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221651

**5th Sem. / Library & Information Science  
Subject : Humanities & Life Skills**

Time : 3 Hrs.

M.M. : 60

**SECTION-A**

**Note: Multiple Choice Questions. All Questions are compulsory. (6x1=6)**

- Q.1 What is the first step in effective time management?
- a) Creating a to-do list
  - b) Setting deadlines
  - c) Prioritizing tasks
  - d) Avoiding distractions
- Q.2 How do you handle stress and pressure?
- a) I avoid stressful situations
  - b) I procrastinate and hope the problem goes away
  - c) I take a break and come back to the problem with a fresh perspective.
  - d) I get angry and take it out on others
- Q.3 What is the best way to prepare for an interview?
- a) Only study the job description
  - b) Practice answering common interview questions
  - c) Rely on your instincts
  - d) Arrive late to show you're busy

- Q.4 When answering an interview question, it's important to:
- Give a one-word answer
  - Use vague language
  - Provide specific examples
  - Avoid eye contact
- Q.5 What should you do after an interview?
- Forget about it
  - Send a thank you letter
  - Call the interviewer daily
  - Negotiate your salary immediately
- Q.6 Which of the following is not a key characteristic of effective teamwork?
- Trust
  - Conflict avoidance
  - Open communication
  - Shared responsibility

### **Section-B**

**Note: Objective/Completion type questions. All questions are compulsory.**  $(6 \times 1 = 6)$

- Q.7 What motivates you to achieve your objectives?
- Q.8 What strategies do you use to regulate your feelings?
- Q.9 What is Library & Information professional ethics?
- Q.10 What is video collaboration?
- Q.11 Define the work ethic.
- Q.12 What is stress management?

### **Section-C**

- Note: Short answer type Question. Attempt any eight questions out of Ten Questions.**  $(8 \times 4 = 32)$
- Q.13 How do you know about self-awareness?
- Q.14 Define the relationship management.
- Q.15 What are the essential components of a good resume?
- Q.16 Introduced the resume and its types.
- Q.17 What are the tips for cracking an interview?
- Q.18 What is community Collaboration?
- Q.19 What is Cloud Collaboration?
- Q.20 Define models of leadership.
- Q.21 How do you see the leadership?
- Q.22 Define the self-examination and self-regulation.

### **Section-D**

**Note: Long answer questions. Attempt any two question out of three Questions.**  $(2 \times 8 = 16)$

- Q.23 Define the personal and professional moral codes of conduct of a librarian.
- Q.24 Define leadership with its importance and models.
- Q.25 Briefly define the collaboration with its types.