

Exam. Code : 111603

Subject Code : 3348

**Bachelor of Vocation (Management & Secretarial  
Practices) 3rd Semester**

**ANALYTICAL STUDY—QUANTITATIVE APTITUDE  
AND REASONING**

**Paper—I**

Time Allowed—3 Hours]

[Maximum Marks—50

**SECTION—A**

All questions are compulsory.

1. Evaluate :  $796 \times 796 - 204 \times 204$ .
2. Arrange the fractions  $\frac{3}{5}$ ,  $\frac{4}{7}$ ,  $\frac{8}{9}$  and  $\frac{9}{11}$  in their descending order.
3.  $38\%$  of  $341 = ?$
4. If  $7 : x = 17.5 : 22.5$ . Find value of  $x$ .
5. Find sq. root of  $\sqrt{49} = ?$ .
6. Express  $4\%$  as a fraction.
7. Which of following number is divisible by 3 :  
(a) 541326                      (b) 5967013
8. Find S.P. when C.P. = 80.40 Rs., Gain =  $15\%$ .



9. Find the value of  $\sqrt{3}$  upto three places of decimal.
10. If 'MEAT' is written as 'TEAM' then 'BALE' is written as ?  $1 \times 10 = 10$

### SECTION—B

Only **TEN** questions are compulsory.

11. If 'WATER' is written as 'YCVGT' then what is written as 'HKTG' ?
12. If PALE is coded as 2134, EARTH is coded as 41590, then how is PEARL coded as ?
13. If  $2x^2 - 7xy + 3y^2 = 0$ . Find  $x ; y$ .
14. If  $(2x + 3y) : (3x + 5y) = 18 : 29$  what is value  $x : y$ .
15. 1, 2, 10, 37, 101, ?. Find it.
16. Find two numbers such that their mean proportional is 6 and third proportional 20.25.
17. If 20% of  $(P + Q) = 50\%$  of  $(P - Q)$ . Find  $P : Q$ .
18. Saroj invests Rs. 72318 which is 17% of per annual income, in mutual funds. What is her monthly income ?
19. If C.P. is Rs. 2516 and S.P. = Rs. 2272. Find percentage loss.
20. A and B together can complete a piece of work in 15 days and B alone in 20 days, in how many days can A alone complete the work ?

21. Find the 11<sup>th</sup> letter to the left of 20<sup>th</sup> letter from left in the English alphabet.
22. If  $a : 5 = b : 7 = c : 8$

Find  $\frac{a+b+c}{a} = ?$

$2 \times 10 = 20$

### SECTION—C

Only **4** questions are compulsory.

23. Weekly incomes of two persons are in ratio 7 : 3 and weakly expenses are in the ratio of 5 : 2. If each of them saves 300 Rs. per week. Find their weekly income.
24. The ratio of milk and water in 64 litre of mixture is 5 : 3. What amount of water should be added to make the ratio 3 : 5 ?
25. (i) If NEWS : 14, 5, 23, 19 :: PAPER : ?  
(ii) FILM : 10 :: HOTEL : ?
26. The difference between value of number increased by 25% and value of original number decreased by 30% is 22. What is original value ?
27. The difference between 31% of number and 13% of same number is 576. What is 17% of that number ?  $4 \times 5 = 20$



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Bachelor of Vocation (Management & Secretarial Practices)  
3<sup>rd</sup> Semester

**MANAGEMENT INFORMATION SYSTEM**

**Paper—II**

Time Allowed—Three Hours] [Maximum Marks—50

- Note :—**(1) Section A is compulsory.  
(2) Attempt any **TEN** questions from Section B.  
(3) Attempt any **FOUR** questions from Section C.

**SECTION—A** (10×1=10)

1. (a) Differentiate Information from Knowledge.  
(b) What is MIS ?  
(c) What is Expert System ?  
(d) Define the term M-Commerce.  
(e) What is Tactical Information ?  
(f) What is On-line Information Access ?  
(g) What is the concept of System ? Give example.  
(h) What is empirical system ?  
(i) What is Office Automation Software ?  
(j) What is Transaction Processing ?

**SECTION—B****(10×2=20)**

2. (a) What should be the characteristics of valuable information ?
- (b) Discuss MIS support for decision making.
- (c) Discuss the components of Computer-based Information System.
- (d) Enlist the various categories of Information Systems.
- (e) What are the various information collection techniques ?
- (f) What is information capture process ? Discuss its methods.
- (g) What are the various types of systems in MIS ? Discuss.
- (h) What are the essentials for an office automation system ?
- (i) What is the use of Transaction Processing System ?
- (j) What are the current trends in computer hardware and software platforms for Information System ?
- (k) What are the features of Accounting Information System ?
- (l) What is the role of data conversion in Information System ?

**SECTION—C****(4×5=20)**

3. What are the operating elements of an Information System ?
4. Discuss different activities involved in Information System development life cycle.
5. Discuss the components of Transaction Processing System.
6. Explain MIS structure based on management activity.
7. What should be the capabilities of Decision Support System ? Discuss its components.



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**Subject Code : 3350**

**Bachelor of Vocation (Management & Secretarial Practices)**

**3<sup>rd</sup> Semester**

**BUSINESS & OFFICE CORRESPONDENCE**

**Paper—III**

Time Allowed—Three Hours] [Maximum Marks—50

**SECTION—A**

**Note :—ALL** questions are compulsory. Each question carries 1 mark.

1. What is Office Correspondence ?
2. Explain the term E-mail.
3. Why is Letter of Recommendation written ?
4. What is meant by a complaint letter ?
5. What is a goodwill letter ?
6. What is a Notice ?
7. What is a Brochure ?
8. Explain the term Feasibility Report.
9. Explain Direct Mailing Advertising.
10. Why is an interview conducted by a company ?

10×1=10

### SECTION—B

**Note :—** Attempt **TEN** questions from the following.

1. Explain the function of Business Correspondence.
2. Write two principles of effective E-mail Writing.
3. Why are letters under Right to Information Act written in the field of Business ?
4. What is meant by Sales Letter ?
5. Define Export correspondence.
6. Under what circumstances is Letter of Termination written ?
7. What is the role of Staff suggestions in office correspondence ?
8. What is meant by minutes and agenda of meeting ?
9. What is the importance of Press Conference ?
10. Importance of Customer Relations in Business.
11. Write two important points one should keep in mind while delivering a speech.
12. What is Classified Advertising ? 10×2=20

### SECTION—C

**Note :—** Attempt **FOUR** questions from the following.

1. Write the principles of effective Letter Writing.
2. Draft an office circular informing all the employees about the medical check-up camp. You can imagine the details.
3. Discuss different forms of Business Letters.
4. Explain the kinds of Report.
5. What is a memorandum ? Explain the importance of memorandum in office correspondence. 4×5=20



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**Bachelor of Vocation (Management & Secretarial  
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**ACCOUNTANCY**

**Paper—IV**

Time Allowed—3 Hours]

[Maximum Marks—50

**SECTION—A**

Attempt **ALL** questions.

1×10=10

1. Define Assets.
2. Bad Debts.
3. Closing Stock.
4. Meaning of Ratio.
5. Comment on accounting as a profession.
6. Accrued Income.
7. Need of Balance Sheet.
8. MIS.
9. Tailor made accounting system.
10. AIS.

**SECTION—B**Attempt any **10** questions.

10×2=20

1. Objectives of Financial Statements.
2. Provision for bad debts.
3. Current Ratio.
4. Compare horizontal and vertical analysis.
5. What are the limitations of financial analysis ?
6. Make Performa of cash flow statements.
7. Comment on designing good accounting reports.
8. Explain inventory turnover ratio.
9. Write four disadvantages of Tailor made accounting system.
10. Differentiate between cash flow and flow statements.
11. Explain accounting treatment of closing stock if in adjustments.
12. Write notes on :
  - (a) Non-current assets
  - (b) Non-current Liabilities
  - (c) Current assets
  - (d) Current Liabilities.

**SECTION—C**Attempt any **FOUR** questions.

4×5=20

1. Difference between capital and expenditure.
2. Prepare a Performa of common size balance sheet..
3. Calculate current ratio, when inventory is 80,000 prepaid expenses Rs. 2,000 and quick ratio is 2 : 5 : 1 and current liabilities are 50,000.
4. Compare Accounting process in manual and computerized accounting.
5. What are the advantages of readymade and tailor made accounting system.