

- 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 Communication is a Non-Stop _____ (Process/ Machine)
- Q.8 The first and important function of management is Planning. (True/False)
- Q.9 Controlling is forward planning or backward planning. (True/False)
- Q.10 The person who send the message is called _____ (sender/receiver)
- Q.11 Management is _____. (Art/Science/Both Art or Science)

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- Q.12 The _____ is the Person who transfer the messages. (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 advantaged 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.

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