

S4B7 sem IV
Buss com

MN3AEG

Time: 2Hrs.

Marks: 60

- Note:
1. All questions are compulsory
 2. Figures to the right indicate full marks.

Q.1 Write Short Notes on Any Three. (15)

1. Importance of meeting
2. Importance of Group Communication
3. Appraisal Interview
4. Role of chairperson in the meeting
5. Selection Interview

Q.2 Attempt Any Two. (15)

1. What is conference? What are the objectives of holding business conference?
2. Write a detail note on functions of External Public Relations
3. Advantages and disadvantages of conference

Q.3 Draft Any Three. (15)

1. Draft a letter of inquiry to the Ideal Printing Press, Pune for the printing of 1,500 copies of your college magazine.
2. Draft a letter of complaint about the prices of goods supplied is higher than what is quoted in a catalogue.
3. Write a sales letter to promote designer jewellery.
4. Write a letter to the District Forum about the Laptop that you have purchased which does not function properly. Mention that after repeated complaints to the concerned Laptop Company, there was no reply.
5. ICICI Home Insurance Company has lost the original copy of your policy. Draft a RTI petition questioning their negligence.

Q.4. A. Committee has been appointed to look into the fall of production in your company. Draft a committee report. (7)

OR

- A. Draft an individual report to the Principal about the Blood Donation Camp organized by NSS Unit in your college.**

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Q.4. B. Draft the Notice, Agenda and two Resolutions of the First Board Meeting of Bajaj Automobiles Pvt. Ltd, Bangalore. (4)

C. Write a Summary of the following passage and give a suitable title to it. (4)

The chief claim for the use of science in education is that it teaches a child something about the actual universe in which he is living, in making him familiar with the results of scientific discovery, and at the same time teaches him how to think logically and inductively by studying scientific method. A certain limited success has been reached in the first of these aims, but practically none at all in the second. Those privileged members of the community who have been through a secondary or public school education may be expected to know something about the elementary physics and chemistry of a hundred years ago, but they probably know hardly more than any bright boy can pick up from an interest in wireless or scientific hobbies out of school hours.

As to the learning of scientific method, the whole thing is obviously a ridiculous situation. Actually, for the convenience of teachers and the requirements of the examination system, it is necessary that the pupils not only do not learn scientific method but learn precisely the reverse, that is, to believe exactly what they are told and to reproduce it when asked, whether it seems nonsense to them or not. The way in which educated people respond to such quackeries as spiritualism or astrology, not to say more dangerous ones such as racial theories or currency myths, shows that fifty years of education in the method of science in India has produced no visible effect whatever. The only way of learning the method of science is the long and bitter way of personal experience, and, until the educational or social systems are altered to make this possible, the best we can expect is the production of a minority of people who are able to acquire some of the techniques of science and a still smaller minority who are able to use and develop them.

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वेळ : 2Hrs .

गुण : 60

टीप : 1. सर्व प्रश्न अनिवार्य आहेत

2. उजवीकडे आकडेवारी पूर्ण गुण सूचित करतात.

प्रश्न १ . कोणत्याही तीनवर टिपा लिहा .

(१५)

१. सभेचे महत्व

२. गटचर्चा महत्व

३. मुल्यमापन मुलाखत

४. सभेतील अध्यक्षचा कार्यभाग

५. निवडीची मुलाखत

प्रश्न २. खालीलपैकी कोणत्याही दोन प्रश्नांची उत्तरे लिहा

(१५)

१. परिषद म्हणजे काय? त्याची उद्दिष्टे कोणती ? तसेच व्यापार विषयक परिषदेबद्दल टिप लिहा.

२. बाह्य जनसंपर्क म्हणजे काय ते सविस्तर विशद करा .

३. परिषदेचे फायदे व तोटे विशद करा .

प्रश्न ३. खालीलपैकी कोणतीही तीन पत्रे लिहा

(१५)

१. तुमच्या महाविद्यालयाच्या नियतकालिकाचा १५००० प्रती छापायच्या आहेत. आयडियल प्रिंटींग प्रेस , पुणे याना सविस्तर चौकशी करणारे पत्र लिहा.

२. तुम्ही मागवलेल्या सामानाच्या किमतीत व तुम्ही मागितलेल्या सामानाच्या किमतीत तफावत जाणवते याबद्दल तक्रारपत्र लिहा .

३. 'अलंकारच्या वेगवेगळ्या डिझाईनचा खप वाढवण्यासाठी विक्रीपत्र लिहा

४. तुम्ही आणलेला Laptop व्यवस्थित काम करत नाही. तुम्ही संबंधित कंपनीला तक्रार केली पण प्रतिसाद मिळाला नाही. त्याबद्दलचे तक्रार निवारण पत्र जिल्हा समितीला पाठवा.

५. आय सी आय सी आय होम इंसुरांस कंपनीने तुमच्या पोलीसीची मूळप्रत हरवली आहे. त्यांच्या निष्काळजीपनाबद्दल चौकशी करणारे माहिती अधिकारपत्र लिहा.

प्रश्न ४ अ. तुमच्या कंपनीच्या उत्पादनात घट झाल्यामुळे त्याचा आभ्यास करण्यासाठी एक समिती नेमली आहे. त्या समितीचा अहवाल तयार करा. (7)

किंवा

अ. तुमच्या महाविद्यालयाच्या एन एस एस युनीटने रक्तदान शिबिराचे आयोजन केले होते त्याचा सविस्तर माहिती अहवाल तयार करा.

प्रश्न ४ ब. बजाज ऑटोमोबाईल प्रा. लि. बेंगलोर या कंपनीची प्रथम वार्षिक सर्वसाधारण बैठकीची सूचना, कार्यक्रमपत्रिका व दोन ठराव तयार करा. (४)

क. पुढील परिच्छेदाचे सारांश लेखन करा व एक शीर्षक द्या. (४)

The chief claim for the use of science in education is that it teaches a child something about the actual universe in which he is living, in making him familiar with the results of scientific discovery, and at the same time teaches him how to think logically and inductively by studying scientific method. A certain limited success has been reached in the first of these aims, but practically none at all in the second. Those privileged members of the community who have been through a secondary or public school education may be expected to know something about the elementary physics and chemistry of a hundred years ago, but they probably know hardly more than any bright boy can pick up from an interest in wireless or scientific hobbies out of school hours.

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