

**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR
WOMEN, S.KUMARAPURAM.**

ANAND NAGAR, NELLIKUPPAM MAIN ROAD, CUDDALORE – 607 109.

Affiliated to Thiruvalluvar University, Vellore Recognized by UGC under 2(f) section

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DEPARTMENT OF BUSINESS ADMINISTRATION

QUESTION BANK (ODD SEMESTER) 2021-2022.

I YEAR – I SEMESTER

PRINCIPLES OF MANAGEMENT (CBA 11)

SECTION – A (2 Mark questions)

- **What is management?**
- **Define management.**
- **State any two importance of management.**
- **Who is manager?**
- **What are three levels of management?**
- **What is scalar chain?**
- **What are human skills?**
- **What is scientific management?**
- **Define planning.**
- **What are policies?**
- **State the differences between policies and procedures.**
- **What is decision making?**
- **Define Brain storming.**
- **What is organizing?**
- **Define organizational structure.**
- **What do you mean by span of control?**
- **Define departmentation.**
- **What is informal organization?**
- **What do you mean by authority?**
- **What is meant by delegation?**
- **Define staffing.**
- **Define directing.**
- **What do understand by motivation?**
- **Define coordination.**
- **What is controlling?**
- **What is break even analysis?**
- **What is external coordination?**
- **Give two differences between coordination and cooperation.**
- **What is MBO?**
- **What do you mean by Leadership?**

- **What is autocratic leadership?**
- **Define communication.**
- **What is informal communication?**
- **How communication is a Two way traffic?**
- **State any two principles of Henry Fayol.**
- **Give the meaning of the term committee.**
- **What is delegation of authority?**
- **What do you mean by Grapevine?**
- **State the different types of coordination.**
- **What is effective control?**
- **Why is management considered as science?**
- **How does management differ from administration?**
- **What are the limitations of planning?**
- **Define objectives.**
- **What is span of supervision?**
- **What is decentralization?**
- **What are non monetary motivations?**
- **Name any two tools used for control.**
- **Give the meaning of budgetary control.**
- **Write any two functions of manager.**
- **Define organization chart.**
- **Bring out any two objectives of control.**
- **Is management an art?**
- **What is ad-hoc planning?**
- **What is departmentation?**
- **What is division of work?**
- **Define Directing.**
- **What are the principles of direct contact in coordination?**
- **What do you mean by selection?**
- **What is Training?**
- **What is procedure?**
- **What is centralization of authority?**
- **Define Responsibility.**
- **What is Responsibility?**
- **State the meaning of Recruitment.**
- **Define Recruitment.**
- **What do you mean by on-the-Job training?**
- **What do you mean by off-the-Job training?**
- **What do you mean by Directing?**
- **Is motivation is a Goal-oriented process.**
- **What are social needs?**
- **What are physiological needs?**
- **What are Esteem needs?**
- **What do you mean by Liaison?**

- **What do you mean by effective communication?**
- **What do you mean by management audit?**
- **What do you mean by Total quality management?**
- **What is management information system?**
- **Expand: PERT**
- **Expand: MBO**
- **Expand: CPM**
- **State any two qualities of effective leader.**
- **What is message?**
- **What is Encoding?**
- **What is Decoding?**
- **What is feedback?**
- **What are the channels of communication?**
- **What are the barriers of communication?**
- **Who is sender in communication?**
- **Who is receiver in communication?**
- **What is budget?**
- **Who is subordinate?**
- **Who is a leader?**
- **What is meant by power?**
- **What is meant by line and staff organization?**
- **State the types of organization structure.**
- **Who give the concept of MBO?**
- **State the types of plans.**
- **Who is the father of scientific management?**
- **What is behavioural approach?**

SECTION – B (5 Mark questions)

- **What are the features of management?**
- **What are the different levels of management?**
- **Define planning. Describe major steps in planning.**
- **Write a note on MBO.**
- **What are the factors which determine the extent of decentralization?**
- **Explain the advantages and barriers of delegation.**
- **Enumerate the different methods of motivation.**
- **What are the qualities of a goo leader?**
- **Explain the principles of coordination.**
- **What factors make control possible?**
- **Briefly explain the qualities of a good manager.**
- **Explain the characteristics of management.**
- **What the different types of planning?**
- **What are the premises of planning?**
- **What are the advantages of line and staff organization?**

- State the features of span of management.
- What are the principles of effective directing?
- What are the objectives of motivation?
- Explain the special features of control.
- Write any five importance of coordination.
- Distinguish between entrepreneur and manager.
- What are the merits of planning?
- Explain the benefits of MBO.
- Describe the principles of delegation.
- What are the types of organization chart?
- State the process of communication.
- Explain the importance of motivation.
- Explain the nature of planning.
- Describe the importance of planning.
- Explain the characteristics of organization.
- What are the factors determining centralization of authority?
- Explain the salient features of directives.
- What are the advantages of oral communication?
- Explain the advantages of control.
- Explain the techniques of effective coordination.
- Explain the various functions of manager.
- Explain the nature of management.
- Describe the various steps in the process of MBO.
- Describe the importance of organization in business.
- Explain the merits and demerits of centralization.
- Describe the various methods of motivation.
- Explain the characteristics of control.
- What is the scope of management?
- Explain the techniques of scientific management.
- Elaborate the decision theory approach.
- Explain the nature and importance of staffing.
- State the characteristics of a good procedure.
- Explain the types of span of control.
- Explain the advantages and disadvantages of committee.
- Explain Maslow's need hierarchy theory.

SECTION – C (10 Mark questions)

- Explain the process of management.
- Describe the major types of planning.
- Explain different type of organization.
- Explain the barriers of communication and how should they be tackled?
- Describe the way in which the control process works.
- Explain the role and responsibilities of a manager.

- **Discuss the advantages and limitations of planning.**
- **What is delegation? Explain the factors affecting delegation of authority and its process.**
- **Explain the Maslow's theory of motivation in detail.**
- **Discuss the different techniques of control in a business organization.**
- **Discuss the contribution made by Henry Fayol to management thought.**
- **Enumerate the steps in the process of planning.**
- **Explain the salient features of line and staff organization.**
- **Explain the different approaches to achieve effective coordination.**
- **"is Management an art, science or profession." Explain.**
- **Explain the advantages and disadvantages of planning.**
- **Discuss the principles of organization.**
- **What are the various barriers to the communication? What would you suggest to overcome them?**
- **Discuss the role of manager.**
- **Explain the various traditional techniques of effective coordination.**
- **Explain the various types of communication.**
- **Explain the nature and importance of leadership.**
- **Discuss theories of leadership.**
- **Discuss various methods of controlling.**
- **Describe various types of control.**
- **Discuss the various modern techniques of controlling.**
- **Define recruitment. Explain various sources of recruitment.**
- **What is selection? Explain steps in selection process.**
- **Discuss various types of motivation.**
- **Explain the principles and process of delegation of authority.**
- **Explain the advantages and disadvantages of centralization and decentralization.**
- **Describe the various basis of departmentation.**
- **Explain the reasons of line-staff conflict.**
- **What is formal organization? Discuss its merits & demerits.**
- **Discuss the characteristics of decision making. Explain what difficulties in decision making.**
- **Discuss various techniques of decision making.**
- **Explain the types of policies and its importance.**
- **Explain the purpose of organizing and its importance.**
- **Briefly explain the types of span of control.**
- **What is committee? Explain its types, uses, advantages and disadvantages.**
- **Discuss the process and principles of organizing.**
- **Give the meaning of formal and informal organization. Differentiate between formal and informal.**
- **What are the needs of delegation? Point out the difficulties in delegation.**
- **Briefly explain the advantages & disadvantages of centralization.**
- **What is training? Explain its kinds.**

- What are the natures of directing? Explain the purpose of directing.
- Explain the steps and process of selection.
- Explain the techniques to be followed in controlling,
- State out the styles of leadership.
- Briefly analyze the nature and importance of communication.
- Explain the principles and process of communication.

Business organization (CABA13A)

SECTION – A (2 Mark questions)

1. What is Business? Define it.
2. What is commerce?
3. What is trade?
4. What is employment?
5. What is industry?
6. What is small scale industry?
7. What is large scale industry?
8. What is profession?
9. Write the objectives of business?
10. What is export trade?
11. What is import trade?
12. What is business organization?
13. What is manufacturing industry?
14. What is service industry?
15. What is firm?
16. What is bank?
17. What is difference between trade and commerce?
18. What is enterprise?
19. What is entrepreneur?
20. What is exhaustive industry?
21. Define Sole trader?
22. What is partnership firm?
23. What is partnership deed?
24. What is Joint Stock Company?
24. What is Public Enterprises?
25. What are kinds of Joint Stock Company?
26. What is Joint Hindu Undivided Family?
27. What is Public Utilities?
28. State memorandum of association?
29. State articles of association?
30. What is co-operatives society?
31. State the types of co-operatives?
32. What is departmental undertaking?
33. What is partner?
34. What is Public limited company?
35. What is Private limited company?
36. Define company?
37. What is plant location?
38. What is an Industrial Estate?

39. What is DIC'S?
40. Write the types of Industrial Estates?
41. Define Stock exchange?
42. Mention the regulatory framework of Stock Exchange?
43. What are kinds of speculators?
44. Who are operators of stock exchange?
45. What is speculation?
46. What is SEBI?
47. What is business combination?
48. Write the forms of business combination?
49. What is Trade Association?
50. What is trade union?
51. What is the purpose of trade association?
52. What is chamber of commerce?
53. Write the needs of chamber of commerce?
54. What is warehousing?
55. What is advertising?
56. What is transport?
57. What is insurance?
58. What is E-Commerce?
59. What is National Objectives?
60. What is Economic Objectives?
61. What is Social Objectives?
62. What is Economics Activities?
63. What is Non-Economics Activities?
64. What is Home Trade?
65. What is Foreign Trade?
66. What is Genetic industry?
67. What is wholesale?
68. What is Non-Government Company?
69. What is Government Company?
70. What is Holding Company?
71. What is Subsidiary Company?
72. What is Indian Company?
73. What is Foreign Company?
74. What is Chartered Company?
75. What is Statutory Company?
76. What do you mean by Active Partner?
77. What are Sleeping Partners?
78. What is Partners by Estoppel?
79. What is Secret Partner?
80. What is Minor Partner?
81. What is Location Quotient?
82. Define Barter System?
83. What is Joint Sector Enterprise?
84. What is Entre pot?
85. What is Retail?
86. What is Name Clause?
87. What is Situation Clause?
88. What is Objects Clause?

89. What is Capital Clause?
90. Who is Employee?
91. What is Liability Clause?
92. What is Subscription Clause?
93. Mention the various forms of business?
94. What are the various theories of location?
95. What is Primary Factor?
96. What is Secondary Factor?
97. What is Split Location?
98. What is Driving Force?
99. What is Beckoning Force?
100. State the features of trade association?

SECTION – B (5 Mark questions)

1. Explain the objectives of business?
2. What are the characteristics of business?
3. Difference between business and profession?
4. How do we classify business?
5. Explain the types of trade?
6. Describe the importance of business?
7. Explain the qualities of a successful businessman?
8. Describe the Evolution of business?
9. Describe the types of business enterprises?
10. Write the merits and demerits of sole trader?
11. Explain the advantages and disadvantages of partnership firm?
12. What are all content included in partnership deed?
13. Explain the different kinds of partners?
14. Enumerate the rights and duties of partners?
15. Write the features of Joint Stock Company?
16. Write the merits and demerits of Joint Stock Company?
17. Difference between public limited and private limited company?
18. Explain the various kinds of company?
19. Write the contents of memorandum of association?
20. Write the contents of articles of association?
21. Explain features of co-operative society?
22. Explain the merits and demerits of co-operative society?
23. What is prospectus? Write the contents of prospectus?
24. Explain the types of co-operative society?
25. Write short notes on public utilities?
26. Explain the objectives of public enterprises?
27. Explain the problems faced by public enterprises?
28. Describe the forms of public enterprises?
29. Explain the essence of establishment of selection of forms of organization?
30. Explain the types of Industrial estates?
31. Describe the features of Industrial estates?
32. Describe the merits and demerits of Industrial estates?
33. What are factors affecting plant location?
34. Explain the structures and function of DIC'S?
35. Describe the Weber's deductive theory?
36. Describe the Sargent Florence's inductive theory?

37. Explain the function of stock exchange?
38. Describe the merits and demerits of business combination?
39. Explain the classification of business combination?
40. Explain the powers of SEBI?
41. Describe the function of SEBI?
41. Describe the trade union briefly?
42. Describe briefly the trade association?
43. Explain the causes of business combination?
44. Explain the function of chamber of commerce?
45. Describe the weakness of Indian share market?
46. Explain the factors influencing the share price?
47. Explain the need of chamber of commerce?
48. Explain the rural and urban plant location with its merits and demerits?
49. Describe the classification of human activities?
50. Write short notes on (a) NSE and (b) BSE

SECTION – C (10 Mark questions)

1. Describe the classification of business activities?
2. Explain the objectives of business?
3. Explain the characteristics of business organization?
4. Describe the importance of business organization?
5. Explain the classification of trading activities?
6. Discuss the classification of human activities?
7. Difference between joint stock company and partnership?
8. What are problems faced by public utilities?
9. What are the problems faced by public enterprises?
10. Explain the types of co-operatives society?
11. Explain the advantages and disadvantages of co-operative society?
12. Explain briefly the Sole trader?
13. Describe the features ,merits and demerits of joint stock company?
14. Explain the characteristics of company?
15. Describe the various types of company?
16. What is industrial estate? Explain the types of Industrial estates?
17. Describe the incentives and subsidies provided by government for promoting industry in backward areas?
18. Explain the factors influencing location?
19. Describe the factors influencing size?
20. Describe the causes of business combination?
21. Explain the function of stock exchange?
22. Explain the factors influencing the share price?
23. Describe weakness of stock exchange?
24. Explain the function of trade association?
25. Describe the function of chamber of commerce?
26. Discuss the classification of business combination?

ENVIRONMENTAL STUDIES (CES 10)

SECTION – A (2MARKS)

UNIT 1: THE MULTIDISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES

- 1. Environmental studies Define?**
- 2. What is an eco system?**
- 3. What are the biotic components of an ecosystem?**
- 4. Define producer?**
- 5. What is a food chain?**
- 6. What is pollution?**
- 7. Explain briefly environmental pollution?**
- 8. What is an atmosphere?**
- 9. Write about the scope of environment studies?**
- 10. What is meant by forest resources?**
- 11. Write about destructions of forest?**
- 12. Give an account of food resources?**
- 13. Explain causes for over grazing?**
- 14. Mention few words about energy resources?**
- 15. What are renewable energy resources?**
- 16. What are non-renewable energy resources?**
- 17. Write an account on wind?**
- 18. What is ocean energy?**
- 19. Write an account of bio gas energy?**
- 20. Explain the ecosystem?**

UNIT 2 : ECOSYSTEMS

- 21. What is food chain?**
- 22. What is food web?**
- 23. Write about ecological pyramid?**
- 24. Write about desert eco system?**
- 25. What is meant by grassland eco system?**
- 26. What is bio diversity?**
- 27. Write about genetic diversity?**
- 28. Write about species diversity?**
- 29. What is meant by eco system diversity?**
- 30. What are hotspots?**
- 31. What are in-situ conversations?**
- 32. What is ex-situ conservation?**
- 33. Explain noise pollution?**
- 34. What are nuclear hazard?**
- 35. Write short notes on rain water harvest?**
- 36. What is meant by water shed management?**
- 37. What is global warming?**

38. Write any two sentences about acid rain?
39. Write about waste land reclamation?
40. Define producer?

UNIT 3: HUMAN POPULATION AND THE ENVIRONMENT

41. Any two point about human rights?
42. What is the observation of HIV?
43. Explain the role of Information technology?
44. What is atmosphere?
45. Write the structure of atmosphere?
46. What is troposphere?
47. What is troposphere?
48. What is mesosphere?
49. What is mesosphere?
50. Mention the functions of atmosphere?
51. Write about hydrosphere?
52. Write about lithosphere?
53. Bio-sphere explains?
54. Write about principles of environmental education?
55. Write about the objectives of environmental education?
56. What is the scope of environmental education?
57. Explain the importance of environmental studies?
58. What is the need for public awareness?
59. Name the problems associated with natural resources?
60. Name the types of resources?

UNIT 4: NATURAL RESOURCES

61. Name the classification of forest?
62. What are forest resources?
63. Name the types of trees in coniferous forest?
64. Name the trees in evergreen forest?
65. How many types are there in deciduous forest?
66. Name any two uses of forest?
67. Write causes of over exploitation of forest?
68. What is meant by deforestation?
69. What are the major causes for deforestation?
70. What are the impacts of deforestation?
71. Explain the timber extraction and its effects on forests?
72. What are the effects of timber extraction?
73. What is mining?
74. List out the types of mining?
75. Explain the effects of mining?
76. Explain the effects of dam on tribal people?

77. What is meant by water resources?
78. Name the sources of water?
79. Write any two importance of water?
80. Any two uses of rain water?

UNIT 5: ENVIRONMENTAL POLLUTION

81. Name the underground water sources?
82. What is meant by conflict over water?
83. Name the causes for conflict?
84. What are the causes of water conflict?
85. List any two benefits of dam?
86. List any two problems of dam?
87. How will you save water?
88. Write any two components of rain water harvesting?
89. Write any two methods of rain water harvesting?
90. What is meant by water shed management?
91. Explain any two maintenance of watershed?
92. What is meant by food resources?
93. Name the reasons for food resources?
94. What is meant by under nutrition?
95. What blue baby syndrome?
96. What is meant by energy resources?
97. Explain the application of solar energy?
98. Name the most important advantages of wind energy?
99. Name the advantages of hydro energy?
100. Name the types of ocean energy?

SECTION- B (5 MARKS)

UNIT 1 :THE MULTIDISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES

1. What are the biotic components of an eco system?
2. Define producers, consumers and decomposers?
3. What are dams? What are their uses? What are their effects?
4. What is Drought? How it could be controlled?
5. What are the effects of water cycle changes?
6. Write merits of energy resources?
7. Write the demerits of energy resources?
8. Write the advantages of wind energy?
9. Give the merits of ocean energy?
10. Write the advantage of bio gas energy?

UNIT 2: ECOSYSTEMS

11. Give five uses of food energy?

12. Explain briefly about food web in five sentences?
13. Explain how the environment is spoiled by mining process?
14. Describe the ill effects of modern agricultural methods?
15. Write a short note on geo-thermal energy?
16. Describe the energy flow in a eco system?
17. What are the values of bio-diversity?
18. Give a list of sanctuaries and national park in India?
19. Write an account on marine pollution?
20. Write an essay on thermal pollution?

UNIT 3: ENVIRONMENTAL POLLUTION

21. Write an essay on thermal pollution?
22. Write an account on consumerism and waste production?
23. Write notes on (i) family welfare programme (ii) population explosion?
24. Write an account on human rights?
25. Explain in detail the land resource?
26. Describe about land degradation?
27. Give a detail account of soil erosion?
28. What are the types of soil erosion? Explain?
29. Explain in detail about desertification?
30. Give an account on role of an individual in the conservation of forest?

UNIT 4: NATURAL RESOURCES

31. Explain the equitable use of resources for sustainable life styles?
32. Give a detail account on eco system?
33. Describe about the structure and functional components of an ecosystem?
34. Explain in detail about ecological succession?
35. Explain in detail about food chain and food web?
36. Give an account on ecological pyramids?
37. Explain in detail about the type and characteristics of ecosystem?
38. Describe about structure of forest ecosystem?
39. Describe about structure and function of desert ecosystem?
40. Explain the estuarine ecosystem?

UNIT 5: HUMAN POPULATION AND THE ENVIRONMENT

41. Give the significance of pyramid of numbers?
42. What is meant by levels of biodiversity?
43. Explain the value of biodiversity?
44. Briefly describe the bio geographical classification of India?
45. Give an account on bio diversity at national level?
46. Briefly explain India as a mega – diversity nation?
47. Explain in detail about hot spots of biodiversity?
48. Explain in detail about threats to biodiversity?

49. Write about endemic species of India?
50. What are the types of conservation of biodiversity?

SECTION – C (10 MARKS)

UNIT 1 : THE MULTIDISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES

1. What is environment explain in detail?
2. Give in detail the scope and importance of environment?
3. What is the need for public awareness of environmental engineering?
4. Give a detail account of forest resources of India?
5. Give in detail the world forest resources distribution?
6. What is deforestation? Enumerate and discuss the various causes of Deforestation?
7. Discuss the effects of over – utilization of surface and ground water sources?
8. Write an explanatory notes on mineral resources?
9. What are the various sources of food or man?
10. Name and discuss the two major world food problems?

UNIT 2 : ECOSYSTEMS

11. Discuss the Indian scenario in solar energy utilization and development?
12. List and discuss the factors that influence soil erosion?
13. Discuss equitable use of resources for sustainable life style?
14. What is the role of an individual in the conservation of natural resources?
15. With suitable diagram explain the structure and function of an ecosystem?
16. Who are consumers? How will you classify them on food habits?
17. Explain different types of food chain and explain each of them?
18. Explain the marine pollution?
19. Write an essay on grassland ecosystem?
20. Give four suggestions to solve the man – wildlife conflict?

UNIT 3 : NATURAL RESOURCES

21. What are the causes, effects and control measures of water pollution?
22. Explain briefly the role of an individual in the prevention of pollution
23. Give an account briefly on noise pollution?
24. Define global warming? Explain?
25. Give short notes on greenhouse effect and its impact on environment?
26. Give short notes ozone layer depletion and its effects?
27. Explain in detail about acid rain?
28. Write short notes on waste land reclamation?
29. Discuss the concept of consumerism and waste product?
30. The Air (prevention and control of pollution) Act –Explain?

UNIT 4 : HUMAN POPULATION AND THE ENVIRONMENT

31. Write the impact of population's growth?
32. Write notes on family welfare programme?
33. Write short notes on human rights?
34. Explain in detail about water shed management?
35. Explain the uses of alternate energy sources?
36. Explain the role of individual in the conservation of Natural resources?
37. Explain about artificial ecosystem and incomplete ecosystem?
38. Discuss about ecological succession?
39. Draw the ecological pyramid and explain?
40. Give an account of food web? Explain?

UNIT 5 : ENVIRONMENTAL POLLUTION

41. Describe about biodiversity and its conservation?
42. Describe in detail about bio geographical classification of India?
43. Discuss in detail about India as a mega – diversity?
44. Explain in detail about conservation of biodiversity?
45. Explain in detail about various types of pollutants?
46. Give an account on air pollution?
47. Discuss about thermal pollution?
48. Describe the radioactive pollution?
49. Explain about secondary treatment (Biological treatment)?
50. Explain in detail about control of soil pollution?

PROFESSIONAL ENGLISH - CPE 10B

2 Marks

1. What are the challenges that a hacker may face in the block chain?
2. Mention the resources that are needed to maintain a Block chain!
3. What are the contradictory views expressed by the finance minister of India on crypto currency and Block chain?
4. Why do farmers kill themselves as per the video?
5. How can block chain help farmers?
6. How did the internet emerge as a problem solver?
7. Block chain is able to solve the issues which the internet has failed to solve. Identify the problem mentioned in the video.
8. Add prefixes to the following words!
a) Security b) smart c) own d) trust e) Power

Note:-

After listening to the Below Video Link answer the following questions.

<https://www.youtube.com/watch?v=8fbhI1qVj0c>

9. Match the Following

- A. Chit Funds - a digital or virtual currency that is secured by cryptography.**
- B. Ledger - a growing list of records that are linked using cryptography**
- C. Crypto currency - record used to store bookkeeping entries for balance-sheet**
- D. Block chain- a saving and credit product which bears a pre-determined value of a fixed period.**

10. Answer the following questions in connection with the video Link :

<https://www.youtube.com/watch?v=Ihs4VFZWwn4>

- 1. How important it is to nurture the entrepreneurial mindset amidst the young people?**
- 2. “In it to Win It”- Explain it with regard to the topic entrepreneurial mindset!**
- 3. Does your society lack an entrepreneurial mindset? State reasons for the lacking!**
- 4. List out some of the young entrepreneurs whom you know? Who inspired you the most among them? Why?**
- 5. How can an education system of a country support and prepare the young minds towards entrepreneurship?**

11. Find out the Etymology of the following words used by the Expert in the video!

- | | |
|-------------------------|----------------------|
| 1. Entrepreneur- | 6. Marketing- |
| 2. Profit - | 7. Strategy - |
| 3. Creativity - | 8. Data - |
| 4. Survey - | 9. Consensus- |
| 5. Critical - | 10. Trade - |

12. Identify singular or plural from the following words!

- 1. Data -**
- 2. Fact -**
- 3. Consensus -**
- 4. Strategy -**
- 5. Prototype –**

13. Choose the correct meaning and write one sentence on your own using the word. (5)

(i) Bile

- a. A dark green to yellowish-brown fluid**

- b. An organelle
- c. A contraction

(ii) Denaturation

- a. A chemical reaction
- b. A process in which proteins or nucleic acids lose the structure
- c. The process of reversing

(iii) Ectoderm

- a. A chemical entity that donates electrons
- b. The organic vessel containing the zygote
- c. The outermost layer of cells or tissue of an embryo

(iv) Entomology

- a. The scientific study of insects.
- b. The study and analysis of the patterns
- c. The scientific study of non-human animal behaviour

(v) Mast cell

- a. A specialized type of cell
- b. A cell filled with basophile granules
- c. Eukaryotic cell

14. Fill in the blanks with words given in the box

staminate flower	meiocytes	Silkworm	parasites
Hippocrates	centromere	Meiosis	abdomen
Pistilate flower	DNA	descents	origin

- (i) Cells which undergo meiotic division are called_____.
- (ii) _____is the genetic material found in the nucleus of human cell.
- (iii) Spindle fibers' attach at the_____of the chromosomes.
- (iv) Silk is produced by_____.
- (v) Organisms which draw food from the host body are called _____

15. Full employment- is an economic situation in which all available not only, but also the land, capital and organization resources are being used in the most efficient way possible. Full employment embodies the highest amount of skilled and unskilled labour that can be employed within an economy at any given time. Business cycle – Business cycles are identified as having four distinct phases: expansion, peak, contraction, and trough. Business cycles are identified as having four distinct phases: expansion, peak, contraction, and trough.

Contraction -A period of economic decline or negative growth.

Peak - The highest value reached by some quantity in a time period. **Trough** - The lowest turning point of a business cycle. **Expansion** - The act or process of expanding. **Monetary policy** – The Reserve Bank of India (RBI) uses the monetary policy to manage liquidity or money supply in a manner that balances inflation and at the same time aids growth. It affects the money supply in the economy by changing the interest rates in turn affecting the demand of products which is responsible for inflation/deflation

Answer the following questions in connection with the above passage!

- 1. What is business cycle?**
- 2. How do economic indicators play an important role in expansion and recession?**
- 3. How is the Federal Reserve able to generate recessions or booms?**
- 4. What were the effects of Monetary Policy on the United States of America?**
- 5. What are the reasons for pre-war depressions?**
- 16. What does CEO stand for explain?**
- 17. What is exceptionable about the product launched?**
- 18. What do you know about Steve Jobs? List out the traits which you consider to be the reason for his success.**
- 19. Does this passage sound persuasive or convincing?**
- 20. Point out the factors that set the tone of this passage as persuasive/ convincing.**
- 21. Read the following passage carefully and answer the following questions.**

A product profile is a general description of a product. Based on the style of presentation, the amount of detail it contains can vary. The product profile details what the product is and how it will appeal to the consumer. The objective is to determine what makes the product attractive to the consumer. This is an important analysis that will help in the marketing of the product. Mass marketing is a technical term that refers to the selling of a product on a large scale. It involves products that are produced in large quantities. There may be minor differences in localized markets. The mass marketing strategy ignores these. Mass marketing appeals to the whole market with a single offer or strategy. This is done by broadcasting a message that will reach the largest number of consumers possible. Mass marketing uses the mass media to get their message across. Radio, television and newspapers are the usual vehicles employed. With the advent of social media, strategies are now also devised to take advantage of this new

avenue. Exposure to a product is maximized by reaching the largest audience possible. This often directly correlates to a larger number of sales. Mass marketing focuses on high sales and low prices. This is just the opposite of Niche marketing. Niche marketing targets a very specific segment of the market. It involves specialized services or goods with few or no competitors.

Mass marketing came into existence in the 1920s when mass radio came into use. The mass radio, broadcasting to huge audiences nationwide gave corporations an opportunity to appeal to a wide variety of potential customers. Before this, the strategy of marketing was what may be called variety marketing. In this strategy, different methods were used to appeal to different sections of society most often according to geographical location. In order to appeal to and persuade a wide audience, this had to change. Over the years, mass marketing has developed into a world-wide multi-billion dollar industry. Things which are perceived as necessary or essential are subjected to mass marketing. To further increase profits, these products are often touted as durable goods when oftentimes they are made of substandard materials. This affects the longevity of the product. This practice of planned obsolescence ensures future sales opportunities by preventing the market from becoming saturated with high-quality, long-lasting goods. One of the biggest benefits of mass marketing is that the target audience is broad. This translates to a higher number of successful sales. Drop in sales in some areas may be offset by sales in other areas. This helps overcome potential losses. Another positive factor is that production costs are lowered by mass production. Marketing research and advertising costs too are lowered. Mass marketing campaigns also benefit due to the magnitude of appeal to larger audiences. Mass marketing also has its disadvantages. It attempts to appeal to the entire consumer population instead of focusing on a particular niche of consumers. The strength of the product and business can affect performance. The strength of the competition too has a bearing on the performance. Another factor is that

1.	From paragraph 1, what does the product profile describe?
2.	(a) From paragraph 2, what does the term mass marketing refer to? (b) From paragraph 2, what does mass marketing ignore?
3.	(a) From paragraph 3, what mass media vehicles are used in mass marketing? (b) From paragraph 3, mention the two advantages of using mass media.
4.	(a) From paragraph 6, what is planned obsolescence? How is it beneficial? (b) From paragraph 7, what are the biggest advantages of Mass Marketing?
5.	"Mass marketing has its disadvantages. (a) Identify one of the disadvantages.

(b) What is this constantly increased? How?

22. Read the following passage carefully and answer the following questions

When we hear the word "crystals," we usually think of coloured minerals. But those are not the only types of crystals. Graphite in pencils, table salt, and snow are crystals, too.

What all crystals have in common is an extremely well-organized molecular structure. In a crystal, all of the atoms (or ions) are arranged in a regular grid pattern. For example, in the case of table salt (NaCl), the crystals are made up of cubes of sodium (Na) ions and chlorine (Cl) ions. Each sodium ion is surrounded by six chlorine ions. Each chlorine ion is surrounded by six sodium ions. It's very repetitive, which is exactly what makes it a crystal!

Different minerals have different molecular compositions. These molecular compositions form structures of different shapes. Table salt naturally forms cubic crystals. Quartz crystals, which are made up of silicon dioxide (SiO₂) molecules, form hexagonal prisms with hexagonal pyramids on either end. Snow is a form of ice crystal. It is made up of water (H₂O) molecules. These water molecules form flat hexagonal plane crystals.

ANSWER THE BELOW QUESTIONS.

1. Synonyms:

- A) Repetitive
- B) Molecules
- C) Compositions

2. Match the following:

- A) Graphite - Chlorine ion
- B) Sodium ion - Cubic crystals
- C) Table salt - Pencils

3. Fill in the blanks:

- A) Each chlorine ion is surrounded by ____ sodium ions.
- B) Different minerals have different _____ compositions.
- C) Quartz crystals are made up of _____.

4. Rearrange the following words in proper order:

- A) six/ by/ chlorine/ is/ sodium/ surrounded/ each/ ions/ ion
- B) of/ a/ ice/is/ crystal/ snow/ form
- C) is/ up/ molecules/ snow/ water/ made/ of

5. Choose the right word:

- A) The atoms are arranged in a _____ (irregular/regular) grid pattern.**
- B) All crystals in common have _____ (unorganised/well-organized) molecular structure**
- C) Different minerals have _____ (different/indifferent) molecular compositions.**

23. Create marketing copy for the following products:

- a. Lipstick**
- b. Juice**
- c. Mobile**
- d. Watch**
- e. Floor Cleaner**

24. Write a paragraph on Digital Marketing

25. Write a paragraph on Sales Promotion.

26. Write definitions for the following words:

- a. Mortgage**
- b. Invoice**
- c. Negotiate**

27. Write extended definitions for the following words:

- a. Cash Flow**
- b. Supply chain**
- c. Revenue**

28. State the differences between sales, marketing and negotiation techniques.

29. Brief on the instructions that are supposed to be used and avoided in a group discussion.

30. Formulate 7 exchanges between two business men from textile industry using alternate words used in negotiations.

31. What are the strategies an ideal negotiation withholds?

32. Define derisking strategy and explain how Narayana Murthy evolved this concept.

33. Mention different types of essays with appropriate explanation.

34. Write an argumentative essay on Covaxin - Covid 19 Vaccine by following the authentic structure of essay.

35. Describe the significance of written communication in a business.

36. How does Portia's negotiation skill save Antonio from Shylock?

37. When can a negotiation be termed as a good one?

38. Define decision making and its process?

39. What are the strategies involved in presentation?

40. What are the benefits of digital marketing?

41. Mention the characteristics of a good team leader?

42. What is the process of Time Management?

43. Impact of advertising on sales performance?

44. What are the steps involved in recruitment process?

10 Mark Questions

1. Define interpersonal communication?

2. Give instruction to your classmates to open a G-mail account?

3. Explain imperative sentence and its usage.

4. What are the two ways of conversation?

5. Explain picture writing.

- 6. What is the purpose of communication?**
- 7. What does listening requires?**
- 8. What is flow chart?**
- 9. What is a role play?**
- 10. What are the techniques employed while reading?**
- 11. Explain skimming and scanning?**
- 12. What is description?**
- 13. What is descriptive writing?**
- 14. Define single sentence definition? Give examples.**
- 15. What is extended definition? Give examples.**
- 16. What is an Interview?**
- 17. What can we develop by listening to Interviews?**
- 18. What is Brainstorming?**
- 19. What are the instructions to be followed during Brainstorming?**
- 20. What is Mind Mapping?**
- 21. What is Group Discussion?**
- 22. Why learn the skill of writing an essay?**
- 23. Mention any two types of writing.**
- 24. How to explain your ideas using Flow chart?**
- 25. How to read a pie chart?**
- 26. Define PPT?**
- 27. What is Note Making?**
- 28. Explain the formats for Note Making?**
- 29. Explain the structure of writing a paragraph?**
- 30. What is summary writing?**

II YEAR – III SEMESTER

Production and Materials Management (CBA31)

2 Mark

- 1. What is meant by materials management?**
- 2. Define materials management?**
- 3. What is meant by inventory control?**
- 4. Define inventory control?**
- 5. Explain materials demand forecasting?**
- 6. What is EOQ?**
- 7. What is EBQ?**
- 8. What is material codification?**
- 9. Write the methods of sales forecasting system?**
- 10. What is lead time?**
- 11. Explain two bin systems.**
- 12. Explain materials requirement planning?**
- 13. What is bill of materials (BOM)?**
- 14. Explain manufacturing resource planning?**
- 15. Define JIT?**
- 16. What is JIT?**
- 17. What is store keeping?**
- 18. Write the types of store keeping?**
- 19. What is store manual?**
- 20. Explain store room layout.**
- 21. What are safety materials handling?**
- 22. Define materials handling.**
- 23. What is materials handling cost?**
- 24. What is meant by purchasing management?**
- 25. What is Kardex system?**
- 26. What is the method of purchasing?**
- 27. What are blanket orders?**
- 28. What is tender purchasing?**
- 29. What is speculative purchasing?**
- 30. What is seasonal purchasing?**
- 31. Write the types of tender purchasing?**
- 32. What is market purchasing?**
- 33. What is contract purchasing?**
- 34. What is group purchasing?**
- 35. What is purchasing manual?**
- 36. What is international purchase?**
- 37. What is sub contracting?**
- 38. Write the two types of purchasing manual?**

39. What is import sourcing?
40. Write the method of foreign purchase.
41. What is import substitution?
42. Explain vendor development.
43. What is black book?
44. What is vendor rating?
45. What are the methods of vendor rating?
46. What is ABC analysis?
47. What is FSN analysis?
48. What is VED analysis?
49. What is XYZ analysis?
50. Explain buyer and seller relationship.
51. Define value analysis?
52. What are the types of value analysis?
53. What is value analysis?
54. What is ISO?
55. What is meant by spares?
56. Define spares.
57. What is meant by integrated materials management?
58. What is meant by good forecasting system?
59. Write the objectives of MM.
60. How to find weakness of EQM Formulae?
61. What is MRP?
62. Explain dependent demand inventory management.
63. What are the techniques of MRP?
64. What are the benefits JIT?
65. What are the responsibilities of store keeper?
66. Explain good store keeping.
67. Materials identification – Explain.
68. Explain inter relationship between stores and other department.
69. Write the importance of materials management?
70. Write the objectives of materials handling.
71. Explain basic elements in purchase transaction.
72. Write the safety materials handling.
73. Write the types of store keeping.
74. What is meant by scientific purchasing?
75. Write the objectives of scientific purchasing? \.
76. What is the function of purchasing department?
77. Write the responsibilities of the purchasing department?
78. Write the duties of the purchasing department?
79. Explain the methods of foreign buying?
80. Write the scope of vendor development.
81. How to maintain good buyer seller relationship?
82. Explain plant visit and vendor assessment.

83. What are the procedures for implementing ABC analysis?
84. What is the functional approach to value engineering?
85. What is cost reduction?
86. Write the tools of value analysis.
87. What is value analysis?
88. Write the stages of value analysis.
89. What is meant by work study?
90. What is job evaluation?
91. What is meant by method study?
92. What is the difference between value analysis & method study?
93. What is meant by ISO?
94. What is meant by inventory techniques?
95. What is the limitation of store keeping?
96. What are the objectives of EOQ models?
97. Set-up time of EBQ-Explain.
98. Write the MRP term.
99. What is the limitation of EOQ?
100. Write the application of ABC analysis.
101. What are the types of value?
102. Meaning of production Management
103. Define production Management
104. Write Nature of production system
105. What is productivity
106. Define productivity
107. Write the Features of Production Management
108. Meaning of Production Planning and control
109. Define Production planning and control
110. What the Principles of Production Planning and control
111. Meaning of Routing
112. Define Routing
113. Write the Objectives of Routing
114. What are the Advantages of Routing
115. What is Scheduling
116. Define Scheduling
117. What is dispatching
118. Define dispatching
119. Meaning of Maintenance Management
120. Define Maintenance Management
121. Objectives of Maintenance Management
122. What is Corrective Maintenance
123. Meaning of Maintenance Management
124. Define Maintenance Management
125. What is Plant location
126. Define Plant location

- 127. Meaning of plant layout
- 128. Define plant layout
- 129. What is process layout
- 130. Meaning of work study
- 131. Define work study
- 132. What is Method Study
- 133. Define Method Study
- 134. Meaning of Motion Study
- 135. Define Motion Study
- 136. Define Objectives of Motion Study
- 137. What is Work Measurement
- 138. Define Work Measurement
- 139. What is SIMO
- 140. Meaning of quality control
- 141. Define Quality control
- 142. What is inspection
- 143. Define inspection
- 144. What is Statistical Quality Control
- 145. Define Statistical Quality Control
- 146. Meaning of Control Chart
- 147. Define Control Chart
- 148. What is Total Quality Management
- 149. Define total Quality Management

FIVE MARK QUESTIONS

1. What are the objectives of materials management? Explain it.
2. Write the functions of materials management?
3. Write short note on advantages of combined materials and purchase department.
4. Integrated materials management-Explain it.
5. What are the functional areas of materials management?
6. Write the systems of codification and its merits and demerits.
7. Write the objectives of sales forecasting.
8. What are the steps in demand forecasting?
9. Write the limitations of demand forecasting.
10. Write the new products forecasting techniques /classification/methods.
11. What are the requirements of good forecasting system?
12. Write basic assumptions of EOQ models.
13. Weakness of EOQ formulae-Explain.
14. Write the objectives of EOQ models.
15. What is the limitation of EOQ models?
16. Write the inventory reorder & replenishment system.
17. Write the merits & Demerits of Q system
18. Write the set-up time of EOQ.

19. What is the significance of dependent demand inventory management?
20. What is the concept of materials requirements planning?
21. MRP Term – Explain.
22. What are the objectives of MRP?
23. Write the techniques of MRP.
24. What are the functions of MRP?
25. Write the MRP SYSTEM.
26. What is the pre-requisite information system to install MRP system?
27. Detail about MRP system information output.
28. Write the advantages and disadvantages of MRP system.
29. Explain manufacturing resource planning.
30. Explain JIT system.
31. What are the objectives, elements and benefits of JIT system?
32. What are the types of store keeping system?
33. What are the responsibilities of store keeper?
34. Write the advantages and disadvantages of a centralized store.
35. Explain the principles & factors of good store location and layout.
36. Materials identification – Explain
37. Explain inter relationship between stores and other department.
38. What are the objectives and importance of materials handling?
39. Write the factors influencing the selection of materials handling system.
40. What are basic elements of purchase transaction?
41. Write the objectives of scientific purchasing.
42. What is the function of purchasing department?
43. Write the requirements for implementation of JIT purchasing.
44. What are the duties & responsibilities of purchasing department?
45. What are the methods of foreign buying.
46. Scope of vendor development-Explain.
47. What are the stages in source selection and evaluation?
48. Write a short on plant visit and vendor assessment?
49. Buyer-seller relationship – Explain.
50. What are the factors promoting goodwill between buyer and suppliers?
51. General procedure for implementing ABC techniques-Explain.
52. What are the types of values?
53. Write the relationship of value, function and cost.
54. Write the tools, stages & advantages of value analysis.
55. What are the difference between value analysis and cost reduction?
56. What are the difference between value analysis & method study?
57. What is value analysis and job evaluation?
58. What are the difference between value analysis and ABC analysis?
59. What are the difference between value analysis and other cost reduction method?
60. Write the classification of spare parts.
61. What are the common characteristics for spare parts?
62. Write the ISO 9000 series.

63. What are the advantages of ISO certification?
64. Explain Scope of Production Management
65. Explain Significance of Production Management
66. Explain objective of production Planning and Control
65. Explain importance of Production Planning and control
66. Explain Merits and Demerits of production Planning
67. Explain activities in routing
68. Explain Routing decision
69. Explain functions of dispatching
70. What are the functions of Maintenance Management
71. Write some importance of Maintenance Management
72. Explain the Impact of poor Maintenance
73. Explain Levels of Maintenance Scheduling
74. Explain importance of plant location
75. Explain plant location models
76. Explain Objectives of god Plant layout
77. Explain importance of plant layout
78. Explain about plant layout problems
79. Explain work study
80. Briefly about the Techniques of work study
81. Explain Principles of motion study
82. Explain Components of work Measurement
83. Write some objectives of quality control
84. Explain significance and importance of quality control
85. Explain Benefits of using control charts
86. Explain characteristics of TQM
87. Write some causes of TQM failures.

10 Mark

1. Explain about factors affecting Productivity
2. Explain objectives of production Management
3. Explain about functions of production Management
4. Explain the relationship between with other functional area
5. What are the factors affecting production planning and control
6. What factors affecting Scheduling
7. Write the types of Maintenance
8. Explain the types of preventive maintenance
9. Write brief note on Maintenance scheduling
10. Explain need for selecting of suitable scheduling location
11. Write the factors influencing plant location
12. Write some principles of plant layout
13. Explain factors influencing plant layout
14. Write the types of layout
15. Explain process Layout

16. Explain briefly about manufacturing system (FMS)
17. Write advantage and disadvantage of plant located in urban area
18. Explain human consideration in work study
19. Write steps involved in method study
20. Explain the classification of Process chart
21. Explain the classification of diagrams
22. Write techniques of Work Measurement
23. Explain Statistical quality control
24. Explain the types of control chart
25. Explain construction of control chart
26. Write total quality management.
27. Explain the techniques of demand forecasting?
28. Explain the principles of goods storage location and layout.
29. What are the functions of a store keeper?
30. What are the functions of materials management/
31. What are the advantages of combined materials and purchase department?
32. What are the merits and demerits of codification?
33. Write steps in demand forecasting.
34. Discuss the inventory control techniques.
35. Explain procedure and steps in MRP.
36. Explain MRP techniques.
37. Write the advantages and disadvantages of centralized store.
38. Discuss the functions of purchase department.
39. Explain the methods of purchasing.
40. Discuss the stages in sources selection and evaluation of vendor.
41. Explain the guidelines for buyer to improve their relationship.
42. Discuss the steps involve in import purchase?
43. Explain the classifications of forecasting.
44. Explain application of ABC analysis.
45. Discuss the buyer procedure of material purchasing.
46. Explain plant visits and vendor assessment evaluation?
47. Describe the issues in the evaluation of potential suppliers.
48. Explain the methods of evaluation of vendors.
49. Explain the security measures?
50. Explain safety and security measurement of store.
51. Discuss the principles of materials handling.
52. Discuss materials handling equipments.
53. Explain the objectives and limitations of EOQ.
54. Explain the determination of stock.
55. Explain the process of obtaining ISO certification.

FINANCIAL ACCOUNTING (CBA32)

SECTION – A (2 MARKS)

1. What is Accounting equation?
2. Define the term accounting.
3. What is going concerns concept?
4. What is dual aspect concept?
5. What is double entry concept?
6. What is suspense account?
7. What is ledger?
8. What is journal?
9. Give journal entries for the following transactions: (a) Paid salary Rs.5,000, (b) Sold goods for Rs.25,000.
10. What is narration?
11. What is business entity concept?
12. What is Booking-Keeping?
13. Give the meaning of bank reconciliation statement.
14. Mention any two objectives of accounting.
15. Journalise: cash withdrawn from bank Rs.5,00,000.
16. Point out the types of errors found in accounting records.
17. What do you mean by suspense account?
18. What is average due date?
19. What is Red Ink interest?
20. What are the two types of losses due to fire?
21. A machine was purchased for Rs.30,000 on 1.1.2006. The expected life is 5 years. Estimated scrap at the end of five years is Rs.5,000. Find out the depreciation.
22. What is meant by bad debts?
23. Write a note on statement of affairs method.
24. Calculate the missing figure. Opening capital Rs.1,50,000. Profits Rs. 60,000. Drawings or capital introduced Rs.-----
25. What is a direct expense?
26. Why final accounts are prepared?
27. Rent received shown in Trial balance as on 31st March 2001, Rs. 10,000. Rent received in advance is Rs.1,000. You are required to show how it appears in the profit & loss account and balance sheet.
28. Trial balance (31.03.05) shows salaries paid Rs.1,50,000. Salary for March 2005 Rs.4,000 not yet paid. Pass adjusting entry and show how this item will appear in the final accounts.
29. What shall be the profits of the concern if: opening capital: Rs.1,60,000, Closing capital: Rs.1,80,000, Drawings Rs.36,000, Additional capital Rs.10,000.
30. Calculate the missing information: Closing capital Rs.1,63,800, Additional Capital Rs.42,300, Drawings Rs.25,200, Loss Rs.12,600.
31. What is balance sheet?

32. What is gross profit?
33. Capital Rs.90,000 liabilities Rs. 3,00,000. Find out assets.
34. Ascertain opening stock. Purchase Rs.2,50,000, sales Rs.3,25,000, Closing stock Rs.60,000, wages Rs.3,000, Rate of gross profit on cost 25%.
35. What do you understand by a balance sheet?
36. What is trial balance?
37. What is order of liquidity?
38. What is interest on drawings?
39. What is interest on loan?
40. What is interest on capital?
41. What is outstanding income?
42. What is a prepaid expense?
43. What is unsold stock?
44. State the uses of trial balance.
45. What is income received in advance?
46. What do you mean by implied interest?
47. What is reserve?
48. What are the components of final accounts?
49. What is meant by money measurement concept?
50. What is diminishing balance method?
51. A plant has the original value of Rs.5,00,000. The scrap value is 10 years time is expected to be Rs.20,000. Determine the rate of depreciation when the management wants to depreciate it by straight line value method.
52. A company purchased a plant for Rs.50,000. The useful life of the plant is 10 years and the residual value is Rs.10,000. Find out the rate of depreciation under straight line method.
53. A company purchased machinery for Rs. 12,000. Its useful life is 10 years and the scrap value is Rs. 1200. Determine the rate of depreciation under the straight line method.
54. State the objectives of Depreciation.
55. Bring out basic factors affecting the amount of depreciation.
56. State any two methods of calculating depreciation.
57. What is disuse in depreciation?
58. What is depreciation?
59. State any two causes for depreciation.
60. Write a short note on 'provision'.
61. What is 'loss of stock'?
62. What is salvage?
63. Define Indemnity period.
64. What is average clause in fire claims?
65. What is the need for average due date?
66. What is an average due date?
67. What is the purpose of average due date?
68. What do you mean by revenue expenditure?

69. What do you mean by capital expenditure?
70. How would you ascertain profit from incomplete records?
71. Give some examples of current liabilities.
72. What are current assets?
73. What do you mean by bad and doubtful debts?
74. What is a bad debt?
75. What is fixed assets?
76. What are bank transactions?
77. What is operating expenses?
78. Mention two methods of ascertainment of profit under single entry system.
79. State any two limitations of single entry system.
80. State any two features of single entry system.
81. State any two benefits in single entry system.
82. What is double entry system?
83. Define conversation method.
84. What is single entry system?
85. What is account current?
86. What is statement of affairs?
87. What is commission?
88. What is contingent liability?
89. What is dishonour of bill of exchange?
90. What do you mean by assets?
91. What do you by liabilities?
92. What do you mean by long term liabilities?
93. What do you mean by current liabilities?
94. What do you mean outstanding expenses?
95. What do you mean by prepaid expenses?
96. What do you mean by bills payable?
97. What do you mean by bills receivable?
98. What is conversion method?
99. List out any four revenue expenditure.
100. List out any four capital expenditure.

SECTION – B (5 MARKS)

1. What are the objectives of accounting?
2. Write an account of advantages of accounting.
3. What are the limitations of accounting?
4. Describe briefly the bases of accounting.
5. Describe the systems of accounting briefly.
6. What do you mean by double entry system?
7. State the advantages of double entry system.
8. What is double entry system of book-keeping?
9. Define accounting. What are its functions?

10. State the objects of book-keeping.
11. What are the basic accounting assumptions? Describe them briefly.
12. Describe about basic accounting principles.
13. Describe the different accounting concepts.
14. What are accounting conventions? Name and explain them in detail.
15. Explain business entity concept and money measurement concepts.
16. What do you understand by basic accounting concepts?
17. Describe the various accounting concepts.
18. State the rules of posting in ledger.
19. Explain the procedure of balancing of accounts.
20. Distinguish between 'journal' and 'ledger'.
21. What are bank transactions?
22. Explain the need for reconciliation.
23. Define depreciation. Why it is provided?
24. Write note on: (i) Revaluation method (ii) Depletion method.
25. What is average due date? How it is calculated?
26. What are the objects of preparing final accounts?
27. What is meant by statement of affairs?
28. Explain the demerits of single entry system of book keeping.
29. How credit sales are calculated in single entry system.
30. List out the reasons to prove that double entry system is superior to single entry system.
31. Journalise the following transactions:
 - a) April 2 2002 Commenced business with a capital of Rs.10,000
 - b) April 5 2002 Brought goods for cash from Ravi for Rs.5,000
 - c) April 7 2002 Opened bank account and deposited Rs.2,000
 - d) April 10 2002 Purchased stationeries Rs.200.
32. Record the following transactions in the journal:
 - a) Furniture purchased for Rs.10,000 from, Ram on credit.
 - b) Old machinery worth Rs.13,700 sold to Sarathy on credit.
 - c) Rent payable to Landlord Rs.5,200.
 - d) Depreciation on machinery Rs.4,400.
 - e) Out of Rs.9,000, Mahendran could pay Rs.3,000 and the balance Rs.6,000 was considered as bad debts.
33. Post the following transactions to ledger accounts:
 - a) May 1 2003 Ram commenced business with cash Rs.6,000. Goods Rs.3,000 and building Rs.8,000.
 - b) May 5 2003 Sold goods for cash Rs.700.
 - c) May 7 2003 Sold goods to Mani Rs.640
 - d) May 10 2003 Cash purchase Rs.2,000
34. Rectify the following errors:
 - a) Sales Lakshman Rs. 1,800 has been recorded as Rs.1,300.
 - b) Sales to Selvam Rs.2,300 has been recorded as Rs.3,200.
 - c) Wages paid Rs.1,225 has been recorded as Rs.1205.

35. Prepare a bank reconciliation statement as on 31.12.1993, from the following details:
- Balance as per cash book Rs.7225.
 - Cheque deposited into bank but not collected s.675.
 - Cheque but not presented for payment Rs.879.
 - Bank charges debited in the pass book Rs.20.
 - Interest credited in the pass book Rs.15.
36. Prepare a Bank Reconciliation statement as on 31.12.2000 as per pass book.
- Cheques deposited into bank before 31.12.2000 but not yet collected Rs.1,085.
 - Cheques issued before 31.12.2000 but not cashed amounted to Rs.1,500.
 - Dividend Rs.800 collected by bank is not recorded in the cash book.
 - Insurance premium Rs.300 paid by the bank has not been recorded in the cash book.
 - On 31.12.2000 the cash book showed a bank overdraft of Rs.3,000.
37. With the following information prepare Bank Reconciliation Statement of Thiru. Krishna as on 31.12.2008:
- Balance as per pass book as on 31.12.2008 Rs.8,500.
 - Of the cheques issued in December a cheque worth Rs.1,400 has not been paid into bank for payment.
 - Of the cheques paid into bank worth Rs.5,000, only cheques worth Rs.4,000 were credited.
 - A customer paid directly into bank Rs.800.
 - Bank has credited its customer a/c for interest Rs.200; debited for bank charges Rs.30. they are recorded in the cash book.
38. Prepare a Bank Reconciliation Statement:
- Balance as per cash book Rs.1,234,
 - Two cheques from P&Q for Rs.234 and Rs.456 were deposited with bank but still not collected.
 - A cheque for Rs. 1,236 to Mr.X not yet presented to bank for payment.
 - Interest on Overdraft Rs.111 appears in the pass book.
39. Suri & sons has purchased an asset for Rs.30,500. It has spent an amount of Rs.1,500 for installation. The useful life of the asset is 5 years and its scrap value is Rs.2,000. Depreciation is to be provided annually according to the straight line method. You are required to find out the rate of depreciation.
40. A machine purchased on 1st July 983 at a cost of Rs.14,000 and Rs.1,000 was spent on its installation. The depreciation is written off at 10% on the original cost every year. The books are closed on 31st December each year. The machine was sold for Rs.9,500 on 31st March 1986. Show the machinery account for all the years.
41. An assets is purchased on 01.01.2006 for Rs.1,90,000 and an amount of Rs.10,000 was spent for its installation. Books are closed on 31st December every year. Depreciation is charges at the rate of 10% on its original cost every year. The

machinery was sold on 01.06.2009 for Rs.1,40,500. Prepare machinery account for all the years.

42. A machinery has been purchased on 01.01.2000 for Rs.30,000. Its total life is expected to be 5 years and its scrap value at the end of 5th year is estimated to be Rs.5,000. Depreciation is charged under written down value method.
43. A lease is purchased on 1st April 2000 for 5 years at a cost of Rs.1,00,000. It is proposed to depreciate the lease by annuity method charging 12% interest. Show the lease account for the five years. A reference to the annuity table shows that to depreciate Rs.1 by annuity method over 5 years. Charging 12% interest, one must write off a sum of Rs.0.277410.
44. On 01.04.2008 Mayurini Ltd., had a stock of loose tools valued at Rs.30,000. On 01.09.2008 it purchased additional loose tools, which amounted to Rs.20,000. On 31.03.2009. On 31.03.2009, the entire loose tools were revalued at Rs.39,000. Show the loose tools account for the year 2008-09.
45. A coal mine was acquired at a cost of Rs.50,00,000 on 01.01.2009. It was expected that it would yield 10,00,000 tonnes of coal in all. Determine the rate of depreciation per tonne of coal.
46. Calculate the Average Due Date:
- 1 Jan 2000 – Rs.400 due on Feb 4
 - 4 Feb 2000 – Rs.500 due on April 7
 - 1 April 2000 – Rs.800 due on May 4
 - 10 May 2000 – Rs.700 due on June 13
 - 17 May 2000 – Rs.1,000 due on June 20
47. Find out the average due date of the following bills accepted by a trader who wishes to settle them with one single payment.

Date of Bill	Amount of bill	Due Date
1.4.90	800	6.6.90
30.4.90	1000	3.8.90
3.6.90	400	6.7.90
1.6.90	600	8.9.90

48. A owes B the following sums of money due on the dates stated. Calculate the average due date.
- Rs.1,000 due on January 1, 2001.
 - Rs.2,000 due on February 1, 2001.
 - Rs.3,000 due on March 1, 2001.
 - Rs.4,000 due on April 1, 2001.
49. Akash has obtained the following loans from Akshay payable on the following due dates:

Amount	Due Date
4,000	10.03.2009
7,000	02.04.2009
4,500	30.04.2009
2,500	10.05.2009

He wants to pay the entire amount on 30.06.2009. Calculate the interest @ 10% p.a. with the help of average due date.

50. From the following information, prepare the trading account for the year ending on 31st march 2009:

Opening stock Rs.1,50,000, Cash Sales Rs.60,000, Credit Sales Rs.12,00,000, Returns outwards Rs. 10,000, Wages & Salaries Rs.4,000, Carriage Inward Rs.2,000, Freight inward Rs.3,000, Carriage Inward Rs.1,000, Cash Purchases Rs.50,000, Credit purchases Rs.10,00,000, Return Inward Rs.20,000, Closing Stock Rs.84,000.

51. Prepare profit & loss account from the following information.

Gross Profit Rs.2,70,000, Office expenses Rs.1,000, Discount Received Rs.5,000, Depreciation on Plant Rs.1,500, Discount Paid Rs. 3,000, Depreciation on Office Furniture Rs.1,000, Salaries Paid Rs.3,000, Bad debts Rs.200, Rent paid Rs.15,000, Stationery Rs.1,500, Postage & Telegram Rs.2,000, Repairs Rs. 1,000, General Expenses Rs.500.

52. From the following prepare a trading account for the year ended 31.3.2006

Particulars	Rs.	Particulars	Rs.
Opening stock	80,000	Purchases	8,60,000
Purchase	10,000	Freight Inward	52,000
Return	30,000	Wages	24,000
Import Duty	3,16,000	Closing Stock	1,00,000
Sales Return	14,40,000		
Sales			

53. From the following balances prepare trial balance:

Cash Rs.10,000; Bank Rs.5,000; Capital Rs.20,000; Debtors Rs.7,500; Creditors Rs.8,000; Buildings Rs.7,000; Loan from A Rs.6,000; Salary Rs.4,000; Rent Rs.1,500; Land Rs.3,500; Bills Receivable Rs.2,000; Bills Payable Rs.4,000; Purchases Rs.4,500; Sales Rs.7,000.

54. Capital on 1.1.1988 Rs.5,00,000, drawings at Rs.10,000 per month at the beginning of every month, Interest on Capital at 12% P.A. interest on drawings at 6% P.A, Capital on 31.12.1988 Rs.8,00,000. Calculate Profit.

55. From the following information calculate total sales:

Opening Stock Rs.8,000, Closing Stock Rs.7,000, Purchases Rs.40,000, Gross profit on Sales 1/6.

56. From the following particulars find out net credit purchases:

Opening creditors Rs.40,000, Payment by Cheques Rs.2,35,000, Payment by bills Payable Rs.25,000, Payment in cash Rs.5,000, Discount received Rs. 2,500, Purchases Returns Rs. 5,000, Closing creditors Rs. 47,500.

57. From the following data calculate capital at the beginning of the year:
- Capital at the end of the year Rs.70,000.
 - Drawings during the year Rs.10,000.
 - Capital introduced during the year Rs.5,000.
 - Profit made during the year Rs.20,000.
58. Calculate Opening Stock:
Sales Rs.80,000; Purchases Rs.60,000; Closing Stock Rs.8,000; Loss on cost 1/6.
59. From the following information calculate total sales:
Opening Stock Rs.18,000; Purchases Rs.140,000; Closing Stock Rs.17,000; Gross profit on sales 1/6.
60. From the following information calculate the total sales for the year 1994:

Particulars	Rs.	Particulars	Rs.
Debtors (01.01.1994)	17,425	Bad Debts	2,500
Debtors (31.12.1994)	15,300	Discounts	1,800
Cash received from debtors	49,200	Bills Receivable	5,000
Sales Return	3,700	Cash Sales	12,000

SECTION – C (10 MARKS)

- Define the term accounting and describe its need.
- What are the objectives of accounting? Explain them briefly.
- Describe the advantages and disadvantages of accounting.
- Define accounting and discuss its functions.
- Briefly state the characteristics of modern accounting?
- Distinguish between double entry and single entry system.
- What do you mean by double entry system? Explain its merits and demerits.
- Define the term journal. Explain the format of journal.
- Write a detail note on ledger.
- Define the term 'trial balance'. What are its objects?
- How are ledger accounts balanced? Explain clearly.
- What is trial balance? State the advantages and disadvantages of it.
- How will you prepare bank reconciliation statement?
- Explain the methods of preparing bank reconciliation statement.
- State the reasons for the disagreement between cash book and pass book balances.
- State the causes of depreciation.
- Explain the methods of depreciation.

18. Explain the accounting concepts & conventions.
19. Define the term journal. List out its advantages.
20. What is ledger? What are the rules in preparing a ledger account?
21. What is posting? How entries are posted into ledger?
22. Write short notes on the following: (i) Narration, (ii) Ledger folio, (iii) Limitations of journal.
23. Distinguish between book-keeping and accounting.
24. Write note on: (i) Revaluation method (ii) Depletion method.
25. What is an average due date? How it is ascertained?
26. What are the objects of preparing final accounts?
27. State the importance adjustments made in final accounts.
28. Distinguish between balance sheet and statement of affairs?
29. Explain the limitations of single entry system.
30. Explain the merits and defects of single entry system.

31. Prepare a Bank Reconciliation statement as on 31st March 2009:
 - a) Bank balance as on 31st march 2009 as per pass book Rs.15,200.
 - b) Bank charges debited Rs.130.
 - c) Cheque issued but not presented Rs.200.
 - d) Cheque deposited but not credited Rs.7,000.
 - e) Cheque entered as deposit instead of payment Rs.2,200.
 - f) Rs.364 paid into bank but entered twice in cash book.
 - g) Receipt column of cash book overcast by Rs.2,000.
 - h) Cheque drawn Rs.900, incorrectly entered as 99.
32. From the following particulars find out the balances as per pass book.
 - a) Bank overdraft as per cash book Rs. 2,000.
 - b) Cheque issued but not presented for payment Rs.1,350.
 - c) Cheque deposited but not yet collected by banker Rs.560.
 - d) Bank charges Rs.80 made by the bank not yet entered in the cash book.
 - e) Interest on investment collected by the banker and credited in the pass book amounted to Rs.905.
33. The bank overdraft of Rajini on 31.12.88 as per cash book is Rs.9,000. From the following particulars prepare Bank Reconciliation statement.
 - a) Unpresented Cheque Rs.3,000.
 - b) Uncleared cheque Rs.1,700.
 - c) Bank interest debited in the pass book only Rs.500.
 - d) Bill collected and credited in the pass book only Rs.800.
 - e) Cheque of Renu dishonoured Rs.500.
 - f) Cheques issued to Sekar entered in the cash column of cash book Rs.300.
34. From the following particulars, prepare a Bank Reconciliation statement as on 31st March 2000.
 - a) Bank balance as per pass book Rs..10,500.

- b) Cheques deposited but not cleared Rs.750.
 - c) Sundry charges debited in the pass book but not in the cash book Rs.35.
 - d) Charges issued but not presented Rs.1,200.
 - e) Direct payment by customers into bank Rs.800.
 - f) Dividend received by bank and credited in the pass book but not in the cash book RS.130.
35. An accountant fails to balance his trial balance, which shows a difference of Rs.1,750. Following are the errors, he made.
- a) Sales to Rahim for Rs.3,600 entered in sales book but not posted to Rahim Account.
 - b) Rent received Rs.7,550, wrongly posted Rs.5,700 in rent account.
 - c) Returns outwards book under cast by Rs.2,000.
 - d) Purchases book under cast by Rs.2,000.
 - e) Sales book under cast by Rs.1,000.
 - f) Returns Inwards book under cast by Rs.1,000.
- Prepare modification entries and suspense account.
36. Machinery was purchased for Rs.6000 on 1.1.90. On 1.1.91 another machine was purchased for Rs.12,000. On 1.7.92 one more machine was purchased for Rs.6,000 including installation Rs.300, by disposing off the machinery which was purchased on 1.1.90 for 2,100. On 1.4.93, machinery was purchased for Rs.15,000 by disposing off the machinery which was purchased on 1.1.91 for Rs.10,500. Show machinery account up to 31.12.93 assuming that the rate of depreciation was @ 10% on diminishing balance method.
37. A company purchased a machines on 01.01.1988 at a cost of Rs.40,000 and spent Rs.1,000 on its installation. The firm writes off depreciation at 10% on the diminishing balance. On 31.12.1990, the machine was sold for Rs.29,889. Show the machinery account and the profit loss on sale.
38. On 01.01.1996 machinery was purchased for Rs.35,000. After having used it for 6 years it was sold for Rs.15,000. You are required to prepare the plant a/c for all the six years, providing depreciation at 10% p.a. on original cost.
39. A company purchased a machinery on 01.01.2001 for Rs.37,000 and immediately spend Rs.2,000 on its repairs and Rs.1,000 on its erection. On 01.07.2002 it purchased another machine for Rs.10,000 and on 01.07.2003 it sold of the first machine purchased on 2001 at Rs.28,000. On the same date it purchased machinery for Rs.25,000. On 01.07.2004 the second machinery purchased for Rs.10,000 was sold off for Rs.2,000.
- Depreciation was provided on machinery @10% on straight line method. Give machinery account for 4 years commencing from 2001.

40. A company acquired a machine on 01.01.0988 at a cost of Rs.40,000 and spent Rs.1,000 on its installation. The firm writes off depreciation at 10% on the diminishing balance. On 31.12.1990, the machine was sold for Rs.29,900. Show the machinery account for all the years.

41. Calculate loss on sale of plant under written down value method from the following information.

Original cost of plant on 01.01.1995 Rs.3,00,000

Sale value of plant Rs.1,56,000

Date of sale:31.12.1996

Assume that the accounts are closed on 31st March each year.

42. A second hand machine was purchased on 01.01.2000 for Rs.30,000 and repair charges amounted to Rs.6,000. It was installed at a cost of Rs.4,000. On 1st July 2001, another machine was purchased for Rs.26,000. On 1st July 2002 the first machine was sold for Rs.30,000. On the same day, one more machine was bought for Rs.25,000. On 31.12.2002, the machine bought on 1st July 2001 was sold for Rs.3,000. Accounts are closed every year on 31st December. Depreciation is written off at 15% p.a. Prepare the machinery A/c for 3 years ending 31.12.2002. (Straight Line Method).

43. Sakthi has accepted the following bill drawn by Krishna:

S.No	Date of Acceptance	Amount	Term
1	05.01.2009	2,000	3 Months
2	10.02.2009	7,000	3 Months
3	16.03.2009	6,000	2 Months
4	17.04.2009	8,000	3 Months

He wants to make payment to all the bills on a single date. Find out the date. Interest is calculated @ 15% p.a. Sakthi wants to save Rs.200 in interest. Find out on which date he has to make payment to save the interest of Rs.200.

44. Ajay purchased goods from Vijay for the following amounts. Their due dates are also given below. Ajay agreed to draw a bill for the total amount of all the purchases to mature on Average Due Date. Find out the said date.

Date of Transactions	Amount	Due Date
15.03.2009	1,000	18.04.2009
21.04.2009	1,500	24.05.2009
27.04.2009	500	30.06.2009
15.05.2009	600	18.07.2009

45. R has to give S the following amount on the following amount on the dates given below:

Due Date	Amount
09.03.1993	300
02.04.1993	1,000
30.04.1993	4,000

01.06.1993	100
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He wants to pay the total amount on 30.06.1993. Calculate interest @ 5% p.a. with the help of Average Due Date method.

46. Ramesh has purchased goods from Ravi on different dates. Dates of each of such purchases and also their due dates are given below:

Date of Purchases	Amount	Due Date of Maturity
07.01.2009	1,016	12.02.2009
20.01.2009	366	23.03.2009
16.03.2009	136	19.05.2009
19.04.2009	828	22.05.2009

Calculate the Average Due Date.

47. A partner has withdrawn the following sums of money during the half year ending 30.6.94.

Due Date	Amount	Due Date	Amount
January 15	300	April 20	400
February 18	250	May 16	300
March 10	150	June 18	500
March 26	200		

Interest is to be charged @ 8% p.a. Find out the average due date and calculate the amount of interest to be debited to the partner.

48. Prepare trading and profit & loss account from the information given below:

Particulars	Rs.	Particulars	Rs.
Opening Stock	3,600	Rent (factory)	400
Purchases	18,260	Rent (Office)	500
Wages	3,620	Sales Return	700
Closing Stock	4,420	Purchase Returns	900
Sales	32,000	General Expenses	900
Carriage on Purchases	500	Discount to Customers	360
Carriage on Sales	400	Interest from bank	200

49. Prepare trading, profit & loss account and balance sheet from the following trial balance of Mr. Madan.

Debit Balance	RS.	Credit Balance	RS.
Sundry Debtors	92,000	Madan's Capital	70,000
Plant & Machinery	20,000	Purchases Return	2,600
Interest	430	Sales	2,50,000
Rent, rates & Insurance	5,600	Sundry Creditors	60,000
Conveyance Charges	1,320	Bank overdraft	20,000
Wages	7,000		
Sales Return	5,400		
Purchases	1,50,000		

Opening Sock	60,000		
Drawings	22,000		
Trade Expenses	1,350		
Salaries	11,200		
Advertising	840		
Discount	600		
Bad Debts	800		
Business Premises	12,000		
Furniture & fixtures	10,000		
Cash in hand	2,060		
	4,02,600		4,02,600

Adjustments:

- (i) Stock on 31.12.96 Rs.90,000,
- (ii) Provide depreciation at 2.5% on premises, Plant & Machinery at 10%,
- (iii) Write off 800 bad debts
- (iv) Provision for doubtful debts @ 5%.
- (v) outstanding: Rent 500, Wages Rs.400.
- (vi) Prepaid Insurance 300 % Salaries 700.

50. From the following Trial Balance extracted from the books of Vinoth, prepare Trading and Profit and Loss Account and Balance Sheet as on 31.12.2008.

Particulars	Rs.	Particulars	Rs.
Cash at bank	261	Creditors	470
Book Debts	1,107	Discount	15
Salaries	495	Outstanding Salary	40
Carriage inwards	145	Returns Outward	252
Carriage outwards	159	Sales	8,041
Bad Debts	131	Capital	4,000
Office Expenses	510		
Purchases	735		
Returns Inward	159		
Furniture	1,230		
Stock	1,436		
Depreciation	450		
wages	6,000		
	12,818		12,818

Adjustments:

- (i) Closing Stock Rs.1000.
- (ii) Create 5% on debtors for provision for doubtful debts.

51. From the following Trial Balance as on 31.12.2000 prepare Trading, Profit & Loss Account and a Balance Sheet as on that date.

Particulars	Debit	Credit
Stock on 01.01.2000	5840	-
Cash in hand	192	-
Drawings	2,840	-
Rent	480	-
Machinery	3,800	-
Tax	600	-
Provision for bad debts	-	420
Bad Debts	888	-
Capital	-	17,000
Interest	-	320
General Expenses	1,760	-
Bank Overdraft	-	960
Purchases	41,448	-
Debtors	16,800	-
Sales	-	47,624
Creditors	-	8,000
Purchases Return	840	-
Sales Return	-	1164
	75,488	75,488

Adjustments:

- (i) Depreciation on machinery 10% p.a.
- (ii) Rent outstanding Rs.500.
- (iii) Tax prepaid Rs.100.
- (iv) Provision for bad debts is to be increased to 5% on debtors.
- (v) Closing Stock Rs.3,500.

52. From the following balance of Mr. Ravi Kumar as on 31st December 2009. Prepare Trading A/c and Profit & loss A/c and Balance Sheet.

Particulars	Rs.	Particulars	Rs.
Stock on 1.1.2009	12,000	Creditors	10,000
Capital	20,000	Furniture	10,000
Stock on 31.12.2009	2,400	Cash Balance	2,400
Sales	80,000	Salary	6,600
Purchases	60,000	Debtors	8,000
Rent	6,200	Drawings	4,800

Adjustments:

- (i) Provision for Interest on Capital @ 5%
- (ii) Depreciation on furniture @ 5%

(iii) Salary Outstanding Rs.600 and Rent paid in advance Rs.300.

53. From the following Trial Balance extracted from the books of Vinoth, prepare Trading and Profit and Loss Account and Balance Sheet as on 31.12.2002.

Particulars	Rs.	Particulars	Rs.
Cash at bank	2,610	Creditors	4,700
Book Debts	11,070	Discount	150
Salaries	4,950	Outstanding Salary	400
Carriage inwards	1,450	Returns Outward	2,520
Carriage outwards	1,590	Sales	80,410
Bad Debts	1,310	Capital	40,000
Office Expenses	5,100		
Purchases	7,350		
Returns Inward	1,590		
Furniture	12,300		
Stock	14,360		
Depreciation	4,500		
wages	60,000		
	1,28,180		1,28,180

Adjustments:

(i) Closing Stock Rs.10,000.

(ii) Create 5% on debtors for provision for doubtful debts.

54. Prepare (a) Total Debtors, (b) Total Creditors, (c) Bills Receivables, (d) bills Payable.

Particulars	Rs	Particulars	Rs
Opening:			
Total debtors	40,000	Return Inward	5,000
Total creditors	15,000	Cash received against B/R	10,000
Total Bills Receivable	16,000	Cash paid to suppliers	10,000
Total Bills Payable	6,000	(payment Rs.1000 for machine)	3,000
Closing:			
Total debtors	70,000	Cash received against B/P	600
Total creditors	15,000	Discount Received from Supplier	600
Total Bills Receivable	16,000	Bills Payable Dishonoured	5,000
Total Bills Payable	8,000	Return Inwards	16,000
Cash received from debtors	30,000	Cash Sales	7,000
Discount allowed to debtors	6,000	Cash Purchase	
Bad debts written off	3,000		

55. Sakthivel kept his books on single entry system. Their position on 31st march 2003, was as follows:

Particulars	Rs.	Particulars	Rs.
Cash in hand	200	Fixtures & Fittings	1,800
Cash at bank	3,000	Plant & Machinery	1,500
Stock	20,000	Sundry Creditors	22,000
Sundry debtors	8,500		

Sakthivel put Rs. 5,000 during the year as new capital and his drawings were @ Rs.750 pr month. His position on 31st march 2004 was as follows:

Particulars	Rs.	Particulars	Rs.
Cash in hand	300	Fixtures & Fittings	1,500
Cash at bank	2,000	Plant & Machinery	27,000
Stock	19,000	Sundry Creditors	29,000
Sundry debtors	14,000		

From the above information prepare a statement of Affairs showing profit or loss during the year ending on 31st march 2004.

56. From the following information calculate credit purchases and total purchases:

Particulars	Rs.	Particulars	Rs.
Cash Purchases	29,000	Cash paid to Creditors	25,000
Opening balance of Bills Payable	7,500	Cash paid to bills payable in the relevant years	10,500
Opening balance of Creditors	20,000	Purchases Returns	1,500
Closing balance of B/P	2,500	Allowances from creditors	800
Closing balance to creditors	18,000	Bills Payable Dishonoured	300

57. From the following information find out credit sales and credit purchases of the year 2008:

Particulars	31.12.2007	31.12.2008
Balance of Debtors	2,00,000	2,40,000
Balance of Creditors	1,90,000	1,52,000
Cash Paid to Creditors		4,00,000
Discount allowed by them (Creditors)		10,000
Returns Inward		1,00,000
Returns Outward		48,000
Cash received from Customers		8,00,000
Discount allowed to them		60,000
Bills Receivable Received from Customers		3,40,000
Bills Payable Accepted		92,000
Bad Debts		1,30,000
Bills Receivable Dishonoured		70,000

58. From the following prepare bills receivable account and total debtors account for the year ending 31.12.2008:

Particulars	Rs.	Particulars	Rs.
Total Debtors as on 01.01.2008	36,000	Sales (including cash sales Rs.20,000)	3,00,000
Bills Receivable as on 01.01.2008	10,000	Bills Receivable as on 31.12.2008	15,000
Cash received from Debtors	2,00,000	Discount allowed to debtors	10,000
Returns Inward	15,000	Bad debts written off	3,000
Cash received on bills receivable matured	15,000	Bills Receivable endorsed to Creditors	10,000

59. From the following information find out credit sales and credit purchases of the year 2010:

Particulars	31.12.2009	31.12.2010
Balance of Debtors	2,000	2,400
Balance of Creditors	1,900	1,520
Cash Paid to Creditors		4,000
Discount allowed by them (Creditors)		100
Returns Inward		1,000
Returns Outward		480
Cash received from Customers		8,000
Discount allowed to them		600
Bills Receivable Received from Customers		3,400
Bills Payable Accepted		920
Bad Debts		1,300
Bills Receivable Dishonoured		700

60. Kannan kept his books on single entry system. His position on 31.12.92, cash in hand Rs.250, Bank Rs.2,750, stock Rs.21,000, Debtors Rs.7,500, Furniture Rs.1,750, Machinery Rs.15,000, Creditors Rs.18,000. He introduced new capital of Rs. 5,000 during the year and also withdrew @ Rs.600 p.m. His position on 31.12.93 was cash Rs.300, Bank Rs.2,200, Debtors Rs.12,000, Stock Rs.18,000, Machinery Rs.25,000, Creditors Rs.23,000. From the above particulars prepare his P&L position for the year 31.12.1993.

HUMAN RESOURCE MANAGEMENT (CBA33)

SECTION - A

1. Explain the concept of human resource management.
2. State the characteristics of human resource management.
3. Explain the objectives of human resource management.
4. Explain the importance of human resource management.

5. Explain the scope of management.
6. State the objectives of human resource planning.
7. What are the needs and importance of human resource planning?
8. State the levels of human resource planning.
9. Give the problems in human resource planning.
10. State the guidelines for effective human resource planning.
11. Explain the features of Recruitment.
12. What are the techniques used for Recruitment?
13. Explain the types of selection test.
14. Explain the types of interview.
15. Explain the limitations of interview.
16. State the guidelines for effective interviewing.
17. Explain the responsibilities of different parties concerned with QWL.
18. Discuss the principles of QWL.
19. Explain the characteristics of motivation.
20. Explain non-financial incentives and their importance.
21. Discuss Herzberg's theory of motivation.
22. Bring out the key points in William Ouchi's "Z" theory.
23. Explain the relationship between stress and performance.
24. Explain the different approaches to managing stress.
25. Explain the concept of performance appraisal.
26. State the objectives of performance appraisal.
27. Mention the importance of performance appraisal.
28. "Accurate appraisal of performance is very difficult". In the light of this statement discuss the problems in performance appraisal.
29. How can performance appraisal be made more effective? Discuss.
30. "Performance appraisal can be effective only when its goals are defined." Elucidate.
31. What do you understand by 360 degree appraisal? Point out the requirements of effective implementation of 360 degree appraisal programme in an MNC.
32. Why do both- Superiors and Subordinates- avoid performance appraisal? When appraising your subordinates what errors and biases might you make? Describe citing examples.
33. What specific benefits do you think the organization and the individual employee can expect to gain from the performance appraisal system in an organization and explain how?
34. "Performance appraisal is a waste of time". "Performance appraisal has positive impact on productivity". Comment on the above two statements.
35. Critically examine any three methods of performance appraisal. Discuss the role of performance appraisal system in an organization.
36. What are the main objectives of performance appraisal? Explain in brief the salient features of Behaviorally Anchored Rating scale method of performance appraisal.

37. (a). “Performance appraisal is an important issue for organizations”. Explain.
(b). Explain the factors that can distort the results of performance evaluations.
38. What do you understand by training? Distinguish between training, education and development.
39. What are the objectives of employee training? Explain the need for training in modern industry.
40. Explain the benefits of training from the viewpoint of an enterprise and its employees.
41. How will you identify training needs of an organization? Describe the process of training.
42. What are the principles to be kept in mind while designing a sound employee training Programme?
43. Often managers are reluctant to spare their key employees for training/retraining. How can this problem overcome?
44. Discuss the importance of training. How can training needs of employees in an organization be identified?
45. What criteria would you use to evaluate a training programme?
46. Explain the strategies that may be used to evaluate training.
47. State the concept of training.

SECTION B

1. Briefly explain the functions of human resource management.
2. “Human resource management seeks to achieve personal and social goals” explain.
3. “HR functions play a vital role in the whole scheme of management of an industrial organization”. Elucidate.
4. Briefly analyze the evolution of concept of HRM.
5. State the impediments to the progress of HRM.
6. Briefly explain the process of human resource planning.
7. Briefly explain the process of Recruitment.
8. Briefly analyze the sources of Recruitment.
9. Briefly explain the selection process.
10. Explain the various steps in interview process.
11. What is QWL? How will you measure it?
12. Explain the main dimensions of QWL.
13. Suggest measures for improving the QWL.
14. What is work life balance? How can it be achieved?
15. Explain the importance of motivation.
16. Discuss Maslow’s Hierarchy of Needs.
17. Distinguish Theory “X” from Theory “Y”.
18. Explain the personal and organizational factors that cause stress.

19. Explain in brief the traditional methods of performance appraisal. What are the weaknesses in these methods?
20. Describe the process of performance appraisal through MBO. In what ways such appraisal is an improvement over trait based appraisal?
21. Distinguish between performance appraisal and potential appraisal.
22. Explain briefly the Behaviorally Anchored Rating Scale as a method of performance appraisal.
23. Which method or methods would you recommend for appraising the performance of the following:
 - (a) First line supervisor in a manufacturing plant?
 - (b) Police officer?
24. How do you explain the fact that often performance appraisal system is not received well by employees in many organizations? What do you suggest to make performance appraisal an effective management tool?
25. (a) There is often a feeling among employees that their performance is not evaluated objectively. Explain to what extent such feeling is correct.
 - (b) What are your suggestions to improve the acceptability and utility of performance appraisal systems?
26. What steps would you keep in mind while conducting an appraisal interview?
27. "Performance appraisal is a waste of time".
"Performance appraisal has positive impact on productivity".
Comment on the above two statements.
28. Many managers describe performance appraisal as the responsibility which they like the least. Why is it so? Briefly explain the elements of performance appraisal system.
29. Describe the various steps in the process of managerial performance appraisal.
30. What are the major purposes of performance appraisal? Explain the steps that are involved in appraisal process.
31. What are the merits and demerits of using trait-based, behavior based and result based types of appraisals?
32. Explain in brief the performance appraisal process. Also compare Behaviourally Anchored Rating Scale and MBO as methods of performance appraisal.
33. Explain the various levels at which training can be evaluated.
34. What are the three levels at which training and development needs assessment can be made? Discuss briefly some of the methods available at the different levels.
35. Define training and explain the advantages of training to the employees and the organization.
36. Briefly explain how will you design a training programme.
37. Briefly analyze the methods and techniques of training.
38. Retraining is necessary due to changes in jobs, technology and the environment. Explain.
39. Briefly explain the concept and objectives of executive development.
40. Describe in brief the process of developing managers.

41. Differentiate between sensitivity training and role playing. How is role playing useful in management development?
42. Describe the merits and limitations of case study as a method of executive development.
43. What is sensitivity training? Describe its merits and demerits as a technique of executive development.
44. Explain the methods of executive development used in India.
45. What is executive development? What are its objectives? State its importance in the context of Indian conditions.
Explain the major executive training methods and propose a workable and valid executive training package for the middle level executives of a large organization.

MANAGERIAL ECONOMICS (CBA34)

2MARKS

1. What is mean by Managerial economics?
2. What is mean by firm?
3. Define Elasticity of demand
4. Characteristics of Indifference curve
5. What are economies of scale?
6. What is mean by revenue curve?
7. Define price determination
8. What is mean by dual pricing?
9. Define market
10. What is duopoly?
11. What is indifference curve?
12. Define law of demand
13. What is long run cost?
14. What is skimming cost?
15. Define oligopoly
16. What are all the objectives of business firm?
17. Mention the tools used in Managerial economics?
18. What is mean by pricing?
19. What are the factors influencing supply?
20. Mention the classification of cost?
21. Penetration pricing-Define?
22. Difference between Perfect and monopolistic competition?
23. What are the causes for monopoly?
24. What are all the characteristics of M.E?
25. What are the factors determine demand?
26. Mention the types of demand?
27. What is mean by Law of supply?
28. What is mean by actual and opportunity cost?
29. What are the disadvantages of monopoly?
30. Define price discrimination?
31. What are the types in production function?
32. Examples of fixed cost/asset.

33. Factors determining the size of market.
34. What is mean by transfer price?
35. Factor determining change in demand?
36. Mention the theories of consumer behavior.
37. What are all the areas covered in Macroeconomics?
38. What is mean by micro economics?
39. What is mean by macroeconomics?
40. Define monopoly.
41. What is mean by Target pricing?
42. What is mean by marginal cost pricing?
43. Define average cost pricing
44. What is opinion survey method?
45. What is break even analysis?
46. What is bilateral monopoly?
47. Define Perfect competition
48. Define monopolistic competition
49. What are the classifications of wants?
50. What is mean by consumer's equilibrium?
51. What is mean by utility?
52. What is the economic problem?
53. Role of government in pricing
54. Define the term demand
55. What is mean by monopsony?
56. What is mean by MRS?
57. What is mean by Discriminating monopoly?
58. What is mean by Producers equilibrium?
59. What is least cost combination principle?
60. What are all the objectives of pricing?

5 MARKS

1. What are the types of Economies of scale?
2. Mention the objectives of pricing
3. Explain the guidelines for price fixation
4. Mention the features of monopolistic competition
5. What are the classifications of market?
6. Mention the reason for economic problem
7. What are all the types of price discrimination?
8. Explain the objectives of oligopoly
9. Clearly explain the need for demand forecasting
10. Explain the condition of monopoly
11. Explain the factors that determine the price
12. Explain the methods of pricing
13. Explain the factors determining elasticity of demand
14. Diff. between micro and macroeconomics
15. Explain the importance of Law of diminishing marginal utility
16. Mention the importance of indifference curve
17. Explain the long run and short run cost curve
18. Diff. between marginal, average and total cost
19. Explain the objective of long and short term demand forecasting

20. Explain the expert opinion method
21. Explain the price elasticity of demand
22. What is production function? What are assumption uses in decision making?
23. Explain the cost output relationship measurement?
24. Explain demand forecasting method
25. Explain consumer's equilibrium
26. Explain the feature of perfect competition
27. Write the power of monopoly?
28. Explain the diff. types of oligopoly
29. Why indifference curve slope downward from left to right?
30. Define scope and concept of M.E
31. Explain the law of equimarginal utility
32. Explain income elasticity of demand
33. Discuss least cost combination principle
34. Explain law of returns to scale
35. Define factors influencing supply
36. Explain marginal rate of substitution
37. Explain assumption of break-even analysis
38. What is mean by advertising elasticity of demand?
39. Explain the method of demand forecasting
40. Explain the break even analysis
41. Explain cobb-Douglas' production function
42. Explain the economies of scale types
43. Role of Government in pricing
44. Role of M.E in decision making-discuss
45. What are the objectives of firm?
46. Basic economic tools in M.E
47. Write a note on average cost with example?
48. Diff. between monopoly & monopolistic competition
49. Explain the characteristics of M.E
50. Classification of costs.

10 MARKS

1. What are the types of Economies of scale?
2. Mention the objectives of pricing
3. Explain the guidelines for price fixation
4. Mention the features of monopolistic competition
5. What are the classifications of market?
6. Mention the reason for economic problem
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13. Explain the factors determining elasticity of demand
14. Diff. between micro and macroeconomics
15. Explain the importance of Law of diminishing marginal utility
16. Mention the importance of indifference curve

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43. Role of Government in pricing
44. Role of M.E in decision making-discuss
45. What are the objectives of firm?
46. Basic economic tools in M.E
47. Write a note on average cost with example?
48. Diff. between monopoly & monopolistic competition
49. Explain the characteristics of M.E
50. Classification of costs.

OFFICE MANAGEMENT (CABA35A)

2MARK

01. What is an office?
02. Define office?
03. What is office management?
04. Define office management?
05. Who is an office manager?
06. What do you mean by office organisation?
07. Define the term office system?
08. What is office system?

09. Define office manual?
10. What is an office manuals?
11. What do you mean by layout?
12. What is office space planning?
13. What is office layout?
14. What is an open office?
15. What do you understand by an term office environment?
16. What is meant by working condition?
17. What is spike filling system?
18. Define the term filling?
19. What is suspension filling?
20. What is micro filling?
21. What is filling?
22. What do you mean by numeric filling?
23. What is vertical filling system?
24. What is centralized filling?
25. What is horizontal filling?
26. What do you mean by indexing?
27. What is index?
28. Define index?
29. Define cord indexing?
30. What is book indexing?
31. What do you understanding duplicate machine?
32. What is office mechanization?
33. What are calculating machines?
34. What are labour saving devices?
35. What do you mean by auto abstract?
36. What are uses of adding machines?
37. What is meant by continuous stationery?
38. What is meant by forms control?
39. What is inward mail?
40. State two uses of addressing machine?
41. What are the uses of franking machine?
42. What is outstand mail?
43. What do you understand by record management?
44. What is meant by term record?
45. How can you make records?
46. What is continuous stationery?
47. What is meant by forms control?

5MARK

01. Explain the importance of office?
02. Explain in detail the modern concept of office?
03. Explain the principles of office management?
04. Explain the elements of office management?
05. Discuss qualities of office management?
06. Explain the principles of an office system?
07. Describe the steps in planning the office system?
08. Explain the steps involved in the preparation of office manual?

09. What are the advantages of office manual?
10. What are the principles followed in selecting office furniture?
11. State the advantage of steel furniture?
12. What factors are considered for the selection of office furniture?
13. State the merits of private officers?
14. State the advantages of good layout?
15. What are the factors determining good office layout?
16. Explain the merits and demerits of office layout?
17. How would you design office layout for a busy office?
18. Give some significance of stationery in office?
19. Explain the different methods of purchasing of office stationery?
20. State the advantages of office machines?
21. Describe the various kinds of accounting machines?
22. Write a note on the advantages and disadvantages of mechanical device in the office?
23. What are the objects of indexing?
24. Explain different types of index and its uses
25. What are the merits and shortcomings of vertical card index?
26. What is filing? What are the essentials of a good filing system?
27. State the essentials of a good filing system?
28. Explain the advantages and shortcomings of centralized filing system?
29. State the characteristics of an efficient system of filing?
30. State the major classification of mailing?
31. What are the objects of the dispatch register?
32. What are the important stages adopted in outward correspondence?
33. Explain the purposes of records management?
34. What are the objects of record management?

10MARK

01. Write short notes on office manual?
02. Explain the advantages and disadvantages in office system?
03. Explain the importance of systems and procedure in a office?
04. Enumerate the qualifications of an office manager?
05. Discuss the functions of an office manager?
06. What are the responsibility of administrative office manager?
07. What are the functions of an office?
08. What are the principles of office layout?
09. What are the merits and demerits of open office?
10. Explain the need and purpose of layout in office?
11. State the importance of office environment?
12. Discuss the different types of furniture used in an office?
13. What is the object of selecting the right type of furniture for office work?
14. State the essentials of a good filing system?
15. Explain the steps involved in instituting a filing system?
16. What are the different methods of filing? Bring out their relative merits and demerits?
17. State any differences between horizontal filing and vertical filing system?

18. Briefly explain the various classification of filing?
19. State the features of a good index?
20. Explain the significance of card index system?
21. Explain the importance of indexing?
22. Explain the types of index?
23. Discuss the importance of indexing?
24. What is a labour saving device? Explain the uses of some of them?
25. Bring out the different methods of dictation machines used by the executives?
26. Discuss the usefulness of office mechanism?
27. List out the merits and demerits dictaphone?
28. Explain the merits and demerits of using computer in office?
29. What are the different office appliances? Explain the merits and demerits?
30. Explain the different methods of purchasing of office stationery?
31. What are the principles of record management?
32. Explain the system of handling inward and outward mailing
33. Discuss the procedure for handling inward mail?
34. What are the important stages adopted in outward correspondence?

Business communication CSBA36

2 marks

01. What is communication?
02. Why do we communicate?
03. What is ' Grapevine Communication'?
04. What is the layout of business letter?
05. What is an enquiry letter?
06. What is Trade enquiry?
07. What is an Offer?
08. What is Quotation?
09. What is Orders?
10. What is Rejection of an order?
11. What is Adjustment letter?
12. What is Collection letter?
13. Who writes a Collection letter?
14. What is Grievances of letter?
15. What is letter to the Editor?
16. What is Circular letter?
17. What is Bank Correspondance?
18. What is Insurance Correspondence?

- 19. What is Job Application?**
- 20. What are the Guidelines to prepare for an Interview?**
- 21. What is Meeting?**
- 22. What is Agenda?**
- 23. What is Minutes?**
- 24. What is Formal Meeting?**
- 25. What is Informal Meeting?**
- 26. What is Annual Report?**
- 27. What are the responsibilities of company Secretary?**
- 28. What is an effective report?**
- 29. What is Communicating skill?**
- 30. What is Tele-Communicating?**
- 31. What is Bio-data?**
- 32. What is Video Conferencing?**
- 33. What is Business letter?**
- 34. What do you understand by downward Communication?**
- 35. What do you understand by smart Phone?**
- 36. What are Complaint letter?**
- 37. What is Job Scenario?**
- 38. What is Interview?**
- 39. What are the Guideline to be observed during an interview?**
- 40. What is a Company Secretary?**
- 41. What is Report?**
- 42. Menorandum Report?**
- 43. What are the Factor of Communication Skill?**
- 44. What is Complex Nature of Human Communication?**
- 45. What is important to people in Business?**
- 46. What are the necessary for Business Communication?**
- 47. Any 2 objectives of Communication ?**
- 48. What are the process of Communication ?**
- 49. What are the Correct Choice of Code & Medium?**
- 50. What are effective Communication Loop?**
- 51. What are the factor of successful Communication?**
- 52. What is Imperfect Communication?**
- 53. What is Ethical Value?**
- 54. What are the Importance of Communication to individual ?**
- 55. What are the type of Communication ?**
- 56. What is External Communication?**

- 57. What is Internal Communication?**
- 58. What is Upward Communication?**
- 59. What is Personal Communication?**
- 60. What is Lateral Communication?**
- 61. What is Diagonal Communication?**
- 62. What is Formal Communication?**
- 63. What is Informal Communication?**
- 64. What is Clarity?**
- 65. What is Completeness?**
- 66. What is Conciseness?**
- 67. What is Consideration?**
- 68. What is Correctness?**
- 69. What is Concreteness?**
- 70. What is Courtesy?**
- 71. What is Data line?**
- 72. What are the Functions of Business letter?**
- 73. What is Credit Enquiry?**
- 74. What are the Replies to Enquiry?**
- 75. What is Sales letter?**
- 76. What is Agency letter?**
- 77. What is a Cover letter?**
- 78. What are the Importance of Collection in Business?**
- 79. What are the Point to Remember While writing a Collection letter?**
- 80. What are the Features of Collection letter?**
- 81. What are the Guidelines of writing a Complaint?**
- 82. What are the Advantages of Circular letter?**
- 83. What are the Essential features of circular letter?**
- 84. What are the Essential features of Bank Correspondence?**
- 85. What are the term used in insurance Correspondence?**
- 86. What is General Insurance ?**
- 87. What are the Important aspects, of Job Application?**
- 88. What is Opening Section?**
- 89. What is a letter of Job Application ?**
- 90. What is Standard Interview?**
- 91. What is Panel Interview?**
- 92. What is Computer Interview?**
- 93. What is Bad-news letter?**
- 94. What is Good-news letter?**
- 95. How to Create an Email-ID?**

96. What is Company Meeting?
97. What are the type of Company meeting?
98. When Extraordinary General Body Meeting are held?
99. What is Conduct of the Meeting?
100. What is a Public Limited Company?

Question Bank (5 MARK)

01. What are the General Objectives of Communication?
02. What are the Specific Objectives of Communication?
03. What are the process of Communication?
04. What are the Importance of Communication ?
05. What are the type of Communication ?
06. What are the Guideline for effective Business Communication?
07. Write the features in the Layout of Business letter?
08. Write the Importance of letter to Business?
09. What are the Function of a Business Letter?
10. What are the Functions of a Business Layout?
11. Difference between Formal & Informal letter ?
12. Difference between Bad-news letter and Good-news letter?
13. What are the Kind of Business letter?
14. What are the Important point one Should remember while writing a letter of Enquiry?
15. Write the Kind of Enquiry letter?
16. While remember writing letter seeking Trade enquiry?
17. Difference between Offer and Quotation ?
18. Write a Kind of Offer?
19. What are the Essential features of Claims letter?
20. What are the Importance of Collection in Business?
21. What are the point to Remember while writing a Collection letter?
22. What are the Features of a Collection letter?
23. Write the Various exerises related to Credit to be done by the Collection letter?
24. What are the duties of Collection Department?
25. What are the Guideline for writing a Complaint letter?
26. What are the Letter to the Editor?
27. What are the Features of Sales letter?
28. What are the Avantages of Sales letter?
29. Write a Features of Sales letter?
30. Write a Advantagen of Sending Circular letter?
31. Write the Natural of circular letter?

32. What are the Essential Features of Circular letter?
33. Write the Nature of Agency Correspondence ?
34. Essential Features of a letter from an Agent?
35. Write the Essential Feature of Bank Correspondance ?
36. What are the Specific Term used Insurance Correspondance?
37. Write the Importance of Job Application?
38. What are the Advantages of Resume?
39. Write the Procedure of Bio-data?
40. Write the Preparation should a Candidate make an Interview?
41. Write the guideline to be Observed during a Interview?
42. Write the types of interview?
43. Write the Kinds of Question asked in an Interview?
44. Write the Objectives of business letter?
45. Write the Classification of Meeting?
46. Write about the Agenda?
47. Types of Company Meeting?
48. Write about the Annual general body Meeting?
49. Write a note on Video-Conferencing ?
50. Write a Telex?

Question Bank (10MARK)

01. Write a note about a Communication and its Type?
02. Write the Objectives of Commmunication?
03. Write the Guideline for Effective business Communication?
04. Write a note on Business letter?
05. Write the Classification of letter?
06. Write a Note on enquiry letter?
07. Write a note on Bank Correspondance ?
08. Explain about the Insurance Correspondance?
09. Explain the Offer & Quatation?
10. Explain about the Order & Replies ?
11. Explain the Rejection of an order?
12. Explain the Adjustment letter?
13. Write about the Collection letter and its Nature ?
14. Write about the Collection letter and its Nature ?
15. Explain the letter to the Editor ?
16. Explain about the Circular letter?
17. Explain the Specific term used in Insurence Correspondence?
18. Explain about the Interview?

19. Write a note on Telex?
20. Write about the Video- Conferencing?
21. Write about a note on Fax ?
22. Write about a Agenda and its Features?
23. Explain the Meeting ?
24. Explain about the Minutes?
25. Write a letter to the Company to Allotment of Shares ?

Introduction to information technology BNCA35

Two Mark Questions:

1. Define computer.
2. Define data.
3. Define information.
4. Define data processing.
5. List out the generation of computer.
6. Define personal computer.
7. Define error detecting code.
8. What is meant by memory?
9. Define RAM.
10. Define ROM.
11. Define secondary memory.
12. Define CPU.
13. Define CDROM.
14. Define network.
15. List some output devices.
16. Write the types of networks.
17. Define LAN.
18. Define WAN.
19. What is meant by flat panel display?
20. Define software.
21. Define database.
22. Define operating system.
23. Define WWW.
24. Define E-mail.
25. Define web browser.

Five Mark Questions:

1. Explain in detail about the desktop computer.
2. Explain the categories of computer.
3. Explain about input units.
4. Explain about the personal computer.

5. Explain about characteristics of computer.
6. Explain about primary and secondary memory.
7. Explain about the video display devices.
8. Explain about the specification of CPU.
9. Write the application of LAN.
10. Write short note on future of internet technology.
11. Explain about the structure of database.
12. Explain about the data organization.
13. Write the characteristics of database management system.
14. Explain the history WWW.
15. Explain the history of internet.
16. Discuss about Web Browsers and its categories.
17. List out and explain the features of internet explorer.
18. Explain about the Browser.
19. How to search in the internet?
20. Write the uses of E- mail.

Ten Mark Questions:

1. Discuss about generation of computer.
2. Write about the classification of computer.
3. Explain about the memory cell
4. Detailed about the structure of CPU.
5. Explain about the types of networks.
6. Detailed about output devices.
7. Discuss about Programming Language and its types.
8. Explain about the operating System.
9. How to create an E- mail ID? Explain with example.
10. What is meant by Web browsers? Explain.

III YEAR –V SEMESTER

MARKETING MANAGEMENT (BBA51)

2 mark questions

1. Define marketing management?
2. Distinguish between markets and marketing?
3. Discuss the classification of marketing?
4. Mention the criteria for market segmentation?
5. What is mean by sales forecasting?
6. Define product mix?
7. What do you mean penetration price?
8. Explain the concept of channels of distribution?

9. What is sales promotion?
10. What is advertising?
11. Explain the concept of market?
12. What is marketing mix?
13. What are buying motives?
14. Define the term marketing strategy?
15. Explain the classification of consumer goods?
16. What is product life cycle?
17. Define product line?
18. What is skimming price?
19. What are the characteristics of personal selling?
20. Distinguish between salesman ships?
21. What is market?
22. What is marketing management?
23. What is buyer behavior?
24. What is mean by selling?
25. What mean by targeting?
26. What is product positioning?
27. Define term market segmentation?
28. Write any three benefits of market segmentation?
29. What do you mean by product?
30. Write short note on consumer and customer?
31. Write the limitation of sales forecasting?
32. What is mean by price?
33. Any three importance of pricing?
34. Write objectives of pricing policy?
35. Write importance and function of distribution channels?
36. Write the importance of distribution?
37. Discuss about direct distribution?
38. Define the term middleman?
39. Write a characteristics of middleman?
40. Write the importance of middleman?
41. Write any distribution problems?
42. What is motivation of sales man?
43. Give any points of needs of motivation?
44. What is compensation?
45. Write the objectives of compensations?
46. What is control and needs?
47. What is advertising?
48. Write the qualities of good salesman?
49. Write a feature of advertising?
50. What do you meant by direct selling?
51. What is targeting and positioning?
52. What are the elements of 4P's of marketing?

53. What is branding?
54. Define packaging?
55. What is physical distribution?
56. What is product life cycle?
57. Define sales forecasting?
58. Define pricing?
59. What is portfolio analysis?
60. What are buying motives?

5 mark questions

1. Discuss the various constitute marketing mix?
2. Explain the basic approach to the study of market?
3. Describe the benefit of marketing?
4. Describe the function of selling?
5. What are buying motives and types?
6. What is buying process and explain the steps in buying process?
7. Examine the needs of market segmentation?
8. Explain the method for market segmentation?
9. What are the factors affecting overall markets strategy?
10. Give an account of the reason for the failure of new products?
11. State the quality of good packaging?
12. Explain the advantages of packaging?
13. Explain any one of techniques of portfolio analysis?
14. What is product life cycle? Explain the stages of product life cycle?
15. Examine the function of branding?
16. Point out the objectives of pricing?
17. Write the distribution problems?
18. Discuss the function of a wholesale?
19. Distinguish between department store and multiple shops?
20. Explain the factors governing the choose of channels of distribution?
21. Explain the kinds of media?
22. Explain the sales promotion administration?
23. Enumerate the objectives of advertising?
24. List out the advantages of sales promotion?
25. Differentiate advertising for publishing?
26. Explain the methods of motivation?
27. Explain the objectives of promotion?
28. Write the quality of good salesman?
29. Explain the essential of good compensation?
30. Explain the characteristics of personal selling?
31. Write the scope of marketing?
32. Explain the factors influencing buyer behavior?
33. Explain the approaches of marketing?

34. Explain marketing with other related functions?
35. Explain the new product development process?
36. Explain the various kinds of channels?
37. Discuss the methods of salesman evaluation?
38. Explain the functions of public relations?
39. Write the functions of personal selling?
40. Briefly explain the salesman compositions?

10 mark questions

1. Discuss about the market classification?
2. What are the market approaches?
3. Explain about the types of goods?
4. What are the factors influencing of marketing concept?
5. Explain the marketing with other functional areas?
6. What are the elements of selling?
7. Determine consumer buying behavior?
8. What are the factors affecting the consumer behavior?
9. Why the product fails in market?
10. What are the methods of market segmentation?
11. Write a market strategy and discuss about the factors affecting overall marketing strategy?
12. What is positioning and what are methods used for positioning?
13. What is sales forecasting and its uses and limitation?
14. What product portfolio analysis and its types?
15. Explain about the branding and its functions?
16. What is product and its characteristics and benefits?
17. What are the types of product?
18. What are the process involved in product development?
19. What are the stages in product life cycle?
20. What are the kinds of packaging?
21. What is pricing and discuss about the objectives of pricing policy?
22. What are the factors influencing the pricing problems?
23. Discuss about the kinds of pricing?
24. What are the channels of distribution and its types?
25. Write the classification of middle man?
26. What are the problems involved in distribution?
27. How to motivate the salesman and its types?
28. What is compensation and what are the reasons to give a compensation?
29. What are the steps or process in control?
30. What is motivation and its advantages and disadvantages?
31. What are the kinds of advertising?
32. Discuss about the specific objectives for the advertising?
33. Who gets benefits through the advertising?

34. What are the kinds are media for advertising?
35. What are the needs in promotional mix?
36. What is sales promotion administration?
37. Discuss about the methods of salesman motivation?
38. Briefly explain the various factors affecting marketing environment?
39. Discuss the various stages in the evaluation of market?
40. Explain the methods of market segmentations?
41. Discuss the methods of pricing?
42. Discuss the methods of sales forecasting?
43. What are the classifications of salesman?
44. Explain the tools and techniques of sales promotion?
45. Briefly explain the components and tools of promotion mix?

BUSINSSLAW (BBA52)

UNIT-I INDIAN CONTRACT ACT, 1872.

2 MARKS

1. Define the law of contract.
2. Give the meaning and definition of contract.
3. Definition of offer/proposal.
4. How is an offer made?
5. Give the meaning and definition of acceptance.
6. Who can accept an offer?
7. How to make acceptance?
8. When is communication complete?
9. Explain the time for revocation of offer.
10. Explain the time for revocation of acceptance.
11. Give the meaning and definition of consideration.
12. Who is competent to contract?
13. Who is minor and major?
14. Define free consent.
15. What is coercion?
16. What are the essentials of coercion?
17. What is mean by fraud?
18. What are the essential elements of fraud?
19. Explain the effects of fraud.
20. What is meant by MISREPRESENTATION?
21. What is mean by mistake and explain themistake of law?
22. What are the facts of mistake?
23. What is unlawful agreement?
24. What is illegal agreement?

25. What are the effects of illegality?
26. State the example of undue influence.

UNIT-2 LAW OF CONTRACT-I

27. What is mean by performance of contract?
28. Who may perform a contract?
29. Who may demand performance?
30. What is mean by performance of joint-promises?
31. What is mean by reciprocal promises?
32. What is mean by discharge of contract?
- 33 .What is mean by breach of contract?
34. What is mean by Quasi-contracts?
35. What are the features of Quasi-contract?
36. What is the meaning of quantum meruit?
37. State the example of joint and several liabilities of joint promisors?

UNIT-3 SPECIAL CONTRACTS

38. What are the special contracts?
39. Define contract of guarantee.
40. What are the rights of creditors?
41. What is mean by discharge of surety?
42. Define the contract of indemnity.
43. Define contract of bailment?
44. Explain the kinds of bailment.
45. Rights of bailor-explain.
46. Rights of bailee-explain.
47. Define Bailee's Lien.
48. Explain Bailment versus Sale and Hire-Purchase.
49. What is mean by contract of pledge.
50. Who is a pledgor or pawnor with example.
51. Who may pledge?
52. Explain the duties of pledgee.
53. Explain the duties of pledger.
54. What is gratuitous bailment?

UNIT-4 CONTRACT OF AGENCY

55. Give the meaning and definition of Contract of agency.
56. What are the essentials of contract of agency?
57. Who is an agent?
58. Who may be an agent?

59. Who is a principal?
60. Explain the relations of principal and agent.
61. What is meant by extent of agent's authority?
62. When termination of agency takes effect?
63. What is meant by "QUI FACIT PER ALIUM FACIT PER SE"?

UNIT-05 SALE OF GOODS ACT, 1930.

64. What are the features of sale of goods act, 1930?
65. Give the meaning and definition of Contract of sale.
66. Definition of goods.
67. What are the things excluded from the term goods?
68. What is the effect of destruction of goods?
69. Define Documents of title of goods.
70. Define price.
71. What are the modes of payment?
72. Meaning and Definition of agreement to sell at valuation.
73. Explain the meaning and definition of condition [section 12(2)].
74. Give the meaning and definition of Warranty.
75. When a condition may be treated as a Warranty?
76. Explain the Doctrine of Caveat Emptor
77. Explain the meaning of Transfer of Property in Goods.
78. Explain Transfer of Title by Non-Owner [section 27].
79. Give the meaning of Performance of sales contract.
80. Give the meaning of Delivery.
81. What are the modes of delivery?
82. Give the meaning of Unpaid Seller with example.
83. What are the characteristics of an Unpaid Seller?
84. Give the meaning and conditions under Right of Stoppage.
85. Explain Contingent Goods with example.

5MARKS

1. Give the meaning of agreement and Differentiate between Agreement and Contract
2. What are the Obligations which do not give rise to a contract?
3. State the Types or classification of offer.
4. What are the situations under which an offer gets lapse?
5. State the essentials of a valid acceptance.
6. Explain the time for Revocation of Offer and Acceptance.
7. Explain the different kinds of consideration.
8. Briefly explain the exception to the rule 'No Consideration No Contract'.
9. Who are the persons Disqualified by law?
10. Explain the difference between Coercion and Undue Influence.

11. Explain fraud.
12. Difference between Fraud and Misrepresentation.
13. Explain the types of fraud.
14. What are the case and its rules in time, place, and manner, of performance?
15. What is mean by reciprocal promises and explain its types?
16. Explain the rules regarding performance of Reciprocal Promises.
17. What is mean by Appropriation of payments and the rules regarding Appropriation of payments?
18. What is mean by Breach of Contract and explain its types?
19. What are the remedies for Breach of Contract?
20. Distinction between a contract and Quasi-contract.
21. Difference between Novation and Alteration.
22. What is mean by Contract of Guarantee and explain its features?
23. Explain its nature and Extent of Surety's Liability.
24. What are the kinds of Guarantee?
25. What are the Rights of a Surety against co-sureties?
26. Distinction between Indemnity and Guarantee.
27. What is mean by Bailment and explain its features?
28. What are the kinds of Bailment?
29. Distinction between Particular Lien and General Lien.
30. How bailment leads to termination?
31. Explain the rights and duties of bailor.
32. Explain the rights and duties of bailee.
33. Explain the rights and duties of pledger
34. Explain the rights and duties of pledgee
35. Give brief explanation about the pledge by non-owners.

36. Distinguish between i) Agent and servant ii) Agent and Independent contractor.
37. Explain the Classification of Agent's Authority.
38. Explain the Principal's Liability for the acts of agent to the third parties.
39. Explain the Personal liability of an agent to third party.
40. How an agency can be terminated?
41. What is the meaning of contract of agency? What are its essentials?
42. Explain i) Mercantile Agent. ii) Del Credere Agent.
43. What is mean by Contract of sale? What are its essentials?
44. What is mean by the term goods? Explain the classification of goods.
45. Difference between Condition and Warranty.
46. Give the Implied Conditions.
47. Give the Implied Warranties.
48. What are the Expectations to the Doctrine of Caveat Emptor?
49. What are the rules of transfer of property on goods?
50. Explain the meaning of delivery. What are the modes of delivery?
51. Distinction between Right of Lien and Right of stoppage in transit.
52. What are the buyers right against the seller in case of breach of contract?

10 MARKS

- 1. What are the essential elements of a valid contract?**
- 2. Explain the types of contract.**
- 3. What are the essentials elements of a valid offer?**
- 4. What is mean by consideration? What are its essential elements?**
- 5. What is the position of a minor's agreement?**
- 6. When consideration or object is Unlawful? Explain agreement opposed to public policy**
- 7. What are the modes under which a contract gets discharged?**
- 8. What is mean by Quasi-contract? What are its types?**
- 9. What is mean by Breach of contract? What are its types?**
- 10. Define contract of gurantee.What are the essential features of a contract of guarantee? Distinguish between indemnity and guarantee.**
- 11. What are the rights of surety?**
- 12. What is mean by discharge of surety? What are the modes of discharge of surety?**
- 13. Who is an agent? Explain the classification of agents.**
- 14. What are the rights and duties of principal?**
- 15. What are the rights and duties of agent?**
- 16. How an agency can be created?**
- 17. How an agency can be terminated?**
- 18. Difference between sale and agreement to sell.**
- 19. Explain in detail the implied conditions and implied warranties.**
- 20. What is mean by unpaid seller and what are its rights?**
- 21. Difference between Novation and Alteration.**
- 22. What is mean by Contract of Guarantee and explain its features?**
- 23. Explain its nature and Extent of Surety's Liability.**
- 24. What are the kinds of Guarantee?**
- 25. What are the Rights of a Surety against co-sureties?**
- 26. Distinction between Indemnity and Guarantee.**
- 27. What is mean by Bailment and explain its features?**
- 28. What are the kinds of Bailment?**
- 29. Distinction between Particular Lien and General Lien.**
- 30. How bailment leads to termination?**
- 31. Explain the rights and duties of bailor.**
- 32. Explain the rights and duties of bailee.**
- 33. Explain the rights and duties of pledger**
- 34. Explain the rights and duties of pledgee**
- 35. Give brief explanation about the pledge by non-owners.**
- 36. Distinguish between i) Agent and servant ii)Agent and Independent contractor.**
- 37. Explain the Classification of Agent's Authority.**
- 38. Explain the Principal's Liability for the acts of agent to the third parties.**
- 39. Explain the Personal liability of an agent to third party.**
- 40. How an agency can be terminated?**

41. What is the meaning of contract of agency? What are its essentials?
42. Explain i) Mercantile Agent. ii) Del Credere Agent.
43. What is mean by Contract of sale? What are its essentials?
44. What is mean by the term goods? Explain the classification of goods.
45. Difference between Condition and Warranty.
46. Give the Implied Conditions.
47. Give the Implied Warranties.
48. What are the Expectations to the Doctrine of Caveat Emptor?
49. What are the rules of transfer of property on goods?
50. Explain the meaning of delivery. What are the modes of delivery?

COST ACCOUNTING (BBA53)

2 MARKS

1. What is idle time?
2. What are elements of cost?
3. A factory requires 1500 units of an item per month; each costing RS.27. The cost per order is RS.150 & Inventory carrying charges work out to 20% of the average Inventory. Find out the EOQ & the number of orders per year.
4. Calculate the earnings of work under Halsey premium plan.
Time allowed = 48hrs
Time taken = 40hrs
Rate per hour=RS.10
5. What is perpetual Inventory control?
6. Explain over head allocation?
7. Define a profit centre?
8. Calculate re-order level from the following;
Re-order quantity -1500units

Re-order period -4 to 6weeks
Maximum consumption -4000 units per week
Normal consumption -300 units per week
Minimum consumption -250units per week

9. Calculate direct labour hour rate from following;
Factory overheads – RS.11,400

Number of labour hours worked -2,28,000 hours

10. What is over time?
11. Define cost accounting?
12. What is cost unit?
13. What is EOQ?
14. What is meant by centralized purchasing?
15. What is Bin card?
16. What is meant by Normal waste?
17. What is meant by labour turnover?
18. What is meant by over heads?
19. What is meant by absorption?
20. What is a cost sheet?
21. Write a note on ABC analysis?
22. What is meant by pricing of national issues?
23. What is you mean by labour turnover rate?
24. What is meant by apportionment of overheads?
25. From the following details calculate raw materials purchased.
Material consumed RS.70,000
Carriage inward RS.4,000
Opening stock of materials RS.8,000
Closing stock of materials RS.22,000
26. Find out re-order level from the following:
Maximum consumption of materials -300 units
Minimum Re-order period -2 to 4weeks
27. Find out the value of material issued under FIFO .
Opening stock -200 UNITS @ RS.10 p.u
Purchase - 500 UNITS @ RS.15p.u
Issued -400 units
28. Calculate labour turnover rate under separation method from the following;
No. of workers -800 in the beginning; 1000 at the end
No. of separation 150; No of replacement 120.
29. Calculate the overhead absorption rate on the basis of direct labour hours.
Production overhead Rs.30,000.
Direct labour hours -2,000.

30. What is meant by cost accounting?
31. Define the term cost unit?
32. Define the term cost centres?
33. What is material control?
34. What are the methods of pricing materials issues?
35. Write a short note on simple average price method?
36. What is time rate system of wage payment?
37. Explain halsey premium plan?
38. Define the term overheads?
39. Give the various classifications of overheads?
40. What do you understand by decentralized purchasing?
41. What is VED analysis?
42. Mention the various methods of pricing materials issues?
43. Write a short note FIFO method?
44. Write a short note LIFO method?
45. What do mean by piece rate system?
46. What do mean by under absorption and over absorption of overheads?
47. What is weighted average method?
48. Mention different absorption rate?
49. Calculate the re-order quantity from the following particulars;

Annual usage	20,000 units
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Buying cost per order	Rs .10
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Cost per unit	Rs.100
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Cost of carrying inventory	10%of cost
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50. What is meant by Break-even analysis?
51. How does indirect labour differ from direct labour?
52. What is the difference between direct expenses and indirect expenses?
53. What is work –in-progress?
54. How do you value the closing stock of finished goods?
55. What is works cost?
56. What is cost of production?
57. What is cost of sales?
58. What are the departments involved in organization for material control?
59. What is meant by decentralized purchasing?
60. List out the objectives of purchasing department.
61. What is JIT purchasing?
62. What is VED analysis?
63. What is an employee placement requisition?
64. Describe employee history card?
65. Write a short note on labour turnover.
66. Enumerate the replacement costs or labour turnover.

67. What do you understand by work study?
68. What is job evaluation?
69. What are the advantages of job evaluation?
70. What is merit rating?
71. What is a differential piece rate system?
72. What is profit sharing system?
73. What is apportionment of overhead?
74. What is primary apportionment of overhead?
75. Give any two advantages of merit rating?
76. Give any two advantages of EOQ?
77. Explain variable overhead
78. Calculate work cost from the following details:
- Prime cost Rs.14,500
- Factory expenses Rs.1,500
79. From the following data calculate inventory turnover ratio:
- Opening stock Rs.87,500*
- Closing stock Rs.62,500
- Purchases Rs.1,25,000
80. From the following data calculate direct labour hour rate method:
- Estimated factory overheads -Rs.58,000
- Estimated direct labour hours –Rs.1,34,600
81. State the advantages of job costing?
82. Total cost of a job is Rs.4830.calculate the selling price of the job adding 25% profit to cost of the job.
83. State any two advantages of time wage system.
84. Ascertain the value of raw materials purchased:
- | | |
|----------------------------|-------------|
| Materials consumed | Rs.5,00,000 |
| Opening stock of Materials | Rs.50,000 |
| Closing stock of Materials | Rs.25,000 |
85. Calculate prime cost : factory expenses-Rs.10,000,selling expenses-Rs.5,000,direct Material-Rs.20,000,office overhead-Rs.7,000, direct labour-Rs.15,000, direct expenses-Rs.3,000.
86. Calculate maximum stock level:
- Reorder level: 4000kgs; Reorder quantity: 2500kgs; minimum reorder period: 6weeks minimum consumption per week: 300kgs.

87. Calculate wages due to a worker from the following data.

Normal hours in a week - 44

Actual hour worked - 50

Rate per hour – normal Rs.1.25

Over time 200% of normal rate

88. From the following data, segregate fixed cost and variable cost per hour:

	Level of activity	
	80%	100%
Labour hours	400	500
Maintenance expenses of a plant	Rs.2600	Rs.2750

89. What is the any two scope of cost accounting?

90. What is functional classification of cost?

91. Enumerate the techniques of costing?

92. Enumerate the types of costing?

93. What are the various elements of cost of production?

94. Define cost sheet?

95. How are quotations prepared?

96. Calculate work cost:

Factory expenses Rs.700

Office expenses Rs.300

Selling expenses Rs.900

Material consumed Rs.3400

97. Prepare a cost sheet from the following:

Direct materials Rs.50,000

Direct wages Rs.15,00

Factory expenses Rs.5000

Office expenses Rs.1000

Selling expenses Rs.500

98. What is minimum method?

99. Define EOQ?

100. Describe the rowan plan?

5 Marks

1. **What are the advantages of cost accounting?**
2. **Distinguish between financial accounting & cost accounting?**
3. **What are the objectives of purchase department?**
4. **Explain about Gants task and Bonus plan?**
5. **Write a detailed note on perpetual inventory system?**
6. **What are the functions of a store keeper?**
7. **Explain the different methods of classifying overheads?**
8. **Explain the procedure to be followed while purchasing materials.**
9. **Explain any five various methods of pricing materials issues?**
10. **Discuss the important system of pricing materials issues?**
11. **What is cost unit and cost centre?**
12. **What are the advantages of FIFO method?**
13. **Distinguish between allocation and apportionment of overhead.**
14. **What are the types of market price methods for the valuation of material issue?**
15. **State the differences between idle time and over time.**
16. **Discuss in detail the functional classification of over heads.**
17. **What do you mean by ABC analysis? What are its advantages?**
18. **Differentiate between direct material and indirect material.**
19. **How are tenders prepared?**
20. **Write short notes on (a) prime cost (b) chargeable expenses (c) cost of sales**
21. **Write a note on the merits of GANTTS TAST bonus plan.**
22. **Explain the causes for idle time.**
23. **From the following information calculate Re-order level, minimum level & average stock level**
 - Re-order quantity -3000KGS**
 - Re-order period -10 to 16DAYS**
 - Maximum consumption -800 KGS**
 - Normal consumption -500 KGS**
 - Minimum consumption -200KGS**
24. **Record the following in stores ledger under LIFO method.**
Balance100units@RS.20-2012 March1
25. **A manufacturing company has two production department X and Y and three service department .time keeping stores and maintenance .The Department distribution summary showed the following expenses for 1990 January.**

Particulars

Rs

Production Departments

X	36,000
Y	24,000

Service Departments

Stores	7,500
Time keeping	6,000
Maintenance	4,500

Other information relating to these departments were;

Particulars	production Department's		service department		
	X	Y	Stores	Time keeping	Maintenances
No. of employees	20	15	10	8	5
No. of store					
Requisitions	24	20	-	-	6
Machine hours	18,000	12,000	-	-	-

Apportion the cost of various service departments to the Production Departments.

26. The accounts of a company shows the following;

Material used	RS.70,000
Direct wages	RS.54,000
Work expenses	RS.16,200
Office expenses	RS.11,260

What price should the company quote to manufacture a machine which requires an expenditure of RS.1,000 in materials and RS.800 in wages so that it will yield a profit of 25% on selling price. Make necessary assumptions regarding percentage.

27. From the following particulars, find out the EOQ and the frequency of order in terms of days.

Annual usage = RS.1,20,000

Cost of placing and receiving one order =RS.60

Annual carrying cost = 10% of inventory value

28. Prepare a stores ledger under FIFO method.

2001March

Date	Purchases	Issues
1	600 units @ RS.5 p.u	-
16	400 units @ RS.6 p.u	-
20	-	500 units
22	400 units @ RS7p.u	-
23	-	600units
25	200 units @ RS.8 p.u	-
31	-	200units

29. Prepare a stores ledger of the following transactions under simple average method

2006April

Date	Purchases	Issues
1	200 units @ RS.2 p.u	-
10	300 units @ RS.3 p.u	-
15	-	250 units
18	250 units @ RS.4 p.u	-
20	-	200units

30. The following are the particulars related to a work progress.

Time rate Rs.10 per hour

High task; 40 units per week

Piece rate about high task Rs.13.00 per unit

In a 40 hour week each of the following worker produced

A-38units, B-40 units, C-44units

Calculate the wages of worker under Gantt's task bonus plan.

31. From the following information calculate the bonus and earnings under Emerson's efficiency plan.

Standard output in 12 hours -200 units

Time rate-Rs.20 per hour

Actual output of workers in 12 hours is as follows;

X-120units; Y-200units; Z-240units;

32. Calculate the overheads allocate to production departments M and N from the following;

Overheads as per primary distribution is

M-Rs.50, 000; N-Rs.40, 000; R-Rs.12, 000 and S-Rs.16, 000

Service department R renders service to M and N in the ratio 7:3 .S renders service to M and N equally.

33. Calculate machine hour rate from the following ;

(i) Cost of machine Rs.19,200

(ii) Estimated scarp value Rs.1,200

(iii)Repair charges per month Rs.300

(iv)Effective working life of machine 10,000 hours

(v) Standing charges allocation to machine per month Rs.600

(vi) power used by machine ;5 units at Rs.2 per unit

34. Calculate the EOQ from the following ;

Consumption during the year 600 units

Ordering cost Rs.12

Carrying cost 20%

Price per unit Rs.20

35. Calculate the minimum stock level, maximum stock level, reordering level from the following information;

(i) Minimum consumption =100 units per day

(ii) Maximum consumption=150 units per day

(iii)Normal consumption =120 units per day

(iv)Re-order period =10-15 days

(v) Normal Re-order period=12 days

(vi)Re-order quantity=1.500 units

36. From the following data the labour turnover under Replacement method and Flux method

Numbers of employees at the beginning	150
Numbers of employees at the end	250
Numbers of employees resigned	20
Numbers of employees discharged	10
Numbers of employees replaced	20

37. Calculate the earnings of a worker under

(i) Halsey premium plan

(ii) Rowan scheme.

Time allowed = 48 hour

Time taken = 40 hours

Rate per hour = Re.1

38. Two components X & Y are used as follows:

Normal usage - 600 units per week each

Maximum usage - 900 units per week each

Minimum usage - 300 units per week each

Re-order quantity:

X = 4,800

Y = 7,200

Re-order period:

X = 4 to 6 weeks

Y = 2 to 4 weeks

Calculate the component

(i) Re-order level, (ii) Minimum level, (iii) Maximum level.

39. Calculate the earnings of 3 workers, A, B and C under Merricks multiple piece rate system given the following.

Standard production per day 150 units

Normal piece rate RS.0.50 p.u

Production of worker on a particular day

A = 120 units

B = 140 units

C = 160 units

40. Calculate machine hour rate from the following data:

Cost of machine	1,00,000
Rent	9,000 p.m
Diesel, oil etc.	4,000 p.m
Repair	500p.m
Scarp value	10,000
Salary	6,000
Depreciation	1,000
Power 10 units @ RS.0.10 p.u	
Machine working hour 6000 hours p.a	

41. The modern company is having four departments A,B,C and D. the actual cost for a period are as follows:

particular	Rs
Rent	2000
Repairs	1200
Depreciation	900
Lighting	200
Supervision expenses	3,000
Insurance	1,000

The following data are also available:

	Dept.A	Dept.B	Dept.C	Dept.D
Areas sq.ft	150	110	90	50
No.of workers	24	16	12	8
Value of plant (Rs.)	24,000	18,000	12,000	6,000
Value of stock (Rs.)	15,000	9,000	6,000	-

Apportion the costs of the various departments.

42. From the following data calculate the earnings of A and B under taylors differential piece rate system.

Standard time = 10 units per hour

Normal wage = Rs.1 per hour

Differentials to be applied

75% of piece rate when below standard

125% of piece rate when below standard

In a day of 8 hours A produce 60 units

B produces 100 units

43. Calculate EOQ from the following:

Consumption during the year 600 units

Ordering cost Rs.12

Carrying cost 20%

Price per unit Rs.20

44. From the following particulars compute the machine hour rate:

Cost of machine Rs.11,000

Scarp value Rs.680

Repairs for the effective working life Rs.1,500

Standing charges for 4 weekly periods Rs.40

Effective working life 10,000 hours

Power used: 6 units per hour at 5 paise per unit

Hours worked in 4 weekly periods: 120 hours

45. From the following data prepare a statement showing the cost per man – day of eight hours.

(i) Basic salary and dearness allowance Rs.300 per month

(ii) Leave salary to the workman six percent of the basic and D.A.

(iii) Employers contribution to provident fund 6% of (i) plus (ii)

(iv) Employers contribution to provident fund 6% of (i) and (ii)

(v) Pro –rate expenditure on amenities to labour Rs.25 per head per month.

(vi) Number of working hours in a month 200.

46. The purchases and issues of material X in the month of January. were as follows:

Date	Purchases	Issues
Jan 3	800 units @ RS.20 p.u	-
8	700 units @ RS.18 p.u	-
9	-	600 units
11		800 units
17	800 units @ RS.20 p.u	600units
25	500 units @ RS.25 p.u	-
31	-	1000units

The standard price per unit of material is Rs.20 fixed for the year. Show the stores ledger under standard price method.

47. The following data. Relating to a factory for the year 2000 are available.

Rs

Materials consumed 2,00,000

Direct wages	1,50,000
Factory expenses	90,000
Administrative expenses	88,000

Based on the above data find out the cost of a job to be done in January 2001 :
Material required Rs.20,000: wages for the job Rs.15,000. What price will be quoted for the job? If profit at 20% on selling price is required?

48. Calculate the earnings of a worker from the following information as under:

- (i) Halsey plan and
- (ii) Rowan plan, information given:
Standard time 30 hours
Time taken 20 hours.

Hourly rate of wages is re.1 per hours plus o dearness allowance @ 50 paise per hours worked.

49. Standard time allotted for a job is 20 hours and the rate per hour is Rs.2 plus a dearness allowanced @ 50 paise per hour worked.

The actual time taken by a worker is 15 hours. Calculate the earnings under:

- (i) Time rate system
- (ii) Piece wage system.

50. The following particulars relate to a manufacturing company whice has three production departments A,B and C and two service departments X and Y

	Departments				
	A	B	C	X	Y
To departmental overhead					
As per primary distribution					
(in Rs.)	80,000	70,000	50,000	23,400	30,000

The company decided to charge the service departments cost on the basis of the following percentage:

Service departments	production departments			service departments	
	A	B	C	X	Y
X	20%	40%	30%	-	10%
Y	40%	20%	20%	20%	-

Find the total overheads of production departments charging service departments costs to production departments on the repeated distribution method.

10 MARKS

1. Following information has been obtained from the records of a manufacturing company:

	1.1.2009	31.12.2009
Stock of raw materials	40,000	50,000

Stock of finished goods	1,00,000	1,50,000
Stock of work -in -progress	10,000	14,000

Prepare a statement of cost and profit showing:

- (i) Cost of raw materials consumed
- (ii) Prime cost
- (iii) Works cost
- (iv) Cost of production
- (v) Cost of sales and
- (vi) Profit.

2. Two component A & B are used as follows:

Normal usage - 300 units per week each

Maximum usage - 450 units per week each

Minimum usage -150 units per week each

Re-order quantity:

A= 2400units

B= 3600units

Re-order period:

A = 2 to 6 weeks

B = 2 to 4 weeks

Calculate the component

- (i) Re-order level, (ii) Minimum stock level (iii) Maximum stock level and
- (iv) Average stock level.

3. Adarsh company purchased and issued the material in the following order:

Date	Particulars	Units	Unit cost Rs.
1 st jan	purchases	300	3.00
5 th	purchases	600	4.00
10 th	Issues	500	-
12 th	purchases	700	4.00
15 th	Issues	800	-
20 th	purchases	300	5.00
30 th	Issues	100	-

Ascertain the quantity of closing stock as on 31st Jan under weighted average method.

4. From the following data provided to you find out the labour turnover rate under:

- (i) Flux method
- (ii) Replacement method
- (iii) Separation method

- No. of workers on the payroll,
- At the beginning of the month 500
- At the end of the month 600

During the month, 5 workers left, 20 persons were discharged and 75 workers were recruited. Of these, 10 workers were recruited in the vacancies of those leaving, while the rest were engaged for an expansion scheme.

5. The following particulars relate to a manufacturing company which has three production departments A, B and C and two service departments X and Y

	Departments				
	A	B	C	X	Y
To departmental overhead					
As per primary distribution					
(in Rs.)	6300	7400	2800	4500	2000

The company decided to charge the service departments cost on the basis of the following percentage:

Service departments	production departments			service departments	
	A	B	C	X	Y
X	40%	30%	20%	-	10%
Y	30%	30%	20%	20%	-

Find the total overheads of production departments charging service departments costs to production departments on the simultaneous equation method.

6. Prepare a cost sheet from the following particulars:

Opening stock;	Rs.
Raw materials	2,00,000
Work in progress	60,000
Finished goods	5,000
Closing stock;	RS.
Raw materials	1,80,000
Work in progress	50,000
Finished goods	15,000

Purchase of materials	5,00,000
Direct wages	1,50,000
Selling expenses	20,000
Sales	8,00,000
Manufacturing expenses	1,00,000

7. The following transaction took place in respect of a materials item

Date	Receipts	Rate	Issue
Jan 1	200units	2.00	-
10	300 units	2.40	-
15	-	-	250
18	250 units	2.60	-
20	-	-	200

Prepare the stores ledger account using

- Simple average price method
- Weighted average price method.

8. Explain the time rate and piece rate wages.
9. Explain about ABC analysis.
10. Explain the time rate and piece rate wages.
11. Explain about ABC analysis.
12. Explain the objective of cost accounting?
13. What is material control? What are its objectives?
14. Describe the various methods of classifying cost.
15. What is meant by overhead? What are its various classifications?
16. Distinguish between financial accounting and cost accounting?
17. Explain the nature of cost accounting system?
18. Describe the various classification of overhead?
19. Explain the important types of cost accounting system?
20. Draw a proforma cost sheet for a transport company?
21. Distinguish between apportionment and absorption overhead?
22. State the objectives of preparing cost sheet.
23. Explain the important of cost accounting?
24. Explain the advantages and disadvantages of cost accounting?
25. What are the essentials of a good costing system?
26. Explain cost and profit centres?

27. Explain the methods of cost classification?
28. What are the objectives and essentials of material control?
29. What is the material control? What are its advantages?
30. What is EOQ? How is it computed?
31. Explain the any three methods of inventory control?
32. What do you mean by ABC analysis? What are its advantages?
33. Discuss the important system of pricing of material issues.
34. Explain any five methods of pricing of material issues
35. How do you treat defectives, scrap and spoilage in cost accounts?
36. What is labour turnover? How is it measured?
37. Explain the causes for labour turnover?
38. What is job evaluation? What are its benefits?
39. Define idle time? Explain the causes for idle time?
40. Compare and contrast Halsey and rowan plans.
41. What is machine hour rate? How is it computed?
42. Discuss the classification of indirect expenses?
43. Explain different kinds of overhead absorption rates.
44. Explain fixed and variable overhead with suitable examples.
45. From the following information, compute the machine hour rate in respect of machine.

Cost of machine	Rs.90,000
Freight installation	Rs.10,000
Effective working life	10 years
Working hours per year	2000
Repair charges	50% of depreciation
Power -10 units per hour	10 paise per unit
Lubricating oil	Rs.2 per day of 8 hours
Consumable stores	Rs.10 per day
Wages of operator	Rs.4 per day

46. Prepare a stores ledger account under weighted average price method.

Date	Purchased	Issues
Mar 1	Balance 1000 units @ Rs.70 p.u	-
3	2000 units @ Rs.80 p.u	-
5	-	500 units
10	-	100 units
15	200 units @ Rs.80 p.u	-

18	-	400units
20	Received back 25units out of the issue made on 5 th March	-
22	-	1500units
24	Returned to supplier 30 units out of the purchases made on 5 th march	-
25	1000units@Rs.75p.u	-
30	-	1000units

47. From the following data calculate labour turnover rate by using.

- Separation method
- Replacement method
- Flux method.

No. of workers at the beginning of the month 900 and at the end 1100.

During the month 10 workers left, 40persons were discharged and 150 workers were recruited in the vacancies of these leaving. While the rest were engaged for an expansion scheme.

48. The following information is supplied from the costing records of a company.

Rent	Rs.2000
Maintenance	Rs.1200
Depreciation	Rs.900
Lighting	Rs.200
Insurance	Rs.1000
Contribution to P.F	Rs.300
Power	Rs.1800

	Departments			
	A	B	C	D
Stock of goods	15,000	9,000	6,000	-
Floor space	150	110	90	50
Number of workers	24	16	12	8
Total direct wages	8,000	6,000	4,000	2,000
Cost of machinery	24,000	18,000	12,000	6,000

Prepare a state showing the apportionment of cost to various departments.

49. Compute the earnings of a worker under the:

- Time Rate Method
- Piece Rate Method
- Halsey Plan
- Rowan Plan

Information given:

Wage rate: Rs. 5 per hour

Dearness allowance: Re. 1 per hour

Standard hours: 80

Actual hours: 50 hours.

50. From the following particulars given below write up the stores ledger card adopting FIFO method.

2010 Jan 1 opening stock 1000 units @ Rs.26 each

Date	Purchased	Issued
5	500 units @ Rs.24.50 each	-
7	-	750units
10	1500 units @ Rs.24 each	-
12	-	1100units
15	1000 units @ Rs.25 each	-
17	-	500units
18	-	300units
25	1500 units @ Rs.26 each	-
29	-	1500units

51. Prepare stores ledger account under LIFO method

Jan 1 opening balances 100 units @ Rs.5 each

Date	purchased	Issued
5	500 units @ Rs.6 each	-
20	-	300units
Feb 5	-	200units
6	500 units @ Rs 5 each	-
March 10	-	300units
12	-	250units

52. From the following particulars you are required to prepare a statement a labour cost showing the cost per day.

(i) Monthly salary Rs.1350

(ii) Leave salary 5% salary

(iii) Employers contribution to P.F 8.5% of (a) and (b)

(iv) Employers contribution to state insurance 3% of (a) and (b)

(v) Pro-rata expenditure and amenities to labour RS.75 per head p.m.

(vi) Number of working hours in a month 200 (assume 8 hours a day).

COMPUTER APPLICATION IN BUSINESS (BBA54)

TWO MARKS:

- 1. Define information?**
- 2. Define technology?**
- 3. What is information?**
- 4. Define business?**
- 5. Differentiate data and information?**
- 6. What is indenting?**
- 7. What is ruler?**
- 8. What is work area?**
- 9. Define spell checking?**
- 10. What is word processor?**

11. What is document view?
12. How can you moving and resizing table?
13. Define bullets and numbering?
14. Define header and footer?
15. Define page orientation?
16. Write the different parts of Word window?
17. How will you save a file in MS WORD?
18. What is mail merge?
19. What is the command for insert clip art?
20. What are the auto correct options?
21. How can we number a list in MS WORD?
22. Write the different parts of Excel window?
23. How many rows and columns are in Excel spreadsheet?
24. Specify any four types of charts in Excel?
25. How will you save a file in MS EXCEL?
26. What is Worksheet?
27. Mention any two mathematical functions in Excel?
28. What is Workbook?
29. How would you start MS EXCEL?
30. Write the different parts of PowerPoint window?
31. How will you save a file in MS POWERPOINT?
32. How would you start MS POWERPOINT?
33. What is the shortcut for save option in MS WORD?
34. What is the shortcut for save option in MS EXCEL?
35. What is the shortcut for save option in MS POWERPOINT?
36. How to open on existing document in word?
37. What are the different views available in MS PowerPoint?
38. Define presentation?
39. What is template?
40. What is a function?
41. What is ruler?
42. How to insert sound in slide?
43. What is spreadsheet?
44. What is slide?
45. How you inserting and deleting slides?
46. Define ecommerce?
47. Define EDI?
48. Expand EDI?
49. What are smart cards?
50. List out types of ecommerce?

FIVE MARKS:

1. What are the prerequisites of information?
2. List out the advantages of technology?
3. What are the document views?
4. Explain about checking spelling and grammar?
5. Write short notes on find and replace?

6. Discuss the procedure to use bullets and numbering?
7. How to print word document with its options?
8. Explain the method of creating a new document in word?
9. Explain the various components of Ms Word document?
10. How to entering data in Ms Excel cells?
11. Explain about find and replace in cells?
12. Explain the various components of Ms Excel?
13. Explain the various components of Ms PowerPoint?
14. Explain about the different types of views in PowerPoint?
15. What are the different types of ecommerce?
16. What is EDI and explain how EDI works?
17. What are the benefits and limitations of EDI?
18. What are the advantages and disadvantages of ecommerce?

TEN MARKS:

1. What are the needs and components of information technology?
2. Explain the role of IT in business?
3. Explain about working with text?
4. Explain about working with tables in detail?
5. Explain about working with Worksheet in Ms Excel?
6. What is inserting charts? Explain the types of charts with diagram?
7. Explain about functions and formulas?
8. Explain about Designing presentation?
9. Explain about working with slide in MS PowerPoint?
10. What is smart card? Explain about smart cards application?

HUMAN RESOURCE MANAGEMENT (BEBA55A)

SECTION - A

48. Explain the concept of human resource management.
49. State the characteristics of human resource management.
50. Explain the objectives of human resource management.
51. Explain the importance of human resource management.
52. Explain the scope of management.
53. State the objectives of human resource planning.
54. What are the needs and importance of human resource planning?
55. State the levels of human resource planning.
56. Give the problems in human resource planning.
57. State the guidelines for effective human resource planning.

58. Explain the features of Recruitment.
59. What are the techniques used for Recruitment?
60. Explain the types of selection test.
61. Explain the types of interview.
62. Explain the limitations of interview.
63. State the guidelines for effective interviewing.
64. Explain the responsibilities of different parties concerned with QWL.
65. Discuss the principles of QWL.
66. Explain the characteristics of motivation.
67. Explain non-financial incentives and their importance.
68. Discuss Herzberg's theory of motivation.
69. Bring out the key points in William Ouchi's "Z" theory.
70. Explain the relationship between stress and performance.
71. Explain the different approaches to managing stress.
72. Explain the concept of performance appraisal.
73. State the objectives of performance appraisal.
74. Mention the importance of performance appraisal.
75. "Accurate appraisal of performance is very difficult". In the light of this statement discuss the problems in performance appraisal.
76. How can performance appraisal be made more effective? Discuss.
77. "Performance appraisal can be effective only when its goals are defined." Elucidate.
78. What do you understand by 360 degree appraisal? Point out the requirements of effective implementation of 360 degree appraisal programme in an MNC.
79. Why do both- Superiors and Subordinates- avoid performance appraisal? When appraising your subordinates what errors and biases might you make? Describe citing examples.
80. What specific benefits do you think the organization and the individual employee can expect to gain from the performance appraisal system in an organization and explain how?
81. "Performance appraisal is a waste of time". "Performance appraisal has positive impact on productivity". Comment on the above two statements.
82. Critically examine any three methods of performance appraisal. Discuss the role of performance appraisal system in an organization.
83. What are the main objectives of performance appraisal? Explain in brief the salient features of Behaviorally Anchored Rating scale method of performance appraisal.
84. (a). "Performance appraisal is an important issue for organizations". Explain.
(b). Explain the factors that can distort the results of performance evaluations.
85. What do you understand by training? Distinguish between training, education and development.
86. What are the objectives of employee training? Explain the need for training in modern industry.

87. Explain the benefits of training from the viewpoint of an enterprise and its employees.
88. How will you identify training needs of an organization? Describe the process of training.
89. What are the principles to be kept in mind while designing a sound employee training Programme?
90. Often managers are reluctant to spare their key employees for training/retraining. How can this problem overcome?
91. Discuss the importance of training. How can training needs of employees in an organization be identified?
92. What criteria would you use to evaluate a training programme?
93. Explain the strategies that may be used to evaluate training.
94. State the concept of training.

SECTION B

46. Briefly explain the functions of human resource management.
47. "Human resource management seeks to achieve personal and social goals" explain.
48. "HR functions play a vital role in the whole scheme of management of an industrial organization". Elucidate.
49. Briefly analyze the evolution of concept of HRM.
50. State the impediments to the progress of HRM.
51. Briefly explain the process of human resource planning.
52. Briefly explain the process of Recruitment.
53. Briefly analyze the sources of Recruitment.
54. Briefly explain the selection process.
55. Explain the various steps in interview process.
56. What is QWL? How will you measure it?
57. Explain the main dimensions of QWL.
58. Suggest measures for improving the QWL.
59. What is work life balance? How can it be achieved?
60. Explain the importance of motivation.
61. Discuss Maslow's Hierarchy of Needs.
62. Distinguish Theory "X" from Theory "Y".
63. Explain the personal and organizational factors that cause stress.
64. Explain in brief the traditional methods of performance appraisal. What are the weaknesses in these methods?
65. Describe the process of performance appraisal through MBO. In what ways such appraisal is an improvement over trait based appraisal?
66. Distinguish between performance appraisal and potential appraisal.
67. Explain briefly the Behaviorally Anchored Rating Scale as a method of performance appraisal.

68. Which method or methods would you recommend for appraising the performance of the following:
- (a) First line supervisor in a manufacturing plant?
 - (b) Police officer?
69. How do you explain the fact that often performance appraisal system is not received well by employees in many organizations? What do you suggest to make performance appraisal and effective management tool?
70. (a) There is often a feeling among employees that their performance is not evaluated objectively. Explain to what extent such feeling is correct.
- (b) What are your suggestions to improve the acceptability and utility of performance appraisal systems?
71. What steps would you keep in mind while conducting an appraisal interview?
72. "Performance appraisal is a waste of time".
"Performance appraisal has positive impact on productivity".
Comment on the above two statements.
73. Many managers describe performance appraisal as the responsibility which they like the least. Why is it so? Briefly explain the elements of performance appraisal system.
74. Describe the various steps in the process of managerial performance appraisal.
75. What are the major purposes of performance appraisal? Explain the steps that are involved in appraisal process.
76. What are the merits and demerits of using trait-based, behavior based and result based types of appraisals?
77. Explain in brief the performance appraisal process. Also compare Behaviourally Anchored Rating Scale and MBO as methods of performance appraisal.
78. Explain the various levels at which training can be evaluated.
79. What are the three levels at which training and development needs assessment can be made? Discuss briefly some of the methods available at the different levels.
80. Define training and explain the advantages of training to the employees and the organization.
81. Briefly explain how will you design a training programme.
82. Briefly analyze the methods and techniques of training.
83. Retraining is necessary due to changes in jobs, technology and the environment. Explain.
84. Briefly explain the concept and objectives of executive development.
85. Describe in brief the process of developing managers.
86. Differentiate between sensitivity training and role playing. How is role playing useful in management development?
87. Describe the merits and limitations of case study as a method of executive development.
88. What is sensitivity training? Describe its merits and demerits as a technique of executive development.
89. Explain the methods of executive development used in India.

90. What is executive development? What are its objectives? State its importance in the context of Indian conditions.

Explain the major executive training methods and propose a workable and valid executive training package for the middle level executives of a large organization.

E-BUSINESS (BSBA56)

TWO MARKS QUESTIONS:

- 1. What do you understand by e-business?**
- 2. What is network?**
- 3. What is wireless network?**
- 4. Define broadband?**
- 5. What is public key encryption?**
- 6. Define protocol?**
- 7. Define electronic data interchange?**
- 8. What is internet message access protocol?**
- 9. What is net banking?**
- 10. What is domain name system?**
- 11. What is digital signature?**
- 12. What is decryption?**
- 13. Expand EDI?**
- 14. What is encryption?**
- 15. Define WWW?**
- 16. Define POP?**
- 17. What is electronic cash?**
- 18. What is online payment?**
- 19. What is e-wallets?**
- 20. What is EFT?**
- 21. Define smart cards?**
- 22. What is a web hosting service?**
- 23. Define ecommerce?**
- 24. Name two pillars supporting framework of ecommerce?**
- 25. Define ISDN?**
- 26. List out services in ISDN?**
- 27. Expand ISDN?**
- 28. Expand POP, IMAP?**
- 29. Write the components of I-WAY?**
- 30. What is client server security?**
- 31. Expand HTML?**
- 32. Expand TCP/IP?**
- 33. Define LAN?**
- 34. Define MAN?**
- 35. Define WAN?**
- 36. Expand LAN, MAN, WAN?**
- 37. Define topology?**
- 38. What are the types of topology?**

39. Define star and bus topology?
40. What is web server?
41. List out some domain names?
42. Define HTTP?
43. Expand HTTP?
44. What is data communication?
45. What is private key encryption?
46. Define RSA?
47. Expand URL?
48. What is web page?
49. Define dial-up?
50. Define DES?
51. Expand OSI?
52. Define PGP?
53. Expand PGP?
54. Define secret key?
55. Define public key and private key?
56. Define SMTP?
57. Expand SMTP?
58. Define router?
59. Define packets?
60. Define internet?

FIVE MARKS QUESTIONS:

1. Compare traditional Vs e-business applications?
2. What is framework of ecommerce?
3. Explain about overview of communication network?
4. Explain about communication processor?
5. What is network? Explain types of network?
6. What is a protocol? Explain with its types?
7. Explain about digital signature?
8. Explain about encrypted document?
9. Explain about electronic data interchange?
10. Explain about internet application in business?
11. Explain about online payments?
12. Explain about payment cards?
13. Write short notes on POP and IMAP?
14. Explain about client-server network security?
15. Explain about dial-up in detail?
16. Explain about broadband in detail?
17. Explain about wireless network?
18. Explain about communication media with its types?
19. Explain about communication satellites with its types?
20. Write short notes on stored value cards?
21. Explain about domain name system with its types?
22. Explain about smart cards?
23. Explain about EDI application in business?

24. Explain about electronic wallets?

TEN MARKS QUESTIONS:

- 1. What are the major categories of ecommerce? Explain in detail?**
- 2. Explain about internet with six stages?**
- 3. Explain about architectural framework of ecommerce?**
- 4. Explain about OSI reference models?**
- 5. Explain about topology with its types in detail?**
- 6. Explain about network security and firewall?**
- 7. Explain about firewall and network security?**
- 8. Explain about data and message security?**
- 9. Explain about electronic payment system?**
- 10. Explain about Ecommerce and World Wide Web?**
- 11. Explain about internet technologies net banking and mobile?**
- 12. Explain about web hosting services with its types?**
- 13. Explain about web server with its types?**
- 14. Explain about ISDN with diagram?**
- 15. Explain about wireless internet access networks?**
- 16. Explain about digital cards in detail?**
- 17. Explain about advantages and disadvantages of LAN, WAN and MAN networks?**