**.

Q11. Fill in the blanks with the correct modals:

- (a) She speak English fluently. (**can/shall**)
- (b) Youcome back when you like. (used to/**may**)
- (c) We stand united. (**should/could**)
- (d) I do as you wish. (may/**will**)
- (e) you please close the door? (shall/**would**)
- (f) He play hockey when he was a student. (**used to /will**)



Registration No.:

BHARTIYA SKILL DEVELOPMENT UNIVERSITY

School of General Education

Session: 2019-20 (Summer Semester)

B. Voc. Program, 3rd Semester,

1st In-Sem. Examination

Course Code: GEN1303

Time: 1 Hour

Course Name: Entrepreneurship Development

Max. Marks: 20

Instruction: The question paper comprises three sections A, B & C. Marks allotted are mentioned against each section.

Section-A

5*1= 05 Marks

Q1. Which among these is the essential factor for industrial development?

- a) Entrepreneurship
- b) Entrepreneur
- c) Decision making
- d) innovation

Q2. What is the meaning of Innovation?

- a) Introducing new products
- b) Introducing new technology
- c) Searching new markets
- d) All of the above

Q3. What is the main function of entrepreneur according to "Schumpeter"?

- a) Risk assumption
- b) Innovation
- c) Decision making
- d) organizing

Q4. Which among these is the characteristic of Entrepreneurship?

- a) Risk bearing
- b) Accepting challenges
- c) management
- d) All of the above

Q5. What is believed to be a key determinant of the economic success of a nation?

- a) Entrepreneurship
- b) Technology
- c) Self-employment
- d) All of the above

Section –B

3*2= 6 Marks

- Q6.** What do you mean by entrepreneurship? Explain.
- Q7.** “Entrepreneurship is a creative process”. Explain this statement.
- Q8.** Explain the concept of Entrepreneur?

Section –C

3*3 =09 Marks

- Q9.** What are the main functions of Entrepreneur?
- Q10.** What make Entrepreneurs successful in their venture?
- Q11.** the difference between Entrepreneurship and Self Employment.

Registration No:

SCHOOL OF GENERAL EDUCATION
III SEMESTER/ FIRST IN-SEMESTER EXAMINATION – 2019-20
SUMMER SEMESTER, B. VOC. PROGRAM

Course Code: GEN 1303

Time: 1 Hour

Course Name: Entrepreneurship Development

Max. Marks: 20

Instructions: Attempt all questions.

Section-A

1. Which among these is the essential factor for industrial development?
 - a) **Entrepreneurship**
 - b) Entrepreneur
 - c) Decision making
 - d) innovation
2. What is the meaning of Innovation?
 - a) Introducing new products
 - b) Introducing new technology
 - c) Searching new markets
 - d) **All of the above**
3. What is the main function of entrepreneur according to "Schumpeter"?
 - a) Risk assumption
 - b) **Innovation**
 - c) Decision making
 - d) Organizing
4. Which among these is the characteristic of Entrepreneurship?
 - a) Risk bearing
 - b) Accepting challenges
 - c) management
 - d) **All of the above**
5. What is believed to be a key determinant of the economic success of a nation?
 - a) **Entrepreneurship**
 - b) Technology
 - c) Self-employment
 - d) All of the above

5*1= 05 Marks

Section –B

3*2= 06 Marks

6. What do you mean by entrepreneurship?
Ans- **Entrepreneurship occupies a central place in the economic development of a country. In addition to other factors of production, such as raw material, land,**

capital, labour, entrepreneurship factor is essential for industrial development. Any country requires both small entrepreneurs and big entrepreneurs. In fact, the rapid development of a country depends on the supply of entrepreneurship. Entrepreneurial culture therefore, needs to be inculcated and nurtured among the people. The term 'entrepreneur' and 'entrepreneurship' are different. Entrepreneur is a person and entrepreneurship is a tendency and process. It is necessary for the state to create entrepreneurial opportunities than to create employment opportunities

7. "Entrepreneurship is a creative process". Explain this statement.

Ans- Entrepreneurship IS A CREATIVE PROCESS. It essentially consists in doing things that are not generally done in the ordinary course of business routine. He opined that in a way it is also a "process of creative destruction", implying that while this process creates something new, it simultaneously replaces, rather destroys, existing but outdated ideas, products or methodologies.

8. Explain the concept of Entrepreneur?

Ans- Concept of Entrepreneur: The term 'entrepreneur' is derived from the French verb 'entreprenre'. The meaning of this verb is to undertake. The term 'entrepreneur' was applied to the leaders of military expeditions in the early 16th century. Later on it was used to cover the contractors undertaking the civil contracts of construction of bridges, dams, roads, etc. In the beginning of the 18th century the term was used to refer to the economic activities. In France the farmers doing the farming activity on commercial basis were also considered as entrepreneur. Thus we find that the meaning of the term 'entrepreneur' has changed over a period of time from the leader of military expeditions to individuals doing business by bearing the risk.

Section –C

3*3 =09 Marks

9. What are the main functions of Entrepreneur?

Ans- The entrepreneurs have to perform a number of functions while starting and running an enterprise :

1. **Innovation** : Schumpeter has regarded 'innovation' as a main function of the entrepreneur. Innovative entrepreneurs are required for achieving the rapid economic progress of a country. Innovation is concerned with introduction of new products, adopting new technology, opening a new market or discovering a new source of raw materials, creating a monopoly in the industry or breaking the existing monopoly etc. Ratan Tata's Nano car is best example of innovation.

2. Risk Assumption : Risk bearing is second important function of an entrepreneur. There is a risk in every enterprise. The risk may arise due to natural calamities, changing government policy, changing tastes of customers, increasing competition etc. The entrepreneur has to bear all these risks and uncertainties in business. The success is not guaranteed in business. The entrepreneur should take a calculated risk.

3. Decision making: Decision making is another important function of an entrepreneur. The entrepreneur has to take decision as to selection of site, nature of product, technology to be used, raising of capital, expansion of business etc. A successful entrepreneur is one who can take the decision promptly and accurately. A wrong, delayed decision may result into heavy loss. A business opportunity may be lost due to delay in making decision.

4. Organizing : An entrepreneur has to collect the various factors of production viz. land, labour, capital etc. and create an organization to undertake the production / trading activity. He is required to possess a good organizing skills. Organizing has become a difficult task in modern times.

5. Management : An entrepreneur has to manage the activities of the enterprise in an effective manner. He has to plan, co-ordinate and control these activities with a view to achieve the business goals.

10. What make Entrepreneurs successful in their venture?

Ans Qualities of Successful Entrepreneurs : What makes entrepreneurs successful in their venture? Different experts have identified a number of qualities of successful entrepreneurs; some of these important qualities have been described below-

1. Ambition : Successful entrepreneurs have high ambitions about their venture. They want to achieve high goals in business. Due to this high ambition or high achievement motive, they are able to overcome the obstacles in their business, turn misfortunes into fortunes, suppress anxieties and find out new ways and means.

2. Creativity : Successful entrepreneurs are creative or innovative in their task. They do new things, manufacture new goods, find new sources of materials, use new methods of production, search new markets and so on. They do not invent new things but use these inventions for producing new goods and services. Tata Motor's Nano car shows the innovativeness of Ratan Tata.

3. Self-confidence : Successful entrepreneurs have confidence in their skills and abilities. They are sure about success in their business. They do not hesitate to launch

new products, expand and diversify their business. They are confident of overcoming any unanticipated problem and survive in the adverse conditions.

4. Foresight : The successful entrepreneurs have a good foresight. They forecast the future business environment i.e. how will be the likes and dislikes of customers, what will be the state of technology and prepare a plan of action accordingly. Foresight helps them to cope up with future environment effectively and stay ahead of others in the industry. Ratan Tata started manufacturing of consumer cars after anticipating a sharp decline in the demand of heavy commercial vehicles.

5. Hard work : If the entrepreneurs desire to succeed in their enterprise, they should be prepared to work hard. They should work untiredly for hours together, be ready to do any kind of work in their business. They should always remember that hard work fetches good fruits.

6. Emotional balance : There are always ups and downs in the business. Sometimes you make profit; on other times you incur loss. But if you wish to succeed in business, you should control emotions. Successful entrepreneurs neither get carried away due to huge profit nor loose their hearts due to a heavy loss. They maintain emotional balance. They treat these situations as normal features of business and remain calm and quiet.

11. Explain the difference between Entrepreneurship and Self Employment.

Ans The real difference between an entrepreneur and a self-employed individual isn't found within the workload or the working environment; it lies in the mindset, how they think and their view on business world.

1. Being self-employed, you have people who are working FOR YOU but being an entrepreneur, you have people who are working WITH YOU and not just under you. As a self-employed person, you hire people to work for you while the entire mission, vision and progress of the business lies on your shoulder but for an entrepreneur, you have people working with you - you're the boss (director, C.E.O, etc.) but you and your employees form a team and work as a team bringing in ideas and innovations.

2. Self-employed people have to go to work all the time regardless of the number of

employees they have. If they don't, the business will simply come to an end. It may not end on that day, but if their absenteeism is constant, as the days go, the business may stop. This is not so for an entrepreneur; the business will keep on going even if the boss is absent because he/she has those who know and understand his/her vision and can run things well in his/her absence.



Registration No.:

BHARTIYA SKILL DEVELOPMENT UNIVERSITY
School of General Education

Session: 2019-20 (Summer Semester)

B. Voc. Program, 3rd Semester,

1st In-Sem. Examination

Course Code: GEN1304

Time: 1 Hour

Course Name: Personality Development

Max. Marks: 20

Instruction: The question paper comprises three sections A, B & C. Marks allotted are mentioned against each section.

Section A

(1*5=5)

- Q1.** Match 'S' in the term SWOT Analysis with the correct option
- (a) Strong
 - (b) Strength
 - (c) Specific
 - (d) Sacrifice
- Q2.** SWOT Analysis:
- (a) helps in achieving our goals
 - (b) destroys our dreams
 - (c) focuses on irrelevant traits
 - (d) None of the above
- Q3.** Select the suitable match for 'W' in the term SWOT Analysis:
- (a) Weakness
 - (b) Weather
 - (c) Worse
 - (d) Week
- Q4.** Name the person who introduced the term 'Lateral Thinking':
- (a) Emily Dickenson
 - (b) Edmund Hilary
 - (c) Einstein
 - (d) Edward D Bono
- Q5.** Solving problems through an indirect and creative approach is called:
- (a) Motivation Theory
 - (b) Stress Management
 - (c) Lateral Thinking
 - (d) Negative Attitude

Section B

(2*3=6)

- Q6. Explain the position and application of 'W' and 'T' and their affiliation in SWOT analysis.
- Q7. What are the advantages of SWOT Analysis?
- Q8. Explain the term 'Lateral Thinking'.

Section C

(3*3=9)

- Q9. What do you understand by the term SWOT Analysis and make personal SWOT Analysis?
- Q10. Discuss in detail the techniques of lateral thinking for problem solving.
- Q11. Which are the components that show self-confidence, explain them in detail.



Registration No.....

Bhartiya Skill Development University

School of General Education

First In- Semester Examination- Sep 2019

Summer Semester, Sem III, B.Voc. Program

Personality Development

Answer Key

Time: 1 Hour

Course Code: GEN 1304

Max. Marks: 20

Instructions: The question paper comprises three sections viz. A, B & C. Attempt all questions. Marks allotted are mentioned against each section.

Section A

(1*5=5)

Q1. Match 'S' in the term SMART with the correct option

- a) Strong
- b) Strength**
- c) Specific
- d) Sacrifice

Q2. (ii) SWOT Analysis:

- a) helps in achieving our goals**
- b) destroys our dreams
- c) focuses on irrelevant traits
- d) None of the above

Q 3. Select the suitable match for 'W' in the term SWOT Analysis :

- a) **Weakness**
- b) Weather
- c) Worse
- d) Week

Q4. Name the person who introduced the term 'Lateral Thinking':

- a) Emily Dickenson
- b) Edmund Hilary
- c) Einstein
- d) **Edward D Bono**

Q5. (i) Solving problems through an indirect and creative approach is called:

- a) Motivation Theory
- b) Stress Management
- c) **Lateral Thinking**
- d) Negative Attitude

Section B

(2*3=6)

Q6. Explain the position and application of 'W' and 'T' and their affiliation in SWOT analysis.

Weaknesses

- What tasks do you usually avoid because you don't feel confident doing them?
- What will the people around you see as your weaknesses?
- Are you completely confident in your education and skills training? If not, where are you weakest?
- What are your negative work habits (for example, are you often late, are you disorganized, do you have a short temper, or are you poor at handling stress)?

- Do you have personality traits that hold you back in your field? For instance, if you have to conduct meetings on a regular basis, a fear of public speaking would be a major weakness.

Again, consider this from a personal/internal perspective and an external perspective. Do other people see weaknesses that you don't see? Do co-workers consistently outperform you in key areas? Be realistic – it's best to face any unpleasant truths as soon as possible.

Threats

- What obstacles do you currently face at work?
- Are any of your colleagues competing with you for projects or roles?
- Is your job (or the demand for the things you do) changing?
- Does changing technology threaten your position?
- Could any of your weaknesses lead to threats?

Performing this analysis will often provide key information – it can point out what needs to be done and put problems into perspective.

Q7.

- Identify and enhance your skills, talents and abilities
- Have a road map towards your goal
- Capitalize on your strengths
- Manage your weaknesses
- Take advantage of opportunities
- Minimize or eliminate impact of threats
- Use information to plan your career success
- Grab the golden opportunity of desired career

Q8. Lateral thinking is solving problems through an indirect and creative approach. This type of thinking involves moving away from the traditional type of thinking in solving a problem. This term was introduced by Edward De Bono in 1967 in his book “the use of Lateral Thinking”. Usually a problem is solved using a step-by-step and logical approach. He believed that moving away from the

direct approach and thinking of unusual ways to solve a problem are sometimes very useful. Students are required to state examples in the support of their answers.

Section C

(3*3=9)

Q9. SWOT Analysis is a useful technique for understanding your Strengths and Weaknesses, and for identifying both the Opportunities open to you and the Threats you face.

You are most likely to succeed in life if you use your talents to their fullest extent. Similarly, you'll suffer fewer problems if you know what your weaknesses are, and if you manage these weaknesses so that they don't matter in the work you do.

So how do you go about identifying these strengths and weaknesses, and analyzing the opportunities and threats that flow from them? SWOT Analysis is a useful technique that helps you do this.

What makes SWOT especially powerful is that, with a little thought, it can help you uncover opportunities that you would not otherwise have spotted. And by understanding your weaknesses, you can manage and eliminate threats that might otherwise hurt your ability to move forward.

If you look at yourself using the SWOT framework, you can start to separate yourself from your peers, and further develop the specialized talents and abilities you need to advance your career and help you achieve your personal goals

S stands for **Strengths**

- What advantages do you have that others don't have (for example, skills, certifications, education, or connections)?
- What do you do better than anyone else?
- What personal resources can you access?

Consider this from your own perspective, and from the point of view of the people around you. And don't be modest or shy – be as objective as you can. Knowing and using your strengths can make you happier and more fulfilled at work.

O stands for **Opportunities**

- What new technology can help you? Or can you get help from others or from people via the Internet?
- Is your industry growing? If so, how can you take advantage of the current market?
- Do you have a network of strategic contacts to help you, or offer good advice?
- What trends (management or otherwise) do you see in your company, and how can you take advantage of them?

Also, importantly, look at your strengths, and ask yourself whether these open up any opportunities – and look at your weaknesses, and ask yourself whether you could open up opportunities by eliminating those weaknesses

Q10. There are six techniques to help you get creative ideas which are useful in problem solving:

1. Alternatives

This technique is about using concepts as a base for new ideas. Concepts are general theories or ways of doing things. Thinking of a number of ways to implement a concept is one way to generate ideas. Each idea can then generate new concepts. These new concepts can create a whole new way for generating more ideas.

2. Focus

This technique is about learning when and how to change your focus to improve creative thinking. You can train your mind to focus on areas other people have not thought of. You may be able to make a breakthrough just because other people have not thought of it.

3. Challenge

In this technique you break free from the boundaries of traditional thinking and the accepted way of doing things. It is based on the assumption that there may be a different and better way to do something even if there is no obvious problem with the current way.

4. Random Entry

This technique is about using unconnected input to open up new lines of thinking. With this, you can use a randomly chosen word, picture, sound or other stimulus to open new lines of thinking.

5. Provocation and Movement

This technique is about generating provoking thoughts and using them to build new ideas. It enables you to think outside the box to get a list of interesting ideas to consider.

6. Harvesting

This technique involves selecting specific ideas that seems practical and have the most value then reshaping them into practical solutions. It is about turning starter ideas into workable ideas. This technique is done at the end of a thinking session in order to select ideas that may prove to be valuable in the current situation or in the future. Harvesting helps you identify ideas that could be implemented right away as well as those that may need more work.

Q11. A broad review of the correlates of self-confidence found that high self-confidence is associated with better health, better social lives, protection against mental disorders and social problems, successful coping, and mental well-being. Children with high self-confidence perform better at school and, later in life, have higher job satisfaction middle age. Self-confidence is also strongly linked to happiness, with higher levels of self-confidence predicting higher levels of happiness. High self-confidence has even been found to increase chances of survival after a serious surgical procedure.

The success of individuals with high self-esteem lies in these 6 attributes:

1. A greater sense of self-worth.
2. Greater enjoyment in life and in activities
3. Freedom from self-doubt
4. Freedom from fear and anxiety, freedom from social anxiety, and less stress
5. More energy and motivation to act
6. Have a more enjoyable time interacting with other people at social gatherings. When you are relaxed and confident others will feel at ease around you.

School of Automotive Skills
Session: 2019-20 (Summer Semester)
B. Voc. Program, 1st Semester,
1st In-Sem. Examination

Course Code: GEN 1305

Time: 1 Hour

Course Name: Elementary Drawing

Max. Marks: 20

Instruction:

1. Answer all questions from section – A, each question carries one mark.
2. Answer all questions from section – B, each question carries two marks.
3. Answer all questions from section – C, each question carries three marks.

Section – A

05X01 = 05 Marks

Q 1. What is the following stands for only for hardness in pencil grades?

- | | |
|--------|----------------------|
| A. 9 B | C. HB |
| B. H | D. None of the above |

Q 2. What are the dimensions of a A4 sheet?

- | | |
|------------|----------------------|
| A. 210*297 | C. 210*296 |
| B. 210*298 | D. None of the above |

Q 3. Hatching lines indicates which part in cut section?

- | | |
|---------------|----------------------|
| A. Cut part | C. Both A & B |
| B. Solid part | D. None of the above |

Q 4. Which of the following is the reducing scale?

- | | |
|--------|---------|
| A. 1:1 | C. 2:1 |
| B. 1:2 | D. 10:1 |

Q 5. Which of the following grade pencil is used for boundary line?

- | | |
|--------|--------|
| A. 3 H | C. H |
| B. HB | D. 4 H |

Section – B

03X02 = 06 Marks

Q 6. What are the application of thick, continuous thin & short dashes line? Which of the following grade pencil are used to draw such lines?

Q 7. What are the steps taken into consideration in technical drawing before reaching to the final product? Explain it with the help of example

Q 8. What is the use of drafter in engineering drawing?



Section – C

03X03 = 09 Marks

Q 9. Draw six (6) Alphabets (A-F).

Q 10. What are the differences between first angle and third angle projection? Draw their symbols.

Q 11. What are the differences between parallel view and perspective view?

[Handwritten signature]
11/9/19

**BHARTIYA SKILL DEVELOPMENT UNIVERSITY****School of General Education****Session: 2019-20 (Summer Semester)****B. Voc. Program, 3rd Semester,****1st In-Sem. Examination****Course Code: GEN1306****Time: 1 Hour****Course Name: Business & Management Skills****Max. Marks: 20**

Instruction: The question paper comprises three sections A, B & C. Marks allotted are mentioned against each section.

Section – A

05X01 = 05 Marks

Answer following objective type questions, each question carries 01 mark.

Q1 Which of the following is an example of business skills?

- a) Selling Skills
- b) Cooking Skills
- c) Driving Skills
- d) Teaching Skills

Q2 The Term Management refers to-

- a) Planning about risk to make a profit
- b) Setting SMART goals
- c) Achieving the goals
- d) A business adventure or expedition

Q3 The skills required to plan about the new venture is started is called:

- a) Motivational Skills
- b) Business skills
- c) Departure point
- d) Planning Skills

Q4 _____ is an example of Management skills.

- a) Johari Window Model
- b) Leadership Competencies
- c) SWOT analysis
- d) Business Skills

Q5 Mintzberg's model is related to:

- a) Critical business skills
- b) Different levels of management and skills required
- c) Managerial roles
- d) Hierarchy of motivational needs

Section – B

03X02 = 06 Marks

Answer following short answer type questions, each question carries 02 marks.

Q6 Briefly describe the concept of Business Skills.

Q7 What do you mean by the term Management Skills?

Q8 Discuss any four Management Skills essential for any Manager.

Section – C

03X03 = 09 Marks

Answer following essay type questions, each question carries 03 marks.

Q9 Write a short note on Mintzberg's model of managerial roles and skills.

Q10 Discuss briefly the Personal SWOT analysis.

Q11 Why there is a need for Management skills? Discuss briefly.



BHARTIYA SKILL DEVELOPMENT UNIVERSITY

Registration No.:

School of Entrepreneurship Skills

Session: 2019-20 (Summer Semester)

B. Voc. Program, III Semester,

1st In-Sem. Examination

Course Code: GEN1306

Course Name: Business & Management Skills

Time: 1 Hour

Max. Marks: 20

Section – A

05X01 = 05 Marks

Answer following objective type questions, each question carries 01 mark.

Q1 Which of the following is an example of business skills?

- a) **Selling Skills**
- b) Cooking Skills
- c) Driving Skills
- d) Teaching Skills

Q2 The Term Management refers to-

- a) Planning about risk to make a profit
- b) Setting SMART goals
- c) **Achieving the goals**
- d) A business adventure or expedition

Q3. The skills required to plan about the new venture is started is called:

- a) Motivational Skills
- b) Business skills
- c) Departure point
- d) **Planning Skills**

Q.4 _____ is an example of Management skills.

- a) Johari Window Model
- b) **Leadership Competencies**
- c) SWOT analysis
- d) Business Skills

Q.5. Mintzberg's model is related to:

- a) Critical business skills
- b) Different levels of management and skills required
- c) **Managerial roles**
- d) Hierarchy of motivational needs



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Section – B

03X02 = 06 Marks

Answer following short answer type questions, each question carries 02 marks.

Q.1 Briefly describe the concept of Business Skills.

Ans: An ability and capacity acquired through deliberate, systematic, and sustained effort to smoothly and adaptively carryout complex activities or job functions involving ideas cognitive skills), things (technical skills), and/or people (interpersonal skills). Usually, Skills, refer to the ability to apply knowledge to specific situations. Skills are developed through practice, through a combination of sensory input and output.

Generally, Business Skills are the skills that you need for success in the business world? Possessing business skills means seeing the big picture of organizational and consumer behaviour. It also means being aware of the needs of others and the resources available to meet those needs. It takes more than technical and learned skills to be successful in the field. You'll need a variety of soft and hard skills to succeed in a business role.

Q.2 What do you mean by the term Management Skills?

Ans: Management is a challenging job. It requires certain skills to accomplish such a challenge. Thus, essential skills which every manager needs for doing a better management are called as Managerial Skills. Managerial skills refer to the abilities and capabilities an executive possesses to perform the managerial works in the organisation.

This is a term that refers to the required skills (competencies) of the manager. In particular, following skills are included:

- Planning - to know planning techniques and be able to apply them in practice
- Organizing - to know organizing techniques and be able to apply them
- Directing – to direct the efforts of the people, showing them the direction to move ahead, Managing behaviour of people. This further involve-
- Communication Skills- to be a good communicator
- Motivational Skills
- Leadership Skills- the ability to lead people (it is a typical soft skill - to motivate, inspire, coach, etc.)

Q.3 Discuss any four Management Skills essential for any Manager.

Ans: The four essential Management skills are as under-

1. Conceptual Skills

Conceptual skill is the ability to visualize (see) the organisation as a whole. It includes Analytical, Creative and Initiative skills. It helps the manager to identify the causes of the problems and not the symptoms. It helps him to solve the problems for the benefit of the entire organisation. It helps the manager to fix goals for the whole organisation and to plan for every situation. According to Prof. Robert Katz, conceptual skills are mostly required by the top-level management because they spend more time in planning, organizing and problem solving.

2. Human Relations Skills

Human relations skills are also called Interpersonal skills. It is an ability to work with people. It helps the managers to understand, communicate and work with others. It also helps the managers to lead, motivate and develop team spirit. Human relations skills are required by all managers at all levels of management. This is so, since all managers have to interact and work with people.

3. Technical Skills



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A technical skill is the ability to perform the given job. Technical skills help the managers to use different machines and tools. It also helps them to use various procedures and techniques. The low-level managers require more technical skills. This is because they are in charge of the actual operations.

Apart from Prof. Robert Katz's three managerial skills, a manager also needs (requires) following additional managerial skills.

4. Communication Skills

Communication skills are required equally at all three levels of management. A manager must be able to communicate the plans and policies to the workers. Similarly, he must listen and solve the problems of the workers. He must encourage a free-flow of communication in the organisation.

Section – C

03X03 = 09 Marks

Answer following essay type questions, each question carries 03 marks.

Q.1 Write a short note on Mintzberg's model of managerial roles and skills.

Ans: Management expert and professor Henry Mintzberg recognized that a person as a manager or a Team leader constantly switching roles as tasks, situations, and expectations change. Based on this insight, he developed Mintzberg's 10 Management Roles model that can be used to categorize a manager's different functions.

The ten roles are:

1. Figurehead.
2. Leader.
3. Liaison.
4. Monitor.
5. Disseminator.
6. Spokesperson.
7. Entrepreneur.
8. Disturbance Handler.
9. Resource Allocator.
10. Negotiator.

The 10 roles are then divided up into three categories, as follows:

Category	Roles
Interpersonal	Figurehead Leader Liaison
Informational	Monitor Disseminator Spokesperson
Decisional	Entrepreneur Disturbance Handler Resource Allocator Negotiator

Q.2 Discuss briefly the Personal SWOT analysis.



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Ans: Personal SWOT analysis is meant for Making the Most of Your Talents and Opportunities. SWOT Analysis is a useful technique that helps you to identifying these strengths and weaknesses, and analyzing the opportunities and threats that flow from them. The acronym SWOT stand for Strengths, Weaknesses, Opportunities and Threats.

Strengths

- What advantages do you have that others don't have (for example, skills, certifications, education, or connections)?
- What do you do better than anyone else?
- What personal resources can you access?
- What do other people (and your boss, in particular) see as your strengths?

Weaknesses

- What tasks do you usually avoid because you don't feel confident doing them?
- What will the people around you see as your weaknesses?
- Are you completely confident in your education and skills training? If not, where are you weakest?

Opportunities

- What new technology can help you? Or can you get help from others or from people via the internet?
- Is your industry growing? If so, how can you take advantage of the current market?
- Do you have a network of strategic contacts to help you, or offer good advice?

Threats

- What obstacles do you currently face at work?
- Are any of your colleagues competing with you for projects or roles?
- Is your job (or the demand for the things you do) changing?
- Does changing technology threaten your position?

Q.3 Why there is a need for Management skills? Discuss briefly.

Ans: To become a good manager, we need requires the knowledge and skills required for managing the business operations. We know that a manager or supervisor is someone who oversees a project and/or one or more members of staff. They are responsible for getting the job done and motivating people, whilst overcoming issues such as limited resources and time. The manager is responsible for organizing their department, implementing processes and guides and outlining what needs doing and for this the management skills in the form of organizing skills are required.

Managers work closely with people in their team, assigning them work and ensuring they get appropriate training to do their jobs. As well as keeping staff motivated, they are also responsible for hiring and firing them. In order to do all of this, managers must be approachable, compassionate, diplomatic and have good communication skills to listen to and reward their staff. And for this Interpersonal and relationship-building skills are required.