

Exam. Code : 111604

Subject Code: 4844

**Bachelor of Vocation (Management & Secretarial  
Practices) 4th Semester**

**FUNDAMENTALS OF ACCOUNTANCY—II**

**Paper—I**

Time Allowed—3 Hours]

[Maximum Marks—75

**Note :—** Attempt any **FIVE** questions out of the **EIGHT** questions. Each questions carries **15** marks.

1. Define Partnership. Give its features. Differentiate between fixed and fluctuating capital method.
2. A, B and C are partners in a firm sharing profits and losses in the ratio of 6 : 5 : 3 respectively. Their Balance Sheet as on 1<sup>st</sup> January, 2016 was as follows :

<b>Liabilities</b>		<b>Rs.</b>	<b>Assets</b>		<b>Rs.</b>
Creditors		9,000	Land and Building		24,000
Bills payable		3,000	Furniture		3,500
<i>Capital :</i>			Stock		14,000
A	19,000				
B	16,000				
C	8,000	43,000			
			Debtors		12,600
			Cash		900
		55,000			55,000

They agreed to take D into partnership and give him a share of  $\frac{1}{8}$ <sup>th</sup> on the following terms :

- (a) That D should bring Rs. 4,200 as goodwill and Rs. 7,000 as his capital.



- (b) That furniture depreciated by 12%.
- (c) That stock be depreciated by 10%.
- (d) That a reserve of 5% be created for doubtful debts.
- (e) What the value of land and building be bought upto Rs. 31,000.
- (f) That after making the above adjustments the capital accounts of the old partners (who continue to share in the same proportion as before) be adjusted on the basis of the proportion of D's capital to his share in the business i.e. actual cash to be paid off to or brought in by the old partners as the case may be.

Give journal entries to record the above and Balance Sheet after D's admission.

3. What is dissolution of partnership ? Discuss its modes.
4. A and B are partners sharing profits and losses equally. On 30<sup>th</sup> June 2016 their Balance Sheet was as under :  
Sheet as on 1<sup>st</sup> January, 2016 was as follows :

Liabilities	Rs.	Assets	Rs.
Creditors	10,500	Land and Building	4,500
Capital :		Machinery	2,250
A	7,500		
B	6,000		
		Stock	4,875
		Debtors	12,225
		Bank	150
	24,000		24,000

It is agreed that A shall retire on 30<sup>th</sup> June, 2016 and that B shall take over the business on the following terms :

- (a) The goodwill of the firm to be agreed as worth Rs. 1,500.
- (b) The stock to be agreed as worth Rs. 4,125.
- (c) A provision for doubtful debts (4 percent on the sundry debtors) to be made.
- (d) Machinery to be valued at Rs. 3,000.
- (e) A to be paid out as to Rs. 3,000 of the amount found due to him by a mortgage at 5% per annum secured on the building and as to the balance by a Bill of Exchange (without interest) at 3 months.

Set out Journal entries recording above matters and the Balance Sheet of B as on 30th June, 2016 after the adjustments have been made.

5. Write a detailed note on the tools used for financial statement analysis. Exemplify your answer.
6. Balance Sheets of M/S Ram and Shyam as on January 1, 2016 and 31st December, 2016 were as follows :

Liabilities	1 Jan. 2016	31 Dec. 2016	Assets	1 Jan. 2016	31 Dec. 2016
	(Rs.)	(Rs.)		(Rs.)	(Rs.)
Creditors	40,000	44,000	Cash	10,000	7,000
Mrs. Ram's Loan	25,000		Debtors	30,000	50,000
Loan from Bank	40,000	50,000	Stock	35,000	25,000
Capital	1,25,000	1,53,000	Machinery	80,000	55,000
			Land	40,000	50,000
			Building	35,000	60,000
	2,30,000	2,47,000		2,30,000	2,47,000



During the year a machine costing Rs. 10,000 (accumulated depreciation Rs. 3,000) was sold for Rs. 5,000. The balance of provision for depreciation against machinery as on 1st January 2016 was Rs. 25,000 and 31st December, 2016 Rs. 40,000. Net profit for the year amounted to Rs. 45,000. Prepare Cash Flow Statement.

7. Give a proforma of financial statements in accordance with the Revised Schedule VI.
8. The following information is given for the year ending March, 2013.
  - (i) Stock turnover ratio = 6 times
  - (ii) Gross profit ratio = 20% on sales
  - (iii) Sales for 2013 = Rs. 30,000
  - (iv) Closing stock is Rs. 10,000 more than the opening stock
  - (v) Opening creditors = Rs. 20,000
  - (vi) Closing creditors = Rs. 30,000
  - (vii) Trade debtors at the end = Rs. 60,000
  - (viii) Net working capital = Rs. 50,000

Find out :

- (a) Average Stock
- (b) Creditor Turnover Ratio
- (c) Purchases
- (d) Average Payment Period
- (e) Average Collection Period
- (f) Working Capital Turnover Ratio.

**Exam. Code : 111604**

**Subject Code : 4845**

**Bachelor of Vocation (Management & Secretarial  
Practices) 4<sup>th</sup> Semester**

**ELECTRONIC PUBLISHING SYSTEM (Quark Express)**

**Paper—II**

Time Allowed—3 Hours] [Maximum Marks—75

**Note :—** There are **EIGHT** questions, attempt any **FIVE**.

All questions carry equal marks.

1. What is Electronic Publishing System ? How does it differ from traditional publishing system ?
2. (a) What is text manipulation ? How can you resize, scale and reposition text ?  
(b) What's the difference between Opacity and Shade ?  
(c) How can you make items flow with text ?
3. Explain how following operations are performed in Quark Express :
  - Formatting Graphics
  - Rotating and moving of Text blocks and graphics
  - Placing text files.
4. What is use of Master Pages ? How can you print master pages ?



5. What is web document ? What are its features ?
6. What are steps to Import and Export documents and graphics ?
7. (a) How can you group and lock object ? What are its benefits ?  
(b) What is trapping ?
8. Explain :  
(a) Numbering and rearranging pages  
(b) Wrapping text around graphics.

**Exam. Code : 111604**

**Subject Code : 4847**

**Bachelor of Vocation (Management & Secretarial  
Practices) 4<sup>th</sup> Semester**

**FUNDAMENTALS OF AUDITING**

**Paper—IV**

**Time Allowed—3 Hours]**

**[Maximum Marks—50**

**Note :—** Attempt any **FIVE** questions. Each question carries  
**10 marks.**

1. (a) Do you agree with the view that there are inherent limitations of audit ? Comment.  
(b) Distinguish between Audit and Investigation.
2. What are the different types of audits ? Give merits and demerits of each.
3. What are the qualities and qualifications required to become an auditor ? Also discuss the powers enjoyed by an auditor.
4. What are the different kinds of Audit Reports ?
5. "Cash transactions represent both receipt and payments and require special attention of the auditor." State the points an auditor keeps in mind while vouching of cash transactions.



6. (a) Enunciate the general principles of verification of assets.
- (b) How would you verify the following assets/liabilities of a public limited company ?
  - (i) Freehold Land and Building
  - (ii) Capital Commitments
  - (iii) Investment in Bonds of a Company
  - (iv) Trade Creditors
  - (v) Long Term Loans.
7. What do you understand by 'Internal Check' system ? How does it differ from 'Internal Audit' and 'Internal Control' ? To what extent can an auditor rely on a system of Internal Check ?
8. You are recently appointed as an auditor of a manufacturing company, what matters would you consider as very important when examining the company's system of internal control over the issue of spare parts to the production department.

**Exam. Code : 111604**

**Subject Code : 4848**

**Bachelor of Vocation (Management & Secretarial  
Practices) 4<sup>th</sup> Semester**

**ENVIRONMENTAL STUDIES—II**

**Paper—ESL-222**

Time Allowed—3 Hours]

[Maximum Marks—50

**Note :—** The question paper consists of **three** Sections A, B and C.

- (1) Attempt any **THREE** questions from Section A and restrict your answer to **2** pages.
- (2) Attempt any **TWO** questions from Section B and restrict your answer to maximum of **4** pages.
- (3) Attempt any **ONE** question from Section C and restrict your answer to a maximum of **5** pages.

**SECTION—A**

1. Biogeographical classifications of India.
2. Discuss noise pollution, its causes and mitigation measures.
3. What do you understand by Road Accident and First Aid ?
4. What are the aims and objective of Civil Defence ?
5. What is the role of NSS/any other social cause for service of society with appropriate examples ? 3×5=15



### SECTION—B

6. India as mega diversity nation. Justify this statement.
7. What do you understand by disaster management ? Discuss any recent disaster in India.
8. Role of information technology in environmental and human health.
9. How do you think that field visits to any local area to document environmental assets-river/forests/grassland/hills/mountains will help in better learning ? Document in your words about any such visit.  $2 \times 10 = 20$

### SECTION—C

10. Discuss entrepreneurship development in detail. What are the qualities of good entrepreneurship and role of financial planning and support service institutions in success of the new business ?
11. Discuss the role of an individual in prevention of pollution.  $1 \times 15 = 15$