

- Instructions: 1. All Questions are compulsory.  
2. Figures to the right indicate full marks.  
3. Write each question on a fresh page.

**Q.1 Read the passage given below and answer the questions that follow: (15 marks)**

Today there is a lot of talk about the environment. All nations are coming to an agreement to save planet earth. Like we pollute the earth, we pollute the water. We also pollute the subtle environment through our negative feelings and emotions. We have become a victim of our environment. We are not in control of our mind. We hear a lot about other things in life but we spend very little time to hear about ourselves. The most unfortunate thing is that we have not learnt: How to handle our mind? How to be in the present moment? How to be happy and grateful? Then, what is the solution. This is where we miss a very fundamental principle that governs our environment, our mind, our emotions and our life in general.

Our body has the capacity to sustain much longer the vibration of bliss and peace than it does negative emotions because positivity is in the center of our existence. Just like, in the structure of an atom, protons and neutrons are in the center of the atom and electrons are only the periphery, same is with our lives; the center core of our existence is bliss, positivity and joy but it is surrounded by a cloud of negative ions. Through the help of the breath we can easily get over our negative emotions in a short period of time. Through meditation and certain breathing techniques, we can clear this negative cloud. This life has so much to offer to you. You can see this once you take some time off, rejuvenating the soul. Your soul is hungry for a smile from you. If you could give this, you feel energized the whole year and nothing whatsoever can take the smile from you.

Everyone wants to be successful in life. But without knowing what success is, you want to be successful. What is the sign of success? Just having a lot of money, is that success? Why do you think money means success? Because money gives you freedoms so that you can do whatever you want. You may have a big bank balance, but, you have stomachache, ulcers, you may have to go for bypass surgery; can't eat this, can't do this, can't do that. It is very bad mathematics. We spend half our health to gain wealth and spend half our wealth to gain back the health. Is this success?

Look at all those who claim to be successful - are they successful? No, they are miserable. Then, what is the sign of success? It is confidence, compassion, generosity and a smile that none can snatch away, being happy and being able to be more free. These are the signs of a successful person. Take some time off to look a little deep into yourself and calm the mind down. Thus erasing all the impressions that we are carrying in our minds and experience the presence, the divine that is the very core of our existence. This is feeling the presence!

**1.1 Answer the following questions: (2\*6=12)**

- How do we pollute our subtle environment?
- What is the most unfortunate thing?
- What comparison has the writer made between the atom and human body?
- How can we get rid of our negative emotions?
- What is food for our soul?
- What, according to the author, is 'bad mathematics'?

**1.2 Read the following MCQs and choose the best alternative as your answer: (1\*3=3)**

- a) The signs of a successful person are \_\_\_\_\_

- i) having a lot of money.
- ii) freedom that money gives you.
- iii) confidence, compassion, generosity and a happy smile.
- iv) wasting health to gain wealth and then wasting wealth to regain health.

b) We can feel the 'Presence' \_\_\_\_\_

- i) if we have a big bank balance.
- ii) if we are able to wipe out all the impressions we are carrying.
- iii) if we are free.
- iv) if we are successful.

c) This passage is about :

- i) How to save planet earth
- ii) Atomic structure
- iii) Life's mathematics
- iv) The real meaning of success

**Q2.A)** Draft a notice with an agenda and the minutes of the meeting for an Annual General Body Meeting of PBG Credit Society Bank, Margao -Goa.(Note: Issues pertaining to forming a new committee, Salary revision of the employees, Recovery measures from loan defaulters are to be mentioned in the agenda and the minutes. (15marks)

**OR**

**Q2.X.)** Draft a notice with an agenda and the minutes of the meeting for a special meeting of the executives of the Mapusa Urban Corporative bank, which is facing a huge financial crisis. (15 marks)

**Q3.A)** A committee has been appointed to investigate the possibility of starting a new fruit canning factory near Kadamba Bus Stand, Margao Goa. Submit the findings of the committee in the form of a report. (15 marks)

**OR**

**Q3. X)** A committee of professors has been formed by the Principal of a college to submit a report on the current eve teasing cases suspected to have occurred I and around the college campus. Draft a committee report outlining the cause and recommending measures to improve the situation.

(15 marks)

**Q.4.A)** Write short notes on:

(3\*5=15)

1. Group interview
2. Appraisal interview
3. Grievance interview
4. Exit interview
5. Under stress interview

**OR**

**Q.4.X)** Based on the below given advertisement draft a suitable CV for the given position.

(15 marks)

<b>REQUIRE</b>	Leading Luxury Automobile Dealer in Goa is looking for
	<b>CUSTOMER RELATION MANAGER</b>
	Qualification : Graduate
	Exp. Min 5 years
	Having worked as a Manager in a similar position.
	Candidates willing to join us in our journey towards excellence may please send their resume to : <a href="mailto:placementauto.hire@gmail.com">placementauto.hire@gmail.com</a>