1. Explain the following:

(a) Discount
(b) Distinguish between trade discount and cash
(c) Define liabilities
(d) What is GAP?
(e) Define errors of commission
(f) Define double entry system

2. Explain the following:

Note: There are eight questions in all. Candidate is required to attempt any 6 questions in all. Candidates who attempt all eight questions are penalized.
4. Write a detailed note on accounting concepts and
   conventions.

5. What are the various stakeholders of accounting?

6. Discuss the following:

   (a) Tally as an accounting software
   (b) Profit and loss account
   (c) Suspension account

7. What is ledger? What are the rules of posting in the ledger?

   (a) Prepare the following entries assuming that suspense
   account was opened. Ascertain the difference in kind
   balance. Recently the following entries assuming that suspense
   account was opened. Ascertain the difference in kind
   balance.
8. Prepare the Trading and Profit and Loss Account and

Debit

Credit

Balance Sheet of M/s. Control Devices India on March 31.

2016 from the following balance as on that date:

Closing Stock was valued Rs. 20,000.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/73.600</td>
<td>Investment</td>
</tr>
<tr>
<td>41,400</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td></td>
</tr>
<tr>
<td>8.975</td>
<td>General Expenditure</td>
</tr>
<tr>
<td>36,000</td>
<td>Depreciation and Debits</td>
</tr>
<tr>
<td>1,485</td>
<td>Balance Outwards</td>
</tr>
<tr>
<td>2,385</td>
<td>Remains</td>
</tr>
<tr>
<td>11,215</td>
<td>Wages</td>
</tr>
<tr>
<td>2,160</td>
<td>Rent and Taxes</td>
</tr>
<tr>
<td>4,4600</td>
<td>Bank Overdraft</td>
</tr>
<tr>
<td>7,425</td>
<td>Interest</td>
</tr>
<tr>
<td>2,700</td>
<td>Insurance Premium</td>
</tr>
<tr>
<td>42,300</td>
<td>Opening Stock</td>
</tr>
<tr>
<td>6,750</td>
<td>Pre-debit</td>
</tr>
<tr>
<td>2,7000</td>
<td>Plant and Machinery</td>
</tr>
<tr>
<td>2,700</td>
<td>Contingency</td>
</tr>
<tr>
<td>1,750</td>
<td>Salary and Commission</td>
</tr>
<tr>
<td>25,470</td>
<td></td>
</tr>
</tbody>
</table>

5. Make a 5% provision on debtors.
6. Provide depreciation @ 5% on plant and machinery.
7. Outstanding Salary Rs. 20.
8. Increase outstanding Rs. 50.
9. Interest on drawings @ 5%.
10. Interest on capital @ 10%.

The following items are included on a trial balance prepared while preparing the balance sheet with the help of exceptions.

7. Explain the various types of errors which are disclosed:

(a) ₹ 3,000 a/c, a/c debited ₹ 2,000, reason - journal entry of ₹ 2,000.
(b) ₹ 2,400 a/c, a/c credited ₹ 6,000, reason - journal entry of ₹ 6,000.
(c) ₹ 0,000 a/c, a/c credited ₹ 0,000, reason - journal entry of ₹ 0,000.
(d) ₹ 0,000 a/c, a/c debited ₹ 0,000, reason - journal entry of ₹ 0,000.
(e) ₹ 2,000 a/c, a/c credited ₹ 2,000, reason - journal entry of ₹ 2,000.
(f) ₹ 0,000 a/c, a/c debited ₹ 0,000, reason - journal entry of ₹ 0,000.
<table>
<thead>
<tr>
<th>2.73600</th>
<th>2.73600</th>
</tr>
</thead>
<tbody>
<tr>
<td>41,400</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
</tr>
<tr>
<td>6.975</td>
<td></td>
</tr>
<tr>
<td>0.500</td>
<td></td>
</tr>
<tr>
<td>36.000</td>
<td></td>
</tr>
<tr>
<td>14.85</td>
<td></td>
</tr>
<tr>
<td>2.385</td>
<td></td>
</tr>
<tr>
<td>11.215</td>
<td></td>
</tr>
<tr>
<td>2.100</td>
<td></td>
</tr>
<tr>
<td>2.160</td>
<td></td>
</tr>
<tr>
<td>2.460</td>
<td></td>
</tr>
<tr>
<td>7.425</td>
<td></td>
</tr>
<tr>
<td>7.700</td>
<td></td>
</tr>
<tr>
<td>42.300</td>
<td></td>
</tr>
<tr>
<td>6.750</td>
<td></td>
</tr>
<tr>
<td>22.700</td>
<td></td>
</tr>
<tr>
<td>2.000</td>
<td></td>
</tr>
<tr>
<td>1.575</td>
<td></td>
</tr>
<tr>
<td>25.400</td>
<td></td>
</tr>
<tr>
<td>1.12500</td>
<td></td>
</tr>
<tr>
<td>45.000</td>
<td></td>
</tr>
<tr>
<td>67.500</td>
<td></td>
</tr>
<tr>
<td>19.500</td>
<td></td>
</tr>
</tbody>
</table>

1. ሆነ የታበታት በ5% ወይም የ3% ወይም የ1% ዋርት የ20 ዋርት ይታበታል።
2. የ36% ዋርት የ50% ዋርት የ5% ዋርት ይታበታል።
3. የ10% ዋርት ይታበታል።

1 ይታበታል። የ3 ዋርት የ5 ዋርት የ3% ዋርት የ1% ዋርት የ20 ዋርት ይታበታል።

1 የ36% ዋርት የ50% ዋርት የ5% ዋርት ይታበታል።
2. የ10% ዋርት ይታበታል።
1. Write notes on the following:

2. There are five questions in all. Each question carries equal marks.

Note: Attempt five questions in all. Q. No. 1 is compulsory.

Maximum Marks: 80

Time: Three Hours

MANAGERIAL ECONOMICS

BBA/D-17

BBA-103

Total Pages: 03

Rough Notes: --------------------------
6. What is the difference between TC, AVC, and MC? Explain.

5. Explain in detail the various stages of law of demand.

4. What is price elasticity of demand? Explain any three methods to measure price elasticity of demand.

3. Explain the consumer's delight with the principle of equilibrium of utility.

2. Difference between economics and managerial economics.

7. What are the types of price discrimination? Explain.

8. What are the characteristics of oligopoly? Discuss.

There is no specific question provided for 2, 3, 4, 5, 6, and 7.

Also explain the scope of managerial economics.
\[
\frac{x+1}{1} = \frac{xp}{\phi}
\]

\[\begin{aligned}
\text{let } \phi \neq x, \quad x = \frac{x+1}{\phi} - \frac{x+1}{\phi} \\
\frac{x+1}{1} = \frac{xp}{\phi}
\end{aligned}\]

8 \quad \text{prove that}
\[\phi \neq x, \quad 0 = \frac{x+1}{\phi} - \frac{x+1}{\phi} \quad \forall (a, b, c) (a)\]

8 \quad \text{prove that}
\[\phi \neq x, \quad 0 = \frac{x+1}{\phi} - \frac{x+1}{\phi} \quad \forall (a, b, c) (a)\]

Note: Attempt Five questions in all. No. 8 is compulsory.

Maximum Marks: 80

Time: Three Hours

BBA-104
BUSINESS MATHEMATICS

BBA/D-17

14585
(b) Find the inverse of matrix \( A = \begin{bmatrix} 2 & -1 \\ 3 & 3 \end{bmatrix} \).

\[
\begin{bmatrix} 2 & -1 \\ 3 & 3 \end{bmatrix}^{-1} = \frac{1}{(2)(3) - (-1)(3)} \begin{bmatrix} 3 & 1 \\ -3 & 2 \end{bmatrix}
\]

3. (a) If \( y = x \log y \), prove that:

\[
\frac{dy}{dx} = \frac{y^2}{x} - \frac{y^2}{x - (x-1)y}
\]

(b) Find the number of 4-digit numbers which can be formed using the digits 1, 2, 5, 7, 9, 0 no digit being repeated.

\[
\frac{3}{x-6} + \frac{7}{x-2} = \frac{10}{x-4}
\]

4. (a) Prove that:

\[
A = \begin{bmatrix} 2 & -1 \\ 3 & 3 \end{bmatrix}
\]

(b) Cramer's rule:

\[
p \leftrightarrow q = (p \rightarrow q) \land (q \rightarrow p)
\]

5. (a) Prove that the maximum value of the expression:

\[
\frac{1}{x}
\]

(b) \( x + y + z = 11, x, y, z \geq 0 \) by graph theory.
Problem 1.14585

(a) Evaluate \( \frac{x^2 + 7x + 6}{x + 2} \) if \( x = 3 \).

(b) Find the truth table of \( b \land d \).

(c) Find the truth table of \( b \land \neg d \).

(d) If \( a \) and \( b \) are roots of the equation \( 3x^2 + 2x + 1 = 0 \), find the value of \( \frac{a + b}{1} \).

(e) Evaluate \( \frac{e^x}{2} \) if \( x = 2 \).

(f) Evaluate \( \frac{e^x}{x^2 + x + 1} \) if \( x = 2 \).

(g) Evaluate \( \lim_{x \to 1} \frac{x^2 - 1}{x-1} \).

(h) Evaluate \( \lim_{x \to 0} \frac{4x}{x^2 + 3x} \).

(i) Evaluate \( \lim_{x \to 0} \frac{3x}{1 - x} \) if \( x = 1 \).

(j) Find the maxima and minima of the function \( f(x) = \frac{x^2 + 3x}{16} \).

(k) Find the term containing \( x^2 \) in the expansion of \( \left( \frac{x}{1 + 2x} \right)^6 \).

(l) Evaluate \( \lim_{x \to 0} \frac{1 + x^3}{1 - x^3} \).

(m) Evaluate \( \frac{\frac{dx}{dy}}{dy} \) if \( x = \frac{1}{dy} \).

(n) Evaluate \( \frac{\frac{dx}{dy}}{dy} \) if \( x = \frac{1}{dy} \).

(o) Evaluate \( \frac{\frac{dx}{dy}}{dy} \) if \( x = \frac{1}{dy} \).
below: all to date, seen and spoken.
circular and his, in public interest, open past the quoted
approved as proposed, case under investigation, please

7.

6.

5.

4.

3.

2.

1.

1967 in

Time: Three Hours

Maximum Marks: 80

BBAB-105
Hindi

14586

BBA/B-17

Total Pages: 02
6. Discuss the different forms of business organization in new millennium.

7. Write a detailed note on dissolution of partnership.

8. (a) Distinguish between Memorandum of Association and Articles of Association and Private Ltd. Company.

(b) Distinguish between Memorandum of Association and Private Ltd. Company.

(c) Mention the contents of partnership deed in detail.

(d) What is partnership deed?

(e) Advantages of sole proprietorship.

(f) What is company? Hinted by Guarantee?

(g) Short details of partnership form of business.

(h) Mention any two features of a joint stock company.

All questions carry equal marks.

Note: Attempt five questions in all. O. No. 1 is compulsory.

Maximum Marks: 80/90

Time: Three Hours

BBA-101
BUSINESS ORGANISATION
14588

OBBA/D-17

Total Pages: 02

ROLL NO. 02
Q1. State whether the following statement is True or False and explain:

2. A sum of Rs. 6,000 was lent at 4% simple interest per annum. The interest received is Rs. 1,000.

(d)

3. Journalise the entry paid to Ram Rs. 6,000 and interest.

(e)

4. Explain Revenue Expenditure with an example.

(f)

5. What are the differences between accounting concepts and accounting conventions?

(g)

(c) Three characteristics of Accounting.

(h)

(2 marks)

Comprehensive question

All questions carry equal marks.

Note: Attempt five questions in all. No. 1 is compulsory.

Maximum Marks: 80/90

Time: Three Hours

BBA-102

BUSINESS ACCOUNTING

OBBA/D-17

14589

ROLL NO.--------------------------

TOTAL PAGES: 08
3. What is Trial Balance? Explain the different methods to prepare the Trial Balance.

4. Distinguish between Journal and Ledger. Explain the rules different types of accounting concepts.


6. What is a Trading Account? When is it needed? Explain with examples.

7. Following balances were taken from the books of P.V.O.

- Salaries: 3,720
- Insurance: 1,001
- Traveling Expenses: 7,260
- Printing and Stationery: 4,000
- Purchases: 800
- Sales: 4,000
- Opening Stock: 1,400
- Cash in Bank: 700
- Cash in Hand: 300
- Creditors: 2,100
- Debtors: 1,000
- Cash in Bank: 4,000

8. Explain compound entry and open an entry with

PARTICULARS

Amount Particulars

Amount

- Share in the following Real Balance, Prepare Trading and Rent and Taxes

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>16,000</td>
<td></td>
</tr>
<tr>
<td>1,200</td>
<td></td>
</tr>
<tr>
<td>75,000</td>
<td></td>
</tr>
<tr>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>12,000</td>
<td></td>
</tr>
<tr>
<td>60,000</td>
<td></td>
</tr>
<tr>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>2,60,000</td>
<td>(as on 1-7-2014)</td>
</tr>
<tr>
<td>45,000 Loan at 10%</td>
<td></td>
</tr>
<tr>
<td>18,000 Returns outward</td>
<td></td>
</tr>
<tr>
<td>1,9,100 Cash</td>
<td></td>
</tr>
<tr>
<td>800</td>
<td></td>
</tr>
<tr>
<td>1,200</td>
<td></td>
</tr>
<tr>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>900</td>
<td></td>
</tr>
<tr>
<td>22,000</td>
<td></td>
</tr>
<tr>
<td>4,200</td>
<td></td>
</tr>
<tr>
<td>3,720</td>
<td></td>
</tr>
<tr>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>7,800</td>
<td></td>
</tr>
<tr>
<td>400</td>
<td></td>
</tr>
<tr>
<td>2,100</td>
<td></td>
</tr>
<tr>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>1,800</td>
<td></td>
</tr>
<tr>
<td>6,000</td>
<td></td>
</tr>
<tr>
<td>800</td>
<td></td>
</tr>
<tr>
<td>1,200</td>
<td></td>
</tr>
<tr>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>3,200</td>
<td></td>
</tr>
<tr>
<td>00:09</td>
<td></td>
</tr>
<tr>
<td>4,090</td>
<td></td>
</tr>
<tr>
<td>2,690.60</td>
<td>(11-1-2014)</td>
</tr>
<tr>
<td>400</td>
<td></td>
</tr>
<tr>
<td>2,000</td>
<td></td>
</tr>
</tbody>
</table>

**Adjustments:**

- **Bill of 1,000**
- **Discounted for Discontinued**
- **Including: Rent**
  - 60,000
  - 62,000
  - 4,000
  - 2,000
- **Debors**
- **Machinery**
- **Charity**
2. Explain functional components of a computer with a block diagram.

(a) When is header and footer in MS-Word?
(b) How can you change time and date in Windows 7?
(c) Name four input devices.
(d) Discuss DOS commands DIR and CD.
(e) When four menus of computers.

Note: Attempt five questions in all. Q. No. 1 is compulsory.

Maximum Marks: 50/90

Time: Three Hours

BBBA-106

COMPUTER FUNDAMENTALS

OBBA/D-17

P.T.O.
3. Explain generation of computers in context of technology:

4. Using DOS, explain with example:

5. Differentiate GUI and CLI interface, Windows GUI as GUI operating system, while its major component: 10

6. Using MS-Word, explain:

7. Using PowerPoint, explain:

8. Write notes on the following:

   (a) Sound effects
   (b) Animation
   (c) Add Char
   (d) Picture Insertion
   (e) Slide Sorter

   PowerPoint & HTML & HTML & HTML & HTML & HTML

   10

9. MS-Word & HTML & HTML & HTML & HTML & HTML

10
2. Define the concept of Corporate Social Responsibility.

1. A company's social responsibility includes:
   (a) 
   (b) 
   (c) 
   (d) 
   (e) 

(a) Lead lower in the community
(b) Minority status in a competition
(c) Importance of business ethics for modern business
(d) Types of stakeholder

1. Answer the following short answer type questions:

Note: Answer the questions in all Q. No. 1 is compulsory.

Maximum Marks: 80

Time: Three Hours

BBA-202
MICRO BUSINESS ENVIRONMENT (NEW)
BBA/D-17
14592
Roll No.
Total Pages: 03
Does economic planning have really contributed in making Indian economy one of the fastest growing economy in world. If yes, then justify your answer with suitable reasons behind getting importance these days. Identify the reasons behind government in entrepreneurial role. Why such a role is a necessity for a country like India.

Evaluate some of the key functions performed by government on entrepreneurship of business. How can it be managed in organisational forms?

Defining Political Risk: Discuss the widely recognised types.

Compare and contrast the various economic systems.

Describe the factors covered in social environment of a business. Why is it needed in the manner in which these social forces are influencing Indian businesses.
(a) Three different accounts between management accounting.
(b) Formulas of Labour Mix Variances.
(c) Income Statement.
(d) Flexible Budget.
(e) Four characteristics of cost accounting.

1. Explain the following:

(Compulsory Question)

Note: Attempt Five questions in all including Q. No. 1 with maximum marks 80.

Time: Three hours

BBA/27
MANAGEMENT ACCOUNTING

BBA/D-17

Roll No. : 05

Total Pages: 05
From the following information calculate: $5+6+5=16$

2. Share the characteristics of Italian Cosimo 8+5=16

(i) Explain their impact.

6. (i) What are Control Techniques? Explain their types?

(i) Sales Budget

(ii) Classification of Cost

(i) Cost Sheet

5. Explain the following:

(i) Break-even Point

(ii) Margin of Safety

(iii) Pay Ratio

1. Define Budgetary Control. Also explain the merits and drawbacks of Budgetary Control. 16
<table>
<thead>
<tr>
<th>Date</th>
<th>Quantity (kg)</th>
<th>Price (€)</th>
<th>Total Value (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/4</td>
<td>-</td>
<td>-</td>
<td>0.0</td>
</tr>
<tr>
<td>04/4</td>
<td>0.0</td>
<td>-</td>
<td>0.0</td>
</tr>
<tr>
<td>06/4</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>08/4</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>04/5</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>06/5</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>08/5</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>04/6</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>06/6</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>08/6</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Standard fix:

4. Calculate material variance from the following:

<table>
<thead>
<tr>
<th>Date</th>
<th>Material (kg)</th>
<th>Material (€)</th>
<th>Difference (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/4</td>
<td>-</td>
<td>-</td>
<td>0.0</td>
</tr>
<tr>
<td>04/4</td>
<td>0.0</td>
<td>-</td>
<td>0.0</td>
</tr>
<tr>
<td>06/4</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>08/4</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>04/5</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>06/5</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>08/5</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>04/6</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>06/6</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>08/6</td>
<td>0.0</td>
<td>100.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Scanning process

When is a bar code or discuss the bar code

- Explain the term "customer buying behaviour"
- Online retail

Describe the option of "cash on delivery" used in

Distribution in retail industry

What are various levels of human resource

Discuss the term "online selling" with example

Where do you understand by the term "retailer"

\[ \text{(Compulsory Questions)} \]

\[ \text{(All questions carry equal marks)} \]

\[ \text{Note: Attempt five questions in all. No. 1 is compulsory} \]

**Maximun Marks: 80/90**

**Note:** Three Hours

BBA-302

PRINCIPLES OF RETAILING

14599

BBA C-17

Total Pages: 03

Roll No. 12345
8. What are the legal restrictions on retail pricing?

7. What are the different types of store-layou? Explain each of them in detail.

6. How do retailers forecast sales for new store locations?

5. What are the different stages of the buying process? Discuss.

4. What are the advantages of e-commerce?

3. Organised retail sector is facing the challenge from unorganised retail sector. Explain.

2. What is the future of retailing in India?
1. Write short notes on the following:

(a) Direct Expenses
(b) Import-Export Code Number (IEC)
(c) JIT (Just In Time)
(d) CIF (Cost, Insurance, and Freight)
(e) L/C (Letter of Credit)
(f) Commercial documents

Maximum Marks: 80

Time: Three Hours

BBA-305

DOCUMENTATION

EXPORT PROCEDURES AND

14607

ROLL NO. 147

TOTAL PAGES: 15
I. Write short notes on the following:

Note: Attempt five questions in all. Q. No. 1 is compulsory.

Time: Three Hours

Maximum Marks: 50

BBA-306

MANAGEMENT

PRINCIPLES OF PRODUCTION

BBA/D-17

RPF No.    Total Pages: 25
1. Explain the steps in production planning in a manufacturing company.

2. Explain various steps in production planning and control.

3. Explain the significance of quality control in production.

4. What do you mean by production planning and control?

5. When do you mean by production planning and control?

6. What do you mean by production planning and control?

7. When is production planning required? Explain the importance.

8. (a) Where do you mean by production planning and control?

9. (a) Where do you mean by production planning and control?
Introduction to Computers & Office Automation Tools

80 marks

PAPER-BPO-102

1. Write short notes on the following:

(a) Computer Question (संदर्भ शुरुआत)
(b) Write a note on desktop in MS-Word.
(c) Write a note on notebook in MS-Word.
(d) What do you mean by desktop?

2. Discuss:
(a) What are the different supported functions used in MS-Excel?
(b) What are the different methods of moving data in MS-Excel?
(c) What do you mean by moving cells in MS-Excel?
(d) What do you mean by bookmaker in MS-Word?

Maximum marks: 80

Time allowed: 3 hours

Practiced Papers: 4

ROLL No.

18532

TRANS.
16

6. When do you mean by pivot table and pivot chart? Explain the different types of charts in MS-Excel. Discuss the steps to create a chart in MS-Excel.

5. Explain important exporting and inserting files in MS-Word.

4. How does the spell check feature of MS-Word works?

3. Explain with example the concept of macro in MS-Word.

2. What is a computer? Explain different classifications of computers and what are their responsibilities?

1. What is the role of CPU in a computer? What is its function?

1. How are files and folders are copied and moved in MS-Windows?

(b) How files and folders are copied and moved in MS-Windows?

(a) When are different components of Windows discussed?

(c) When are different components of Windows discussed?

(d) When are different components of Windows discussed?

(e) When are different components of Windows discussed?

(f) When are different components of Windows discussed?
2. Define Management. Why Management is known as Process?

Unit-1 (English)

1. What is mean by Leadership styles? Name various leadership styles.

2. What do you mean by Vision and Mission.

3. Differentiate between formal and informal organisation.

1. Write short note on System Approach of management.

Time allowed: 3 hours

Maximum marks: 80

Paper-BPPO-103

MANAGEMENT CONCEPT

BPQ/D-17

Printed Pages: 3

Roll No. 1833
7. Define controlling. Explain the process of controlling.

4+12

8. What is the significance of planning in business? Explain the process and importance of planning.

4+6+6

9. Discuss the process and importance of organisational structure. Explain the different types of organisational structures.

4+12

10. Explain the concept of Maslow and Herzberg’s need.

9

11. Define or describe the principles of effective leadership.

9

12. Explain the difference between formal and informal leadership.

9
Unit I

4. Discuss the communication model and the theories.

2. Write a detailed account of the importance of communication.

Unit II

4. Why do we have more oral communication than written?

3. Discuss the communication model and the theories.

2. Write a detailed account of the importance of communication.

1. Effective presentations
   - (a) Source
   - (b) Message
   - (c) Channel
   - (d) Receiver
   - (e) Feedback

Communication Process
   - (f) Importance of listening
   - (g) Communication process
   - (h) Short notes on

**Comprehension Question**

Each unit: All questions carry equal marks. Attempt all questions, selecting one question from each unit. Attempt five questions in all. No. 1 is compulsory.

Note: Maximum marks: 80

**Paper—BBP0-104**

**Communication Skill—1**

**BP0 / D-17**

Printed Pages: 3

Roll No.
8 + 8 = 16

Write at least 20 dialogues the Judge and the Criminal.

Regarding non-delivery of a registered letter
Write a letter to the Post Master of your city / area
or changed at the Post Office

Vizagapatnam: Registering him to get your defective
Write a letter to the Zonal Executive Engineer. Dallas
results in poor communication.
16

How does the failure to use multiple communication channels

Unit III

4
He came ——— he worked.

He came ——— he worked.  

The same ——— I was born.

This is the place ——— she lived.

She told ——— she lived.

This is the pen ——— she mailed me.

Fill in the blanks with suitable connectors:

PFP.

Ana ——— Bell.  

Keep to Jeth.  

Two live inches make ——— foot.

Fill in the blanks with appropriate article

(c)

He jumped ——— the well.

He came back ——— his whole family.

Fill in the blanks with verbs.

Walking is good ——— health.

I could see ——— his neck.

Fill in the blanks with verbs.

Write a paragraph repeating (need)

My watch ——— a pullover for her son. (knee)

She ——— a pullover for her son. (knee)

Take ——— she did once a day before he died.

(a) He ——— your brother's (come)

There ——— your brother's (come)

Fill in the blanks with correct form of verbs given in the

Fill in the blanks with correct form of verbs given in the

(d)

Write the sentences of the following

(a)

One who is fluent in languages.

(b) That which is common to law

(c) A person who cannot pay his debts.

Writing the sentences of the following

(a)

Give one word substitution of the following:

(d)

Write the sentences of the following

(a)

One who is fluent in languages.

(b) That which is common to law

(c) A person who cannot pay his debts.

Writing the sentences of the following

(a)

Give one word substitution of the following:

(d)

Write the sentences of the following
1. Write short notes on:

  (a) 
  (b)

  (c) 
  (d) 

  (e) 
  (f) 

2. Give a detailed account of the common communication styles.

   (a) 
   (b) 

3. Why is communication by telephone essential as the best?

4. Where are telephone conferences effective?

5. What is customer service? How can this service be effective?

6. Discuss the importance of listening.

7. Justify the importance of analyzing customers.

8. Discuss the steps involved in a negotiation process.

9. Give detailed measures to handle the most difficult customers.

Unit-I (பேச்சுவழிக் கலை)

Unit-II (பேச்சுவழிக் கலை II)

Unit-III (பேச்சுவழிக் கலை III)

Paper-BPO-105

Skills

Introduction to Call Handling

BPO / D-17

M. Sivasubramaniam

18535

Time allowed: 3 hours

Maximum marks: 80

Printed Pages: 2
Compulsory Question (1st paper only):

1. Give three essential features of income and expenditure account.
2. Why is a Trial Balance Prepared?
3. What are the types of accounts? Give two examples of each.
4. Give any two characteristics of accounting principles.
5. Give any three advantages of accounting systems.

Maximum Marks: 40

Time allowed: 3 hours
### Trial Balance of a Trader as at 31.03.2009

<table>
<thead>
<tr>
<th>Particular</th>
<th>CR</th>
<th>DR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in hand</td>
<td>8,000</td>
<td></td>
</tr>
<tr>
<td>Land &amp; Building</td>
<td>40,000</td>
<td></td>
</tr>
<tr>
<td>Plant &amp; Machinery</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Debtors &amp; Creditors</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Stock @ 1.4.2008</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>15% Investment @ 1.4.2008</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>95% Purchases and Sales</td>
<td>1,900,000</td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>8,000</td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td>16,000</td>
<td></td>
</tr>
<tr>
<td>Rent &amp; Rates</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>Drawings</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Custom Duty on Purchase</td>
<td>16,000</td>
<td></td>
</tr>
<tr>
<td>Equipment Outward</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>Advertisements</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>Fire Insurance Premium</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Provision for Bad Debts</td>
<td>6,000</td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>Bad Debts</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>Capital</td>
<td>60,000</td>
<td></td>
</tr>
</tbody>
</table>

### Unit III (财务 III)

15 Capital expenditure is different from Revenue expenditure.

Explain by giving suitable examples.

4. What do you mean by recouping entries? How would you recollect one side and two sided entries? Explain with suitable examples.

### Unit II (财务 II)

15 What is accounting? In what ways it is useful in the Management.

3. What is accounting? In what ways it is useful in the Management.

15 Explain and illustrate. What do you mean by accounting assumptions? Explain and illustrate.

6. Differentiable with suitable examples between straight line method and diminishing balance methods of chargeable depreciation.

15 Explain by giving suitable examples.
### Additional Information:

1. Stock on 31st March, 2009 was valued at £60,000

### Table:

<table>
<thead>
<tr>
<th>Date</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.6.2000</td>
<td>000.00</td>
</tr>
<tr>
<td>6.6.2000</td>
<td>600.00</td>
</tr>
<tr>
<td>2.7.2000</td>
<td>000.00</td>
</tr>
<tr>
<td>2.7.2002</td>
<td>000.00</td>
</tr>
<tr>
<td>2.7.2003</td>
<td>000.00</td>
</tr>
<tr>
<td>2.7.2004</td>
<td>000.00</td>
</tr>
<tr>
<td>6.6.2000</td>
<td>15,000</td>
</tr>
<tr>
<td>6.6.2000</td>
<td>95,000</td>
</tr>
<tr>
<td>1.7.2000</td>
<td>200.00</td>
</tr>
<tr>
<td>1.7.2000</td>
<td>000.00</td>
</tr>
<tr>
<td>1.7.2008</td>
<td>200.00</td>
</tr>
<tr>
<td>1.7.2008</td>
<td>000.00</td>
</tr>
<tr>
<td>2.7.2008</td>
<td>25.00</td>
</tr>
<tr>
<td>2.7.2008</td>
<td>000.00</td>
</tr>
<tr>
<td>3.7.2008</td>
<td>40.00</td>
</tr>
<tr>
<td>3.7.2008</td>
<td>000.00</td>
</tr>
<tr>
<td>8.7.2008</td>
<td>8.00</td>
</tr>
</tbody>
</table>

### Notes:

1. Preparing Trading and Profit & Loss Account for the year.
2. Bad debts recovered £50 were taken as receipt from debtors.
3. Bad debts written off.
4. Interest includes £200 received from a debtor for late payment.
5. Depreciation building by 10%.
6. Depreciation machinery by 10%.
7. Wages include £6000 spent on erection of machine on 1.4.2008.
8. Book value £12,000.
9. Sales also includes sale of furniture on 1.4.2008 for £10,000.
10. Stock on 31st March, 2009 was valued at £60,000.
8. ABC Ltd., Bombay consigned 10,000 kgs. of ghee to their agent Rakesh & Co., Madras @ 15 per kg. on 1st January, 2015 for sale. ₹ 10,000 were paid as freight and Insurance. 250 kgs of ghee was destroyed in transit due to an accident and as compensation, ₹2,500 were paid by the Insurance Company to ABC Ltd., Bombay. Rakesh & Co. took delivery of the consignment on 25th Jan, 2015 and on the next day, despatched an accepted bill of ₹1,00,000 for three months to the ABC Ltd. On 31st March, 2015, the following sales statement was received from Rakesh & Co.:

(i) 7,500 kgs. of ghee sold @ 20 per kg.
(ii) Rent of godown ₹500; wages ₹1000; Advertisement ₹500
(iii) Rakesh & Co. charged 4.5% commission.
(iv) The total consignment received by Rakesh & Co. was short by 250 kgs. due to leakage in transit.
(v) Rakesh & Co. made full payment on 5th April, 2015.

Prepare Consignment A/c, Rakesh & Co. A/c and Loss by Accident A/c in the books of ABC Ltd. ABC Ltd. had overstated the price of ghee by ₹3 per kg.

9. What is Joint Venture? How are Joint Venture accounts maintained?
(d) Describe stationary control for office management.

(e) Why designing how of work and office manual is important.

(f) What are the major departments of a modern office?

(g) Differentiate between Centralization and Decentralization. 4 marks each

(h) Short answer type (Comprehension) 4 marks each

I. Review the practical utility of filing as well as their objectives.

Office Management

9. What is record keeping? Why is record keeping considered important and important principles of record keeping which are widely observed for office management? Discuss some of important function of office management.

8. What is record keeping? Why is it considered important and important principles of record keeping which are widely observed for office management?
1. Why layout of office is important for effective office management.

2. Define Office and Office Management. Throw light on its significance. Mention some of the key determinants of a modern office.

3. Identify

(a) Key competencies and qualifications of an efficient office manager.

(b) Major principles of modern office management.

4. Evaluate key factors to be considered while deciding layout of office.

5. Is selection of site a significant decision while deciding

6. Critically evaluate how use of computer have influenced the modern-day offices. Discuss its impact and applications.

7. Discuss the use of following applications/machines in office space:

(a) Telephone

(b) Photocopyer

(c) Fax

(d) Copier

(e) Printer

Unite: III (เยี่ยมที่สุด - III)

Unite: II (เยี่ยมที่สุด - II)

Unite: I (เยี่ยมที่สุด - I)
1. Compulsory question:

(a) Write any three advantages of DBMS.
(b) Explain the DROP command.
(c) Write five types of ER diagram.
(d) Write five types of queries.
(e) Write any five entities and their attributes.
(f) Write five types of joins.
(g) Write five types of views.
(h) Write five types of transactions.

2. Attempt five questions in all selecting at least one from each unit. Question No. 1 is compulsory. All questions carry equal marks.

Note: "Basic concepts of Network Data Model" and "Integrity constraints over Relations" are to be attempted in the part marked "(b)".

Time allowed: 3 hours

Maximum marks: 80

PAPER-BBA-303/BBB-0-303
DATA BASE MANAGEMENT SYSTEM
BPO/D-17

Primed Pages: 4

ROLL NO.

201853810

201853810
Describe the three-schema architecture. Why do we need it?

Describe the differences between schema levels. How do different schemas map to one another's?

Explain the difference between an attribute and a value set and participate only types.

When are the different types of database and users? Discuss.

What is the difference between procedural and non-procedural and physical data independence, and which one is harder to achieve? Why?

Which is the difference between logical data independence and non-procedural DMLS? Also, discuss the relationship between logical data independence and physical data independence and which one is harder to provide by a DBMS.

How do DBMSs and DROPs differ from traditional systems? Discuss the main characteristics of the database approach and

Unit II (Section II)

Unit III (Section III)
Discuss the range of functional activities which could be performed under creativity.

2. What is Creativity? How is it different from Critical Thinking?

Units I (p-1)

(a) Elaborate the various forms/types of misconception.

(b) What are advanced learning technologies?

(c) Briefly describe the process of manuscript review discussion.

Creative Thinking

(a) Through what institutional approaches to enhance

I. Short Answer Type (Compulsory)

Note: Attempt five questions in all. Question No. 1 is maximum marks: 50

Time allowed: 3 hours
Critical thinking

Review the major issues associated with nurture in creativity and
critical thinking.

Creative thinking...
1. Explain the following:

Time allowed: 3 hours

Maximum marks: 80

Paper: BPO-305

Reporting System

Accounting Standards and

BPO / D-17

Printed Pages: 3
6. What do you mean by valuation? Explain the various methods of valuation of tangible fixed assets.

“Unit III (Economics)

(a) Financial Reporting

(b) Interim Reporting

5. Explain the following:

8. What is meant by value added statement? How is it prepared? Also explain the advantages of value added statement.

7. Explain the different methods of valuation of shares. What would you mean by accounting standards? Give the names of accounting standards issued by ICAI.

UNIT-I (Fundamentals)

2. What is computer? Explain its classifications.

(a) Explain Laser Printer.
(b) Explain Blue Ray Disk.
(c) Write short note on Processing Speed of Computer.
(d) Explain the function of Control Unit.

1. (a) What are the two types of computers?

Companion Question (Attainable Only) (4x4=16)

Questions carry equal marks.

Note: Answer the questions in all, selecting one question from each unit in addition to companion question no. 1. All questions carry equal marks: 80

BYSD-17

COMPUTER FUNDAMENTALS

20135

Total Pages: 4

ROLL NO. ..........................................

8. Solve the following:
UNI-III (Unit-III)
UNIT-I

1. Attempt all the following;
   (i) What is the purpose of an operating system?
   (ii) Explain the use of MS-WORD.
   (iii) Write steps to create a chart in EXCEL.
   (iv) Write steps to insert Sound file in computer.

2. (a) Explain the various components of an application of window.
   (b) Write short cut on Desktop.

3. (a) Explain in detail the display properties.
   (b) Explain in detail the display properties.
   (c) Explain in detail the display properties.
   (d) Explain in detail the display properties.

Compulsory Question

Note: Attempt five questions in all. Question No. 1 is compulsory.

Time: Three Hours

Maximum Marks: 80
### UNIT II

8. (a) Where are the application areas where PowerPoint is used?

#### UNIT III

16. Explain the following features in MS-WORD:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linking and embedding object</td>
<td>![Example Image]</td>
</tr>
<tr>
<td>Creating a Table</td>
<td>![Table Example]</td>
</tr>
<tr>
<td>Spelling and Grammar tool</td>
<td>![Grammar Tool Example]</td>
</tr>
</tbody>
</table>
UNIT-1

1. Define Process. What is process and what are its operations?
2. Define Thread. What is thread and its types?
3. Differentiate between single-user and multi-user operating system.
4. Differentiate between Time-sharing and multi-processing.
5. Write notes on the following:
   (a) Demand paging
   (b) Page replacement algorithms

UNIT-II

1. Define Program. System program:
   (a) System call
2. Write notes on the following:
   (a) Disk Structure
   (b) Disk I/O

UNIT-III

1. Define Various CPU Scheduling Algorithms:
2. Explain various CPU scheduling algorithms.
3. Write notes on the following:
   (a) Page replacement algorithms
   (b) Page replacement system
   (c) Difference between Time-sharing and multi-processing.
   (d) Difference between thread and process.
   (e) What is operating system, and what are its functions?
   (f) What is thread?
   (g) What is process?

Compulsory Question

Select one question from each unit.

Note: Attempt five questions in all. Question No. 1 is compulsory.

Maximum Marks: 80

Paper: BVSD-I, 13
UNIT-I

7. Define the following terms: Static, Register, Auto, By Value.

8. Write a suitable example also.

16. Explain the classes in C, Define Reecursion with example.

UNIT-II

5. a given number.

8. Write a program in C Language to print the reverse of

(a) Define relational operators, Assignment and Conditional statement with example.

(b) Explain If statement, Else statement and Switch.

8. Write a program using Pointer to swap two variables.

9. (a) Difference between Structure and Union.

16. Various operations that can be performed on Pointer. Write the syntax of Pointer. Write the

UNIT-III

10. Define the terms-Pseudo codes, Decision tables, and High level Language.


2. What is Flow-charting? Discuss various symbols of

UNIT-I

11. (d) Define Structure and Union.

16. Define Recursion with example.

2. (a) Define Identifiers and Keywords of C Language.

Compulsory Question

Select one question from each unit.

Note: Attempt five questions in all. Q. No. 1 is compulsory.

Maximum Marks: 80

[Time: Three Hours]

Paper : DVSD-14

PROGRAMMING FUNDAMENTALS AND C

2013-14

Total Pages: 2
UNIT I

1. What are various maintenance characteristics?
   (a) Discuss LOOP testing.
   (b) Write short note on DATA FLOW Diagram.
   (c) Explain Software testing.
   (d) What is Beta Testing?

2. Discuss the concept of software estimation.

3. Explain the concept of cost estimation in software development.

4. Develop the lifecycle model (SDLC) with the help of spiral model.

UNIT II

1. Discuss some models of software engineering.

2. Write short note on the following:
   (a) Maintenance
   (b) Configuration Management
   (c) What is Software Engineering?

COMPULSORY QUESTION

Note: All questions carry equal marks. Attempt four questions of your choice. Question No. 1 is compulsory.

Maximum Marks: 80
Time: Three Hours

PAPER-BVSD-33
SOFTWARE ENGINEERING

BVD/D-17

ROLL NO.

TOTAL PAGES: 3
UNIT-III

8. Differential Bottom up and Top down methodology in software design.

9. (a) Different relationship model with example.

8. Different types of behavioral requirements.

4. (a) What do you mean by SRS? Discuss behavioral and non-behavioral requirements.

UNIT-II

8. Explain the following:

- Behavior Testing
- System Testing
- Validation Testing


16. What is structured programming? What are its characteristics?

16. What do you mean by software testing? Discuss structural testing.


 UNIT-IV

16. Alpha testing.

16. Beta testing.

16. System testing.
UNIT-I

16 (a) Discuss the concept of Exception handling. Also emphasize on its importance.

16 (b) Discuss Template and its importance. Discuss Template class with an example.

UNIT-II

16 (a) Explain the concept of Polymorphism in importance.

16 (b) Write a program in C++ showing the role of Constructor.

16 (c) Explain Operator overloading with a program.

UNIT-III

16 (a) Discuss Manipulators.

16 (b) Whom is the role of new, delete in Polymorphism.

16 (c) What is Polymorphism? How does it help in Dynamic memory allocation?

16 (d) Define Constructor and types of constructor. Make a program showing types of constructor and destructor.

16 (e) Define Constructor and types of constructor. Make a program showing types of constructor and destructor.

16 (f) Discuss Static Data Members and Member Functions.

16 (g) Example.

16 (h) Define Inheritance and Inheritance.

UNIT-IV

16 (a) Name logical and bitwise operators in C++.

16 (b) Define Template. Define Abstraction.

16 (c) Write the properties of Constructor.

16 (d) Define Preprocessor directives.

16 (e) Answer in short:

Computer Question

Select one question from each unit.

Note: Attempt all the questions in all Question No. 1 is compulsory.

Maximum Marks : 80

Time : Three Hours

Paper : BSD-34

OBJECT-ORIENTED PROG. WITH C++

20142

BSD/12

ROLL NO.

FROM PAGE : 2
UNIT-I


2. (a) Define Cloud Computing Architecture in detail.

3. (b) Explain the Cloud Computing Architecture in detail.

UNIT-II

4. Write a note on the following:

UNIT-III

5. Explain Public Key Infrastructure technique of Grid Computing.

6. What are the vulnerabilities and threats in Grid Security?

7. (a) Explain Open Grid Services Architecture and its role in Grid Computing.


8. Grid Computing and OGSA?

8. OGSAs and OGSI?

9. (a) What are the vulnerabilities and threats in Grid Security?

10. (b) What is WSRR and what impact will WSRR have on Grid Computing?

11. (c) Explain any three Grid Monitoring System.

12. (d) Introduce Web Service Technologies.

13. (e) Introduce Google Tool Kit.

14. (f) Define the term Cloud Hypervisors.

15. (g) IaaS, PaaS.

16. Write down the full form of SaaS, DaaS, PaaS.

Complimentary Question

From each unit. 0. No. 1 is compulsory.

Note: Attempt five questions in all. Select at least one question from each unit.

Maximum Marks : 80

Time: Three Hours

Paper-BVSD-17

CURRENT TECHNOLOGIES

20143

Total Pages: 2

ROLL NO.
(8+8)
II. Business Record Maintenance.
   (i) Back End Systems.

9. Explain the following in context of E-Business:

   (8+8)
   (i) How are the Search Engines and Dictionaries play a vital role in launching your own E-Business?
   (ii) Discuss the concept of Marketing in E-Business.

Unit II

Supply Chain Management

7. Write detailed notes on:
   (8+8)
   (a) Explain some major obstacles in adopting E-Commerce.
   (b) Throwing a light on the future of E-Commerce.

Unit III

5. (a) What is a Smart Card? How does it work? Discuss.
   (8+8)
   (b) How do Smart Cards help in protecting privacy?

4. (a) Explain the business concept of Customer to Customer (C2C) E-Commerce.
   (b) How the customer communication is used in developing E-Commerce?

Note: Attempt five questions in all selecting one question from each unit. All questions carry equal marks. No. I is compulsory.

maximum marks: 80

Paper: BS/16-D17

E-COMMERCE
UNIT-I

1. How the SQL statements are executed using Active Server.
2. How to communicate with data base using ADO.
3. What is ADO? When are these major objects of ADO? How to

UNIT II

1. What is Scripting? Explain in detail.

UNIT III

1. What is Server Side scripting? What your ASP Script return to
2. What is Server Side scripting? What your ASP Script return to
3. Explain Assemblies in .NET Framework. Explain the structure
4. Explain Assemblies in .NET Framework. Explain the structure
5. Write short note on the following in ASP

Compulsory Question

1. Which is the object of .NET data provider?
2. Which language targets the Common Language Runtime is
3. What is called when user deletes the file from web page?
4. Write short note on the following in ASP
5. Which is Server Side scripting? What your ASP Script return to
6. What SQL statements are executed using Active Server.
7. How to communicate with data base using ADO.
8. What is ADO? When are these major objects of ADO? How to

UNIT-IV

1. Is it possible to set the session on time manually?
2. How many types of memories are there in .NET?
3. Which alternative way of displaying text on web page is
4. The ASP.NET server control which provides an
5. Scripting in ASP.NET?
6. Which languages can be used to write server side
7. Which is called when user deletes the file from web page?
8. What SQL statements are executed using Active Server.
9. How to communicate with data base using ADO.
10. What is ADO? When are these major objects of ADO? How to

Explain each

Paper-BVSD-53
WEB TECHNOLOGY-ASP.NET

2014S Roll No. 2

Total Pages : 2

Note : Question No 1 is Compulsory. Attempt five questions in all

Maximum Marks : 80

Time : Three Hours