**SOUTH MALDA COLLEGE**

 **Assignment**

 **Semester - IV**

 **PAPER CODE- ENGG-2- SEC-2**

**Q 1.Answer any one if the following: 1X8=8**

**a) You are a class teacher of class 2 in a local Kindergarten School. Write minutes of the parent- teacher meeting held in the School after the unit test.**

 **Or**

**b) You are the head of a Computer Center. Write a minutes of a meeting held with your colleagues before the beginning of a new session.**

**Q 2. Answer any one if the following:1X6=6**

**a) Write an project report for the Board of Directors of a reputed medical company about setting up a production unit at Shillong , Meghalaya,mentioning the following points :**

**i) Resources and Transportation**

**ii) Timelines and Targets**

**iii) Budget and Funding**

**iv) Profits and Risks.**

 **Or**

**b) Write a project report for the Board of Director of a reputed private school about opening a karate training center specially for girls in the school premises,mentioning the following points :**

**) Resources**

**ii) Timelines and targets**

**iii) Budget and funding**

**iv) Importance, profits and risks**

 **NB: Submit the assignment in the department by 15. 06. 2022**