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2912N1134

Candidate's Seat No: _____

MBA (SCM) Sem.-3 Examination
SC 306
MC&SS
December-2025

Time : 2.30 Hours]

[Max.Marks : 70

Q-1	As an administrative head of an organization, give a warning email to a manager who has been regularly coming late to the office. Give facts about his last month's late-coming timings. Inform him about the consequences with a copy to the HR Manager.	14
Q-2	A) For presenting yourself professionally describe the formal wears for males and females for a large organization. OR B) How should you conduct an office meeting? State the common Do's and Don'ts of an effective office meeting.	14
Q-3	A) Why Group Discussion is important in recruitment? What are the tips to make your presence felt in group discussion and avoid mistakes? OR B) Explain multi-tasking. What are its Pros and Cons?	14
Q-4	A) You have to strictly adhere to the work as per their priority. What can you do to stay on schedule? OR B) Why is listening important as a critical trait? What are the basic principles of effective listening?	14
Q-5	'A goal setting process forces you to think about the journey as well as the end destination'. What steps will you take in the process of goal setting?	14

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