

# Competence and Achievement: Essential Factors in Personal and Professional Lives of Individuals

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**Abstract:** From early childhood through their lives, individuals need to emphasise the development of competence and achievement. The various types of competencies are applied by individuals in their personal and professional lives. As a consequence, they will make an important contribution to achieving the desired goals and objectives. The individuals need to be well-informed about various factors that facilitate the enhancement of competencies. The different types of factors are: implementing effective communication processes with family and community members; generating information on various job duties and methodologies; conducting research by utilising various sources and experience. Furthermore, the inculcation of traits of efficiency and adeptness facilitates the use of various competencies in a well-ordered, regimented manner. As a consequence, individuals will contribute to achieving desired goals and objectives in their personal lives, in educational programs at all levels, and across all types of employment settings. Hence, it is well understood that enhancing competence prepares individuals to achieve their desired goals and objectives in their personal and professional lives. Therefore, competence and achievement are essential to individuals' personal and professional lives. The main concepts considered in this research paper are: understanding the meaning and significance of competence and achievement; measures to enhance them; and the advantages of implementing such measures.

**Keywords:** Abilities, Achievement, Competence, Individuals, Personal, Professional, Up-gradation, Well-ordered Manner

## I. INTRODUCTION

The individuals differ from one another in terms of the number of factors, i.e., castes, creeds, races, genders, religions, ethnicities, occupations, educational qualifications, cultures, personality traits, communities, and socio-economic backgrounds. Despite their differences, they share a common goal: improving their overall quality of life. Despite the differences, individuals are dedicated to enhancing their competence and achievement. Competence refers to capabilities, abilities, skills, and proficiencies. On the other hand, achievement is referred to as accomplishment, attainment, success, and realisation. The individuals are required to work diligently to achieve competence and achievement (Sahu, 2020) [1].

When they are wholeheartedly committed to achieving their desired goals and objectives, they need to ensure they prepare adequately to enhance their competence so they can achieve them in an orderly manner. Competence needs to be enhanced to achieve desired goals and objectives in personal and professional life. Therefore, it is well-understood that there is a relationship between competence and achievement, which needs to be enhanced in a well-organised, regimented manner.

The family is regarded as the first and foremost institution from where learning, growth and development of individuals take place. The implementation of effective communication processes with family members is key to providing information across a range of subjects and factors. Family members make an important contribution to the upgradation of various competencies and abilities among individuals. In other words, family members prepare individuals adequately to lead the up-gradation of various competencies. As a consequence, they will be able to achieve various types of goals and objectives (Sanson & Bretherton, n.d.) [2]. The family members guide and lead the individuals in the right direction. Hence, they make an important contribution to individuals' progression. It is understood, on a comprehensive basis, that family is the institution from which individuals generate information regarding various types of skills. Furthermore, they acknowledge the meaning and significance of traits of proficiency and adeptness. Therefore, individuals from all occupations, communities, and socio-economic backgrounds need to maintain cordial, amiable relationships with their family members.

### A. Understanding the Meaning and Significance of Competence and Achievement

The individuals, belonging to all occupations, communities, and socio-economic backgrounds, have recognised the meaning and significance of education. They have formed the view that education is the instrument that not only imparts information in terms of academic subjects and lesson plans, but also equips students to become moral and ethical human beings and productive citizens of the country. The individuals are enrolling in educational institutions at all levels to pursue their education. Educators in educational institutions at all levels are encouraging students' participation in various assessment strategies and academic activities. These are assignments, projects, reports, role plays, presentations, public speaking, and so forth. The students participate in these either individually or in teams of two or more. They need to acquire an efficient understanding of academic subjects and lesson plans to enhance their participation. Students from all grade levels can enhance their participation in a range of academic tasks and

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## Competence and Achievement: Essential Factors in Personal and Professional Lives of Individuals

activities, gaining opportunities to develop competencies. The competencies are to be utilised to achieve various educational goals effectively. Furthermore, the individuals inculcate the traits of adeptness, honesty and meticulousness. These facilitate the achievement of various educational goals satisfactorily. Hence, it is understood that the comprehensive acquisition of education across all levels of educational institutions is key to developing a range of competencies. Therefore, individuals can acquire an effective understanding of the meaning and significance of competence and achievement through education in educational institutions at all levels.

The individuals, belonging to all occupations, communities, and socio-economic backgrounds, have one of the major goals of securing employment opportunities. Across all employment settings, individuals in all job positions need to lead the upgradation of their competencies to achieve desired goals and objectives. All individuals, regardless of job position, need to be well-informed about the full range of job duties and responsibilities. Furthermore, individuals need to augment their information with diverse methodologies and procedures. These techniques help carry out various job duties and responsibilities effectively. As a consequence, individuals will contribute to meeting the expectations of individuals in leadership positions. Hence, throughout their jobs, all members, irrespective of their job positions, need to work diligently to upgrade various competencies.

The competencies are to be utilised to achieve various professional goals satisfactorily. Furthermore, the individuals inculcate the traits of proficiency, uprightness and precision. The individuals need to ensure that these are used morally and ethically when carrying out various job duties and responsibilities in a well-ordered and satisfactory manner. As a consequence, individuals across all job positions will be well-prepared with techniques to achieve various professional goals satisfactorily across all employment settings. Hence, it is understood to a large extent that practising a range of job duties and responsibilities across all employment settings is key to developing a range of competencies. Therefore, one can gain an understanding of the meaning and significance of competence and achievement by engaging in employment opportunities across diverse settings.

The individuals, belonging to all occupations, communities and socio-economic backgrounds need to inculcate the traits of efficiency, honesty and truthfulness. These are the traits, which are facilitating in acknowledging and implementing various factors, i.e. differentiating between various types of appropriate and inappropriate factors; reinforcing a constructive approach; forming positive viewpoints in terms of various factors and individuals; promoting normal mind-sets; being well-informed in terms of different types of job duties and responsibilities; being well-aware in terms of various types of methodologies and procedures; utilizing various types of modern, scientific and innovative methods and materials; augmenting various types of skills and abilities; leading to up-gradation of motivation and concentration levels towards works; putting in efforts to one's best abilities; possessing the abilities to work under stress; providing solutions to

various types of problems and carrying out various types of job duties and responsibilities in an adequate manner. In personal and professional life, individuals need to put these traits into practice.

Implementing these traits is regarded as one of the essential factors in upgrading competencies. Furthermore, all types of competencies are to be applied to achieve different types of professional goals satisfactorily. The individuals need to ensure that different types of competencies are implemented to promote the well-being and goodwill of individuals within and outside the homes. Hence, it is understood that the inculcation of these traits facilitates the development of various competencies. Furthermore, the individuals understand that these need to be implemented to promote the well-being and goodwill of others, including family and community members. Therefore, an understanding of the meaning and significance of competence and achievement is acquired when individuals are inculcating the traits of efficiency, honesty, and truthfulness.

### B. Measures to be Put into Operation Leading to the Up-gradation of Competence and Achievement

An aimless life is a meaningless life. Hence, individuals, belonging to all occupations, communities and socio-economic backgrounds have goals and objectives to achieve. The various factors in terms of which these are formulated are education, careers, employment opportunities, family, relationships, settlement, travelling, assets, property, resources, health, well-being, personality traits and overall standards of living. To achieve all types of goals and objectives, individuals need to be well-prepared. Furthermore, they need to lead to the up-gradation of various types of competencies. These must be put into operation in a well-ordered, regimented manner to achieve the desired outcomes. Furthermore, inculcation of traits of diligence, adeptness and morality is regarded to be of utmost significance in the achievement of different types of goals and objectives (7 Scientific Benefits of Helping Others, n.d.) [4].

Throughout individuals' lives, they need to augment information on measures to enhance competence and achievement. All types of measures must be implemented in a well-ordered and disciplined manner. Furthermore, positivity needs to be reinforced across all measures. One important aspect to consider is that measures need to be in place to promote the well-being and goodwill of family and community members. The factors that facilitate the generation of information for these measures include implementing effective communication processes with family and community members, being well-informed about job duties, and conducting research and gaining experience. Therefore, measures to be put into operation leading to the up-gradation of competence and achievement are stated as follows:

### C. Implementing Effective Communication Processes

From early childhood through adulthood, individuals need to implement effective communication processes. These need to take place effectively with individuals in personal and



professional contexts. These are the keys to augmenting information across various subjects and concepts; exchanging diverse ideas and viewpoints; obtaining answers to overwhelming questions and clarifying doubts. Furthermore, individuals need to be well-equipped in terms of communication ethics, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; building trust and understanding; reinforcing the traits of efficiency, honesty and truthfulness; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. As a consequence of acknowledging and implementing communication ethics, individuals will contribute to the development of various competencies (Seven Cs of Effective Communication, 2020) [5].

The communication process takes place in both verbal and written forms. Verbal communication takes place face-to-face, via video calls, or by phone, whereas written communication takes place through exchanging messages, emails, letters, and notices. As a consequence of implementing effective communication processes, individuals are making an important contribution to generating information on competencies and techniques for their upgradation. Therefore, implementing effective communication processes is regarded as an indispensable measure to enhance competence and achievement.

#### D. Developing Mutual Understanding with Family Members

The development of mutual understanding with family members is key to augmenting information across various subjects and factors. Family members make an important contribution to the upgradation of various competencies and abilities among individuals. In other words, family members prepare individuals satisfactorily to lead the up-gradation of various competencies. In cases of any dilemma or challenging situation, family members are the first and foremost individuals approached for help. As a consequence, they will be able to achieve various types of goals and objectives appropriately. The family members guide and lead the individuals in the right direction. Hence, they make an important contribution to individuals' progression.

It is widely understood that family is the institution from which individuals acquire information about various competencies and abilities. Furthermore, they acknowledge the meaning and significance of traits of expertise and professionalism. Hence, individuals from all occupations, communities, and socio-economic backgrounds need to maintain cordial, amiable relationships with their family members. Furthermore, family members convey to individuals that they are required to use their competencies to promote the well-being and goodwill of family members and the community. Therefore, developing mutual understanding with family members is a significant step toward enhancing competence and achievement.

## II. ACQUISITION OF EDUCATION

Education is the instrument that not only imparts information on academic subjects and lesson plans, but also on strategies that foster the emergence of moral and ethical

human beings and productive citizens of the country. Individuals are enrolling in educational institutions at all levels to pursue their education. Educators across all educational institutions are encouraging students to participate in various assessment strategies and academic activities. These are assignments, projects, reports, role plays, presentations, public speaking, debates, group discussions, competitions, quizzes, and so forth. The students participate in these either individually or in teams of two or more. They need to acquire an efficient understanding of academic subjects and lesson plans to enhance their participation.

Students from all grade levels can enhance their participation in a range of academic tasks and activities, gaining opportunities to develop competencies. The competencies are to be utilised to achieve various educational goals satisfactorily. Furthermore, the individuals demonstrate proficiency and thoroughness. These facilitate the achievement of various educational goals appropriately. Hence, it is widely understood that the acquisition of education in educational institutions at all levels is key to developing a range of competencies. Therefore, education is an effective means of enhancing competence and achievement.

#### A. Getting Enrolled in Training Programs

The individuals, belonging to all occupations, communities and socio-economic backgrounds, get enrolled in training programs. These are of one month, two months, three months, six months and more than this. The different types of subjects, as formulated, are education, computers, arts and crafts, travel and tourism, languages, and so forth. The educators are effectively using a range of teaching and learning methods, materials, and instructional strategies to promote student learning. Educators in educational institutions at all levels are encouraging students to participate in various assessment strategies and academic activities. These are assignments, projects, reports, role plays, presentations, public speaking, debates, group discussions, competitions, quizzes, and so forth. The students participate in these either individually or in teams of two or more. They need to acquire an efficient understanding of academic subjects and lesson plans to enhance their participation.

Students from all grade levels can perform well across a range of academic tasks and activities, as they have opportunities to develop a range of competencies. The competencies are to be utilised to achieve various educational goals appropriately. Furthermore, the individuals inculcate the traits of efficiency and righteousness. These facilitate the achievement of various educational goals. Hence, it is widely understood that learning in training centres is essential for developing a range of competencies. Therefore, enrolling in training programs is an essential measure to implement to enhance competence and achievement.

#### B. Implementing Job Duties within Employment Settings

The individuals, belonging to all occupations, communities, and socio-economic

## Competence and Achievement: Essential Factors in Personal and Professional Lives of Individuals

backgrounds, have one of the major goals of securing employment opportunities. Across all employment settings, individuals in all job positions need to lead the upgradation of their competencies to achieve desired goals and objectives. All individuals, regardless of job position, need to be well-informed about the full range of job duties and responsibilities. Furthermore, individuals need to augment their information with diverse methodologies and procedures. These are techniques for carrying out various job duties and responsibilities appropriately. As a consequence, individuals will contribute to meeting the expectations of individuals in leadership positions. Hence, throughout their jobs, all members, irrespective of their job positions, need to work hard to upgrade various competencies.

The competencies are to be utilised to achieve various professional goals satisfactorily. Furthermore, the individuals inculcate the traits of diligence, resourcefulness and uprightness. The individuals need to ensure that these are used morally and ethically when carrying out various job duties and responsibilities in a well-organised manner. As a consequence, individuals in all job positions will be well-prepared with techniques to achieve a range of professional goals across diverse employment settings. Hence, it is understood to a large extent that practising a range of job duties and responsibilities across all employment settings is key to developing a range of competencies. Therefore, implementing job duties in employment settings is a well-established approach to enhance competence and achievement.

### C. Inculcating the Traits of Morality and Ethics

All individuals, regardless of occupation, community, or socio-economic background, need to inculcate moral and ethical traits. These are the traits, which are facilitating in acknowledging and implementing various factors, i.e. differentiating between various types of appropriate and inappropriate factors; reinforcing a constructive approach; forming positive viewpoints in terms of various factors and individuals; promoting normal mind-sets; coping with psychological problems of anger, stress, anxiety, frustration and depression; reinforcing the traits of efficiency, honesty and truthfulness; augmenting various types of skills and abilities; leading to up-gradation of motivation and concentration levels towards works; putting in efforts to one's best abilities; possessing the abilities to work under stress and carrying out various types of job duties and responsibilities in a satisfactory manner. In personal and professional life, individuals need to put these traits into practice.

Implementing these traits is regarded as one of the essential factors in upgrading competencies. Furthermore, all types of competencies should be applied appropriately to achieve various personal and professional goals. The individuals need to ensure that different types of competencies are implemented to promote the well-being and goodwill of individuals within and outside the homes. Hence, it is understood that the inculcation of these traits facilitates the development of various competencies. Furthermore, the individuals understand that these need to be implemented to promote the well-being and goodwill of

family and community members. Therefore, inculcating moral and ethical traits is a decisive measure to enhance competence and achievement.

### D. Implementing the Traits of Diligence, Resourcefulness and Conscientiousness

Implementing the traits of diligence, resourcefulness and conscientiousness is essential for individuals across all occupations, communities and socio-economic backgrounds. These are the traits, which are facilitating in acknowledging and implementing various factors, i.e. honing analytical and critical-thinking skills; making wise and productive decisions in terms of various factors; being well-informed in terms of different types of job duties and responsibilities; being well-aware in terms of various types of methodologies and procedures; utilizing various types of modern, scientific and innovative methods and materials; augmenting various types of skills and abilities; leading to up-gradation of motivation and concentration levels towards works; putting in efforts to one's best abilities; possessing the abilities to work under stress; providing solutions to various types of problems and carrying out various types of job duties and responsibilities in an adequate manner. The individuals need to put these traits into operation in their personal and professional lives.

Implementing these traits is regarded as one of the essential factors in upgrading competencies. Furthermore, all types of competencies are to be applied to achieve different types of professional goals satisfactorily. The individuals need to ensure that different types of competencies are applied to promote their well-being in their personal and professional lives. Hence, it is understood that the inculcation of these traits facilitates the development of various competencies. Furthermore, the individuals understand that these need to be implemented to advance others, including family and community members. Therefore, cultivating diligence, resourcefulness, and conscientiousness is imperative for enhancing competence and achievement.

## III. AUGMENTING SKILLS AND ABILITIES

All individuals, regardless of occupation, community, or socio-economic background, need to lead the up-gradation of their skills and abilities. The various types of skills are communication skills, analytical skills, critical-thinking skills, problem-solving skills, time-management skills, creative skills, technical skills, personal skills, presentation skills, professional skills, leadership skills, negotiation skills, intellectual skills, public-speaking skills, artistic skills, educational skills and decision-making skills. On the other hand, abilities, which need to be honed are convincing, persuading, planning, organizing, directing, leading, negotiating, controlling, co-ordinating, emotional intelligence, systems thinking, putting in efforts to one's best abilities, possessing the abilities to work under stress, providing solutions to various types of problems and carrying out various types of job duties and responsibilities in a satisfactory manner. The individuals need to put these traits into practice in their personal lives, in educational





institutions at all levels, and in all types of employment settings.

As a consequence, up-gradation takes place of various types of competencies. Furthermore, all types of competencies are to be applied to achieve diverse goals and objectives in personal and professional life. The individuals need to ensure that different types of competencies are applied to promote the well-being of individuals within and outside the home. Hence, it is widely understood that augmenting different types of skills and abilities enhances various competencies. Furthermore, individuals understand that these need to be implemented to advance others, including family and community members. Therefore, augmenting skills and abilities is a favourable measure to implement to enhance competence and achievement.

**A. Providing Solutions to Various Problems**

Within personal lives, within the course of pursuance of educational programs and in all types of employment settings, there are occurrences of problems in terms of various factors, i.e. job duties, responsibilities, methodologies, procedures, approaches, techniques, work pressure, unawareness in terms of various factors, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The influence of various types of problems varies in degree. The individuals need to provide solutions to these in an effective manner. If not resolved, these pose impediments to enhancing competencies. As a consequence, barriers arise in the pursuit of desired goals and objectives in personal and professional life.

The individuals need to lead the up-gradation of problem-solving skills. These are the skills that facilitate identifying the causes of problems. After the causes are identified, satisfactory solutions are provided. Furthermore, these need to be prevented from hindering the enhancement of competencies. As a consequence, individuals will be well-prepared with techniques to achieve a range of goals and objectives in their personal and professional lives. In this manner, individuals will contribute to the upgradation of their overall personality traits and standards of living. Hence, individuals need to work hard to solve various types of problems so that they can satisfactorily lead the upgradation of various competencies. Therefore, providing solutions to various problems is an effective approach that enhances competence and achievement.

**B. Possessing the Ability to Work under Stress**

Within personal lives, within the course of pursuance of educational programs and in all types of employment settings, there are occurrences of stressful situations in terms of various factors, i.e. job duties, responsibilities, methodologies, procedures, approaches, techniques, work pressure, unawareness in terms of various factors, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities, peer issues, psychological problems, health problems, illnesses and so forth. The individuals need to

provide satisfactory solutions to these. If not resolved, these pose impediments to enhancing competencies. As a consequence, impediments arise in the course of achieving desired goals and objectives in personal and professional life.

The individuals need to be able to work under stress. This is the measure that facilitates identifying the causes of various types of stressful situations. After the causes are identified, appropriate solutions are provided. Furthermore, these need to be prevented from hindering the enhancement of competencies. As a consequence, individuals will be well-prepared with strategies to achieve various goals and objectives in personal life, across educational institutions at all levels, and across all types of employment settings. In this manner, individuals will contribute to the upgradation of overall personality traits and living conditions. Hence, individuals need to work hard to cope with various stressful situations so they can develop their competencies effectively. Therefore, the ability to work under stress is a useful measure for enhancing competence and achievement.

**C. Advantages of Leading to Up-gradation of Competence and Achievement**

The individuals, belonging to all occupations, communities and socio-economic backgrounds, share a common goal of improving their overall quality of life. To achieve this goal in a well-ordered manner, individuals are to be wholeheartedly committed to enhancing their competence and achievements. The individuals are required to use moral and ethical techniques to enhance competence and achievement. When they are wholeheartedly committed to achieving their desired goals and objectives, they need to ensure they prepare adequately to enhance their competence so they can achieve them in an orderly manner (Santhi & Kumar, 2011) [3].

Competence needs to be enhanced to achieve desired goals and objectives in personal and professional life. One important factor to take into account is that all types of competencies need to be put into operation morally and ethically. One of the major benefits is that different types of setbacks will be overcome appropriately. As a consequence, individuals will succeed in their work. Hence, it is widely understood that enhancing competencies is advantageous to individuals in a comprehensive sense. Therefore, the advantages of leading to up-gradation of competence and achievement are stated as follows:

- i. Honing communication skills and interactive abilities.
- ii. Differentiating between various types of appropriate and inappropriate factors.
- iii. Promoting normal mindsets.
- iv. Reinforcing a constructive approach.
- v. Making wise and productive decisions in terms of various subjects and factors.
- vi. Being well-informed in terms of different types of job duties and responsibilities.
- vii. Being well-aware in terms of various types of methodologies and procedures.
- viii. Utilising various types of modern, scientific and



## Competence and Achievement: Essential Factors in Personal and Professional Lives of Individuals

- innovative methods and materials.
- ix. Augmenting various types of skills and abilities.
  - x. Leading to an upgradation of motivation and concentration levels towards work.
  - xi. Putting in efforts to one's best abilities.
  - xii. Providing solutions to various types of problems.
  - xiii. Carrying out various types of job duties and responsibilities in an adequate manner.
  - xiv. Promoting enhancement of career prospects.
  - xv. Meeting expectations of family and community members.
  - xvi. Enhancing organisational culture.
  - xvii. Leading to the up-gradation of the overall structure of the organisations.
  - xviii. Promoting family and community well-being.
  - xix. Leading to the up-gradation of overall personality traits.
  - xx. Bringing about improvements in one's overall quality of life.

### IV. CONCLUSION

Competence refers to capabilities, abilities, skills, and proficiencies. On the other hand, achievement is referred to as accomplishment, attainment, success, and realisation. The individuals need to hone their competence to achieve their desired goals and objectives effectively. Furthermore, individuals need to be well-informed about measures to enhance competence and achievement. In addition, one needs to be well-informed about the advantages of leading to the up-gradation of competence and achievement. Finally, it can be stated that enhancing competence prepares individuals with techniques to achieve desired goals and objectives.

### DECLARATION STATEMENT

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