



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

No: GTU/MBA/SEC/GL/8450

Date: 21/Nov/2017

MBA-1st Semester (w.e.f. A.Y. 2017-18)

VIVA VOCE GUIDELINES

Subject Name: Skill Enhancement Course (SEC)

Subject Code: 3519200

A. GUIDELINES FOR EXTERNAL EVALUATION

Session – 1: Computer Lab Session (Practical) (25 * 3 = 75 marks)

Objective: To evaluate the computer skills in the area of Word Processing, Spreadsheet, and Presentation and writing (drafting) skills.

Computer lab session of 60 minutes (approximately) has to be conducted by external examiner to evaluate the computer skills of each student in the area of Spreadsheet, Presentation and Word Processing. The external examiner shall give 3 questions (one question each from Word processing, spreadsheet and presentation) to the entire group of students appearing in respective exam slot. The student must complete the assigned task on computer so that practical skills of office automation tools could be tested by external examiner for each student.

Session – 2: Classroom Session (Presentation) (30 marks)

Objective: To evaluate skills related to Basic Communication and Business Etiquettes through presentation.

Each student is required to give a presentation of 10 minutes including question-answer session (Approx. 10 slides) on any topic mentioned in module 3 of SEC (3519200). External examiner shall evaluate skills related to Basic Communication and Business Etiquettes through VIVA in the classroom.

Bifurcated Mark sheet for External Examiner:

Sr. No	Enrollment No.	Name of Student	Session-1 (Out of 75)	Session-2 (out of 30)	Total Marks (Out of 105)
1					
2					

Bifurcated Mark sheet for Internal Examiner:

Sr. No	Enrollment No.	Name of Student	Session-1 (Out of 30)	Session-2 (out of 15)	Total Marks (Out of 45)
1					
2					

- Each External Examiner will evaluate both sessions for approximate 20-30 students (**Evaluation of all students in particular session is to be done individually**).
- External examiner has to enter marks on mark entry portal on the day of viva itself after the completion of viva.
- Internal Examiner has to enter marks on mark entry portal along with all the theory subjects internal mark entry from their institute as and when the mark entry portal opens up after completion of theory exams.
- Internal examiner must complete the viva before the commencement of university external viva voce and shall submit the marks (bifurcated internal marksheet) at exam center on the day of viva, but institute will have to do marks entry in online portal as and when internal marks entry portal opens during the respective exam season.

B. SUGGESTIVE QUESTIONS FOR COMPUTER LAB SESSION**I. WORD PROCESSING*****1.) Office Drafting Skills through***

- i.) bio data for various positions suitable to a fresh MBA graduate
- ii.) letters related to resignation, appreciation to the team members, sympathising/ congratulating
- iii.) colleague for personal reasons, letter of rejection as HR manager, letters as a bank manager,
- iv.) letters related to purchase or customer service
- v.) various business / management proposals
- vi.) intra-office memo
- vii.) blogs on technology development/ sustainable development/ issues of national importance/ business / economy, etc.
- viii.) press release e.g. report on annual event/ workshop/ seminar at college

2.) Use various commands listed below in the above drafted document:

- i.) Edit an existing Word document and:
Track changes so that all changes can be seen by the author/ Comment on the edits suggested by a reviewer and respond to their comments. Reject some change oriented suggestions.
- ii.) Create a document with three levels of bullets. Change the list level.
- iii.) Present your texts in two columns / three columns in word document
- iv.) Inset a watermark: “Do not copy” in the document
- v.) Protect your document through adding edit /open password(s)
- vi.) Insert internal hyperlink to the sections of your document.
- vii.) Create a Table of content using “Heading 1”, “Heading 2”, etc. hierarchy.
- viii.) Insert graphics into your text. Show the document credits as a footnote. Publish it.

II. SPREADSHEET

- 1.) *Create spreadsheet(s) for:*
 - (i) result presentation of MBA semester 1 examination
 - (ii) sales report of various products line
 - (iii) purchase orders with classification
 - (iv) cost to company (CTC) for various groups of employees
 - (v) data analysis based on certain data given in different columns
- 2.) *Ensure high quality charts are made with nomenclatures in all such spreadsheets*
- 3.) *Use of Financial / Mathematical Functions in spreadsheet*

III. PRESENTATION

Prepare a power point presentation with high quality design, graphics, transition effects related to any business situation, proposal, sales forecast, business projects, etc.

N.B.: The above-mentioned exercises are suggestive and not exhaustive.

sd/-
C.O.E.