



GL BAJAJ

Institute of Management & Research

Approved by A.I.C.T.E., Ministry of HRD, Govt. of India

Roll No.....

Plot No. 2, Knowledge Park-III, Greater Noida (U.P.) –201306

POST GRADUATE DIPLOMA IN MANAGEMENT (2017-19) MID TERM EXAMINATIONS (TERM -V)

Subject Name: **Personal and Professional Excellence**

Time: **01.30 hrs**

Sub. Code: **PG29**

Max Marks: **20**

Note:

- 1. Writing anything except Roll Number on question paper will be deemed as an act of indulging in unfair means and action shall be taken as per rules.**
- 2. All questions are compulsory in Section A, B & C. Section A carries 01 Case Study with 2 questions of 4 marks each. Section B carries 3 questions of 2 marks each and Section C carries 2 questions of 3 marks each.**

SECTION - A

04+04 = 08 Marks

Q. 1:

(i) You have been called for an Interview for the following post in different organizations: a) Management Trainee- Sales, IndusInd Bank b) Store Manager- Decathlon

Describe how you will prepare for these interviews with reference to: Physical Appearance, papers to carry and probable questions (4)

(ii) A Consumer Durable firm is looking for a Management Trainee- Sales, who would be responsible for doing B2B Client interaction, cold calling, generating sales and designing presentations for clients. Applicant should have a post graduate degree with strong computer skills and analytical skills. Applicant with strong communication skill will have an edge. Design a cover letter and Resume for this position. (4)

SECTION – B

02×03 = 06 Marks

Q.2. POPBEANS is the technique used for idea generation for Abstract Topic. Write your argument for the following Group Discussion topic- “A is an Alphabet” utilizing POPBEANS technique.

Q. 3. Discuss the different skills that are assessed in the group discussion

Q4. You have applied for a job in Marketing but you have done your internship in HR/ Finance. Justify your reasons for applying for this job.

SECTION – C

3×02 = 06 Marks

Assume that in an interview for the job you want, you are asked the following questions. How will you answer the following?

Q. 5: Describe a situation where you achieved a goal against adversities

Q. 6: Tell us about a time when you resolved conflict between team members.