

**B.Sc. FOOTWEAR TECHNOLOGY (BSCFWT)**

**Term-End Examination**

**00247**

**June, 2014**

**BFWE-020 : MANAGERIAL DEVELOPMENT**

*Time : 3 hours*

*Maximum Marks : 70*

**Note : Attempt *all* questions.**

1. Write short notes on the following : *3×5=15*
  - (i) E-filing
  - (ii) Concepts of business communication
  - (iii) File movements
  
2. Wanted a Sales Manager for Polar Fans, Ghaziabad, UP. Fresh MBAs with good career are required to apply. Write a job application letter along with a bio-data to the Area Manager, Ghaziabad, PO Box 650, UP. *15*
  
3. Why do people join groups ? What are the different types of groups and what influence do they have on individuals' behaviour at workplace ? *20*

4. Write in detail the steps to get your employees motivated and committed towards their work. *10*
  5. What do you understand by self management and time management ? Explain in detail. *10*
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