



**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)  
(Managed By Udhna Academy Education Trust, Udhna, Surat)

President : Shri Niranjambhai M. Patel Secretary : Shri Kantilal S. Patel

**NOTICE**

**S.Y.B.C.A 4<sup>th</sup> Semester(A.Y.: 2025-'26)**  
**401-Ability Enhancement Course (AEC)**

**Topics for report and presentation:-**

- 1.Principles and Techniques of Effective Written Communication Skills.
2. Importance of Verbal Communication Skills in Software Organization.
- 3.Importance of Communication for Team Collaboration.
- 4.Difference between Traditional and Agile Organizational Structure.
5. Roles and Responsibilities within the Software Organizational Team.

**NOTES:**

- 1)Each student shall select any one topic for external examination out of the given topics, which should be different from the internal exam (viva) topic.**
- 2)Students shall prepare Report (Documentation) of the topic selected for external examination.**
- 3)The Report(Documentation) shall be submitted in hard copy and shall be certified.**

*(Signature)*  
8/12/23