

## Time : 3 Hrs.

M.M. : 60

**Note:** Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 Directing is necessary at the \_\_\_\_\_ level of management
- a) Top                                      b) Lower  
c) middle                                  d) all
- Q.2 The characteristic of motivation happens to be
- a) Positive                                b) negative  
c) Positive and negative d) None
- Q.3 During the process of communication there is an exchange of
- a) Ideas                                     b) order  
c) feelings                                 d) all of above
- Q.4 Controlling is needed at \_\_\_\_\_
- a) Top level                                b) middle level  
c) lower level                              d) all

- Q.5 Controlling is related to  
a) Results                      b) individuals  
c) things                      d) managers
- Q.6 Planning is looking ahead while controlling is  
a) Back                      b) forward  
c) back and forward      d) below

### SECTION-B

**Note:** Objective/ Completion type questions. All questions are compulsory. (6x1=6)

- Q.7 Management is \_\_\_\_\_  
a) An art                      b) a Science  
c) an art & a science      d) an art not Science
- Q.8 The first and important function of management is Planning (True/False)
- Q.9 Controlling is \_\_\_\_\_  
a) Forward Planning  
b) Backward Planning  
c) Both a or b
- Q.10 The person who send the message is called \_\_\_\_\_ (sender/Receiver)
- Q.11 Communication is a Non-stop \_\_\_\_\_ (Process /Machine)
- Q.12 The \_\_\_\_\_ is the Person who transfer the message . (Sender/Cleaner)

### SECTION-C

**Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 What do you mean by Leadership? Explain its Characteristics?
- Q.14 Explain the qualities of good Leader?
- Q.15 State the meaning and advantages of formal Communication?
- Q.16 Explain the meaning and advantages of informal communication.
- Q.17 Discuss the significance of directing in management.
- Q.18 Explain the features of directions
- Q.19 Explain the barriers of communication
- Q.20 What is meant by controlling? Discuss the importance of controlling.
- Q.21 Explain Barriers to effective communication.
- Q.22 Describe the features of Budgetary control.

### SECTION-D

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 Explain the Principle of Management.
- Q.24 Explain qualities of good Leader.
- Q.25 Briefly explain the importance of Motivation