

N-0011

Sub. Code

200311B

**B.B.A. DEGREE EXAMINATION,
MAY 2021 & DECEMBER 2021
ONLINE PROGRAMME EXAMINATIONS**

First Semester

Part - I : COMMUNICATION SKILLS - I

(CBCS - 2020 onwards)

Time : 2 Hours

Maximum : 75 Marks

Part A

(33 × 1 = 33)

Answer **all** questions.

1. Communication is a non-stop _____.
(a) paper (b) programme
(c) plan (d) process
2. Communication is sharing and understanding of _____
(a) Ideas (b) Concepts
(c) Meaning (d) Words
3. The most powerful barrier of communication in the class is _____.
(a) Noise in the classroom
(b) Confusion on the part of the teacher
(c) More outside disturbance in the class room
(d) Lack of teaching aids

4. An example of psychological noise is _____.
- (a) Feeling hungry
 - (b) A humming air conditioner unit
 - (c) A speaker using complex terms
 - (d) A lawn mower
5. Interpersonal communication occurs only when _____.
- (a) a person exchanges idea with another one as a unique individual
 - (b) a large number of people are communicating with each other at the same time
 - (c) only friends are talking
 - (d) none of the above
6. Which of the following is also termed as mediated communication?
- (a) Interpersonal communication
 - (b) Intra personal communication
 - (c) Mass communication
 - (d) Group communication
7. Which of these must be avoided by a speech?
- (a) Interest
 - (b) Gesture
 - (c) Eye contact
 - (d) Illogical sounds
8. The speech process begins with the selection of a _____
- (a) symbol
 - (b) message
 - (c) sender
 - (d) receiver

9. One way to improve your communication skill is to _____
- (a) ask question and think about how other people feel
 - (b) think about how you are feeling
 - (c) answer questions
 - (d) never stop talking
10. Effective communication will make the receivers _____.
- (a) enjoy it
 - (b) accept it
 - (c) pass it on to others
 - (d) think about it
11. What are the three key elements of a written communication?
- (a) body language, tone of voice and attitude
 - (b) font, size and signature
 - (c) structure, style and content
 - (d) a pen, a paper and words
12. Which is not an advantage of written communication?
- (a) it is suitable for long distance communication and repetitive standing orders
 - (b) it takes much more time to compose a message in writing
 - (c) it creates permanent record of evidence
 - (d) it can be sent to many persons at a time

13. Every sentence has two essential parts a _____ and a _____.
- (a) clause and predicate
 - (b) subject and phrase
 - (c) subject and predicate
 - (d) subject and clause
14. _____ can be used to show the omission of a verb in sentence.
- (a) Comma
 - (b) Colon
 - (c) Full stop
 - (d) The hyphen
15. Which of these is not a type of essay?
- (a) Narrative essay
 - (b) Descriptive essay
 - (c) Argumentative essay
 - (d) Personal essay
16. _____ is necessary for writing.
- (a) Planning
 - (b) Time
 - (c) Place
 - (d) None
17. Curriculum Vitae is a word of which language?
- (a) Latin
 - (b) German
 - (c) French
 - (d) English
18. How many pages of CV _____.
- (a) multiple Pages
 - (b) one page
 - (c) three pages
 - (d) four pages

19. Horizontal communication flows through _____.
- (a) face-to-face discussion
 - (b) telephonic talk
 - (c) periodical meeting
 - (d) all the above
20. _____ means the position in which you hold your body when standing or sitting.
- (a) Gestures (b) Postures
 - (c) Paralanguage (d) Proxemics
21. A report given by a secretary to the marketing director may be called as _____.
- (a) oral (b) formal
 - (c) informal (d) personal
22. Press reports refer to _____.
- (a) oral communication
 - (b) reports in newspaper
 - (c) reports through letters
 - (d) written communication
23. A concise and accurate record of the proceedings at the meeting is called
- (a) invoice (b) resolution
 - (c) minutes (d) agenda
24. The procedure of calling a meeting is determined by _____
- (a) creditors (b) court
 - (c) shareholders (d) board of Directors

25. A group discussion is _____
- (a) communication of ideas
 - (b) constructive and cooperative
 - (c) both (a) and (b)
 - (d) none
26. Which of the following must be avoided by a candidate in a group discussion?
- (a) Speaking fast
 - (b) Speaking facts
 - (c) Speaking with precision
 - (d) All of the above
27. A good presenter should _____.
- (a) speak louder
 - (b) dress well
 - (c) be handsome
 - (d) manage the time
28. Which of these is a positive or good facial expression?
- (a) Wrinkled forehead
 - (b) Starting harsh
 - (c) Looking away from the speaker
 - (d) Nodding while listening
29. Encoding is important to _____.
- (a) encourage feedback
 - (b) illuminate noise
 - (c) produce messages
 - (d) ensure decoding of messages

30. One of the most important communication skills is _____
- (a) active listening
 - (b) objective listening
 - (c) passive learning
 - (d) inactive listening
31. The message may be misinterpreted because of _____.
- (a) barriers (b) distractions
 - (c) distortions (d) noise
32. In Communication, connotative words are
- (a) explicit (b) simple
 - (c) abstract (d) cultural
33. In which of these situation can you say 'Hai'?
- (a) When you meet your teacher in class
 - (b) When you meet a senior
 - (c) When you meet your sister at home
 - (d) When you meet at your friends at a shop

Part B

(7 × 6 = 42)

Answer **all** questions by choosing either (a) or (b).

34. (a) What are the channels of communication and its attributes?

Or

- (b) Briefly explain mechanical barriers and physical barriers with example.

35. (a) Oral communication skills form an important part of your personality – Elucidate.

Or

(b) What are the eight steps of preparing a speech?

36. (a) Enumerate any four principles of effective communication.

Or

(b) Write four advantages of written communication.

37. (a) What are the characteristics of an effective sentence?

Or

(b) What is essay writing? What are the types of essay writing?

38. (a) Write an application and Curriculum Vitae for the post of reporter in any news channel.

Or

(b) Illustrate non-verbal communication and its types.

39. (a) List out the characteristics of a good report.

Or

(b) What is a report? Why is report writing essential to modern business?

40. (a) Elucidate the different formats of group discussion.

Or

(b) Define Meeting. Bring out the procedures followed in the meeting.

N-0016

Sub. Code

200324

**B.B.A. DEGREE EXAMINATION,
MAY 2021 & DECEMBER 2021**

ONLINE PROGRAMME EXAMINATIONS

Second Semester

COST ACCOUNTING

(CBCS – 2020 onwards)

Time : 2 Hours

Maximum : 75 Marks

Part A

(33 × 1 = 33)

Answer **all** questions.

1. Basic objective of Cost Accounting is _____.
 - (a) Tax Compliance
 - (b) Financial Audit
 - (c) Cost ascertainment
 - (d) Profit Analysis

2. Process costing is Suitable for _____.
 - (a) Hospitals
 - (b) Oil reefing firms
 - (c) Transport firms
 - (d) Brick Laying firms

3. The main objective of cost accounting is to provide information to the management for _____.
- (a) Planning (b) Policy-Making
(c) Design- Making (d) None of these
4. Overhead cost of operating a machine may be absorbed by using _____.
- (a) Rate per second of operating the machine
(b) Rate per minute of operating the machine
(c) Rate per hour of operating the machine
(d) Either (a) or (b)
5. Which one out of the following is not an inventory valuation method?
- (a) FIFO
(b) LIFO
(c) Weighted Average
(d) EoQ analysis
6. Overhead refers to
- (a) Direct or Prime cost
(b) All Indirect costs
(c) Only factory indirect costs
(d) Only indirect expenses
7. In reconciliation statement expenses shown only in financial accounts are _____.
- (a) Added to financial profit
(b) Added to costing profit
(c) Ignored
(d) Deducted from financial profit

8. Cash budget of ABC Ltd. Forewarns of a short-term surplus. Which of the following would be appropriate action to be taken in such a situation?
- (a) Purchase new fixed assets
 - (b) Repay long-term loans
 - (c) Write off preliminary expenses
 - (d) Pay creditors early to obtain a cash discount
9. Contract costing is not used in one of the following industries
- (a) Ship building
 - (b) Civil construction
 - (c) Automobiles
 - (d) Construction of Bridges
10. Standard costing is a technique of
- (a) Planning business activities
 - (b) Cost of control
 - (c) Staffing
 - (d) Motivating
11. The difference between actual cost and standard cost is known as
- (a) Profit (b) Loss
 - (c) Standard cost (d) Variance
12. Cost variance is the difference between
- (a) The standard cost and marginal cost
 - (b) The standards cost and budgeted cost
 - (c) The standards cost and the actual cost
 - (d) The standards of profit is loss account

13. The need of reconciliation arises in _____ accounting system.
- (a) Integral system
 - (b) Non integral system
 - (c) Identical system
 - (d) Variable system
14. Using Equation method, BEP is calculated as
- (a) Sales = variable expenses + Fixed expenses + Profit
 - (b) Sales = Variable expenses + Fixed expenses – Profit
 - (c) Sales = Variable expenses – Fixed expenses + Profit
 - (d) None of the above
15. Given selling price is Rs. 20 per unit, variable cost is Rs.16 per unit contribution is
- (a) Rs. 1.25 Per unit
 - (b) Rs. 4 Per unit
 - (c) Rs. 0.8 Per unit
 - (d) Rs. 0.05 Per unit
16. Cost classification can be done in
- (a) Two ways
 - (b) Three ways
 - (c) Five ways
 - (d) Several ways
17. If fixed costs decrease while variable cost per unit remains constant, the new B.E.P in relation to the old B.E.P will be
- (a) Lower
 - (b) Higher
 - (c) Unchanged
 - (d) Indeterminate

18. Which of the following is usually a long-term budget?
- (a) Fixed budget
 - (b) Cash budget
 - (c) Sales budget
 - (d) Capital expenditure budget
19. The budget which is prepared first of all is _____.
- (a) Master budget
 - (b) Cash budget
 - (c) Budget for Key factor
 - (d) Flexible budget
20. A flexible budget is prepared for a
- (a) One level of activity
 - (b) Range of activity
 - (c) Two level of activity
 - (d) Three level of activity
21. Safety stock + EOQ is equal to
- (a) Average inventory
 - (b) Normal maximum inventory
 - (c) Absolute maximum inventory
 - (d) Order point
22. The name for an order size that minimizes inventory ordering and carrying costs is
- (a) Order point
 - (b) Safety point
 - (c) EQO
 - (d) EOQ

23. Bin card is also known as
- (a) Stores ledger
 - (b) Material bill
 - (c) Stock card
 - (d) Production cost
24. An abnormal gain in a process occurs in which of the following situations?
- (a) When actual losses are greater than the normal loss level
 - (b) When costs are reduced through increased machine speed
 - (c) When actual losses are less than the normal level
 - (d) When the process output is greater than planned
25. The loss incurred on an incomplete contract is transferred to _____ account.
- (a) Costing profit and loss account
 - (b) Profit and loss account
 - (c) Trading account
 - (d) Deferred to next year
26. Contract costing is not used in one of the following industries
- (a) Ship building
 - (b) Civil construction
 - (c) Automobiles
 - (d) Constructions of bridges
27. A contract is generally of _____ duration.
- (a) Long
 - (b) Small
 - (c) Average
 - (d) Very small

28. Unit cost is equal to
- (a) Input-Abnormal Loss
 - (b) Input-Normal Loss
 - (c) Input-Abnormal Gains
 - (d) Output-Loss
29. Cost per unit of a product is influenced by _____ cost
- (a) Material
 - (b) Labour
 - (c) Product
 - (d) Selling
30. Opening inventory Rs. 3,500 closing inventory Rs. 1,500, cost of goods sold Rs. 22,000. What is the amount of purchase?
- (a) Rs. 20,000
 - (b) Rs. 24000
 - (c) Rs. 27,000
 - (d) Rs. 17,000
31. Sales budget is an example of
- (a) Expenditure budget
 - (b) Functional budget
 - (c) Capital budget
 - (d) Master budget
32. Statutory cost audit are applicable only to _____.
- (a) Firm
 - (b) Company
 - (c) Individual
 - (d) Society
33. In 'make or buy' decision, it is profitable to buy from outside only when the supplier's price is below the firm's own _____.
- (a) Fixed cost
 - (b) Variable cost
 - (c) Total cost
 - (d) Prime cost

Part B

(7 × 6 = 42)

Answer **all** questions choosing either (a) or (b).

34. (a) Define costing and what are the objectives and limitations of cost accounting.

Or

- (b) A pharmaceutical company is having annual demand of its medicine 9,000 units for the production of units, company has to bear setting up and order processing cost of Rs. 220. Cost of manufacturing on unit is Rs. 1,250 cost of carrying is 10% per annum. Calculate Economic order quantity.

35. (a) Explain the methods of valuing material issues.

Or

- (b) Explain in briefly the various types of overheads.

36. (a) What is job costing? Enumerate its uniqueness. How does job costing differ from process costing?

Or

- (b) State the features of contract costing.

37. Short notes on :

- (a) (i) Normal wastage
(ii) Abnormal wastage
(iii) Process costing.

Or

- (b) Explain the methods of apportionment of joint cost.

38. (a) A factory produces two products 'A' and 'B' from a single process the joint processing costs during a particular month are:

Direct material Rs. 30,000

Direct labour Rs. 9,600

Variable overheads Rs. 12,000

Fixed overheads Rs. 32,000

Sales: A-100 units @ Rs. 600 per unit

B-120 units @ Rs. 200 per unit

- I. Apportion joint cost on the basis of
- (A) Physical Quantity of each product.
 - (B) Contribution margin method
- II. Determine profit or loss under both the methods.

Or

- (b) Elucidate the methods of costing.

39. (a) What do you mean by budgeting control? Enumerate the essentials of effective budgeting control system.

Or

- (b) How does budgetary control differ from standard costing?

40. (a) Enumerate the different type of standards.

Or

(b) What is meant by BEP? How do you compute it?
Explain the applications of BEP in business.

N-0012

Sub. Code

200313

**B.B.A. DEGREE EXAMINATION,
MAY 2021 & DECEMBER 2021**

ONLINE PROGRAMME EXAMINATIONS

First Semester

PRINCIPLES OF ECONOMICS

(CBCS – 2020 onwards)

Time : 2 Hours

Maximum : 75 Marks

Part A

(33 × 1 = 33)

Answer **all** questions.

1. _____ is known as father of economics
 - (a) Marshal
 - (b) Robins
 - (c) Adam smith
 - (d) A C Pigou

2. Business Economics is also known as _____
 - (a) Managerial Economics
 - (b) Economics for Executives
 - (c) Economic analysis for business decisions
 - (d) All the above

3. If the income elasticity of demand is that one, the good is a
 - (a) Necessity
 - (b) Luxury
 - (c) Substitute
 - (d) Complement

4. "A rupee tomorrow is worth less than a rupee today" relates to
- (a) Opportunity cost principle
 - (b) Discounting principle
 - (c) Equi-marginal principle
 - (d) None of these
5. Two goods that are used jointly to provide satisfaction are called
- (a) Inferior goods
 - (b) Normal goods
 - (c) Complementary goods
 - (d) Substitute goods
6. Which of the following is not a survey method of demand forecasting?
- (a) Consumer interview method
 - (b) Expert opinion method
 - (c) Barometric method
 - (d) Collective opinion method
7. In which production function, the degree of homogeneity is always one
- (a) Cobb douglas production function
 - (b) Homogeneous production function
 - (c) Linear homogeneous production function
 - (d) None of these
8. Product differentiation is an important feature of
- (a) Perfect competition
 - (b) Monopolistic competition
 - (c) Monopoly
 - (d) None of these

9. A recession is:
- (a) A period of declining unemployment.
 - (b) A period of declining prices
 - (c) A period during which aggregate output declines
 - (d) A period of very rapidly declining prices.
10. Opportunity cost means
- (a) The accounting cost minus the marginal benefit
 - (b) The highest-valued alternative forgone
 - (c) The monetary costs of an activity
 - (d) The accounting cost minus the marginal cost
11. The market with a single producer
- (a) Perfect competition
 - (b) Monopolistic competition
 - (c) Oligopoly
 - (d) Monopoly
12. In business cycle concept, the period of “long wave is of;
- (a) 25 years (b) 50 years
 - (c) 100 years (d) 200 years
13. The utility may be defined as:
- (a) The desire for a commodity
 - (b) The usefulness of a commodity
 - (c) The necessity of a commodity
 - (d) The power of a commodity to satisfy wants
14. Marginal utility curve of a given consumer is also his:
- (a) Indifference curve
 - (b) Total utility curve
 - (c) Demand curve
 - (d) Supply curve

15. The real business cycle theory is most closely related to
- (a) Keynesian theory
 - (b) Monetarist theory
 - (c) The classical theory
 - (d) The new Keynesian theory
16. When marginal product reaches its maximum, what can be said of total product?
- (a) total product must be at its maximum
 - (b) total product starts to decline even if marginal product is positive
 - (c) total product is increasing if marginal product is still positive
 - (d) total product levels off
17. If a more efficient technology was discovered by a firm, there would be:
- (a) an upward shift in the AVC curve.
 - (b) an upward shift in the AFC curve.
 - (c) a downward shift in the AFC curve.
 - (d) a downward shift in the MC curve.
18. A firm encountering economies of scale over some range of output will have a:
- (a) rising long-run average cost curve.
 - (b) falling long-run average cost curve.
 - (c) constant long-run average cost Curve.
 - (d) rising, then falling, then rising long-run average cost curve

19. The larger the diameter of a natural gas pipeline, the lower is the average total cost of transmitting 1,000 cubic feet of gas 1,000 miles. This is an example of:
- (a) economies of scale.
 - (b) normative economies
 - (c) diminishing marginal returns.
 - (d) an increasing marginal product of labour
20. Economies and diseconomies of scale explain why the:
- (a) short-run average fixed cost curve declines so long as output increases.
 - (b) marginal cost curve must intersect the minimum point of the firm's average total cost curve.
 - (c) long-run average total cost curve is typically U-shaped.
 - (d) short-run average variable cost curve is U-shaped
21. The effect on sales of an increase in price is a decrease in:
- (a) the quantity demanded
 - (b) demand
 - (c) supply
 - (d) the quantity supplied
22. Firms under perfectly competitive markets generally are
- (a) Price makers (b) Price givers
 - (c) Price taker (d) None of these
23. The architect of the theory of monopolistic competition
- (a) Rosenstein Roden (b) JR Hicks
 - (c) Karl Marx (d) Chamberlin

24. A cost that has already been committed and cannot be recovered known as:
- (a) Sunk cost
 - (b) Total cost
 - (c) Full cost
 - (d) Variable cost
25. _____ is situation of severely falling prices and lowest level of economic activities
- (a) Boom
 - (b) Recovery
 - (c) Recession
 - (d) Depression
26. A graph indicating different combination of inputs with different level of output is called
- (a) Iso-cost map
 - (b) BEP map
 - (c) Input-output map
 - (d) Iso-quant map
27. Purposes of Short-term Demand forecasting doesn't includes;
- (a) MAKING a suitable production policy.
 - (b) To reduce the cost of purchasing raw materials and to control inventory
 - (c) Deciding suitable price policy
 - (d) Planning of a new unit or expansion of existing unit
28. The proportionate change in the quantity demanded of a commodity in response to change in the price of another related commodity is called
- (a) Price elasticity
 - (b) Related elasticity
 - (c) Cross elasticity
 - (d) Income elasticity
29. Psychological pricing is also called as;
- (a) Penetration pricing
 - (b) Skimming pricing
 - (c) Odd pricing
 - (d) None of these

30. Which one of the following is not a reason for adopting penetration price strategy?
- (a) Product has high price elasticity in the initial stage
 - (b) The product is accepted by large number of customers
 - (c) Economies of large-scale production available to firm
 - (d) When the buyers are not able to compare the value and utility
31. Car and petrol are
- (a) Complimentary goods
 - (b) Substitute goods
 - (c) Supplementary goods
 - (d) Reserve goods
32. _____ means the total receipts from sales divided by the number of unit sold.
- (a) Average revenue (b) Total revenue
 - (c) Marginal revenue (d) Incremental revenue
33. Product differentiation is the important feature of
- (a) monopoly
 - (b) perfect competition
 - (c) monopolistic competition
 - (d) monophony

Part B

(7 × 6 = 42)

Answer **all** questions, by choosing either (a) or (b).

34. (a) Discuss the nature and Scope of Managerial Economics.
- Or
- (b) Distinguish between Micro and Macro Economics.

35. (a) Explain the Law of Diminishing Marginal Utility.

Or

(b) Explain law of Demand. Bring out its importance and exceptions.

36. (a) Explain Law of Returns to Scale (Long Analysis).

Or

(b) Explain Economics and Diseconomies of Scale.

37. (a) Elucidate the managerial uses of production function.

Or

(b) Explain the conditions of competitive equilibrium . What are the strengths and limitations of competitive equilibrium?

38. (a) Explain Liquidity Preference Theory. Enumerate the uniqueness and limitations of this theory.

Or

(b) Describe the different forms of market. Enumerate its Characteristics.

39. (a) Explain briefly about the strategic behaviour of the firms. Elaborate the different types of strategy.

Or

(b) What is investment analysis? Discuss the techniques of evaluation of investment.

40. (a) What is inflation? Describe the factor influencing inflation? How do you control it?

Or

(b) What do you mean by national income? Discuss the methods of measuring national income.

N-0013

Sub. Code

200314

**B.B.A. DEGREE EXAMINATION,
MAY 2021 & DECEMBER 2021**

ONLINE PROGRAMME EXAMINATIONS

First Semester

FINANCIAL ACCOUNTING

(CBCS – 2020 onwards)

Time : 2 Hours

Maximum : 75 Marks

Part A

(33 × 1 = 33)

Answer **all** questions.

1. _____ is a specialized branch of accounting that keeps track of a company's financial transactions.
 - (a) Cost accounting
 - (b) Management accounting
 - (c) Financial Accounting
 - (d) Corporate accounting

2. _____ are the basis of the business's financial accounting.
 - (a) Accounting records
 - (b) Bookkeeping
 - (c) Sales Volume
 - (d) Both (a) and (b)

3. Financial accounting provides accounting information to the _____ though the information is useful for internal purposes also.
- (a) external users
 - (b) internal users
 - (c) company
 - (d) competitors
4. The term management accounting was first coined in
- (a) 1950 (b) 1945
 - (c) 1955 (d) 1960
5. The purpose of management accounting is to
- (a) Help banks make decisions
 - (b) Past orientation
 - (c) Help investors make decision
 - (d) Help managers make decisions
6. Accounting provides data or information on
- (a) Income and cost for the managers
 - (b) Financial conditions of the institutions
 - (c) Company's tax liability for a particular year
 - (d) All the above
7. Long term assets without any physical existence but, possessing a value are called
- (a) Intangible assets
 - (b) Fixed assets
 - (c) Current assets
 - (d) Investments

8. The assets that can be easily converted into cash within a short period, i.e.. 1 year or less are known as
- (a) Current assets
 - (b) Fixed assets
 - (c) Intangible assets
 - (d) Investments
9. Copyrights, Patents and Trademarks are examples of
- (a) Current assets
 - (b) Fixed assets
 - (c) Intangible assets
 - (d) Investments
10. The correct order of process of establishing the standards, is
- (a) Decision about types of standards to be used, Study of technical details, Study of existing costing system
 - (b) Study of existing costing system, Study of technical details, Decision about types of standards to be used
 - (c) Study of technical details, Study of existing costing system, Decision about types of standards to be used
 - (d) None of the above
11. Management accounting assists the management
- (a) In planning, direction and control
 - (b) Only in planning
 - (c) Only in direction
 - (d) Only in control

12. Which of the following are tools of management accounting?
- (A) Standard costing
 - (B) Decision accounting
 - (C) Human Resources Accounting
 - (D) Budgetary control
- (a) (A), (C) and (D)
- (b) (A), (B) and (D)
- (c) (A), (B), (C), (D)
- (d) (A), (B) and (C)
13. The concept of management accounting was coined by?
- (a) R.N. Anthony
 - (b) J. Batty
 - (c) James H. Bliss
 - (d) American Accounting Association
14. An accounting approach, in which the expected benefits exceed the expected cost is classified as
- (a) cost-benefit approach
 - (b) benefit approach
 - (c) cost approach
 - (d) accounting approach
15. Decisions regarding usage of material, kind and changes in plant processing are a part of
- (a) help management
 - (b) future management
 - (c) cost management
 - (d) past management

16. The process of recording transactions in different journals is called
- (a) Posting
 - (b) Entry making
 - (c) Adjusting
 - (d) Journalizing
17. Gross profit is
- (a) Cost of goods sold + Opening stock
 - (b) Sales – Cost of goods sold
 - (c) Sales – Purchases
 - (d) Net profit – Expenses
18. Net profit is calculated in which of the following account?
- (a) Profit and loss account
 - (b) Balance sheet
 - (c) Trial balance
 - (d) Trading account
19. Discounts received are
- (a) Buyer of goods granted discount by seller
 - (b) Deducted when we receive cash
 - (c) Given by us when we sell goods on credit
 - (d) None of these
20. Which of these is not a part of the double entry system?
- (a) Joint bank account
 - (b) Memorandum account
 - (c) Joint venture account
 - (d) Joint venture with co-venturer account

21. Goods sold to sethi for Rs.640 was recorded in his account as Rs.460. In the rectifying entry, sethi's account will be debited with:
- (a) 180
 - (b) 460
 - (c) 640
 - (d) 1,100
22. Joint venture is a
- (a) Personal A/C
 - (b) Nominal A/C
 - (c) Real A/C
 - (d) Memorandum A/C
23. A trial balance shows
- (a) Only credit balance
 - (b) Only debit balance
 - (c) Both debit and credit balance
 - (d) Either debit or credit balance
24. Balance sheet is prepared to know _____.
- (a) Financial performance
 - (b) Financial position
 - (c) Liabilities position
 - (d) Assets position
25. Wages and salary account is shows in
- (a) Trading account
 - (b) Profit and loss account
 - (c) Balance sheet
 - (d) Trading account and balance sheet

26. Partnership is a _____.
- (a) Increases individual risk
 - (b) Decreases individual risk
 - (c) Does not involve and individual risk
 - (d) Own risk
27. Limited Liability Partnerships came into existence in India after the enactment of
- (a) Indian Partnership Act, 1932
 - (b) Limited Liability Partnership Act, 1932
 - (c) Limited Liability partnership Act, 2008
 - (d) Indian companies Act, 2013
28. Any change in the relationship of existing partners which results in an end of the existing agreement and enforces making of new agreement is called:
- (a) Revaluation of partnership
 - (b) Reconstitution of partnership
 - (c) Realisation of partnership
 - (d) None of the above
29. Goodwill appears in a Company's Balance Sheet under
- (a) Current Assets
 - (b) Non-Current Assets
 - (c) Long-term Provisions
 - (d) Long-term Borrowing

30. Which of the following statement is correct?
- (a) The amount of Goodwill or Capital Reserve is found out in the books of purchasing company only
 - (b) The amount of Goodwill or Capital Reserve is found out in the books of vendor company Only
 - (c) $\text{Goodwill} = \text{Net Assets} - \text{Purchase price}$
 - (d) The face value of shares of purchasing company will be taken in to account while calculating purchase consideration
31. Hitanshi Ltd.'s purchase consideration is Rs.12,345 and Net Assets Rs.3,568, then _____.
- (a) Goodwill Rs. 8,777
 - (b) Capital Reserve Rs. 8,777
 - (c) Goodwill Rs. 15,913
 - (d) Capital Reserve Rs. 9,013
32. After getting minimum subscription of shares, the company has to allot shares with in _____ days.
- (a) 90
 - (b) 100
 - (c) 110
 - (d) 120
33. If the minimum subscription is not received by the company, then the refund of application money should be made within _____ days.
- (a) 7
 - (b) 9
 - (c) 10
 - (d) 22

Part B

(7 × 6 = 42)

Answer **all** questions, by choosing either (a) or (b).

34. (a) Distinguish between Trial balance and Balance Sheet.

Or

- (b) What is Subsidiary book? Explain the different types of subsidiary book.

35. (a) What is BRS? How do you prepare this statement?

Or

- (b) On 31.12.2010 the Sundry Debtors of a trader stood at Rs.10,000. Of this Rs.500 was considered to be bad and so was required to be written off. It was further desired to maintain a provision of 5% as reserve for bad debts. Show the entries in journal, ledger, profit and loss account and the balance sheet relating to the provision.

36. (a) Write the shorts notes on
(i) Joint venture account
(ii) Bills of exchange
(iii) Drawing's account.

Or

- (b) Distinguish between Receipts and Payments account and Income and Expenditure account.

37. (a) "Draw up a proforma balance sheet of a company showing all the major heads as per statutory order.

Or

- (b) Elucidate briefly the concepts of accounting.

38. (a) From the following information ascertain opening stock on 1.1.2000.

Purchases made during Rs. 2,50,000

Sales made during Rs. 3,25,000

Stock on 31.12.2000 Rs. 60,000

Wages Rs. 3,000

Rate of gross profit on cost 25%

Or

- (b) From the following trial balance prepares profit and loss account and balance sheet.

Trial balance (31 12.2010)	Debit (Rs.)	Credit (Rs.)
Capital		1,00,000
Drawing	18,000	
Building	15,000	
Furniture	7,500	
Motor van	25,000	
Loan from Mr. Hari		15,000
Interest paid	900	
Sales		1,00,000
Purchases	75,000	
Opening stock	25,000	
General expenses	15,000	
Wages	2,000	
Insurance	1,000	
Commission received		7,500
Sundry debtors	28,100	
Cash at bank	20,000	
Sundry creditors		10,000
Total	<u>2,32,500</u>	<u>2,32,500</u>

Value of closing stock as on 31.12.2010 Rs.32,000.

39. (a) What is realisation account? How do you prepare it?

Or

(b) What is goodwill? Give accounting entries of Goodwill at the time of admission and retirement of partners.

40. (a) "Depreciation is a process of allocation and not of valuation". Comment.

Or

(b) Give specimen for the preparation of final accounts of banking company.

N-0014

Sub. Code

200321B

**B.B.A. DEGREE EXAMINATION,
MAY 2021 & DECEMBER 2021**

ONLINE PROGRAMME EXAMINATIONS

Second Semester

Part I — COMMUNICATION SKILLS – II

(CBCS – 2020 onwards)

Time : 2 Hours

Maximum : 75 Marks

Part A

(33 × 1 = 33)

Answer **all** questions.

1. The communication process receiver
 - (a) is a channel
 - (b) decodes a message
 - (c) is the person who encodes an idea
 - (d) responsible for message interference
2. A _____ may be defined as any group of symbols that can be structured in a way that is meaningful to another person.
 - (a) code
 - (b) communication
 - (c) message
 - (d) structure
3. What are the two terms used in the communication process?
 - (a) code and content
 - (b) objective and subjective
 - (c) soft skills and hard skills
 - (d) Stimulus and response

4. The stimulus is
- (a) a change in the environment that causes a reaction
 - (b) a reaction to a change in surroundings
 - (c) process in which organisms grow larger
 - (d) the centre of cell
5. To be a good communicator, you should look into the _____ of people when you talk to them.
- (a) Lips
 - (b) Forehead
 - (c) Eyes
 - (d) Face
6. Don't give up _____ to be an effective communicator.
- (a) practice
 - (b) listening
 - (c) reading
 - (d) writing
7. The speaker should not forget to _____ the audience at the end of their conversation.
- (a) welcome
 - (b) thank
 - (c) clap
 - (d) count
8. While talking to the audience the speaker should hide their _____
- (a) purse
 - (b) phone
 - (c) fear
 - (d) notes
9. _____ is the branch of linguistics that deals with the sounds of speech and their production, combination, description and representation by written symbols.
- (a) Syntax
 - (b) Morphology
 - (c) Phonetics
 - (d) Neurology

10. _____ consists of one vowel sound either alone or with or more consonants sounds proceeding or following it.
- (a) Phoneme (b) Phonology
(c) Syllable (d) Syntax
11. The two skills required to take notes effectively are
- (a) writing fluently, using conjunctions
(b) using symbols and abbreviations instead of words
(c) re-writing a text, using your own words
(d) writing legibly with correct punctuation
12. An exercise, where words are left out of a shorter passage and the pupil must fill in the blanks with suitable words based on her reading, assesses her ability to
- (a) comprehend (b) use new words
(c) summarize (d) spell words
13. How can teachers respond to or correct students writing in ways that are effective?
- (a) Correcting every error in the essay
(b) Writing detailed comments in the margin
(c) Offering encouraging and summary remarks
(d) Locating patterns of error and suggesting improvement
14. Use of grammar, punctuation and spelling pertains to
- (a) text production while writing
(b) formal speech
(c) listening to a lecture
(d) informal conversation

15. How many words a person can think in a minute?
(a) 150 (b) 200
(c) 300 (d) 400
16. The listener assesses the information when they are _____
(a) responding (b) evaluating
(c) understanding (d) remembering
17. Which of the following is the third step of listening?
(a) Stop talking (b) Receiving
(c) Interpreting (d) Responding
18. _____ is the last step of listening process.
(a) Stop talking (b) Receiving
(c) Interpreting (d) Responding
19. Which of the following strategies help you to improve your conversations?
(a) a quick delivery (b) never summarise
(c) not using visuals (d) clarify your objective
20. 'Two girls talking over a phone' is an example of
(a) interpersonal communication
(b) written communication
(c) small group communication
(d) public communication
21. _____ of a presentation is the most important part.
(a) Beginning (b) Middle
(c) End (d) none of the above

22. A speaker looks into the eyes of the audience
(a) confident (b) rude
(c) impolite (d) impatient
23. One who delivers a message is a
(a) sender (b) receiver
(c) communication (d) listener
24. The following are non-verbal communication methods:
(a) hand gestures
(b) facial expressions
(c) body language
(d) all of the above
25. Technical writing demands ——— use of language.
(a) figurative (b) poetic
(c) factual (d) dramatic
26. What is the most important part in creative writing?
(a) autobiographies (b) imagination
(c) jokes (d) true stories
27. ——— are the permanent records for business.
(a) ledgers (b) production reports
(c) business letters (d) all of the above
28. The most important goal of business communication is
—————
(a) favourable relationship between sender and receiver
(b) organisational good will
(c) receiver response
(d) receiver understanding

29. Formal Interview is also known as _____
- (a) Planned interview
 - (b) Unstructured interview
 - (c) Group interview
 - (d) None of these
30. Business Letters that please the receiver are called
- (a) Good newsletter (b) Praising letter
 - (c) Routine letter (d) All the above
31. The two broad areas of communication are
- (a) Oral and written communication
 - (b) Verbal and written communication
 - (c) Verbal and non-verbal communication
 - (d) Oral and non-verbal communication
32. Dialogic listening is also known as
- (a) Empathetic listening
 - (b) Therapeutic listening
 - (c) Relational listening
 - (d) Active listening
33. _____ of the letter consists of main message.
- (a) Heading (b) Body
 - (c) Greeting (d) Closing

Part B

(7 × 6 = 42)

Answer **all** questions by choosing either (a) or (b).

34. (a) Describe the process of communication.

Or

- (b) What are the three types of response?

35. (a) Write down the basic elements in the communication process.

Or

- (b) What are the different techniques to develop word accent?

36. (a) Illustrate English speech sounds.

Or

- (b) List out the different kinds of soft skills.

37. (a) What are the advantages of language skills?

Or

- (b) Differentiate between active listening and passive listening.

38. (a) What are the strategies of a good conversation?

Or

- (b) Write a paragraph on three stages of presentation.

39. (a) Develop the following ideas/themes into paragraphs. Use the themes as topic sentences of the paragraphs.

(i) Importance of Trees (3)

(ii) Importance of family. (3)

Or

- (b) List out the various elements of a formal report.

40. (a) What is the impact of technology in corporate communication?

Or

(b) Enumerate the good manners of interview skills.

N-0015

Sub. Code

200323

**B.B.A. DEGREE EXAMINATION,
DECEMBER 2021**

ONLINE PROGRAMME EXAMINATIONS

Second Semester

PRINCIPLES OF MANAGEMENT

(CBCS – 2020 onwards)

Time : 2 Hours

Maximum : 75 Marks

Part A

(33 × 1 = 33)

Answer **all** questions.

1. Which of the following is not a basic function of the management process?
(a) Controlling (b) Organizing
(c) Working (d) Leading
2. Lower Level workers need _____ skills than administrative skills.
(a) Planning (b) Coordinating
(c) Technical (d) Decision making
3. Father of modern management is
(a) Henri Fayol
(b) Koontz and O' Donnell
(c) FW Taylor
(d) Stainley vense

4. The founder of scientific management was
 - (a) Frederick Taylor
 - (b) Charles handy
 - (c) Henri fayol
 - (d) Elton mayo

5. The Hawthorn experiments were conducted by
 - (a) Elton Mango (b) Max weber
 - (c) Charles (d) Henri fayol

6. The analysis of a manager as a social system approach was proposed by
 - (a) Chester Barnard
 - (b) Elton mago
 - (c) Max Weber
 - (d) Charles handy

7. Which type of decision making is carried out by lower level management
 - (a) Programmed decision making
 - (b) Operational decision making
 - (c) Administrative decision making
 - (d) Mid-level decision making

8. What decision making condition must exist for the decision tree to be a valuable tool?
 - (a) Certainty
 - (b) uncertainty
 - (c) Risk
 - (d) It doesn't matters the tool is

9. _____ sees to bridge the gap between where we are and where we want to reach?
- (a) Organizing (b) Planning
(c) Staffing (d) Directing
10. Working out a pattern of relationship between the various factors of production is called as
- (a) Planning
(b) Organization
(c) Co-Ordination
(d) Control
11. The resources within an organization, used to achieve its goal, make up the _____ of a business.
- (a) External environment
(b) Internal environment
(c) Social responsibility
(d) Workers motivation
12. Which types of organization gives importance to terms of authority and functions?
- (a) Formal organization
(b) Informal organization
(c) Business organization
(d) Strategic organization
13. Which among the following is not an element of direction
- (a) Motivation
(b) Communication
(c) Delegation
(d) Supervision

14. The informal group's communication system is called
- (a) Group Dynamics
 - (b) Grapevine
 - (c) Exchange
 - (d) Interaction
15. Which function of management is concerned with obtaining, initializing and maintain as satisfactory work force?
- (a) Planning
 - (b) Organizing
 - (c) Staffing
 - (d) Controlling
16. Which of the following motivators is the most basic need in Maslow's hierarchy?
- (a) Safety
 - (b) Belonging
 - (c) Physiological
 - (d) Esteem
17. Motivating and leading the human resources towards better performance higher productivity is known as
- (a) Direction
 - (b) Commanding
 - (c) Span of control
 - (d) Scalan chain
18. The concept MBO was founded by _____
- (a) Henry Fayol
 - (b) Peter Drucker
 - (c) Urick
 - (d) Elton Mayo

19. While guiding organization members in appropriate direction, a manager exhibits _____
- (a) Consideration behaviors
 - (b) Authoritarian behaviour
 - (c) Theory Y behaviour
 - (d) Leadership behaviour
20. What are the key characteristics of transitional leaders?
- (a) Guiding, mentoring and motivating
 - (b) Guiding, Commanding and motivating
 - (c) Guiding, Commanding and motivating
 - (d) Guiding mentoring and demonstrating
21. Tread has characterized the leadership through
- (a) Neural and physical potentialities
 - (b) Friendship and affection
 - (c) Learning abilities
 - (d) Pity and goodness
22. In leader member exchange theory, which one of the following objectives is not the focus?
- (a) Subordinates responsibilities
 - (b) Enhancing decision making ability of subordinates
 - (c) Increasing decision making ability of subordinates
 - (d) Training of followers to become future leaders
23. Controlling is
- (a) Forward looking
 - (b) Backward looking
 - (c) Continuous process
 - (d) All of these

24. It is the process of ensuring that events confirm to plans
- (a) Planning
 - (b) Controlling
 - (c) Organizing
 - (d) Directing
25. Strategy is developed by the visionary chief executive in _____ mode of strategic management.
- (a) Planning mode
 - (b) Adaptive mode
 - (c) Strategic mode
 - (d) Entrepreneurial mode
26. Stability strategy is a _____ Strategy
- (a) Corporate level
 - (b) Business level
 - (c) Functional level
 - (d) Strategic level
27. Which of the following is the most common types of departmentalization ?
- (a) Customer/ Market departmentalization
 - (b) Function departmentalization
 - (c) Geography departmentalization
 - (d) Process departmentalization
28. Which of the following types of authorities are found in most organisations?
- (a) Line Authority
 - (b) Staff Authority
 - (c) Functional Authority
 - (d) All of the above

29. _____ is a communication that flows from a higher level to one or more lower in the organization.
- (a) Horizontal commutation
 - (b) Upward commutation
 - (c) Downward commutation
 - (d) None of given options
30. Which of the following is not an example of formal communication?
- (a) Contact
 - (b) E-mail
 - (c) Project status report
 - (d) Status meeting
31. Co-ordination is the process of _____ the work activities of various individuals and department
- (a) Integrating (b) Segregating
 - (c) Organizing (d) implementing
32. Co-ordination is
- (a) A management functions
 - (b) The essence of management
 - (c) An objective of management
 - (d) A social objective
33. _____ has grown to be one of the most important features of the world's economy
- (a) International business
 - (b) Globalization
 - (c) Liberalization
 - (d) All of the above

Part B

(7 × 6 = 42)

Answer **all** questions, by choosing either (a) or (b).

34. (a) Define the term management. Explain the nature of management.

Or

- (b) Enumerate the contributions of Henry Fayol for management thoughts.

35. (a) Explain the methods of forecasting in detail.

Or

- (b) What is Authority? Explain its Types in detail.

36. (a) Write the difference between formal and informal Groups. Which group is the best for organisation development? Explain.

Or

- (b) Explain the Herzberg MC Cleland theory.

37. (a) What are the importance of good leadership?

Or

- (b) What are the significance of Tannenbaum and Schmidt model?

38. (a) Write in detail about controlling techniques.

Or

- (b) Discuss the strategies for global management.

39. (a) What is Departmentalisation? Describe its uniqueness.

Or

- (b) Discuss the process of communication.

40. (a) What are the features of Co-ordination? State its principals.

Or

- (b) What are the consequences of stress? How do you reduce such stress?