

N-0003

Sub. Code

200211

**B.Com. DEGREE EXAMINATION, MAY 2021 &
DECEMBER – 2021**

ONLINE PROGRAMME EXAMINATIONS

First Semester

PRINCIPLES OF MANAGEMENT

(CBCS – 2020 onwards)

Time : Two Hours

Maximum : 75 Marks

Part A

(33 × 1 = 33)

Answer **all** questions.

1. Management is pervasive in the sense that
 - (a) It fulfills all purposes
 - (b) It uses all resources effectively
 - (c) It is relevant for all organisations
 - (d) All of the above

2. All managerial functions are settled by managers with the tool of
 - (a) Planning (b) Decision-making
 - (c) Effective control (d) Authority

3. Management Provides
 - (a) New ideas (b) Vision
 - (c) Imagination (d) All of these

4. Authority discipline, unity of command and unity of direction are _____
- (a) Principles of the human relations movement
 - (b) Taylo' s four principles of management
 - (c) Elements of Weber's ideal bureau ratio structure
 - (d) Four of Fayol's fourteen principle of management
5. Who is the person was well known for the Hawthorne studies?
- (a) Elton mayo (b) Max-Weber
 - (c) Chester Barnard (d) Mary Parker Follett
6. "It all depends on the variables of a situation best describes the
- (a) Classical approach
 - (b) Human relations approach
 - (c) Systems approach
 - (d) Contingency approach
7. What is the planning horizon?
- (a) The distance ahead for the forecasts on which plans are made
 - (b) The time period within which uncertainty is very low
 - (c) The time ahead for which there is no information
 - (d) The maximum time for which managers can make plans

8. _____ is not one of the eight steps in decision making process
- (a) Identifying the problem
 - (b) Analyzing alternative sublimations
 - (c) Implementing the decision
 - (d) Delegating the decision making
9. Strategic planning as a broad concept consists of_____
- (a) Corporate strategy and business strategy
 - (b) Strategy formulation and strategy implementation
 - (c) Inputs and outputs
 - (d) Environmental analysis and internal analysis
10. What is the optimal span of control?
- (a) 2 (b) 2
 - (c) 7 (d) None of the above
11. In which organizational form are there dual or multiple line of authority?
- (a) Matrix (b) Modular
 - (c) Multidivisional (d) Decentralized
12. _____ is an individual's capacity to influence decisions.
- (a) Span of control (b) Line authority
 - (c) Staff authority (d) Power

13. Delegation of authority makes the size of the organization
- (a) Small organization
 - (b) Larger organization
 - (c) Very long Organization
 - (d) It does not affect
14. Rules duties and responsibilities or workers are given in writing in _____
- (a) Formal organization
 - (b) Informal Organization
 - (c) Business or Organization
 - (d) Strategic organization
15. Which function of management is concerned with filling and keeping filled the positions in organization structure.
- (a) Planning
 - (b) Organizing
 - (c) Staffing
 - (d) Controlling
16. Which management theoretic responsible for the motivation hygiene theory?
- (a) Abraham Maslow
 - (b) Dale Hawthorne
 - (c) Peter Drucker
 - (d) Frederick Herzberg

17. Maslow and Herzberg are two examples _____ theories of motivation.
- (a) Expectancy (b) Content
(c) Process (d) Equity
18. Which one of the following is feature of Macberly theory X?
- (a) Workers enjoy responsibility
(b) Workers view physical and mental effort as a natural part of work
(c) Workers like to show initiative
(d) Workers like to be directed
19. What do you call a style of leadership that takes account of others views, opinion and ideas?
- (a) Laissez faire
(b) People-Oriented
(c) Democratic
(d) Autocratic
20. A leader must
- (a) Always lead with the objectives in mind
(b) Always make decisions that are popular to his people
(c) Remove those who do not support his ideas or hinder his plan
(d) All of these

21. Managerial Grid model was developed by _____
- (a) Hersey and Blanchard
 - (b) Fiedler
 - (c) R.R Blake and MJ.Morton
 - (d) Mckinsey
22. The basic quality of dominant leadership is
- (a) Aggressive, rigid and skillful
 - (b) Easy, sympathetic and popular
 - (c) Oder and action-oriented
 - (d) Adaptability according to conditions
23. Organization structure primarily refers to _____
- (a) How activates are coordinated and controlled
 - (b) How resources are allocated
 - (c) The location of departments and office space
 - (d) The policy statements developed by the firm
24. What is the weakest form of control?
- (a) Pre-control
 - (b) Simultaneous Control
 - (c) Post-Control
 - (d) Duel control

25. What are the means by which long term objectives will be achieved?
- (a) Strategies
 - (b) Policies
 - (c) Strength
 - (d) Opportunities
26. Marketing strategy is a _____ types of strategy.
- (a) Business level
 - (b) Growth strategy
 - (c) Corporate strategy
 - (d) Functional strategy
27. Departmentation is a part of the
- (a) Organization Process
 - (b) Control process
 - (c) Planning Process
 - (d) Staffing Process
28. Departmentation on the basis of activities grouped according to the type of customer is
- (a) Departmentation by function
 - (b) Departmentation by products
 - (c) Departmentation by Territory
 - (d) Departmentation by customer

29. All of the following are the levels of communication
Except _____
- (a) Intrapersonal Communication
 - (b) Interpersonal Communication
 - (c) Medicated communication
 - (d) Frame communication
30. In communication management, to the process of

- (a) Receiving (b) Recording
 - (c) Comprehending (d) Understanding
31. Management is a _____ Activity.
- (a) Single
 - (b) Group
 - (c) Both group and single
 - (d) None
32. Co-Ordination is considered to be the essence of management because
- (a) It is a common thread that runs through all the activities within the organization
 - (b) It is implicit and inherent in all functions of the organisation
 - (c) It is a force that binds all the functions of management
 - (d) All of the above

33. Which of the following are stress busters
- (a) Trying to find something funny is a difficult situation
 - (b) Developing a support network
 - (c) Taking a mindful walk
 - (d) All of the above

Part B

(7 × 6 = 42)

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

34. (a) How Co-Ordination is the essence of management?

Or

- (b) State the Taylo's Principles of management.

35. (a) Explain the process of MBO.

Or

- (b) What are the Principles of an organization?

36. (a) What are the various elements of an organization structure?

Or

- (b) Explain in detail Maslow's need hierarchy Theory of motivation.

37. (a) What are the trails of a leader?

Or

- (b) What are the principles of directing?

38. (a) What are the principle of controlling?

Or

(b) Define Decision making. Write its levels.

39. (a) How does span of management affect Organization structures?

Or

(b) What are the ways to overcome the Barriers to effective Communication?

40. (a) What is co-ordinating? Write its importance.

Or

(b) What is the importance of TQEM?

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200212

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

ONLINE PROGRAMME EXAMINATIONS

First Semester

Commerce

BUSINESS COMMUNICATION

(CBCS – 2020 onwards)

Time : 2 Hours

Maximum : 75 Marks

Part A

(33 × 1 = 33)

Answer **all** questions.

1. _____ Barrier's are termed as psychological barriers.
(a) Emotional (b) Poor retention
(c) Noise (d) Technology
2. Communication means _____ information, feeling and thoughts, with others.
(a) To receive (b) Exchange of
(c) Conveying (d) All the above
3. _____ type of communication includes body language, images, sounds, symbols, colours and signs.
(a) Vertical communication
(b) Horizontal communication
(c) Verbal communication
(d) Non-verbal-communication.

4. An effective act of communication makes use of both the _____ aspects of communication.
- (a) Oral and written
 - (b) Formal and informal
 - (c) Verbal and nonverbal
 - (d) Letters and E-mails
5. Hearing is only an important component of _____
- (a) Hearing (b) Listening
 - (c) Talking (d) Speaking
6. Listening and hearing refer to;
- (a) Mental and physical acts, respectively
 - (b) The same thing
 - (c) Different things
 - (d) A specific and versus a general act
7. Among the language skills, the most difficult is
- (a) Listening (b) Speaking
 - (c) Reading (d) Writing
8. Which of these people perceives language as a means to interpret human experience?
- (a) Anthropologist (b) Sociologist
 - (c) Philosopher (d) Students of literature
9. What are the 3 methods of communication?
- (a) Visual, Aural, Reading
 - (b) Singing, written, verbal
 - (c) Written, visual, verbal
 - (d) Aural, visual, speech

10. Spending messages between people working for the same organisation
- (a) Internal communication
 - (b) External communication
 - (c) Medium of communication
 - (d) Communication
11. _____ communication flows from a superior to a subordinate.
- (a) Upward
 - (b) Downward
 - (c) Diagonal
 - (d) Lateral
12. Which of these moves from the grass root level?
- (a) Downward communication
 - (b) Diagonal communication
 - (c) Upward communication
 - (d) Lateral communication
13. The most modern letter style is
- (a) Modified- block
 - (b) Full-block
 - (c) Simplified
 - (d) Block
14. Modern business letters are usually written in:
- (a) Indented style
 - (b) Semi- block style
 - (c) Simplified style
 - (d) Full-block style

15. Memo is derived from a latin word which means:
- (a) A thing which must be remembered
 - (b) A thing which must be memorized
 - (c) A thing which must be written
 - (d) A thing which must be communicated
16. The form of communication used most of the time for written message to person's inside your organization is called.
- (a) Memorandum
 - (b) Business letter
 - (c) Pamphlet
 - (d) Adjustment letter
17. A report or account is an
- (a) Informational work
 - (b) Technical work
 - (c) Professional work
 - (d) None of these
18. Common formats for report writing are:
- (a) Introduction (b) Method
 - (c) Both (a) and (b) (d) Inform
19. Which of these is not a medium for e-mail?
- (a) Intranet (b) Internet
 - (c) Extranet (d) Paper
20. Which of these is not used by intranet?
- (a) TCP (b) BSNL
 - (c) IP (d) HTTP

21. Oral communication is the interchange of _____ between the sender and receiver:
- (a) Cues and clues
 - (b) Verbal messages
 - (c) Written messages
 - (d) Signs and gestures
22. A speech must always present _____
- (a) Facts
 - (b) Opinions
 - (c) suggestions
 - (d) Perspectives
23. The official Record of the proceeding of a meeting is known as
- (a) Agenda
 - (b) Minutes
 - (c) Prospectus
 - (d) Report
24. The participants of a board meeting are _____
- (a) Member
 - (b) Directors
 - (c) Members and directors
 - (d) Outsiders
25. Interview is a _____ between two-expert candidate.
- (a) Business
 - (b) Dispute
 - (c) Meeting
 - (d) Compromise
26. There are _____ types of application letters.
- (a) 1
 - (b) 2
 - (c) 3
 - (d) 4

27. What is the total number of references normally given in a bio-data?
(a) 5 (b) 4
(c) 3 (d) 2
28. Reading comprehension means understanding a _____ text.
(a) Oral (b) Written
(c) Usual (d) Audio
29. Which of these topics is not covered on many resume?
(a) Educational details
(b) References
(c) Skills
(d) Criminal records
30. Your cover letter should explain how much you will _____ the company.
(a) Benefit (b) Charge
(c) Disrupt (d) None of the above
31. Time devoted to reading in communication activities is:
(a) 9% (b) 16%
(c) 30% (d) 45%
32. Which of these is the easiest way of communication
(a) E-mail
(b) Telephone
(c) Fax
(d) Letter

33. Which of these interviews is taken for a candidate for away?
- (a) Lunch interview
 - (b) Telephone
 - (c) Stress interview
 - (d) Group interview

Part B

(7 × 6 = 42)

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

34. (a) What is mean by communication? Write the difference between technical and general communication.

Or

- (b) Explain in detail — Merits and demerits of written communication.

35. (a) What are the measures to improve listening? Explain the important skill in work place.

Or

- (b) Write the steps to improve writing skills.

36. (a) Describe the channels of communication.

Or

- (b) Briefly explain the scope and types of communication network.

37. (a) Explain the structure and format of business letters.

Or

- (b) Briefly, mention the term “memo writing”.

38. (a) Explain the features of writing a Good Report.

Or

(b) Mention briefly about E-mails writing.

39. (a) Describe about oral business presentation.

Or

(b) Discuss about the importance of business meetings.

40. (a) Write about the “Reading Skills” in detailed manner.

Or

(b) What you mean by Job Interview? Explain the characteristics of Job Interview.

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200213

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

ONLINE PROGRAMME EXAMINATIONS

First Semester

Commerce

BUSINESS ENVIRONMENT

(CBCS – 2020 onwards)

Time : 2 Hours

Maximum : 75 Marks

Part A

(33 × 1 = 33)

Answer **all** questions.

1. Business comprises all _____ seeking activities and enterprise that provides goods and services necessary to an economic system.
 - (a) profit
 - (b) loss
 - (c) production
 - (d) none of these

2. The main objectives of society and business is _____.
 - (a) economic and social objectives
 - (b) cultural objectives
 - (c) technological objectives
 - (d) non objectives

3. Business means _____.
- (a) Commerce
 - (b) Industry and commerce
 - (c) Trade and commerce
 - (d) Selling and buying of goods
4. Which of the following is not an economic activity?
- (a) A doctor practicing
 - (b) A lawyer practicing law
 - (c) A professional cricketer playing cricket
 - (d) A student playing cricket
5. Which of the following is not a Unitary features of the Indian Constitution?
- (a) Integrated Judiciary
 - (b) All India services
 - (c) Division of powers
 - (d) Single citizenship
6. _____ is the largest democracy the world.
- (a) Sweden (b) Iceland
 - (c) India (d) Norway
7. _____ is a term which denotes a mode of production in which capitalism in its various form the principal means of production.
- (a) Colonialism (b) Capitalism
 - (c) Feudalism (d) Liberalism
8. What was the basis of capitalism?
- (a) Capital (b) Labour
 - (c) Profit (d) People

9. The federal government tax revenues it exceeds the government spending then it is classified as
- (a) budget surplus
 - (b) budget deficit
 - (c) federal reserve
 - (d) federal budget
10. Finance is founded on _____ principles.
- (a) one
 - (b) five
 - (c) six
 - (d) ten
11. Financial market is said to be if the pieces of securities reflect all information that is available to the public.
- (a) more efficient
 - (b) energy efficient
 - (c) information efficient
 - (d) less efficient
12. Which one of these are consumer rights specified in the consumer protection Act 1986?
- (a) Right to safety
 - (b) Right to choose
 - (c) Right to consumer education
 - (d) All of the above
13. Which of the following laws does not affect business organisation?
- (a) incorporation and bankruptcy laws
 - (b) environmental protection laws
 - (c) occupational health and safety laws
 - (d) Competition laws

14. Golden Revolution is related to _____.
- (a) Precious minerals
 - (b) Pulses
 - (c) Jute
 - (d) Horticulture and Honey
15. Which of the following sector contributes the lower to India's GDP?
- (a) primary section / agriculture and allied sector
 - (b) secondary section / industry sector
 - (c) tertiary sector / service sector
 - (d) both secondary and tertiary sector
16. Which of the following settles the consumer disputes at district level?
- (a) session court (b) district court
 - (c) district forum (d) district collector
17. 'Economic Reform' measures in India were formally introduced in
- (a) July 1991 (b) August 1947
 - (c) January 1980 (d) March 1990
18. Who was the finance minister during the 1991 economic reforms?
- (a) Manmohan singh
 - (b) PV Narasimha Rao
 - (c) R.K. Shanmugam Chetty
 - (d) R. Venkataraman

19. Who is the chairperson of Financial Stability and Development Council (FSDC)?
- (a) Governor of RBI
 - (b) Finance Minister
 - (c) Finance Secretary
 - (d) Cabinet Secretary
20. _____ refers to the relaxation of produce government restriction usually in areas of social and economic policies.
- (a) Privatisation (b) Globalisation
 - (c) Disinvestment (d) Liberalisation
21. When was WTO established?
- (a) 1995 (b) 1948
 - (c) 1999 (d) 1983
22. Which of the following Countries is not a member of SAARC?
- (a) Bhutan (b) India
 - (c) Thailand (d) Maldives
23. Corporate social responsibility does relate most to the following EXCEPT
- (a) Ethical conduct
 - (b) Environment practise
 - (c) Employees satisfaction
 - (d) Community investment

24. CSR field is closely linked with that of
- (a) Sustainable revolution
 - (b) Sustainable improvement
 - (c) Sustainable development
 - (d) Sustainable living
25. Which of the following is not a type of public sector enterprises?
- (a) Joint Hindu family business
 - (b) Departmental undertaking
 - (c) Statutory corporation
 - (d) Government company
26. Public sector organisations may either be partly or wholly owned by the _____ Government.
- (a) State (b) Central
 - (c) Foreign (d) Central or state
27. India's economic planning cannot be said to be
- (a) Indicative (b) Imperative
 - (c) Limited (d) Democratic
28. Economic survey is published by
- (a) Ministry of finance
 - (b) Planning commission
 - (c) Govt. of India
 - (d) Indian statistical Institute
29. Who is the chairman of planning commission in India?
- (a) President (b) Vice President
 - (c) Prime Minister (d) Finance Minister

30. The cultural environment includes
(a) Art (b) Literature
(c) Religion (d) All of these
31. How many member in are there in SAARC?
(a) 8 (b) 9
(c) 10 (d) 5
32. Which is not a tariff barrier?
(a) Compound duty
(b) Specific duty
(c) Sliding scale
(d) Quota system
33. FEMA is a replacement to which Act
(a) MRTP Act (b) FERA
(c) Competition Act (d) Companies Act

Part B

(7 × 6 = 42)

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

34. (a) What is your understanding of environment in business?

Or

- (b) What is economic policy? What are the significance of business?

35. (a) What is organisational behaviour? State the significance in business.

Or

- (b) What are the relationship between Indian constitution in business.

36. (a) What is capitalist economy? State the importance in the business.

Or

(b) Explain the role of financial Institution in business.

37. (a) What is intellectual property rights state the important for its?

Or

(b) Explain the promotional role of Government in the business.

38. (a) What are the positive and negative effects of new economic policy in business?

Or

(b) What is privatisation? State the merits and demerits of its.

39. (a) Explain the major regional trade blocs.

Or

(b) What do you meant by CSR? State the need for its.

40. (a) What is public sector enterprises? State the objectives of its.

Or

(b) "India as a mixed Economy" – Explain.

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200214

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

ONLINE PROGRAMME EXAMINATIONS

First Semester

Commerce

FINANCIAL ACCOUNTING

(CBCS – 2020 onwards)

Time : 2 Hours

Maximum : 75 Marks

Part A

(33 × 1 = 33)

Answer **all** questions.

1. Financial accounting reports to the _____ after the completion of the accounting year.
 - (a) Internal management
 - (b) External parties
 - (c) Media
 - (d) Rivals

2. Financial accounting reports include
 - (a) profit and loss account
 - (b) directors report
 - (c) balance sheet and auditors report
 - (d) all of the above

3. Accounting concepts are based on
- (a) certain facts and figures
 - (b) certain assumptions
 - (c) certain accounting records
 - (d) government guidelines
4. The Accounting standards are mandatory for
- (a) Sole trader (b) Firms
 - (c) Companies (d) Societies
5. Bill receivable account is
- (a) all expense account
 - (b) a nominal account
 - (c) a revenue expenditure account
 - (d) a personal account
6. _____ is the most liquid of all assets.
- (a) Land (b) Shares
 - (c) Money (d) Furniture
7. The year book are also known as
- (a) Hand book (b) Annual
 - (c) Directory (d) Dictionary
8. The balance of petty cash book is
- (a) Liability (b) An expenses
 - (c) A gain (d) An Asset

9. Trial balance is used to check the accuracy of
- (a) balance sheet balances
 - (b) ledger accounts balances
 - (c) cash flow statement balances
 - (d) income statement balances
10. What is used in preparing trial balance?
- (a) Balance Sheet (b) Specialised journals
 - (c) Ledger accounts (d) General journal
11. Business is said to be in a profit when
- (a) Expenditure exceeds income
 - (b) Income exceeds expenditure
 - (c) Income exceeds liability
 - (d) Assets exceed expenditure
12. Which of the following is debited to trading account?
- (a) Rent (b) Wages and Salaries
 - (c) Commission (d) Salaries wages
13. Which of the following is not a current asset?
- (a) Debtors (b) Prepaid expenses
 - (c) Stock (d) Office furniture
14. As per the accounting double entry system when expense increase it is a
- (a) No need to show as an accounting record
 - (b) Credited
 - (c) Debited
 - (d) Both (b) and (c)

15. In cash book, the favourable balance indicates
- (a) Credit balance
 - (b) Debit balance
 - (c) Bank overdraft
 - (d) Adjusted balance
16. On the bank statement, cash deposited by the company is known as
- (a) Credit
 - (b) Debit
 - (c) Liability
 - (d) Expenses
17. A bill of exchange includes
- (a) An order to pay
 - (b) A request to pay
 - (c) A promise to pay
 - (d) All the above
18. What is the person known as who draws a bill of exchanges?
- (a) Drawer
 - (b) Payee
 - (c) Drawee
 - (d) None of the above
19. In partnership interest on drawings is
- (a) credited to partners current account
 - (b) not shown in the current account
 - (c) debited partners current account
 - (d) none of the above
20. Sacrificing ratio is used to distribute in case of admission of partner
- (a) goodwill
 - (b) reserves
 - (c) revaluation profit
 - (d) balance in P and L a/c

21. On retirement of a partner his capital account will be credited with
- (a) his/her share of goodwill
 - (b) his share in reserves and surplus
 - (c) his share of profit in revaluation
 - (d) All of the above
22. On retirement, the value of goodwill is credited to
- (a) All partners
 - (b) Continuing partners
 - (c) Retiring partners
 - (d) None of the above
23. Depreciation starts on a machine from the date
- (a) It is purchased
 - (b) It is put to use
 - (c) It is installed
 - (d) Any of above
24. Which of the following is depleted?
- (a) Land
 - (b) Goodwill
 - (c) Machinery
 - (d) Coal mines
25. Patents, copy rights and trademarks are
- (a) Current assets
 - (b) Fixed assets
 - (c) Intangible assets
 - (d) Investments
26. Who are the real owners of a company?
- (a) Government
 - (b) Board of directors
 - (c) Equity shareholders
 - (d) Debenture holders

27. Minimum numbers of members in a public company
(a) 7 (b) 2
(c) 5 (d) 3
28. The owners of the shares are called
(a) share capital (b) shareholders
(c) creditors (d) debtors
29. Maximum limit of premium on shares is
(a) 32% (b) 20%
(c) no limit (d) 100%
30. Share allotment account is a
(a) Real account
(b) Nominal account
(c) Impersonal account
(d) Personal account
31. Real account records
(a) Dealings with creditors or debtors
(b) Dealings in commodities
(c) Gains and losses
(d) All the above
32. One of the following is not a characteristic of accounting principles
(a) Results oriented (b) Factual
(c) Practical (d) Summarizing
33. Cash book records
(a) All cash receipts and payments
(b) Cash and credit sale of goods
(c) Both (a) and (b)
(d) None of these

Part B

(7 × 6 = 42)

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

34. (a) Distinction between book keeping and accounting.

Or

- (b) List out any five accounting standards. Explain.

35. (a) Explain the importance of accounting Equation.

Or

- (b) Explain advantages and disadvantages of cash book.

36. (a) Discuss the balance method of preparing trial balance.

Or

- (b) What are the components of Final accounts?

37. (a) What do you understand by adjustments explain treatment of any five adjustments?

Or

- (b) Explain the five steps for bank reconciliation statement.

38. (a) Explain the advantages of bills of exchange.

Or

- (b) Explain the elements of partnership deed.

39. (a) How do you calculate capital in admission of a partner?

Or

(b) Explain the straight line method in depreciation.

40. (a) Difference between over subscription and under subscription.

Or

(b) Explain the procedure in forfeiture of shares.
