



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) END TERM EXAMINATION (TERM -III)

Subject Name: **Resume Writing and Art of Converting SIP into PPO**

Time: **02.00 hrs**

Sub. Code : **PG 23**

Max Marks: **50**

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 carry 2 Case Studies of 10 marks each, Section B carries 2 questions of 10 marks each and Section C carries 5 questions 2 marks each.**

SECTION - A

10×02 = 20 Marks

Q. 1: Read the Case Study and answer the questions given below:

At the recently completed 2018 Commonwealth Games in Gold Coast, India produced some scintillating moments of sporting excellence. Like the case is with sport, not every good performance was rewarded with a medal or a win, but none fortunately went unnoticed.

The 200 plus strong contestants returned with a total of 66 medals which included 26 Golds, 20 Silvers and 20 Bronze medals. Only Australia with 198 medals and England with 136 were ahead. India's 26 Golds was also third, behind Australia (80) and England (45)

- After the exemplary performance by Indian athletes at Gold Coast what should be the roadmap for preparing for next Olympics so that our medal tally should not restrict to single digit?
- Critically analyze the role of Indian Government in providing conduct atmosphere to the athletes.

Q. 2: Read the Case Study and answer the questions given below:

Last week we again saw reports of the breathtakingly horrifying rape and murder of 8-year-old girl from Jammu and Kashmir's Kathua. This girl was kidnapped, drugged, held captive in a temple, brutally raped several times and violently murdered — with police involvement — way back in January. A member of the nomadic Muslim Bakerwal-Gujjar tribe girl's rape and murder was likely part of an extensively planned attempt by a group of locals, including a retired government official, his son and juvenile nephew, to force this tribe out of the area. One of the men even temporarily halted the disposal of her tiny, 8-year-old body just so that he could rape her one more time.

- India has become notorious around the world as a place where women and children are unsafe from sexual violence, and even if this is not the reality, it has become the perception. How much do you agree with this statement and how should we as a society react to events that have happened in Kathua?
- What are the reasons for reoccurrence of such episodes and what actions need to be taken so that they can be reduced?

SECTION - B

10×02 = 20 Marks

Q. 3: You are applying for a position of a marketing executive in Advant Technologies after reading the advertisement published in The Times of India. You are supposed to respond to this advertisement and furnish the following details to the prospective employer:

- a) Write a cover letter to the HR manager for the said position.
- b) Prepare a Resume for the aforementioned job posting.

Invent details accordingly.

Q. 4: Interning for a company is a great chance for students to rub shoulders with people from the corporate world and gain valuable work experience. With more and more companies extending pre-placement offers to interns based on their performance during the internship period, it is important for interns to stand out amongst the competition and impress their immediate managers.

In light of the above excerpt, discuss ten ways of excelling in summer internship and converting internships to job offers?

SECTION - C

02×05 = 10 Marks

Q. 5 (A): Write your arguments for the following Group Discussion topic: “Death and taxes are inevitable”.

Q. 5 (B): Explain the significance of a research report and explain the various steps involved in writing a summer internship project report. Invent necessary details.

Q. 5 (C): First impression is the last impression. Do you agree with this statement? Answer your question in the light of making strategies for being successful in interviews.

Q. 5 (D): Looking back, what would you do differently in your life?

Q. 5 (E): Who has inspired you in your life and why?