

13. The Indian Contract act is a central law applicable to whole of the _____.
- a) state
 - b) city
 - c) village
 - d) nation

Q. 2) Write Short Note (any three) (15)

1. Passive Behaviour
2. Importance of eye-contact in communication
3. Corporate Social Responsibility
4. CPC & CRPC
5. Eye Contact Styles

Q. 3) Answer the following question in 150 words. (any 2) (20)

1. Explain: Labour laws and Taxation Laws
2. Describe the qualities and body language of assertive people.
3. State the different types of meetings.
4. Describe the list of Articles related to education provided by the Constitution of India.

Q. 4) Answer the following question in 300 words. (any one) (15)

1. Explain the importance of Time management. What are the best ways according to you to utilise your time at the best and how do you manage your time?
2. State and explain the six stress busters. Suggest steps to reduce stress for your staff.
3. State the various barriers to good communication.
