

1/81

**1012E1040**

Candidate's Seat No : \_\_\_\_\_

**MBA in SCM Sem.-3 Examination****MC & SS****Time : 2-30 Hours]****December-2024****[Max. Marks : 70**

<b>Q-1</b>	<p>Assuming that you are a Purchase Manager of a multi-national Company in Ahmedabad, write a letter to a 5-Star hotel in Mumbai regarding holding a two-day conference for 50 people at the hotel.</p> <p>The letter must enquire about the various facilities that can be provided so the conference is held smoothly. Ask the hotel about the arrangements, including conference rooms, executive rooms, food, entertainments etc.</p> <p>Ask for the total cost including and price validity etc.</p>	<b>14</b>
<b>Q-2</b>	<p>A) What is goal setting? What steps you should follow to make goal setting effective?</p> <p>OR</p> <p>B) What is stress? What are the methods to reduce stress at your work place?</p>	<b>14</b>
<b>Q-3</b>	<p>A) What is the art of 'listening'? How can you make listening more effective?</p> <p>OR</p> <p>B) Explain time management. What are the several steps on "how to stay on time-schedule"?</p>	<b>14</b>
<b>Q-4</b>	<p>A) What is multi-tasking? Explain its pros and cons.</p> <p>OR</p> <p>B) In the appearance and grooming what are the necessary care that one needs to take for getting a professional look. Also describe the appropriate attire for both males and females in office.</p>	<b>14</b>
<b>Q-5</b>	<p>What are the most appropriate methods to carry oneself with confidence in the corporate culture?</p>	<b>14</b>