

2023

Full Marks - 70

Time - As in the Programme

The figure in the right hand margin indicate marks.

Answer ALL questions.

Section – A

(Word Limit - 700 - 1000)

Answer any THREE : [12 x 3 = 36]

1. Explain the communication process and state its barriers.
2. Write a letter of complaint to the Municipality regarding the poor lighting system in your area.
3. Define the concept of group discussion and how does it justify the recruitment process ?
4. Prepare your CV and a covering letter to be sent to a company that need management trainees.
5. Imagine that your supervisor has asked you to look into certain missing files in your organization. Write a report to be presented.

[Cont...

[2]

Section – B

(Word Limit - 500)

Answer any THREE :

[8 x 3 = 24]

1. What are the types of interviews ?
2. State the benefits of good writing skills ?
3. Discuss the role of a chairperson in meeting and how meetings are conducted.
4. How can you build confidence of a person ready to face interview ?
5. Are official E-Mails and official letters different ? Explain.

Section – C

(Word Limit - 300)

Answer any TWO :

[5 x 2 = 10]

1. What is E-filling ?
2. Elaborate on elevator etiquettes.
4. How are business letters different from personal letters ?
5. What is the importance of Agenda and Minutes in meetings ?



(5 Yr.) - VII - S - IMBA / BBA - P - 32 -

(MCSD) - (R & B)

Dt. 01.02.2024

(5 Yr.) - VII - S - IMBA / BBA - P - 33 -

(BECG) - (R & B)

2023

Full Marks - 70

Time - As in the Programme

The figure in the right hand margin indicate marks.

Answer ALL questions.

Section – A

(Word Limit - 700 - 1000)

Answer any THREE : [12 x 3 = 36]

1. Define Business Ethics. Explain the nature, significance and concept of Business ethics.
2. What is Morality ? Explain the various ethical theories.
3. What is Ethical decision making ? Explain the ethical decision making framework theories.
4. Discuss the ethical Dilemmas that an organization faces in the 21st century. Explain with suitable example.
5. Define corporate governance. Explain its importance in business.

[Cont...

Section – B

(Word Limit - 500)

Answer any THREE :

[8 x 3 = 24

1. What are the unethical issues related to IT sector ? Explain what preventive measures can be taken.
2. Explain in brief the role of Board of Directors in corporate governance.
3. What are the ethical issues in Advertising ?
4. CSR is an important aspect of Business. Explain how corporate governance helps in discharging such responsibility.
5. "Religion to a great extent influences ethical practices". Comment.

Section – C

(Word Limit - 300)

Answer any TWO :

[5 x 2 = 10

1. How are Corporates responsible towards their stakeholders.
2. Explain the concept of gender ethics.
3. Explain ethical leadership.
4. Explain OECD. Enumerate the OECD principles of corporate governance.



(5 Yr.) - VII - S - IMBA / BBA - P - 33 -

(BECG) - (R & B)

Dt. 02.02.2024

2023

Full Marks - 70

Time - As in the Programme

The figure in the right hand margin indicate marks.

Answer ALL questions.

Section – A

(Word Limit - 700 - 1000)

Answer any THREE : [12 x 3 = 36]

1. What is labour legislations ? Explain the objective and scope of labour legislation in India.
2. Explain the provision relating to health and safety under factories act 1948.
3. What are the machinery provided under the industrial dispute Act, 1947 for the prevention and settlement of industrial disputes.
4. Discuss the object and purpose of the payment of wages act, 1936 and enumerated the various deduction.
5. What are the important provisions of the Employee Provident Fund Act, 1952.

[Cont...

Section – B**(Word Limit - 500)**

Answer any THREE :

[8 x 3 = 24]

1. What is the procedure to be followed before an order is issued to abolish contract labour in any employment ?
2. Define Trade Union. Explain the procedure for registration of Trade Union.
3. What are the Fundamental Rights in Indian Constitution and Labour Legislation ?
4. State the provisions relating to payment of gratuity under the payment of gratuity Act, 1972.
5. Briefly Explain the salient features of the Payment of Bonus Act, 1965.

Section – C**(Word Limit - 300)**

Answer any TWO :

[5 x 2 = 10]

1. What is a dispute ? Explain the reasons that cause Industrial Disputes.
2. Explain the different kinds of disabilities under the Workmen's Compensation Act 1923.
3. What is a standing order ? Explain its importance in an industry.
4. What is strike and lockout ? Examine the provisions relating to strike and lock out under the Industrial Disputes Act.

**(5 Yr.) - VII - S - IMBA / BBA - P - 34 -****(IL) - (R & B)****Dt. 03.02.2024**