QP CODE: D3BAF2404	**(Pages: 2)**	**Reg. No**	**:**	**.....**
		Name	**:**	**.....**

THIRD SEMESTER FYUGP EXAMINATION, NOVEMBER 2025

Discipline Specific Core (DSC) Course - Minor

AFA3MN212 : Ethics and Professional skills

(Credits: 4)

Time: 2 Hours **Maximum Marks: 70**

Section A

Answer the following questions. Each carries 3 marks (Ceiling: 24 marks)

1.	What is active listening?	BL2	CO1, CO2, CO3, CO4
2.	Mention three features of ethical decision-making.	BL2	CO1, CO2, CO3, CO4
3.	Define CSR disclosure.	BL2	CO1, CO2, CO3, CO4
4.	What is asynchronous learning?	BL2	CO1, CO2, CO3, CO4
5.	What is detail orientation?	BL2	CO1, CO2, CO3, CO4
6.	Write two benefits of MOOCs in India.	BL2	CO1, CO2, CO3, CO4
7.	State three objectives of cyber laws.	BL2	CO1, CO2, CO3, CO4
8.	Mention the differences between CSR and charity.	BL2	CO1, CO2, CO3, CO4
9.	Define cultural diversity in business ethics.	BL2	CO1, CO2, CO3, CO4
10.	Why is adaptability essential for a professional?	BL2	CO1, CO2, CO3, CO4

Section B

Answer the following questions. Each carries 6 marks (Ceiling: 36 Marks)

11.	Analyse the disadvantages of poor documentation in organizations.	BL4	CO1, CO2, CO3, CO4
12.	Discuss the tools used in e-content development with examples.	BL4	CO1, CO2, CO3, CO4
13.	List out the characteristics of digital natives.	BL4	CO1, CO2, CO3, CO4
14.	Explain the role of government and law in shaping business ethics.	BL4	CO1, CO2, CO3, CO4
15.	Analyse the role of posture in creating professional image.	BL4	CO1, CO2, CO3, CO4
16.	Compare printed books and e-books in the context of learning.	BL4	CO1, CO2, CO3, CO4
17.	Explain the importance of monitoring and evaluation in CSR implementation.	BL4	CO1, CO2, CO3, CO4

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18.	Discuss the need and importance of CSR in today's business.	BL4	CO1, CO2, CO3, CO4
Section C			
Answer any one question. Each carries 10 marks (1 x 10 = 10 Marks)			
19.	As HR, draft an email to your employees informing a change in their leave policy, using proper email etiquettes.	BL3	CO1, CO2, CO3, CO4
20.	A university wants to shift to online-based learning. Suggest benefits and precautions.	BL3	CO1, CO2, CO3, CO4
	CO : Course Outcome		
	BL : Bloom's Taxonomy Levels (1 – Remember, 2 – Understand, 3 – Apply, 4 – Analyse, 5 – Evaluate, 6 – Create)		