ТИМЕ : 2 НИЗ. MARKS : 50 N.B : 1) All questions are compulsory. 3) Figures to the right indicate marks. Q. 1. Write Short Notes on ANY TWO of the following :	Fage No. : 2	KL3AFB	KLOAFB
M.B.: 1) All questions are compulsory. 2) Figures to the right indicate marks. Q.1. Write Short Notes on ANY TWO of the following : [8] a) Role of the chairperson in a meeting. [9] b) Planning a conference [6] c) Tele-conferencing [7] d) Internal public relations [8] e) What is an interview'? Discuss the different types of interview. [8] b) Write a detailed note on external public relations. [8] Q.2. a) What is an interview'? Discuss the different types of interview. [8] b) Write a detailed note on external public relations. [8] Q.3. Draft the Notice, Agenda and two resolutions for the 7th AGM (Annual General Meeting) of Vincet Pharma Ltd. [8] a) A Washing machine you purchased from Magnum Electronics, Thane has developed a technical fault. Draft a complaint. [18] b) Draft a sales letter to promote power-saving CFL bulbs. [18] c) A dealer in home appliances has ignored your complaints about a faulty microwave oven. Write to consumer forum asking for suitable action. [2] Q.5. a) As the student secretary, draft a report on the feasibility of opening a co-operative stationery store in the college. [8] Q.5. a) As the chairperson of a committee appointed to look into reasons for absenteeism in a factory unit, draft a report recomme	TIME : 2 Hrs.	ייייייייייייייייייייייייייייייייייייי	ए २ २७ (राज्यास्तर" स्वासने स्टास २
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सूचना: १) सर्व प्रश्न अनिवार्य आहेत. २) उजवीकडील अंक गुण दर्शवितात. ^{प्र.} १. खालीलपैक <u>ी कोणत्याही दोन टीपा लिहा.</u>	वेळ : २ तास	मराठी भाषांतर	· · · · ·
प्र. १. खालीलपैक <u>ी कोणत्याही दोन</u> टीपा लिहा. अ) सभेच्या कार्यवाहीत अध्यक्षांची भमिका.			યુણ :
	प्र. १. खालीलपैक <u>ी कोणत्याही दोन</u> टीपा दि	लहा.	(८)

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ब) परिषदेचे नियोजन क) टेली-कॉन्फरन्स

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प. २. अ) 'मुलाखत" म्हणजे काय ? मुलाखतीच्या वेगवेगळ्या प्रकारांची चर्चा करा TIME : 2 HES. (2)किंवा All questions are compulsory.

Mass Count

ब) बाह्य जनसंपर्काची विस्तृत चर्चा करा.

विनित फार्मा लिमिटेडच्या ७ व्या वार्षिक सर्वसाधारण सभेची सूचना, कार्यसूची व दोन निर्णय यांचा मसुदा म. ३. Q of the following : तयार करा. (3) a) Role of the chairperson in a meeting.

Figures to the right indicate marks.

प्र. ४. खालीलपैकी <u>कोणतीही तीन</u> पत्रे लिहा.

- b) Planning a conference
- (39)c) Tele-conferencing अ) मॅग्नम इलेक्ट्रॉनिक्स, ठाणे यांच्याकडून तुम्ही खरेदी केलेल्या वॉशिंग मशीनमध्ये तांत्रिक बिघाड झालेला आहे. या संबंधीचे तक्रारपत्र तयार करा.
- Q. 2. a) What is an intervi ब) वीजेची बचत करणाऱ्या सी एफ एल बल्बस् ची विक्री वाढवण्यासाठी विक्री पत्र तयार करा.
 - क) एका सदोष मायक्रोवेव ओव्हन संबंधातील तुमच्या तक्रारींकडे एका घरगुती साधनांच्या विक्रेत्याने पूर्ण दुर्लक्ष केले आहे. या संबंधात ग्राहक मंचाकडे तक्रार करा आणि योग्य कारवाईची मागणी करा.
- two resolutions for the ड) सर्व कागदपत्रांची पुर्तता केल्यानंतरही एका बँकेने तुमच्या शैक्षणिक कर्जासंबंधीच्या अर्जावर कार्यवाही केलेली नाही. या संबंधात माहितीचा अधिकार कायद्याअंतर्गत विचारणा करा. करा भारत का भारत का भारत का भारत का भारत का
- प्र. ५. अ) विद्यार्थी सचिव या नात्याने तुमच्या महाविद्यालयात सहकारी स्टेशनरी भांडार सुरू करण्यासंबंधीचा अहवाल तयार करा. (\mathcal{L})

b) Draft a sales letter to promote povile aving CFL bulbs ब) एका कारखान्यातील कामगारांच्या सतत गैरहजर राहाण्या संदर्भात नेमल्या गेलेल्या समितीचे अध्यक्ष या नात्याने त्या कारणांची चर्चा करून त्यासंबंधी उपाय सुचविणारा अहवाल तयार करा. te to consumer forum asking for suitable action.

- d) A bank has not processed your education loan despite of your having completed all paper-work. Draft 🕸 🏹 wight to Information) query
- Q.5. a) As the student secretary, draft a report on the feasibility of opening a cooperative stationery store in the college.
- b) As the chairperson of a committee appointed to look into reasons for absenteeism in a factory unit, draft a report recommending suitable

सर्व प्रश्न अनिवार्य आहेत.

वेळ : २ तास

उजवीकडील अंक गुण दर्शवितात.

प. १. खालीलपैकी कोमल्याहो होन टोपा लिहा