

- (xii) As per the Companies Act 1956, how frequently should a Company hold Board Meetings in a year?
- (xiii) State any two limitations of visual communication.
- (xiv) Give any two advantages of using post boxes/post bags while receiving mail through a Post Office.
- (xv) With reference of postal remittances, expand the following:
- (a) T.M.O. (b) V.P.P.

PART II

Answer any five questions

Question 2

- (a) What is meant by *piece rate system* of wage payment? State and justify two distinct situations where its use is advisable. [6]
- (b) Explain any four differences between Halsey and Rowan plans of wage incentive. [8]

Question 3

- (a) Explain any three advantages and any three disadvantages of "merit based promotion." [6]
- (b) Discuss any four purposes of conducting staff appraisal. [8]

Question 4

- (a) Define *motivation*. Differentiate between monetary and non-monetary factors affecting motivation. [8]
- (b) Discuss the *hierarchy of needs* as given by Maslow. [6]

Question 5

- (a) Write short note on *Internal Communication* in an organization. [8]
- (b) Oral communication is an unreliable yet popular method of Communication. Discuss. [8]

Question 6

- (a) Why are tests conducted in a selection procedure? State any two advantages and any two limitations of such tests. [6]
- (b) With the help of suitable example, explain the following: [6]
- (a) Bar graph. (b) Pie diagram

Question 7

- (a) What are *formal motions*? Explain any two types of formal motions. [8]
- (b) Give two points of distinction between each of the following: [6]
- (i) Ordinary Resolution and Special Resolution.
- (ii) Annual General Meetings and Extra Ordinary General Meeting.
- (iii) Private Report and Public Report. [8]
- (iv) Statutory Report and Non-Statutory Report.

Question 8

- (a) A Write short notes on: [6]
- (i) Under Certificate of Posting (ii) Franking Machine.
- (b) A consignment of 1000 bed-sheets received by your organization has the following defects: [8]
- 200 bed-sheets are of the colour not ordered.
 - 60 bed-sheets have defective weaving.

In the light of these defects, Write a letter of complaint to the supplier, M/s A. B. C. Ltd.

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International Practices to Promote Budget Literacy Harika Masud, Helene Pfeil, Sanjay Agarwal, Alfredo Gonzalez Briseno, 2017-08-09 Budget literacy is defined as the ability to read decipher and understand public budgets to enable and enhance meaningful citizen participation in the budget process It is comprised of two main parts i a technical understanding of public budgets including familiarity with government spending tax rates and public debt and ii the ability to engage in the budget process comprising of practical knowledge on day to day issues as well as an elementary understanding of the economic social and political implications of budget policies the stakeholders involved and when and how to provide inputs during the annual budget cycle Given that no international standards or guidelines have been established for budget literacy education to date this book seeks to address this gap by taking stock of illustrative initiatives promoting budget literacy for youth in selected countries The underlying presumption is that when supply side actors in the budget process governments simplify and disseminate budget information for demand side actors citizens this information will then be used by citizens to provide feedback on the budget However since citizens are often insufficiently informed about public budgets to constructively participate in budget processes one way to empower them and to remedy the problem of budget illiteracy is to provide budget literacy education in schools to youth helping them evolve into civic minded adults with the essential knowledge needed for analyzing their government's fiscal policy objectives and measures and the confidence and sense of social responsibility to participate in the oversight of public resources This book elaborates on approaches learning outcomes pedagogical strategies and assessment approaches for budget literacy education and presents lessons that are relevant for the development improvement or scaling up of budget literacy initiatives *Global Security Watch—Saudi Arabia* Matthew Gray, 2014-10-07 Examines the causes and consequences of Saudi Arabia's current security policy and the domestic regional and international challenges the country's defense program presents to the general welfare of the Middle East As possessor of a quarter of the world's oil reserves and host to two of the holiest cities in Islam Saudi Arabia is an integral part of the cultural economic and political well being of the Middle East From Persian Gulf security to Middle Eastern politics to the international energy industry events in this desert kingdom strongly impact the stability of the region This comprehensive resource analyzes contemporary Saudi Arabia its modern history the role of Islam and the nature of Saudi foreign relations and reveals how these and other factors dictate and shape the country's current security policies and priorities Middle East expert and author Mathew Gray has organized the work into six sections the first provides an historical overview of the region from the mid 1700s to the 1980s the second explores the Saudi political and security system the third discusses Saudi U S relations the fourth looks at Saudi relations with the Gulf region and the wider Middle East and the fifth considers Saudi Arabia's role in Sunni extremism and terrorism The final chapter looks at emerging security threats for Saudi Arabia The

book includes an overview of future challenges and risks including climate change water shortages and problems of Saudi identity and social dispersion

PGT Commerce Chapter-wise Question Bank - Unit 5: Business Studies & International Business Dheeraj Kumar Singh, *Marketing in Context* Chris Hackley, 2013-11-14 The best marketing doesn't just focus on the individual psychology of the consumer it operates at a cultural level It frames choices so that the consumer isn't aware their buying decisions are being influenced Hackley shows how marketing must set the scene and identify the broader cultural context to successfully influence consumers

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2 BPP Learning Media,2012-12-01 A Core Study Text for the ATT Qualification

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