



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 (2018-20)
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 1 Case Study of 8 marks. 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: Case Study:

Anand's Interview

Anand arrives 15 minutes late for an interview, dressed shabbily. He exhales some smoke and throws the last of the cigarette into a nearby wastebasket just as he enters the rooms where interview will take place.

Interviewer: Are you Anand?

Anand: Yeah. Sorry I'm late.

(Interviewer stands to shake hands as Anand slouches into his chair, reaches up, and gives a limp handshake without looking at interviewer)

Anand: So- let's start..I forgot the name of the company

Interviewer: ABC. I am Rakesh Menon, director of marketing.

Anand: Oh. Okay. And you guys make?

Interviewer: Computers

Anand: Oh...Right

(Interviewer sits and there is a brief silence, Anand waits for a question)

Interviewer: Well, why don't we begin?

Anand: Yeah ..Please

Interviewer: Tell me about yourself.

(Anand frowns and appears confused)

Anand: It is mentioned in my Resume... isn't It?

(Interviewer nods and holds up the resume)

Interviewer: What are you looking for in a position at ABC?

Anand: I'm looking for a position that pays me enough money to support my lifestyle. I'm hard worker, so it'll be easy for me to earn the money I need.

Interviewer: I see. We all have weaknesses. Could you describe one of yours?

Anand: I don't think that I have that many. Though I suppose I do have one character flaw. I get annoyed with my co-workers when they whine about everything.

(Anand looks at his watch)

Interviewer: We are interviewing many candidates today. Decisions about job offers are made at a later date. Do you have any questions for me?

Anand: No

- (i) Critically analyze and comment on the Anand's body language and actions?
- (ii) Explain what was wrong in Anand's answers and behavior as described in the case.

SECTION – B

02×03 = 06 Marks

Q. 2: Discuss the different skills that are assessed in the group discussion

Q. 3: What according to you are the do's and don'ts in facing an interview panel?

Q. 4: How important is body language for a successful interview? Give examples of right and wrong body language,.

SECTION – C

03×02 = 06 Marks

Q.5. Business organizations are looking for people who are not only well qualified, but are also employable. Elucidate

Q. 6. You have been asked to attend a telephonic interview for a business development associate job at Byju's. Your job is to work in a team of go-getter to help spread the Byju's way of Learning in your city. What particular skills would you brush up for this telephonic interview? How will you prepare for the same?