



# 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 (2019 -21)

**MID TERM EXAMINATIONS (TERM -V)**

**Academic Session- 2020-21**

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Subject Name: Personal and Professional Excellence

Time: 01.30 hrs

Sub. Code: PG29

Max Marks: 20

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**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 - A04+04 = 08 Marks**

Q. 1: Case Study:

(i) You invite your client to a restaurant to present your proposal to him. There are chairs with their back to the wall and chairs with their back to the rest of the restaurant. On which chair would you seat your client?

(ii) At an early stage project meeting Mary, the project team leader, presented her suggested project timetable to meet the project goals. During the presentation she noticed that two team members were showing non-verbal signs of disapproval. Simon was frowning and shaking his head and Justin had leant back in his chair and folded his arms. Mary stopped what she was saying, turned to Simon and Justin and asked 'I sense you are not supportive of what I'm saying. Can I clarify anything for you?' Simon replied 'You are right. I think the project timetable is unachievable.' Mary responded by directing a question to the whole group 'How do the rest of you feel about the timetable I'm suggesting?'

By observing these valuable non-verbal cues, what do you think Mary may be able to do? Had she ignored or not been aware of the cues, what could have been repercussions?

**SECTION - B02×03 = 06 Marks**

Q. 2: If an interviewer asks "Describe a situation where you weren't satisfied with your job. What could have made it better?" What would be your answer?

Q. 3: What are the points need to remember at the time of controversial GD topic?

Q. 4: What components will you consider while answering to the question "Why should we hire you?"

**SECTION - C03×02 = 06 Marks**

Q.5. Why organizations conduct aptitude test? Discuss with example.

Q. 6. Where do you see yourself in five years? What sets you apart from other candidates that we're interviewing for the position?(Choose any one: Executive-Sales/HR/Accounts)



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