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সম্পর্কে আলোচনা করুন। আপনি কিভাবে একটি ব্যায়ামাগার ঠিক করে রাখবেন।

4. State the importance of 'Knock out' tournament. Draw a fixture of seven (07) teams of league cum knock out football competition. 3+12

‘নক আউট’ টুর্নামেন্টের গুরুত্ব বর্ণনা কর। সাত দলের লীগ কাম-নকআউট ফুটবল প্রতিযোগিতার একটি ক্রীড়াসূচী বানাও।

৩+১২

### Group - B

6. Write short notes on (*any two*) : 7.5×2

- a) Administration / প্রশাসন  
b) Time Table and its importances / সময় সারণী ও তার গুরুত্ব।  
c) Record Keeping / তথ্য সংরক্ষণ  
d) Extramural competition / বহিঃপ্রাচীর প্রতিযোগিতা

### Group - C

7. Answer the question with right option (*any ten*) :

10×1

- i) Which one is not matching with planning process ?  
a) Set an objective                      b) Evaluate alternatives,  
c) Determine strength & weaknesses  
d) To set the winner

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- ii) The function of organization for it's member is :

- a) common to all                      b) specific  
c) time oriented                      d) all

- iii) Which one of the following is related with administration ?

- a) planning                              b) policy making  
c) evaluating                            d) all

- iv) Stock register is to maintain

- a) all type of stocks                      b) cash  
c) budget                                d) the result

- v) The ph. level in pool should be maintained between

- a) 7.8 - 8.2 ppm                      b) 7.0 - 7.2ppm  
c) 7.2 - 7.6 ppm                      d) none

- vi) Define the flow of functions in office management :

- a) Planning, organization, staffing, directing, controlling, evaluating  
b) Planning, directing, staffing, controlling, directing, evaluating  
c) Organizing, planning, staffing, directing, controlling, evaluating  
d) Planning, organizing, staffing, controlling, directing, evaluating

[ Turn over