

24. Co-operative banks functions _____.
- To develop the Co-operative movement in the district
 - To encourage rural entrepreneurship
 - High protection to domestic industry
 - None of the above
25. Overdraft is allowed for _____.
- Recurring Deposit
 - Saving Deposit
 - Current Deposit
 - Fixed Deposit
26. The other name for Hybrid Deposits _____.
- Fixed Deposit
 - Joint Account
 - Term Deposit
 - Flexi Deposits
27. _____ refers to the cause of loss or the contingency that may cause a loss.
- Peril
 - Risk
 - Uncertainty
 - Certainty
28. Scheduled bank and non-scheduled bank are the classification of _____.
- Commercial Bank
 - NABARD
 - Reserve Bank of India
 - Co-operative Bank
29. Dell's recall of laptop computers due to defective batteries. it is an example of _____ risk.
- Financial Risk
 - Strategic
 - Operational
 - Uncertainty
30. Life insurance act as protection as well as _____.
- Safety
 - Investment
 - Liquidity
 - Disinvestment
31. Cattle Insurance is a type of _____.
- General Insurance
 - Fire Insurance
 - Marine Insurance
 - Life Insurance
32. _____ is the consideration paid by the insured to insurance company.
- Instalment
 - Dividend
 - Premium
 - None of the above
33. Which software tools designed to assist risk manager?
- NEAT
 - RMIS
 - SPSS
 - iOS
34. Which committee was formed to reform insurance sector?
- Tandon Committee
 - Rangarajan
 - Malhotra Committee
 - Narasimham committee
35. Hypothecation is the mortgage of _____ property for securing loan.
- Movable
 - Land and Building
 - Immovable
 - Plant and Machinery

- Note: 1. All questions are Compulsory.**
2. Each question carries equal marks.
-

Q.1 Answer the following: (Any Two) [10 Marks]

- A. Explain plastic cards with types
- B. What are the main functions of bank?
- C. Explain the function of Commercial bank.
- D. Explain the role and function of Reserve Bank of India.

Q.2 Answer the following: (Any Two) [10 Marks]

- A. Explain the types of bank accounts
- B. Explain flexi deposit account.
- C. What is CRR? What is the difference between CRR and SCR?
- D. What are NBFCS? Explain in detail.

Q.3 Answer the following: (Any Two) [10 Marks]

- A. What is risk? What are different types of risk in business?
- B. Explain the method of handling risk.
- C. What are the basic principles of insurance?
- D. Explain the Nature of insurance.

Q.4 Answer the following: (Any Two) [10 Marks]

- A. Define Actuary. Explain the role of actuary in insurance.
- B. Explain the claim and settlement procedure under the fire insurance policy.
- C. What is IRDA? What are the objectives of IRDA?
- D. What are the duties and power of Authority

***ALL THE BEST ***

Instructions:

All Questions are compulsory.

Mixing of sub questions are not allowed.

Write in clear, legible writing.

SECTION I

[35 Marks]

1. Which is not correct about the Promissory Note?
 - a. It contains a conditional undertaking.
 - b. It contains the amount mentioned on it.
 - c. It is an instrument in writing.
 - d. It is signed by the maker.

2. For what period does the Vice-President of India hold office?
 - a. 5 years
 - b. Till the age of 65 years
 - c. 6 years
 - d. 2 years

3. How many Fundamental Rights have been provided by the Constitution of India?
 - a. 8
 - b. 9
 - c. 5
 - d. 6

4. How many fundamental duties are noticed in the Constitution of India?
 - a. Nine
 - b. Ten
 - c. Eight
 - d. Eleven

5. Habeas Corpus is associated with which of the given part of the Indian Constitution?
 - a. Preamble
 - b. Fundamental Rights
 - c. Directive Principles of State Policy
 - d. Fundamental Duties

6. What is the meaning of the term 'Liberty'?
 - a. Right to express anything
 - b. Right to go anywhere
 - c. Absence of restrictions
 - d. Presence of restrictions

7. Which article of the Indian Constitution deals with Fundamental Rights?
 - a. Article 351
 - b. Article 71
 - c. Article 12 – 35
 - d. Article 46 – 59

8. Which of the given Article of the Indian Constitution empowers the High court to issue writs?
 - a. Article 223
 - b. Article 229
 - c. Article 232
 - d. Article 226

9. The person making the proposal is called the and the person accepting the proposal is called :
 - a. Proposer/ Proposee
 - b. Promisee/ Promisor
 - c. Promisor/Promisee
 - d. Proposee/ Proposor

10. An agreement which is enforceable by law at the option of other or others is:

- a. A contract
- b. A voidable contract
- c. Void
- d. A void contract

11. The Indian Contract Act, 1872 which was enacted on 25 April, 1872 came into force with effect from:

- a. 1st May, 1872
- b. 1st September, 1872
- c. 1st October, 1872
- d. 1st November, 1872

12. Where a minor has entered into a contract for purchase of necessary items. In such cases:

- a. The minor is not personally liable.
- b. Minor's estates are liable to make good.
- c. Minor's guardian is liable.
- d. The minor is personally liable

13. A, being in debt to B, the money lender of his village, contracts a fresh loan on terms which appear to be unconscionable. This will be termed as:

- a. Fraud
- b. Coercion
- c. Undue influence
- d. Misrepresentation

14. The agreements which are in restraint of trade are;

- a. Valid
- b. Illegal
- c. Void
- d. Voidable

15. The consideration must be:

- a. Adequate
- b. Must be adequate
- c. Need not be adequate
- d. Substantially adequate

16. A wagering contract is whereas a contingent contract is..... :

- a. Void/valid
- b. Valid/void
- c. Valid/voidable
- d. Voidable/valid

17. An agreement in restraint of the marriage of a major persons is:

- a. Legal
- b. Illegal
- c. Void
- d. Voidable

18. What is the meaning of 'Quantum Meruit' :

- a. As much as saved
- b. As much as paid
- c. As much as retained
- d. As much as earned

19. The person who promises to make good the loss is called the:

- a. Creditor
- b. *Surety
- c. Indemnified
- d. Indemnifier

20. A contract of indemnity may be called as:

- a. Quasi contracts
- b. Contingent contracts
- c. Good contracts
- d. Legal Contract

21. A contract to perform the promise, or discharge the liability of a third person in case of his default is called as:
- | | |
|--------------------------|--------------------------|
| a. Contract of guarantee | c. Contract of bailment |
| b. Contract of agency | d. Contract of indemnity |
22. In a contract of indemnity there are:
- | | |
|------------------|-----------------|
| a. Two parties | c. Four parties |
| b. Three parties | d. Five Parties |
23. The person in respect of whose default the guarantee is given is called:
- | | |
|-----------------|-------------------------|
| a. The creditor | c. The principal debtor |
| b. The surety | d. The Debtor |
24. A guarantee which extend to a series of transactions is called:
- | | |
|-------------------------|---------------------------|
| a. Guarantee in series | c. Serial guarantee |
| b. Continuing guarantee | d. Step by step guarantee |
25. The Sale of Goods Act, 1930 came into force on
- | | |
|----------------------------|------------------------------|
| a. 1st day of july 1930 | c. 1st day of august 1930 |
| b. 1st day of january 1930 | d. 1st day of september 1930 |
26. The term 'Goods' in the Sale of Goods Act means
- | | |
|---|-----------------------------|
| a. subject matter of the contract of sale | c. ascertained goods only |
| b. specific goods only | d. unascertained goods only |
27. The goods which are to be produced by the seller after the contract of sale is made are known as
- | | |
|------------------------|----------------------|
| a. contingent goods | c. future goods |
| b. unascertained goods | d. ascertained goods |
28. In a Promissory Note, how many parties are involved:
- | | |
|--------|----------|
| a. One | c. Three |
| b. Two | d. Four |
29. When the day on which a promissory note or bill of exchange is at maturity is a public holiday, the instrument shall be deemed to be due:
- | | |
|--|---|
| a. On the same day. | c. On the next business day. |
| b. On the next preceding business day. | d. On the next succeeding business day. |
30. A negotiable instrument, dated 30th August, 2017, is made payable three months after date. What will be the maturity date:

- a. The instrument is at maturity on the 1 December, 2017.
- b. The instrument is at maturity on the 2nd December, 2017.
- c. The instrument is at maturity on the 3rd December, 2017.
- d. The instrument is at maturity on the 4 December, 2017.
31. A promissory note, bill of exchange or cheque drawn or made out of India and made payable in, or drawn upon any person resident in India shall be deemed to be:
- a. Incomplete instrument
- b. Inchoate instrument
- c. Foreign instrument
- d. Inland instrument
32. Who is entitled at the time of loss or destruction of a note, bill or cheque:
- a. Drawee
- b. Drawer
- c. Holder.
- d. Payee
33. Where an instrument may be construed either as a promissory note or bill of exchange:
- a. A void instrument
- b. A valid negotiable instrument
- c. It is called as ambiguous instrument
- d. It is called as unambiguous instrument
34. When the communication of a proposal is complete:
- a. When it do not comes to the knowledge of the person to whom it is made.
- b. When it comes to the knowledge of another person that some communication was made to the concerned person.
- c. When it comes to the knowledge of the person to whom it is not made.
- d. When it comes to the knowledge of the person to whom it is made.
35. Consent is defined as:
- a. Two or more persons are said to consent when they agree.
- b. Two or more persons are said to consent when they agree upon the same thing in the same sense.
- c. Two or more persons are said to consent when they understand the same thing.
- d. Two or more persons are said to consent when they agree upon the same thing.

SECTION II

[40 Marks]

- Note: 1. All questions are Compulsory.
2. Each question carries equal marks.
-

Q .1 Attempt Any Two questions. [10 Marks]

- Define Sources of Law and explain the various sources of law.
- Discuss the various Fundamental Rights as per the Constitution of India.
- Explain the Indian Legal System and give classification of courts in India.
- Discuss the important features of the Constitution of India.

Q .2 Attempt Any Two questions. [10 Marks]

- Define Contract. Discuss essentials of a valid contract.
- Write a note on Contract of Indemnity.
- Write short note on Contract of Indemnity.
- Write a note on Auction Sale.

Q .3 Attempt Any Two questions. [10 Marks]

- Dishonour of a Cheque.
- Define Promissory Notes and discuss its essentials.
- Define Negotiable Instrument and Cheque.
- Define Unpaid Seller. Explain rights of an unpaid seller against goods.

Q .4 Attempt Any Two questions [10 Marks]

- What are the offences under Information Technology Act, 2000?
- What is meant by Digital Signature? Explain the procedure for obtaining the same under the Information Technology Act, 2000
- Explain 'E- Contracts' under Information Technology Act, 2000 in brief.
- Discuss the role and importance of Information Technology in Business.

ALL THE BEST

Max Time: 2 1/2 hrs.

Max Marks: 75

FA II

26/04/22

Instructions:

All Questions are compulsory.

Write in clear, legible writing.

Fin. Accounting-II

SECTION I**[35 Marks]****Q.I Answer the following Multiple choice questions.**

1. When the shares are issued for the first time by the company to the public it is called?
 - a) Bonus issue
 - b) Right issue
 - c) Initial public issue
 - d) General issue
2. When shares are forfeited the shareholder?
 - a) Relieved of his duties
 - b) gets the benefits soon after the forfeiture
 - c) name will be removed from the register of members
 - d) no effect
3. Issue of bonus shares can otherwise be called as:
 - a) Redemption of Shares
 - b) Capitalisation of Profit
 - c) Public issue
 - d) Redemption of Bond
4. Capital redemption reserve can be utilized for _____
 - a) Paying dividend
 - b) issues of bonus shares
 - c) set-off against losses
 - d) write off fictitious balance
5. Further issue of same shares of same kind is not permissible after buyback within a period of:
 - a) 8 Months
 - b) 6 months
 - c) 10 months
 - d) 12 months
6. Average profit is Rs.19, 167 and normal profit is Rs.10, 000. The super profit is _____
 - a) Rs.9, 167
 - b) Rs.19, 167
 - c) Rs.10, 000
 - d) Rs.29, 167
7. Rate of profit estimated or expected on capital employed.
 - a) Super profit
 - b) Average profit
 - c) Normal rate of return
 - d) Normal Profit
8. Which method does not consider the time value of money?
 - a) Net present Value
 - b) Internal rate of Return

27. When pref. shares are redeemed out of profits, the amount equal to nominal value of shares redeemed should be transferred to
- a) Capital Reserve Account
b) Sinking Fund Account
c) General Reserve Account
d) Capital Redemption Reserve Account
28. Which of the following has the highest cost of capital?
- a) Loans
b) Equity Share
c) Bonds
d) Preference Shares
29. Super Profit Method is used in the valuation of _____
- a) Floating Assets
b) Current Assets
c) Fixed Assets
d) Goodwill
30. Maximum buy back in a year can be _____.
- a) 10%
b) 25%
c) 30 %
d) 40%
31. Extra amount over and above the saleable values of the identifiable assets that could be fetched by selling an existing firm as a going concern.
- a) Goodwill
b) Bonus
c) Super profit
d) Revaluation surplus
32. The issue of debentures is regulated by _____.
- a) SEBI
b) Controller of Capital issues
c) RBI
d) Finance Department
33. When the purchase consideration is given directly by stating the amount to be paid by the purchasing company to the shareholders of the vendor company?
- a) Net payment method
b) Net asset method
c) Lump sum payment method
d) Share exchange method
34. At the time of retirement of partner goodwill is adjusted to existing partner in the :
- a) Profit sharing ratio
b) Capital ratio
c) Ratio of sacrifice made by the partner
d) In the ratio of gain made by each partner
35. Precise value of goodwill is known only
- a) By average profit method
b) By super profit method
c) By annuity method
d) When business is sold as a whole by negotiation

SECTION II**[40 Marks]**

Q.1 Sandwich, Pizza and Burger are partners in a firm. Sharing profit and loss in the ratio 5:2:1. The partnership deed provides that in the event of retirement or death of a partner goodwill is to be valued as three years purchase of weighted average of future maintainable profits over a period of three years (the weight being four for the immediate year after the event, three for the next year, two for the third year and one for the last year) in excess of 12.5% of capital employed in the business at the time of retirement.

On 31st December 2010 Pizza retired the balance sheet of the firm was as follows:

Liabilities	Amount	Assets	Amount
<u>Capital A/C:</u> Sandwich	700000	Fixed Assets	500000
Pizza	350000	Net current Assets	800000
Burger	250000		
Total	1,300,000	Total	1,300,000

Sales during the year ended 31st December 2010 totaled Rs. 1 crore and were at gross margin of 10%. The expenses amount to 30% of gross profit. It is expected that sales will increase at 20% cumulative rate of growth every year. Gross profit margin percentage being reduced to 9% the expenses would continue to be 30% of gross profit. Calculate goodwill which is to be credited to Pizza.

OR**[10M]**

Q.2 Dr. Daroowala is a senior medical practitioner. Due to his old age he invites Dr. Batliwala his son newly qualified doctor as partner with 60% share in future profit from 01/01/2013. Dr. Daroowala desire to find value of Goodwill to be recorded from Dr. Batliwala.

Goodwill should be valued at two years purchase of average expenses super earnings of next three years. He gives following information, his gross fees last three years 2013 –Rs. 1200000 2014- 15, 20,000 and 2015- Rs. 16, 80,000.

After admission of Dr. Batliwala, Dr. Daroowala will not attend clinic regularly. Due to this the gross fees will be reduced by Rs. 4, 80,000 in 2016. However thereafter increase will be @ Rs. 100000 per annum for year 2017 onwards.

Staff salaries in past three years were Rs. 400000, 4,80,000 and Rs. 600000. In 2016 the expected expenditure for this year will be Rs. 700000. Thereafter increase will be @ 20% previous year. Present clinic expenses are the Rs. 80,000 per annum. This will increase by 50% in 2016 and remain unchanged thereafter. Normal net earnings are considered at Rs. 250000. Ascertain amount of goodwill by Dr. Batliwala to Dr. Daroowala.

Q.3 The following is the balance sheet of Zobox Ltd. as on 31st March 2016. [10M]

Particulars	Amount	Particulars	Amount
Share capital		Fixed Assets	
25,000 10% cumulative redeemable preference shares of Rs. 100 each	25,00,000	Cost 80,00,000 Less : Depreciation 20,00,000	60,00,000
(Issued on 1 st March 2005 as fully paid shares and redeemed at premium of 10% on 28/02/2015)		Current Assets Loans and Advances	7500000
5,00,000 equity shares of Rs.10 each	50,00,000		
Secured loan: Industrial credit and investment corporation of India Ltd. 12% loan secured by a cheque of fixed assets	25,00,000	Profit and loss Account as per balance sheet 30,00,000	
		Less: profit during 25,00,000 the year	5,00,000
Current liabilities and provision	40,00,000		
	1,40,00,000		1,40,00,000

OR

Q.4 A Company buys back 50000 shares of Rs. 10 each at Rs. 25 per share. The reserves of the company are as follows: [10M]

Securities premium Rs. 15, 00,000
General Reserve Rs. 20, 00,000
Profit & Loss A/c Rs. 3, 00,000

For liquidity the company also sold investment costing Rs. 10, 00,000 at 5% profit. Pass the necessary entries in the books of the company for the above.

The following is the Balance sheet of Joyti Ltd. as on 31st March 2016

Particulars	Amount	Amount
[A] Equity and Liabilities:		
(1) Shareholders funds:		
Share capital	50,00,000	
Reserves and surplus	75,00,000	1,25,00,000
(2) Non current Liabilities		
Long term Borrowings		85,00,000
(3) Current Liabilities		
Short term Borrowings		30,00,000
Total		2,40,00,000
[B] Assets		
(1) Non current Assets		
Fixed Assets	80,00,000	
Non Current Investments	10,00,000	90,00,000
(2) Current Assets		
Total		2,40,00,000

Notes forming part of financial statements.

Particulars	Amount
Share capital : Issued, subscribed and paid up	
50,000 equity shares of Rs. 100 each	50,00,000
Total share capital	50,00,000
Reserves and surplus	
Securities premium	10,00,000
General reserve	60,00,000
Profit and loss A/c	5,00,000
Total	75,00,000

The directors wish to buy back 10,000 equity shares at a premium of Rs. 150 per share. Ascertain whether the various limits laid down by the companies Act 2013 are complied with.

Q .5 Pass necessary Journal Entries for the following: [10M]

- Jeevan Ltd. Redeemed 2000 Preference shares of Rs. 100 each by converting into Equity shares issued at par Rs. 10 each
- Vikas Ltd. redeemed 5000 Preference shares of Rs. 100 each by converting into Equity shares of Rs. 10 each issued at 25% premium.
- Manic Ltd. redeemed 19000 Preference shares of Rs. 10 each by converting into Equity shares issued at 5% discount
- Ganesh Ltd. Issued 20,000 Redeemed Preference shares of Rs. 10 each at premium of Rs. 350 per shares by converting into Equity shares of rs. 10 each issued at 10% discount.

OR

Q .6 Explain different types of debentures? [10M]

Q .7 Pass necessary Journal Entries for the following: [10M]

- Sun Ltd. Redeemed 1, 00,000 Preference shares of Rs. 100 each by converting them into equity shares issued at par at Rs. 10 each
- Moon Ltd. Redeemed 55000 Preference shares of Rs. 100 each by converting them into equity shares of Rs. 10 each issued at 10% premium.
- Mars Ltd. Redeemed 180,000 preference shares of Rs. 10 each by converting them into equity shares of Rs. 10 each issued at 10% discount
- Earth Ltd. Redeemed 2, 00,000 preference shares of Rs. 10 each at a premium of Rs. 3.50 per share by converting them into equity shares of Rs. 10 each issued at 10% discount.
- Satum Ltd. Redeemed 1, 00,000 preference shares of Rs. 10 each at a premium of Rs. 2.50 converted into 12% Debentures at Par.

OR

Q .8 Attempt Any Two Short Notes: [10M]

- Types of Debentures
- Significance of Shares
- Importance of Buy Back of Shares
- Different types of Preference Shares

ALL THE BEST

FYBBI/ Paper/ Subject Code:

Business Communication II.

- N.B. 1. All the questions are compulsory
2. Figures in right indicate full marks

Q. P. Code:
Time: 02 hours 30 minutes
75 Marks

SECTION A

Q.1. A. Multiple Choice Question-Attempt all 35 (1 Mark each)

35 Marks

- 1) Presentation is an _____.
a) Culture b) Management c) Art d) Individual activity
- 2) Before or while working on the content the presenter should identify the type and maturity level of the _____.
a) Audience b) Organization c) Firm d) Corporate
- 3) _____ is a question and answer session.
a) Group Discussion b) Conference c) Interview d) Meeting
- 4) _____ Interview is where there are single interviewer and multiple interviewees.
a) Panel b) Group c) Individual d) Exit
- 5) _____ Interview is conducted, during retirement/ voluntarily retirement/ or for employee who have resigned.
a) Group b) Appraisal c) Stress d) Exit
- 6) Identify the full form of WASP in an Interview.
a) Welcome, Acquire, Structured, Plan c) Welcome, Acquire, Supply, Parting
b) We, Acquire, Structured, Plan d) Welcome, All, Surrounding, Play
- 7) A _____ ended question, is a question in presence of options.
a) Close b) Filter c) Open d) Semi Structured
- 8) A _____ meeting is conducted once in the life time of public limited company.
a) Annual General b) Statutory c) Extra Ordinary General d) Board of Directors
- 9) _____ Meeting is organized to deal with urgent matters.
a) Extra Ordinary General b) Annual General c) Statutory d) Board of Directors
- i0) A Notice is a _____ invitation send to the members to attend a formal meeting.
a) Formal b) Informal c) Casual d) Semi Casual
- ii) _____ is the minimum number of members to be present in the meeting, to consider the meeting as a valid one.
a) Quorum b) Proxy c) Minutes d) Resolution
- 12) A _____ is a substitute person who has been authorized to attend the meeting, in absence of an actual member,
a) Proxy b) Motion c) Quorum d) Resolution

- 13) A Motion once passed in the meeting becomes a _____.
 a) Agenda b) Resolution c) Quorum d) Proxy
- 14) _____ is derived from the word 'Confer', means to discuss.
 a) Conference b) Group Discussion c) Meeting d) Public Relation
- 15) _____ are experts, invited to be a part of the Conference.
 a) Interviewer b) Public Relation Officer c) Delegate d) Interviewee
- 16) _____ is a type of conference, which is semi-formal in nature and gives more importance to casual gathering.
 a) Round Table Conference b) Symposium c) Workshop d) Seminar
- 17) A _____ is where participants are allowed to present their papers.
 a) Symposium b) Workshop c) Round Table Conference d) Seminar
- 18) A _____ Conference is planned when there are limited number of participants.
 a) Seminar b) Round Table c) Symposium d) Virtual
- 19) Under Audio Conference emphasis is _____.
 a) Only on Oral Communication c) Verbal and Non Verbal
 b) Written and Oral d) Written and Body Language
- 20) Organization maintaining relation with _____, is termed as External Public Relation.
 a) Customer b) Worker c) Employee d) Staff
- 21) _____ Management is where an organization deals with danger, unexpected situation.
 a) Public Relation b) Human Resource c) Inventory d) Crisis
- 22) _____ Letter is written in absence of advertisement.
 a) Unsolicited b) Casual c) Informal d) Solicited
- 23) A _____ letter is drafted, with the purpose of seeking information.
 a) Sales b) Credit c) Inquiry d) Order
- 24) A _____ letter is drafted when a customer is not satisfied either with purchase of goods or on services provided, or on wrong/ defective delivery of goods.
 a) Inquiry b) Credit c) Grievance d) Status to an Inquiry
- 25) _____ Attitude means, the writer should feel, imagine, how a reader will react reading the content and accordingly draft.
 a) I b) You c) We d) They
- 26) Jargon is a _____ term.
 a) Simple b) Technical c) Casual d) General

- 27) Complete Block form of letter writing is also known as _____.
- a) Semi Block b) Modified Block c) Hanging d) Full
- 28) Sales Letter is a combination of _____ and _____.
- a) Oral and Visual Display c) Written and Visual Display
b) Written and Body Language d) Oral and Body Language
- 29) Identify the full form of AIDA in Sales Letter.
- a) Actual, Interest, Desire, Attention c) Attention, Involve, Desire, Action
b) Attention, Interest, Desire, Action d) Actual, Involve, Desire, Attention
- 30) Identify the full form of FBP (Under Consumer Guidance Grievance).
- a) Fair Business Practices c) First Business Practices
b) False Business Practices d) Fellow Business Practices
- 31) The District Forum has jurisdiction to entertain complaints where the value of goods or services and the compensation, if any does not exceed rupees _____.
- a) Five Lakhs c) Twenty Five Lakhs
b) b) Twenty Lakhs d) Twenty Thousand
- 32) The _____ can entertain complaints up to the amount of twenty lakhs.
- a) National Commission c) State Commission
b) b) District d) Public Limited Company
- 33) RTI Act stands for
- a) Reserve To Information c) Right To Information
b) Repeat To Information d) Reverse to Information
- 34) Under RTI Act the designation, PIO stands for
- a) Private Information Officer c) Professional Investigation Officer
b) Personal Investigation Officer d) Public information Officer
- 35) _____ Report based on investigation, which can either be submitted at regular intervals (periodically) or on special request (based on urgency/ need).
- a) Periodic or Special b) Informative c) Interpretative d) Individual

SECTION B

- Q.2. Attempt any 2 (5 Marks each)** **10 Marks**
- a) Short note on Presentation.
 - b) Explain Principles of Effective Presentation
 - c) Distinguish between OHP and LED
 - d) Discuss the Guidelines for an Effective Presentation.
- Q.3. Attempt any 2 (5 Marks each)** **10 Marks**
- a) Short note on Group Discussion.
 - b) Advantages and Disadvantages on Interview.
 - c) Short note on Video Conference.
 - d) Short note on Public Relation.
- Q.4. Attempt any 2 (5 Marks each)** **10 Marks**
- a) What is Business Correspondence? Explain the Essentials of Business Correspondence?
 - b) Explain Credit Letters? Support your answer with relevant examples?
 - c) Discuss the Guidelines for drafting a Sales Letter?
 - d) Short note on National Commission.
- Q.5. Attempt any 2 (5 Marks each)** **10 Marks**
- a) State the meaning of Report? Discuss the purpose of Report Writing?
 - b) Performa of Report.
 - c) Short note on Summarisation.
 - d) Discuss the guidelines for effective Summarisation.

Max Time: 2.5 hrs

Max Marks:75

FC-2

Instructions:

- 1) All questions are compulsory.
- 2) Mixing of sub questions are not allowed.
- 3) Write in clear, legible, writing.

SECTION I

Answer the below given MCQs:

[35M]

- 1 The term _____ refers to freedom to business enterprises from excessive government control.

a) privatization	b) liberalization
c) globalization	d) disinvestment
- 2 Human rights are derived from the principle of _____ law.

a) government	b) natural
c) judicial	d) human
- 3 _____ is the abiotic and biotic elements that surround humans.

a) Ecology	b) Environment
c) Ecosystem	d) Geology
- 4 The _____ stressors are also called as job-related stressors.

a) organizational	b) group
c) individual	d) environmental
- 5 _____ helps to develop the power of concentration.

a) Physical exercise	b) Meditation
c) Time Management	d) Social support
- 6 The term _____ implies reduction in the role of public sector and increase in the role of private sector in business and non-business activities.

a) Privatization	b) Liberalization
c) Globalization	d) Disinvestment
- 7 _____ rights aim at personal good of an individual as well as that of the community.

a) Fundamental	b) Natural
c) Enforced	d) Religious
- 8 An ecosystem is a _____ environment consisting of all the living and non-living organisms in a particular area.

a) geographical	b) sociological
c) political	d) biological
- 9 _____ arises when goal directed behavior is blocked or thwarted.

a) Stress	b) Anger
c) Frustration	d) Violence
- 10 _____ means forming close association with trusted friends and co-workers.

a) Networking	b) Biofeedback
c) Social support	d) Relaxation

- 24 The area near the surface of the earth can be divided into _____ interconnect geo-spheres.
 a) three
 b) four
 c) five
 d) six
- 25 _____ provide moral principles and rules of good conduct to be followed by individuals in a society.
 a) Values
 b) Behaviour
 c) Ethics
 d) Prejudice
- 26 The _____ needs lie at the highest level of the hierarchy of Maslow's Need Theory.
 a) physiological
 b) social
 c) esteem
 d) self-actualisation
- 27 _____ is working with farmers by corporate firms and sharing the rewards.
 a) Contract farming
 b) Corporate farming
 c) Government farming
 d) Private farming
- 28 _____ are expressive and try to criticize someone or the other irrespective of the issue of conflict resolution.
 a) Concealers
 b) Attackers
 c) Addressers
 d) Confronters
- 29 As per the New Industrial Policy, 1991, licensing is required only in _____ industries.
 a) five
 b) six
 c) seven
 d) eight
- 30 The National Rights Theory first germinated in _____ Theory of Ethics as the basis for politics.
 a) Grotius
 b) Locke
 c) Hobbes
 d) Dr. Ambedkar
- 31 _____ empowers the citizens to move a court of law in case of any denial of the fundamental rights.
 a) Right to Constitution Remedies
 b) Right to Freedom of Religion
 c) Right against Exploitation
 d) Right to Equality
- 32 The _____ is a layer of gasses surrounding our planet.
 a) lithosphere
 b) hydrosphere
 c) biosphere
 d) atmosphere
- 33 _____ implies a preconceived and unreasonable judgement or opinion, usually an unfavourable one, arising out of fear, hatred or suspicion.
 a) Values
 b) Behaviour
 c) Ethics
 d) Prejudice
- 34 As per the New Industrial Policy, 1991, at present, there are only _____ industries reserved for public sector.
 a) three
 b) four
 c) five
 d) six
- 35 Abolition of _____ is provided under Article 17 of the Indian Constitution.
 a) Caste
 b) Child labour
 c) Untouchability
 d) class

SECTION II

[40M]

(Attempt any five Questions)

- Q1. Causes and Effects of Migration. (8 marks)
- Q2. Globalisation and Changes in Agrarian Sector (8 marks)
- Q3. Explain the concept of human rights?Elaborate its characteristics. (8 marks)
- Q4. What are fundamental rights?Explain its significance. (8 marks)
- Q5. Explain the Causes of environmental degradation. (8 marks)
- Q6. Discuss the impact of environmental degradation on human life. (8 marks)
- Q7. Discuss the meaning and causes of conflict. (8 marks)
- Q8. Explain the Significance of values in Individual Development. (8 marks)
- Q9. Elaborate on Maslows Theory of Self-actualisation. (8 marks)
- Q10.What are the different methods of coping with stress? (8 marks)

(4)

c) Reasoning

d) Intelligence

9. Interpersonal intelligence is also known as _____.

a) Social intelligence

c) Kinesthetic intelligence

b) Spatial intelligence

d) Spiritual Intelligence

10. The acceptable standard of behavior within a group that are shared by group members are called as _____.

a) Role

c) Norms

b) Identify

d) value

11. The _____ has a large hidden area.

a) Turtle

c) Interviewer

b) Blabbermouth

d) Respondents

12. _____ use computer technology to tie together the members and achieve the common goal.

a) Virtual

c) Online

b) Digital

d) Internet

13. _____ skills encompasses the ability to apply specialized knowledge or expertise.

a) Interpersonal

c) Technical

b) Soft

d) Personal

14. A group that is neither formally structured nor organizationally determined but appears in response to the need for social contact is called as _____ group.

a) Command

c) Task

b) Informal

d) Formal

15. According to Herzberg' theory when _____ factors are adequate, people will not be dissatisfied.

a) Motivators

c) Hygiene

b) Primary

d) Secondary

16. Spiritual intelligence is popularized by _____.

a) Goleman

c) Zohar

b) Herzbeg

d) Binet

17. _____ are mini-cultures within an organization.

a) Sub-cultures

c) Weak cultures

b) Dominant cultures

d) Good Cultures

18. A _____ type of a culture exists in organizations that are

facing a hard time and fighting for survival.

- a) Academy
- b) Club
- c) Fortress
- d) organization

19. _____ is a key process in adapting employee to the organizations culture

- a) Socialization
- b) Culturization
- c) Orientation
- d) Economization

20. In _____ strategy the participant is more concerned with others outcomes than ones own outcomes.

- a) Smoothing
- b) Forcing
- c) Avoiding
- d) Supporting

21. A person suffering from _____ experiences physical and emotional exhaustion.

- a) Burnout
- b) Aggression
- c) Apathy
- d) Regression

22. Individual experiences _____ when their drive toward a desired goal is blocked.

- a) Stress
- b) Frustration
- c) Angriness
- d) Depression

23. _____ certifies organization for using high quality and standardized processes, systems and products

- a) ISO 8000
- b) ISO 14000
- c) ISO 16000
- d) ISO 9000

24. The use of power at the heart of _____ model

- a) Custodial
- b) Autocratic
- c) Collegial
- d) Supportive

25. In _____ stage old ideas and practices are cast aside so that the new ones can be learned.

- a) Unfreezing
- b) Freezing
- c) Cold
- d) Humid

26. _____ need include drive to become what we are capable of becoming; includes growth, achieving our potential and self-fulfillment.

- a) Esteem
- b) Self-actualization
- c) Safety needs
- d) Actualization

27. The stress of a monotonous and routine job can be reduced by _____.

- a) Job Enlargement
b) Job Enrichment
- c) Job Relaxation
d) Job Description
28. _____ leaders initiate bold strategic changes to position the organization for the future .
- a) Transferred
b) Transmission
- c) Transformational
d) Transactional
29. Under _____, managers believe employees inherently dislike work and must therefore be directed or even coerced into performing it.
- a) Theory x
b) Theory y
- c) Theory z
d) Theory xy
30. Emotional intelligence was popularized by _____
- a) Goleman
b) Zohar
- c) Binet
d) Herzberg
31. Teams established for a specific project and for a specific time only are known as _____ teams.
- a) Temporary
b) small
- c) permanent
d) large
32. In _____ strategy individual physically and mentally withdraws from the conflict.
- a) Avoiding
b) Forcing
- c) Integrating
d) Supporting
33. _____ is the process of expressing thoughts and feelings while asking for what one wants in an appropriate way.
- a) Leadership
b) Motivation
- c) Assertiveness
d) Controlling
34. The _____ is an aggressive and dominating strategy aimed at achieving ones personal goals at the expense of others
- a) Compromising
b) Forcing
- c) Avoiding
d) Controlling
35. _____ kind of resistance to change is a product of a challenge to group interests, norms, and values.
- a) Logical
b) Sociological
- c) Psychological
d) Physiological

SECTION II

[40 Marks]

- Note: 1. All questions are Compulsory.**
2. Each question carries equal marks.
-

Q .1 Attempt Any Two questions. [10 Marks]

- Describe Theory X and Theory Y of motivation?
- Discuss the four model of organizational behavior?
- Elucidate on the limitation of organizational behavior?
- Describe Job characteristics model?

Q .2 Attempt Any Two questions. [10 Marks]

- Describe how a team can be created?
- What is emotional intelligence? Explain it?
- Why does social loafing occur?
- Define a group? What are the different types of groups.

Q .3 Attempt Any Two questions. [10 Marks]

- Define a conflict. What are the sources of conflict?
- Describe the sources of stress?
- State the functions of a leader.
- State the benefits of organizational development?

Q .4 Write Any Two short note on: [10 Marks]

- Time Management
- Burnout
- Skills for team building
- Johari window

ALL THE BEST

Instructions :-

30/4/2022

- 1) All questions are compulsory.
- 2) Attempt both the Sections I and II.
- 3) Use of non-programmable calculator is allowed.

SECTION I

Q.1 -CHOOSE THE CORRECT ALTERNATIVES FROM THE FOLLOWING (35)

- 1)NDP
a) GNP=Depreciation b) NNP-Depreciation c) GDP-Depreciation d) none of these
- 2)Infrastructure facilities consist of _____
a) Railways b) Inflation c) income d) real come
- 3) The difference between the merchandise exports and imports is called _____
a) trade deficit b) budgetary deficit c) fiscal deficit d) fiscal profit
- 4)The difference between all possible receipts (revenue and capitals) and all expenditures (revenue and capitals) is called the _____
a) trade deficit b) trade profit c) trade revenue d) trade balance
- 5)The sum of borrowings (internal and external) and other liabilities and the budgetary deficit
a) primary deficit b) Fiscal deficit c) Central deficit d) fiscal profit
- 6)If a, b, c are in continued proportion then b is not _____
a) then harmonic mean of a, c b) the mean proportional c) \sqrt{ac} d) the geometric mean a,c
- 7)A ratio is equivalent to 3:7 is _____
a) 3:9 b) 6:14 c) 9:14 d) 1:7
- 8)If a : b : c=3:4:7 then the ratio (a +b +c) is equal to _____
a) 2 : 1 b) 7:3 c) 14:3 d) 1:2
- 9)The systematic risk is the risk _____ the market risk
a) related to b) independent of c) that is double of d) none of these
- 10)Return is calculated as total gain divided by _____ as %
a) selling price b) purchase price c) discounted price d) return price
- 11)The first systematic theory of portfolio management was put forth by____
a) Minkowski b) Markowitz c) Sherit d) Sharpe

12) The value of a determinant with two identical rows is
a) one b) zero c) 1 d) none of these

13) The duplicate ratio of 5:2 is _____
a) 10:4 b) 25:4 c) 7:2 d) 7:4

14) The Sub-triplicate ratio of 1:27 is _____
a) 17:1 b) 3:81 c) 1:9 d) 1:3

15) The inverse ratio of 2:3 is _____
a) 3:2 b) 1:6 c) 6:1 d) none of these

16) A Matrix with all elements of value zero is called _____
a) identity Matrix b) square matrix c) null matrix d) none of these

17) The matrix is obtained from a given matrix by interchanging rows and columns is called _____
a) negative matrix b) transpose matrix c) unit matrix d) none of these

18) A Row matrix is of order
a) $1 \times n$ b) $n \times 1$ c) $n \times n$ d) none of these

19) A square matrix whose determinant is zero is called a _____ matrix
a) triangular b) singular c) non-singular d) zero

20) If transpose of a matrix is same as the matrix it is called
a) symmetric matrix b) Scalar matrix c) identity matrix d) none of these

21) If determinant $A=0$ then A is _____
a) zero matrix b) singular matrix c) non-singular matrix d) unit matrix

22) When there are more than 2 decision variables in a L.P.P then we need to use the _____ method to solve it.
a) Simplex b) Complex c) duplex d) none of these

23) In simplex method we try to get _____ in the pivot element place and _____ in all other places in the pivot column
a) one zeroes b) zeroes, ones c) one, ones) zero, zeroes

24) The variables X_1, X_2, \dots, X_N in a L.P.P are called _____ variables
a) B is non-singular matrix b) A is inverse of B c) both a and b d) none of these

25) The Inverse of a non-singular matrix can be obtained by
a) elementary row transformation b) ad-joint method c) both a and b d) none of these

26) If we accept H_0 when H_0 is actually false then we are committing _____ error.
a) Type I b) type II c) neither d) none of these

27) A hypothesis stating that there is no difference between the statistic calculated from the sample and the population parameter assumed is called the _____ hypothesis

- a) alternate b) null c) neutral d) non-significance

28) In graphical solution the feasible solution is any solution to a LP which satisfy _____

- a) only objective function b) non negative restrictions c) only constraint d) none of all the three

29) In simplex method the intersecting elements of key row and the key element is known as _____ element

- a) key b) non-key c) initial d) none of these

30) Linear programming forms the basic foundation for an important of mathematics and Statistics called _____

- a) Linear Research b) Operations Research c) Computer Programming d) none of these

31) The linear function z which is to be minimized or maximized in a L.P.P then is called _____ constraints

- a) decision variable b) objective function c) optimum function d) logical function

32) The hypothesis rejecting the null hypothesis is called the _____

- a) alternate b) null c) neutral d) non-significance

33) If we reject when H_0 is actually true then we are committing _____ error

- a) Type I b) Type II c) positive c) both

34) If the critical region is located in both the sides of sampling distribution of test statistic the test is _____.

- a) one tailed b) two tailed c) right tailed d) left tailed

35) In the process of testing a statistician starts with a hypothesis called _____ hypothesis

- a) Alternate b) level of significance c) null d) none of these

SECTION II

Q.2:

Attempt any two.

(10)

- A. Explain Critical Region
- B. Explain level of significance of a Test
- C. Explain duality in simplex method
- D. Explain in brief Post Optimality Analysis in linear programming

Q.3

Attempt any two.

(10)

A. If $A = \begin{pmatrix} 1 & -1 \\ -2 & 2 \end{pmatrix}$ find $A^2 - 3A$.

B. If $A = \begin{pmatrix} 9 & 1 \\ 4 & 3 \end{pmatrix}$ $B = \begin{pmatrix} 1 & 5 \\ 7 & 13 \end{pmatrix}$ find matrix such that $3A + 5B + 2X = 0$

C. Solve the following equations in using matrix inversion method
 $2x + 3y = 5$, $6x - 2y = 4$

D. Write a note on Singular Matrix

Q.4

Attempt any two

(10)

A. Explain briefly the concept of variations, inverse variations and joint variations

B. An agent charged 7% commission on sales and thus earned rs.3780. find the value of the sales

C. Find three positive numbers in the ratio 3:5:2 such that the sum of their squares is equal to 2432

D. If 28 marbles are sold for rs.126 what amount would be charged for 34 marbles

Q.5

Attempt any two

(10)

A) Explain the concept of the debt ratio

B) Explain Nominal GDP and real GDP

C) Explain expected returns from a security

D) Explain Systematic and Unsystematic risk

□□□□□□□□□□