



UDHNA CITIZEN COMMERCE COLLEGE &  
S.P.B. COLLEGE OF BUSINESS ADMINISTRATION &  
SMT. DIWALIBEN HARJIBHAI GONDALIA COLLEGE OF BCA & I.T.  
(Self-Financed College Affiliated To VNSGU, Surat)  
(Recognized college under Section 2 (f) of the UGC Act, 1956), AISHE CODE C-657  
(Managed By Udhna Academy Education Trust, Udhna, Surat)

President : Shri Niranjanbhai M. Patel

Secretary : Shri Kanti

## NOTICE

### FYBCA 2<sup>nd</sup> Semester (A.Y. 2025-26)

### 201 – Professional Development and Ability Enhancement (AEC)

#### Topics for External Report:

1. Conflict Resolution and Collaboration Skills
2. Common Interview formats and Interview Etiquettes
3. Mastering the Interview
4. Strategies for handling the challenging questions
5. Professional Portfolio, Online Presence and Personal Branding

#### **Note:**

1. Each student should select any one topic for External Examination out of the given topics.
2. Students shall prepare 7 pages Report (Documentation) of the selected topic for the External Examination.
3. The Report should be hand written and shall be submitted in the hard copy.
4. The Report must be written in Project paper or Assignment paper.

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Handwritten