

## **Unit-IV**

### **PLANING (नियोजन)**

**MARKS - 1**

1. Define Planning? 1
2. What is Budget? 1
3. Limitations of Planning? 1
4. Define “objective” as type of plans? 1
5. What is Rule? 1
6. State first steps in the Process of Planning? 1
7. State any one characteristics of Planning? 1
8. How is planning a pervasive function? State. 1
9. Which management level is main by engaged in the task of planning? 1
10. What is meant by ‘follow-up action’ as the step involved in the planning process? 1
11. Why is planning called an intellectual process? 1
12. Why is it said that planning is a pre-requisite for controlling? 1
13. Which plan is numerical and can be expressed in monetary or non-monetary term of both of them? 1
14. Give any one reason why planning is needed in an organization? 1
15. Give an example of external Limitation of Planning? 1

### **Group – B**

#### **Short Answer Questions**

**(4 Marks)**

1. How does Planning facilitate Control? 4
2. Explain how Planning provide direction to action? 4
3. Explain how Planning is futuristic? 4
4. Explain how Planning reduces the risk of un certainty? 4
5. Explain how Planning is a continuous Process? 4
6. Explain the steps involved in the Process of Planning? 4
7. “Planning is an important function of Management”. State any four reasons. 4
8. Differentiate between ‘Method’ and ‘Budget’ as type of Plans. 4
9. Enunciate any four benefits of Planning? 4
10. What do you mean by objectives? How it is differ from policy. 4
11. State the importance of Planning? 4
12. Explain how planning Leads to rigidity? 4
13. Difference between ‘ Objective and Strategy’ as types of plan. 4
14. Give difference between policy and procedure with the help of an example. 4

15. What is the requirement of a good plan? 4

**Group – C**

**Long Answer Questions**

**(6 Marks)**

1. What is Planning? Explain briefly the features of Planning? 6
2. Explain briefly any six point which highlight the importance of planning? 6
3. Explain briefly the steps involved in process of Planning? 6
4. Explain any six limitations of planning? 6
5. Distinguish between :- 6
  - (i) Policies and Procedures
  - (ii) Methods and Procedures
  - (iii) Policies and Rules
6. Defining 'Organisational Objectives' is the first step in the process of planning. Explain, in brief, the other steps of this process? 6
7. Explain policies and procedures as the types of Plans. Differentiate between the two on any four basis? 6
8. Explain 'Rules' and 'Method' as type of plan. 6
9. Explain how planning helps in reducing uncertainties? 6
10. Write short notes on :- 6
  - (i) Budget
  - (ii) Objective
  - (iii) Strategy

