

**Business Correspondence Office Management (04CT12)**

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**SECTION – A**

**Choose the Best Answer:**

**(10 X 1 = 10)**

1. The main functions of the banking system are accepting deposits and  
(a) Withdrawal money (b) Granting loans (c) Deposits cheque (d) cash credit
2. This type of deposits is made for a certain fixed period  
(a) Fixed deposits (b) Current deposits (c) Recurring deposits (d) All the above
3. Insurance is a  
(a) Contract (b) Agreement (c) indemnity (d) none of the above
4. The life insurance business in india was in the hands of  
(a) Partners (b) Joint stock company (c) Cooperative bank (d) Sole traders
5. IRDA Act  
(a) 1998 (b) 1999 (c) 2000 (d) 1977
6. Life insurance act of  
(a) 1989 (b) 1978 (c) 1956 (d) 2000
7. The payments of taxes on income devoted to the insurance payments  
(a) Income tax (b) Wealth tax (c) Gift tax (d) All the above
8. The features of adding machines and sorting device are combined in this machine  
(a) Tabulating (b) Billing machine (c) Type writer (d) All the above
9. What are the types of coin handling machines?  
(a) Sorting machine (b) Counting machine  
(c) Changing machine (d) All the above
10. The photocopying machine is used to take or produce exact copy of the  
(a) Original document (b) Duplicate document (c) Darkness (d) All the above

**SECTION – B**

**Answer any FIVE Questions**

**(5 X 2 = 10)**

11. What is meant by Current account?
12. Give the meaning of Banking.
13. Who is Customer in the bank?
14. State the meaning of premium.
15. What are the types of insurance?
16. Define an office.
17. What is office routine?

**SECTION – C**

**Answer any THREE Question**

**(3 X 6 = 18)**

18. State any three important features of office work.
19. What are the types of accounts maintain in banking business?
20. Draft a letter to the bank to remit the LIC premiums.
21. What are the advantages of Life Insurance?
22. Write a letter in order to surrender a policy for insufficient balance.

**SECTION – D**

**Answer any One Question**

**(1 X 12 =12)**

23. A businessman writes to the local bank in order to get sanction for an overdraft amounting to Rs.5, 00,000/- in his favour, owing to the winter session. Draft his letter to the bank.
24. Explain the functions of an office in the modern days.

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**Principles of Management (04CT13)**

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**Section - A**

**Answer All Questions**

**(10 X 1 = 10)**

**Choose the best Answer**

1. Code of conduct is an example of .....  
a) Controllable premise      b) Semi-controllable      c) Uncontrollable      d) Intangible controllable
2. A small programme is called .....  
a) Schedule      b) Project      c) Budget      d) None
3. Guidepost for managerial action is .....  
(a) Rule      b) Policy      c) Programme      d) Strategy
4. A sequence of activities to implement the policy is .....  
a) Programme      b) Budget      c) Plan      d) Procedure
5. Policies are .....  
a) Short-range plan      b) Medium-term plan      c) Long-range plan      (d) All
6. Decision to retire early by an employee is an example for .....  
(a) Organisational decision      b) Routine decision      (c) Programmed decision      d) Personal decision
7. Managerial decisions are taken by intuition according to  
a) The traditional theory      b) The classical theory  
c) The behavioral theory      d) None
8. Effective decision-making should .....  
a) Define the goals      b) Evaluate the result      c) Contribute to the goals      d) AD
9. Purchase of spare parts for motor is an example for .....  
a) Major decision      b) Minor decision      c) Personal decision      d) Basic decision
10. Programmed decisions are made at .....  
a) Lower level      b) Middle level      c) Top level      d) AD

**Section -B**

**Answer any FIVE Questions**

**(5 X 2 = 10)**

11. Define the term "Planning."
12. What is strategy?
13. What is policy?
14. Define decision making.
15. 'A problem well defined is solved is half solved'. Do you agree?
16. What are the areas should be taken in be taken into account while establishing the organisational objectives?
17. What is rational decision?

**Section -C**

**Answer any THREE Questions**

**(3 X 6 = 18)**

18. Distinguish between planning and forecasting.
19. Examine the elements of good planning.
20. Analyse the characteristics of decision making.
21. Discover the process of decision making.
22. What are the advantages of planning?

**Section - D**

**Answer any ONE Question**

**(1 X 12 = 12)**

23. Explain the characteristics of planning.
24. Explain the types of decision.

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**VIVEKANANDA COLLEGE, TIRUVEDAGAM WEST – 625 234**

Class: II B.Com.

Date: 03.09.2018

Subject: Advanced Accounting (04CT31)

Max.: 50 Marks

Internal Test: II

Time: 2 Hours

**Section A**

**Answer All questions:**

**(10 x 1 = 10 Marks)**

1. A, B, C are partners sharing profits in the ratio of 3:2:1. B retires from the firm. The new profit sharing ratio is 3:2. The gaining ratio will be ----.  
a) Equal                      b) 2:1                      c) 3:7                      d) 3:2
2. The balance of Joint life policy account on the death of a partner is transferred to the capital accounts of the partners in  
a) Capital ratio                      b) Old profit sharing ratio  
c) New profit sharing ratio                      d) Equal proportion
3. Under Garner Vs Murray Rule, the capital deficiency of insolvent partner should be borne by the solvent partners in  
a) Capital ratio                      b) Old profit sharing ratio  
c) New profit sharing ratio                      d) Equal proportion
4. The nature of joint life policy account is  
a) Nominal account                      b) Real account  
c) Natural Personal account                      d) Representative Personal account
5. At the time of dissolution of a firm, assets taken over by a partner should be  
a) Credited to realization account                      b) Debited to realization account  
c) Credited to partner's capital account                      d) Credited to asset account.
6. The ruling in Garner Vs Murray case is applicable to  
a) Admission of a partner                      b) Retirement of a partner  
c) Death of a partner                      d) Insolvency of a partner
7. The profit or loss on realization is divided among the partners in ----- ratio.  
a) Capital ratio                      b) Profit sharing ratio  
c) Either Capital ratio or Profit sharing ratio                      d) Equal
8. The retiring partner's share of goodwill is divided among the remaining partners in ----  
a) Profit Sharing Ratio                      b) Capital Ratio                      c) Sacrificing Ratio                      d) Gaining Ratio
9. A, B and C were partners sharing profits and losses in the ratio of 4:3:2. B retired. The new profit sharing ratio between A and C is 5:3. The gaining ratio is  
a) 3:2                      b) 9:11                      c) 2:3                      d) 1:2
10. When the realization expenses are to be borne by a partner, it is debited to –  
a) Partner's capital a/c                      b) Cash a/c                      c) Realisation a/c                      d) Profit and Loss a/c

**Section B**

**Answer any FIVE questions:**

**( 5 x 2 = 10 Marks)**

11. What is Gaining Ratio?
12. What is Joint Life Policy?
13. A, B, C are partners sharing profits in the ratio of  $\frac{1}{2}$ ,  $\frac{1}{3}$  and  $\frac{1}{6}$  respectively. C retires and his share was taken by A and B in the ratio of 2:1. Calculate the New Profit Sharing Ratio.
14. X, Y and Z are partners sharing profits in the ratio of 2:2:1. Z retires and his share was taken up by X and Y in the ratio of 3:2. Calculate the New Profit Sharing Ratio.
15. What is Realisation Account?
16. What is Capital Ratio?
17. A, B and C are partners sharing profits and losses in the ratio of 4:3:2. B retires and the goodwill is valued at ₹ 36,000. A and C decided to share the future profits and losses in the ratio of 5:3. Give journal entry for goodwill.

**Section C**

**Answer any THREE questions.**

**(3 x 6 = 18 Marks)**

18. A and B are partners sharing profits in the ratio of 3:2. They insure their lives jointly for ₹ 1, 50,000 at an annual premium of ₹ 7,000 to be debited to the business. B died three months after the date of the last Balance Sheet. According to partnership deed, B's legal representatives are entitled to the following payments.
  - a) His capital as per the last Balance Sheet
  - b) Interest on capital at 6% per annum to date of death.
  - c) His share of profit to date of death calculated on the basis of last year's profitsHis drawings are to bear interest at an average rate of 2% on the amount irrespective of period.  
B's capital as per the last Balance Sheet was ₹ 80,000 and his drawings to date of death were ₹ 10,000. The last year's profit was ₹ 60,000. Prepare B's capital account to be rendered to his legal representative.

19. X and Y share profits in the 3:2. A joint life policy was taken for ₹ 1, 60,000 on January 2, 2014. Annual Premium is ₹ 6,000. Surrender values of the Policy were: 2014 – Nil; 2015 – ₹ 4,800; 2016 – ₹ 6,600; 2017 – ₹ 11,200. Y died on September 15, 2017. Policy amount was received on 15<sup>th</sup> October 2017. The accounts are closed every year on 31<sup>st</sup> October. Prepare the Joint Life Policy account.

20. A and B are partners sharing profits in the ratio of 3:1. They agreed to dissolve the firm. From the following particulars, prepare Realisation account.

- Creditors ₹ 80,000
- Realisation expenses ₹ 2, 000
- Creditors agreed to take ₹ 76,000 in full settlement
- The book value of assets ₹ 2,40,000
- The assets were realized ₹ 2,20,000

21. Vijay retired from the firm on 31<sup>st</sup> March 2015. The amount due to him was ₹ 40,400. The terms of retirement provided for payment of ₹ 10,400 immediately and thereafter the debt was to be extinguished by payment of ₹ 10,000 together with interest @ 5% every year on 31<sup>st</sup> March. Prepare his loan account.

22. Differentiate Realisation account and Revaluation account.

### Section D

**Answer any ONE question:**

**(1 x 12 = 12 Marks)**

23. The Balance Sheet of Amar, Akbar and Antony who are sharing profits & losses in the proportions of 1/2, 1/3 and 1/6 respectively was as follows on 30.6.2018.

Liabilities	₹	Assets	₹
Bills payable	6,400	Cash on hand	150
Sundry creditors	12,500	Cash at Bank	25,500
Capitals:		Bills Receivable	5,400
Amar	40,000	Book debts	17,800
Akbar	25,000	Stock	22,300
Antony	20,000	Furniture	3,500
Profits & Loss A/c	4,500	Plant & Machinery	9,750
	<u>1,08,400</u>	Bundling	<u>24,000</u>
			<b>1,08,400</b>

Akbar retires from the business on 1.7.2018 and his share in the firm is to be ascertained on a revaluation of the assets as follows:

Stock – ₹ 20,000; Furniture – ₹ 3,000; Plant and Machinery ₹ 9,000; Building ₹ 20,000 and ₹ 850 is to be provided for doubtful debts.

The Goodwill of the firm is agreed to be valued at ₹ 6,000. Akbar is to be paid ₹ 11,050 in cash on retirement and the balance in 3 equal yearly instalments with interest at 5% per annum. Show the necessary ledger accounts required giving effect to the above, the Balance sheet of the continuing partners and the loan account of Akbar till it is finally closed.

24. X, Y and Z are sharing profits and losses in the ratio of 5:3:2 respectively. On 31<sup>st</sup> March 2017 their balance sheet was as follows:

Liabilities	₹	Assets	₹
Capital:		Furniture	11,000
X	28,000	Investments	7,000
Y	19,000	Stock	38,000
Z	8,000	Debtors	8,000
Sundry Creditors	9,500	Less: Reserve for Bad Debts <u>400</u>	7,600
	<u>64,500</u>	Cash	<u>900</u>
			<b>64,500</b>

The firm was dissolved. Y took over investments at an agreed value of ₹ 7,500. Furniture, Stock and debtors in all realized ₹ 48,400. ₹ 9,000 were paid to sundry creditors in full settlement. The expenses of realization were ₹ 600. The partners' accounts were settled by receipt or payment of cash. Prepare necessary ledger accounts to close the books of the firm.

\*\*\*\*\* **END**\*\*\*\*\*

**INCOME TAX LAW & PRACTICE- I (04CT32)**

**Section-A**

**Multiple Choice Questions:  
(Answer All Questions)**

**(10 X 1 = 10 Marks)**

1. Salary includes:  
(a) Wages (b) Pension  
(c) Commission on Sale (d) All of these
2. Salary received by a member of parliament is:  
(a) Taxable as salary income (b) Exempt from tax  
(c) Taxable as income from other sources (d) None of these
3. Perk is:  
(a) Cash paid by employer to employee (b) Facility provided by employer to employee  
(c) Amount credited to employee's account (d) None of these
4. Education allowance is exempted for:  
(a) One person (b) Four persons  
(c) Two persons (d) None of these
5. Value of RFA in case of Govt. employee shall be taxable up to:  
(a) 15% of employee's salary (b) 7.5% of employee's salary  
(c) License fee fixed by Govt (d) 10% of employee's salary
6. Employer's contribution to RPF is exempted up to:  
(a) 10% of salary (b) 13% of salary  
(c) 12% of salary (d) 11% of salary
7. House rent allowance is:  
(a) Fully exempted (b) Exempted to a certain limit  
(c) Exempted in big cities (d) Exempted for Govt. Employees
8. Which of the following allowance is totally exempt from the Income Tax?  
(a) Dearness Allowance (b) House Rent Allowance  
(c) Foreign Allowance (d) None of these
9. In case of "Tax free salary".  
(a) Tax is to be paid by employer (b) No tax is payable on such salary  
(c) Tax is to be paid by the employee at a future date (d) Govt. itself pays the tax
10. Fringe benefits are taxable in the hands of:  
(a) All the employee's (b) If employer is subject to FBT  
(c) If employer is not subject to FBT (d) None of these.

**Section-B**

**Very Short Answer Questions  
(Answer any Five out of 7 Questions)**

**(5 X 2 = 10 Marks)**

11. What is Salary?
12. What is Allowances?
13. What do you mean by Perquisites?
14. Write a note on House Rent Allowance.
15. Who is a specified employee?
16. How to compute taxable salary?
17. List out the items of profit in lieu of salary.

**Section-C**

**Short Answer Questions  
(Answer any Three out of 5 Questions)**

**(3 X 6 = 18 Marks)**

18. Briefly explain the various allowances generally paid to employees under the I.T Act.
19. Explain the valuation of 'Rent Free Accommodation' under the IT Act?
20. Explain the rules relating to the valuation of 'Motor Car'.
21. What is Provident fund? Explain the different types of provident funds.
22. Explain the types of Perquisites.

**Section-D****Long Answer Questions (1 X 12 = 12 Marks)****(Answer any One out of 2 Questions)**

**23.** Compute taxable income under the head salary of Mr. X (an employee of a company) for the Assessment Year 2018-19:

- (a) Salary ₹ 5,000 p.m.
- (b) D. A. ₹ 3,500 p.m.
- (c) Entertainment Allowance ₹ 1,000 p.m.
- (d) Employer's Contribution to Recognized Provident Fund ₹ 7,400. His own contribution was ₹ 7,400.
- (e) Interest @ 10% p.a. on Credit Balance of Recognized P.F. amounted to ₹ 10,000.
- (f) City Compensatory Allowance ₹ 500 p.m.
- (g) Medical Allowance ₹ 1,200 p.m.
- (h) He has been provided with a large Car for both official and personal use. Employer bears all expenses of the car.
- (i) He is provided an unfurnished house by the employer in a city (population 12 lakh).

The fair rental value of the house is ₹ 30,000 p.a. Employer charges ₹ 500 from him per month as rent.

**24.** The following particular related to the income of Sri Rajeev Mehta for the previous year 2017-18:

He is employed in a cotton textile mill at Bangalore on a Monthly salary of ₹ 25,000. He is also entitled to a commission @ 1% of sales by him. The sales effected by him during the previous year amounted to ₹ 40, 00,000. He received the following allowances and perquisites during the previous year:

- (i) Dearness pay @ ₹ 6,000 per month.
- (ii) Bonus @ two month's basic salary.
- (iii) Entertainment allowance @ ₹ 2,000 per month.
- (iv) House Rent Allowance @ ₹ 5,000 per month.
- (v) The employer paid ₹ 10,000 towards the income tax liability of Sri Rajeev Mehta.
- (vi) The employer provided him L.T.C of ₹ 35,000 for going to Simla.
- (vii) He has also been provided with gas, electricity and water facility and employer spent ₹ 15,000 on these.
- (viii) The employer gave him cotton worth ₹ 1,000 free of cost.
- (ix) He and his employer both contributed 15% of his recognized provident fund and interest credited to this fund @ 9% amounted to ₹ 30,000 during the previous year.
- (x) He spend ₹ 6,000 per month as rent of the house occupied by him in Bangalore.

Compute his taxable income under the head Salaries for the Assessment Year 2018-19.

**@@@@@@ Wish You All the Best @@@@@@**

**Company Law & Secretarial Practice**

**SECTION A**

**ANSWER ALL QUESTIONS**

**(10X1 = 10 Marks)**

**Multiple Choice Questions:**

1. Shareholders are \_\_\_\_\_  
a) Owners                      b) Creditors      c) Debtors      d) None of the above
2. Return paid on shares is \_\_\_\_\_  
a) Interest      b) Dividend      c) Commission      d) None of the above
3. Return paid on debentures is \_\_\_\_\_  
a) Interest      b) dividend      c) Commission      d) Tax
4. Deferred shares are also known as \_\_\_\_\_ shares  
a) Founders      b) Equity      c) Preference      d) None
5. \_\_\_\_\_ Preference shares carry the right to cumulate the dividends  
a) Converted      b) Cumulative      c) Non – converted      d) None
6. The debentures, which are payable to the registered debenture holders is \_\_\_\_\_.  
a) naked debentures                      b) registered debentures  
c) secured debentures                      d) bearer debentures
7. A mortgage can be created on \_\_\_\_\_  
a) Specific immovable property                      b) Movable property  
c) Stock                      d) All the above
8. Debentures which have a charge on the assets of the company is \_\_\_\_\_.  
a) registered debentures                      b) unregistered debentures  
c) secured debentures                      d) unsecured debentures
9. Debenture payable to the holder of the certificate is \_\_\_\_\_.  
a) bearer debentures                      b) registered debentures  
c) unregistered debentures                      d). secured debentures
10. Debentures form part of the company's \_\_\_\_\_.  
a. a) capital      b) loan      c) fund      d) reserve

**SECTION B**

**Answer any five questions (Very Short Answers)**

**(5x2=10 Marks)**

11. Define the term share
12. What is called stock?
13. What is debenture?
14. What is share certificate?
15. What are the issue of shares?
16. What is equity share?
17. What is preference share?

**SECTION C**

**Answer any Three questions (Short Answers)**

**(3x6 = 18 Marks)**

18. What are the features of shares?
19. Distinguish between shares and stock
20. Difference between a share certificate and share warrant
21. What are the contents of share certificate?
22. Distinguish between shares and debentures?

**SECTION D**

**ANSWER ANY ONE QUESTION**

**(1x12 = 12 Marks)**

23. Explain the various kinds of shares
24. Describe the various types of debentures

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**COST ACCOUNTING – 04CT51**

**SECTION A**

**ANSWER ALL QUESTIONS**

**(10X1 = 10 Marks)**

**Multiple Choice Questions:**

1. FIFO is
  - a) Fast investment in future orders
  - b) First in first out
  - c) Fast issue of first orders
  - d) none of these
2. LIFO method of pricing of material issues is more suitable when
  - a) Material prices are rising
  - b) Material prices are falling
  - c) Material prices are fluctuating
  - d) Material prices are unchanging
3. Average price methods are more suitable when
  - a) Material prices are rising
  - b) Material prices are falling
  - c) Material prices are fluctuating
  - d) Material prices are unchanging
4. Material control involves purchase, storage and ----- of materials.
  - a) Receipts
  - b) Issue
  - c) direct
  - d) None of these
5. Material is issued by storekeeper against ----- requisitions.
  - a) Purchase
  - b) Labour
  - c) Material
  - d) None of these
6. LIFO is ----- in First out method
  - a) Last
  - b) Lost
  - c) Loss
  - d) None of the above
7. Time wages are paid on the basis of
  - a) Standard time
  - b) Time saved
  - c) output produced
  - d) Actual time
8. Differential piece wages means
  - a) Differential wages for different levels of performance
  - b) Wages for different times consumed
  - c) wages for time saved
  - d) None of these
9. Bonus under Halsey plan is paid
  - a) At 100% of Time saved
  - b) At 75% of Time saved
  - c) At 80% of Time saved
  - d) At 50% of Time saved
10. Idle time is
  - a) Time spent by workers in factory
  - b) Time spent by workers off their work
  - c) Time spent by workers in the factory
  - d) none of these.

**SECTION B**

**Answer any five questions (Very Short Answers)**

**(5x2=10 Marks)**

11. What is centralized purchasing?
12. What is time rate system?
13. What is a piece rate system?
14. Give the formula of calculate of re-order level.
15. State any two methods of valuing material issues.
16. Give the names of five methods of stock levels.
17. Give the formula of calculation of wages under Halsey premium plan.

**SECTION C**

**Answer any Three questions (Short Answers)**

**(3x6 = 18 Marks)**

18. Material 'A' is used as follows:  
Maximum usage in a month 600 Units.  
Minimum usage in a month 400 Units  
Average usage in a month 450 Units  
Lead time: Maximum 6 months, minimum 2 months.  
Reorder Quantity: 1,500 Units.  
Maximum reorder period for emergency purchases-1 month  
Calculate a) Reorder level b) Maximum level c) Minimum level d) Average stock level e) Danger level



19. From the following particulars prepare the stores ledger by adopting First in first Out method.

2003-March	1	Purchased 300 units at	Rs.2 per unit
	2	Purchased 600 units at	Rs.3 per unit
	5	Issued 400 units	
	8	Issued 200 units	
	10	Purchased 600 units at	Rs.5 per unit
	12	Issued 400 units	

20. Calculate the earnings of workers X and Y under (A) Straight piece rate system and (B) Taylor's differential piece rate system from the following details:

Standard time per unit =12minutes

Standard rate per hour=Rs.60

Differential to be used 80% and 120%

In a particular day of 8 hours, worker 'X' produced 30 units and worker 'Y' produced 50 units.

21. Calculate the earnings of a worker under Halsey plan and Rowan plan.

Standard time - 36 hours

Actual time - 30 hours

Rate per hour - Rs.10

22. Distinguish between 'Bin card' and 'Stores ledger'

#### SECTION D

**Answer Any One Question**

**(1x12 = 12 Marks)**

23. From the following particulars work out the earnings for the week of a worker under:

- Straight Piece Rate
- Differential Piece Rate
- Halsey Premium System
- Rowan System

Number of working hours per week	48
Wages per hour	Rs.3.75
Rate per piece	Rs.1.50
Normal time per piece	20 minutes
Normal output per week	120 pieces
Actual output for the week	150 pieces

Differential Piece Rate : 80% piece rate when output is below standard and 120% when above standard.

24. X Company has purchased and issued material as under:

Purchased				Issued			
Sep	6	100 units at	Rs.1.10	Sep	9	500 units	
,,	20	700 ,,	Rs.1.20	,,	22	500 ,,	
,,	27	400 ,,	Rs.1.30	,,	30	500 ,,	
Oct	13	1,000 ,,	Rs.1.40	Oct	15	500 ,,	
,,	20	500 ,,	Rs.1.50	,,	22	500 ,,	
Nov	17	400 ,,	Rs.1.60	Nov	11	500 ,,	

Prepare the stores ledger under LIFO method

**Goods and Services Tax Law (04CT52)**

**Section - A**

**Answer All Questions**

**(10 X 1 = 10)**

**Choose the best Answer**

1. The final return shall be filed by the registered taxable person within\_\_\_\_  
a) 3 months of the date of cancellation                      b) Date of order of cancellation  
c) Later of the (a) or (b)    d) All of the above
2. A registered person supplying taxable goods shall issue a tax invoice showing\_\_\_\_  
a) the description    b) quantity and value of goods  
c) the tax charged thereon                      d) All the above
3. The details of outward supplies of goods or services shall be submitted by\_\_\_\_  
a) 10<sup>th</sup> of the succeeding month    b) 18<sup>th</sup> of the succeeding month  
c) 15<sup>th</sup> of the succeeding month    d) 20<sup>th</sup> of the succeeding month
4. The normal permissible Time period to upload the statement of outward supply will be\_\_\_\_  
a) From 11<sup>th</sup> to 15<sup>th</sup> of the next month    b) From 1<sup>st</sup> to 10<sup>th</sup> of the next month  
c) From 11<sup>th</sup> to 20<sup>th</sup> of the next month    d) From 11<sup>th</sup> to 25<sup>th</sup> of the next month
5. Every tax payer paying tax under section 10 (composition levy) shall file the return\_\_\_\_  
a) by 18<sup>th</sup> of the month succeeding the quarter    b) by 18<sup>th</sup> of the month succeeding the month  
c) by 10<sup>th</sup> of the succeeding the month    d) by 20<sup>th</sup> of the succeeding the quarter
6. If a turnover during a financial year exceeds the prescribed limit, then account get audited by  
a) Chartered Accountant                      b) Advocates                      c) Company Secretary                      d) None of these
7. What is the validity of the registration certificate?  
a) One year                      b) No validity    c) Valid till it is cancelled                      d) Five years
8. Input means .....  
a) Any Goods Excluding Capital Goods    b) Any Goods including Capital Goods  
c) Capital Goods Only    d) All of the above
9. Credit of input tax \_\_\_\_\_ for making zero- rated supplies  
a) may be availed    b) cannot be availed  
c) Can be partially availed    d) will have to be reversed
10. Which of the following is an interstate supply?  
a) Suppliers of goods located in Delhi and place of supply of goods SEZ located in Delhi  
b) Suppliers of goods located in Delhi and place of supply of goods in Jaipur  
c) Suppliers of goods located in Jaipur and place of supply of goods Jaipur  
d) All the above

**Section -B**

**Answer any FIVE Questions**

**(5 X 2 = 20)**

11. What is forward charge?
12. Which form is used for GST cancellation of registration?
13. When IGST is levied?
14. Define: Aggregate Turnover.
15. What is revocation of GST registration?
16. What is Composition levy?
17. Who are exempted from GST registration?

**Section -C**

**Answer any THREE Questions**

**(3 X 6 = 18)**

18. Describe the procedure for GST registration.
19. How to determine the rate of tax in the case of change in rate?
20. Differentiate mixed and composite supply of goods and services.
21. Discuss the points relating to GST mandatory registration.
22. Explain the provisions relating to ITC set off.

**Section - D**

**Answer any ONE Question**

**(1 X 12 = 12)**

23. Explain the types returns in GST.
24. Explain the various forms available for GST registration.

**Dept. of Commerce**  
**Vivekananda College,**  
**Tiruvedakam West**  
**Date: 11.09.2018**

**III B.Com**  
**Business Mathematics**  
**(04SB51)**

**Time: 1 hour**  
**Marks: 25**  
**V – Semester**  
**II Test**

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**SECTION – A**

**Choose the Best Answer:**

**(5 X 1 = 5)**

1. There are 30 people in a group. If all shake hands with one another, how many handshakes are possible?  
a. 870              b. 435              c. 30!              d.  $29! + 1$
2. In how many ways can we arrange the word 'FUZZTONE' so that all the vowels come together?  
a. 1440              b. 6              c. 2160              d. 4320
3. In Cricket League, in first round every team plays a match with every other team. 9 teams participated in the Cricket league. How many matches were played in the first round?  
a. 36              b. 72              c. 9!              d.  $9! - 1$
4. If the sum of the first  $2n$  terms of the AP series 2, 5, 8, ..., is equal to the sum of the first  $n$  terms of the AP series 57, 59, 61, ...,  
(a) 10              (b) 12              (c) 11              (d) 13
5. 32, 36, 41, 61, 86, 122, 171, 235  
a) 41              (b) 61              (c) 22.5              (d) 67.5

**SECTION – B**

**Answer any Two Questions**

**(2 X 2 = 4)**

6. What is meant by permutations?
7. Give the meaning of Combinations.
8. State the meaning of Sequences.
9. What do you understand by Arithmetic Progression?

**SECTION – C**

**Answer any One Question**

**(1 X 6 = 6)**

10. Find out the wrong number in the series 888, 440, 216, 104, 48, 22, 6
11. In how many different ways can the letters of the word 'DETAIL' be arranged in such a way that the vowels occupy only the odd positions?

**SECTION – D**

**Answer any One Question**

**(1 X 10 =10)**

12. Find out the wrong number in the series 4, 5, 15, 49, 201, 1011, 6073.
13. In a group of 6 boys and 4 girls four children are to be selected. In how many different ways can they be selected such that at least one boy should be there?  
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**VIVEKANANDA COLLEGE, TIRUVEDAGAM WEST – 625 234**

Class: M.Com. I Year

Date: 05.09.2018

Subject: Human Resource Management (41CT14)

Max.: 50 Marks

Internal Test: I

Time: 2 Hours

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**Section A**

**(5 x 1 = 5 Marks)**

**Answer All the questions:**

1. Which of these activities are not included in the scope of human resource management?
  - a) Job analysis and design
  - b) Motivation and communication
  - c) Safety and health
  - d) Organizational structure and design
2. The meaning of the acronym HRM is -----
  - a) Human Relations Management
  - b) Humanistic Resource Management
  - c) Human Resource Management
  - d) Human Resourceful Management
3. The term used before the language of modern HRM was -----
  - a) Labour Relations
  - b) Personnel Management
  - c) Industrial Management
  - d) All of the above
4. Recruitment is widely viewed as a -----
  - a) positive process
  - b) negative process
  - c) positive as well as negative process
  - d) none of the above processes
5. Off the Job Training Method consists of
  - a) Role playing method
  - b) Case study method
  - c) Programmed training
  - d) All of the above

**Section B**

**(5 x 2 = 10 Marks)**

**Answer any Five questions:**

6. Differentiate Personnel Management and HRM?
7. State the two objectives of Human Resource Planning.
8. Distinguish between Job Analysis and Job Evaluation.
9. How does Recruitment differ from Selection?
10. What is Executive Development? How does it differ from Training?
11. What do you understand by Career Planning and Development?
12. Mention any four essentials of a good Incentive Plan.

**Section C**

**(3 x 5 = 15 Marks)**

**Answer any Three questions:**

13. Explain the various functions of HRM?
14. Explain the factors influencing Human Resource Planning.
15. Examine the different sources of Recruitment.
16. Discuss the any three methods of training to employees.
17. Describe any three modern techniques of performance appraisal.

**Section D**

**(2 x 10 = 20 Marks)**

**Answer any Two questions:**

18. Discuss the various stages involved in selection of an employee.
19. Explain the different methods of wage payment in an organization.
20. Discuss the important organizational Career Development Programmes.

**END**

**I Sessional Test**  
**III Semester**  
**Max. Marks: 50**  
**Time: 2 Hours**

**(5 X 1= 5)**

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Corporate Financial Accounts (41CT32)

SECTION – A

Choose the Best Answer: (5 X 1 = 5)

- 1. The Commission paid by the re-insurer is known as:  
(a) Commission on direct business (b) Commission on reinsurance ceded (c) Commission on reinsurance accepted (d) None of the above.
- 2. A Valuation of Balance sheet is prepared by:  
(a) Joint Stock Company (b) Banking Company  
(c) Life Insurance Company (d) General Insurance Company
- 3. Preliminary expenses incurred by life insurance companies is treated as:  
(a) Miscellaneous expenditure; (b) a deduction from paid up share capital;  
(c) a fixed asset; (d) an operating expense.
- 4. Provision for income tax is shown in the Bank accounts under the head:  
(a) Borrowings (b) Other liabilities  
(c) Operating expenses (d) Contingent liabilities.
- 5. The heading other assets does not include:  
(a) Stationary and Stamps (b) Interest accrued (c) Gold (d) Silver.

SECTION – B

Answer any FIVE Questions (5 X 2 = 10)

- 6. What is meant by Life Assurance Fund?
- 7. Give the meaning of ‘Reversionary Bonus’.
- 8. Write a short note on Net Current Assets
- 9. State the meaning of Additional Reserve.
- 10. What is ‘Statutory Reserve’?
- 11. Write a note on ‘Non-Banking Assets’.
- 12. How is interest on doubtful debts treated in bank accounts?

SECTION – C

Answer any Three Question (3 X 5 = 15)

- 13. Explain the various Schedules to be prepared by a Commercial Banks.
- 14. On 1.1.2017 the rebate on bills discounted account of a bank showed a credit balance of Rs. 1, 00,000. On 31.12.2017, the discount account showed a credit balance of Rs. 15, 00,000 before adjusting unexpired discount. The bills discounted outstanding on 31.12.207 were Rs. 2 cores with average maturity date of January 31, 2018 and they were all discounted at 12% p.a.  
Write adjustment entries and relevant ledger accounts to record these items and also show how these items will appear in the final accounts of the bank.
- 15. A Life Insurance Company gets its valuation made once in every two years. Its Life Assurance fund on 31.3.18 amounted to Rs. 63,84,000 before providing Rs. 64,000 for the shareholders' dividend for the year 2017-18. Its actuarial valuation due on 31.3.18 disclosed a net liability of Rs. 60,80,000 under assurance annuity contracts. An interim bonus of Rs. 80,000 was paid to the policy holders during the two years ending 31.3 .2018.  
Prepare a statement showing the amount now available as bonus to policy holders.
- 16. Explains the schedules prepared while finalizing accounts of a general insurance company.
- 17. The life fund of a Life Insurance Company on 31.3. 2017 showed a balance of Rs. 54,00,000. However, the following items were not taken into account while preparing the Revenue account for 2016-17.

Interest and dividends accrued on investments	20,000
Income tax deducted at source on the above	6,000
Reinsurance claims recoverable	7,000
Commission due on reinsurance premium paid	10,000
Bonus in reduction of premiums	3,000

SECTION – D

Answer any Two Question (2 X 10 =20)

- 18. From the following Trial balance of National Life Assurance Company limited, prepare Revenue Account and Balance Sheet as on 31.3.2018

Debit	Rs.	Credit	Rs.
Claims by death	76,980	Life Assurance fund (1.4.17)	14,70,562
Claims by maturity	36,420	Premiums	2,10,572
Expenses of management	19,890	Consideration for annuities granted	10,620
Commission	26,541	Interest, Dividends and Rents	52,461

Dividend paid	20,000	Fines	92
Income tax on interest etc.	3060	Annuities due but not paid	22,380
Surrenders	21,860	Share capital	4,00,000
Annuities	29,420	Claims admitted but not paid	80,000
Bonus paid in cash	9,450		
Bonus in reduction of premium	2,500		
Preliminary expenses	200		
Stamps on hand	400		
Govt. securities	8,70,890		
Furniture	20,000		
Mortgage	3,09,110		
Loans on company's policies	2,00,000		
Freehold premises	3,00,000		
Leasehold ground rents	2,00,000		
House property	1,00,000		
	22,46,721		22,46,721

Additional information:

- i) Management expenses due Rs.600
- ii) Premium outstanding Rs. 7400
- iii) Reinsurance premium Rs. 6,000
- iv) Interest accrued Rs. 15,400
- v) Surrenders adjusted against loans Rs. 5,000
- vi) Further bonus utilized in reduction of premium Rs. 1,500
- vii) Further claim intimated Rs. 8,000
- viii) Claim covered under reinsurance Rs. 10,000

19. From the following balances extracted from the books of the L.I.C as at 31.3.18,  
Prepare a RevenueA/c for the year ending 31.3.2018 in the prescribed form:

Claims by death	3,30,000	Life Assurance fund (1.4.17)	63,31,000
Claims by maturity	2,15,000	Premiums	20,65,000
Agents &Canvasser's allowance	26,500	Bonus in reduction of	
Salaries	44,200	premiums	1,000
Travelling expenses	1,200	Income tax on interest and	
Directors' fees	8,700	dividends	5,700
Auditor's fees	1,000	Printing & Stationery	13,900
Medical fees	52,000	Postage & telegrams	14,300
Commission	2,18,000	Receipt stamps	2,300
Rent	2,800	Reinsurance premiums	40,950
Law charges	200	Interest & Dividend (Gross)	2, 72,000
Advertising	4,300	Policy renewal fees	9,600
Bank charges	1,500	Assignment fees	540
General charges	2,000	Endowment fees	690
Surrenders	47,500	Transfer fees	1,400

Provide Rs.1, 500 Thousands for depreciation offurniture and Rs. 2,20,000 Thousands for depreciation on investments.

20. From the following information prepare the Profit and Loss Account of ABC Bank Ltd. for the year ended on 31<sup>st</sup> March 2018 in the prescribed form.

Interest on loan	2,59,000	Interest on fixed deposits	2,75,000
Commission	8,200	Establishment	54,000
Discount on bills			
discounted	1,95,000	Interest on cash credit	2,23,000
Interest on current			
account	42,000	Rent and taxes	18,000
Interest on overdraft	1,54,000	Director's fees	3,000
Auditor's fees	1,200	Interest on savings bank deposits	68,000
Postage and telegrams	1,400	Printing and stationery	2,900
Sundry charges	1,700	Rebate on bills discounted required	49,000

Bad debts to be written off amounted to Rs. 40,000. Provision for taxation may be made @ 55%.  
Balance of profit from last year was Rs. 1,20,000. The directors have recommended a dividend ofRs. 20,000 for the shareholders.

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