



**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

F.Y.B.C.A 2nd Semester(A.Y.: 2025-'26)

201-Professional Development and Ability Enhancement (AEC)

Topics for report and presentation

1. Introduction of Personality Assessment and Tools.
2. Researching the Company and Job Role.
3. Effective Communication and Interpersonal Skills.
4. Portfolio Development.
5. Budgeting Case Studies.

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.**

EDK
8/12/25