

**Exam Code: 111602
(40)**

Paper Code: 2304

**Programme: Bachelor of Vocation (Management and
Secretarial Practices) Semester-II**

Course Title: Principles of Management

Course Code: BVML-2323

Time Allowed: 3 Hours

Max Marks: 40

Note: Student are required to attempt five questions, selecting at least one question from each section. Fifth question may be attempted from any section. Each question carries 8 marks.

SECTION A

1. Briefly discuss the basic functions of management.
(8 marks)
2. Who is known as father of scientific management?
Explain the important features and principles of
scientific management. (8 marks)

SECTION B

3. Write a detailed note on the concept of management
by objectives. (8 marks)

4. What is Organisation? Explain various forms of organisation. (8 marks)

SECTION C

5. What is Recruitment? Write various sources of recruitment. (8 marks)
6. Describe the various features and importance of delegation. (8 marks)

SECTION D

7. Write in detail Maslow theory of motivation. (8 marks)
8. Explain in detail:
- a) Trait theory of leadership (4 marks)
 - b) Process of controlling (4 marks)

**Exam Code: 111602
(40)**

Paper Code: 2305

**Programme: Bachelor of Vocation (Management and
Secretarial Practices) Semester-II**

Course Title: Basic Accounting

Course Code: BVML-2324

Time Allowed: 3 Hours

Max Marks: 80

NOTE: Students are required to attempt five questions, selecting one question from each section. Fifth question may be attempted from any section. Each question carries 16 marks. Non Scientific Calculator is allowed .

SECTION A

1. Explain the term Financial Accounting and its advantages and disadvantages in detail.
2. Explain the Golden Rules of Accounting in detail with examples.

SECTION B

3. What are Accounting Vouchers? Explain its various types in detail.

4. From the following information make out the accounting equation

| 2021 | Particulars | Rs. |
|--------|------------------------------------|----------|
| Jan 1 | Shikha started business with cash | 1,00,000 |
| Jan 2 | Purchased goods on credit | 10,000 |
| Jan 5 | Purchased goods on cash | 4,000 |
| Jan 8 | Bought furniture | 1,000 |
| Jan 12 | Paid Rent | 1,200 |
| Jan 13 | Received Interest | 1,000 |
| Jan 14 | Withdrew cash for personal use | 2,000 |
| Jan 19 | Sold goods on cash (cost Rs. 5000) | 7,000 |
| Jan 20 | Paid to Creditors | 4,000 |
| Jan 26 | Paid Wages | 2,000 |

SECTION C

5. Explain the types of Cash Book in detail.
6. What do you mean by Bank? Explain the types of Accounts in bank and Bank Reconciliation Statement.

SECTION D

7. What do you mean by financial statements? Explain these statements with proper formats.

8. The following trial balance was extracted from the books of Ambani.

| Particulars | Dr. Balance ₹ | Particulars | Cr. Balance ₹ |
|------------------|------------------|--------------------|------------------|
| Drawings | 2,500 | Capital | 30,000 |
| Building | 12,000 | Bad debt Provision | 500 |
| Opening Stock | 7,834 | Creditors | 11,133 |
| Machinery | 4,338 | 6% Loan | 5,000 |
| Furniture | 1,140 | Sales | 61,725 |
| Carriage Inwards | 952 | Bank Overdraft | 543 |
| Purchases | 33,437 | | |
| General Expenses | 1,766 | | |
| Rent and Taxes | 770 | | |
| Advertisement | 3,716 | | |
| Debtors | 17,860 | | |
| Salaries | 10,862 | | |
| Sales Returns | 683 | | |
| Cash | 100 | | |
| Bad Debts | 100 | | |
| Insurance | 326 | | |
| Wages | 9,975 | | |
| Depreciation | 542 | | |
| | 1,08,901 | | 1,08,901 |

Adjustments:

- i) Bring provision for Bad and Doubtful Debts on Debtors @5%

- ii) One year interest is due on loan.
 - iii) Insurance pre paid Rs 100
 - iv) Closing Stock Rs. 8,931
- Draw Final accounts.

Exam Code: 111602

Paper Code: 9229.

**Programme: Bachelor of Vocation (Management and
Secretarial Practices) Semester-II**

Course Title: Commercial Laws

Course Code: BVML-2325

Time Allowed: 3 Hours

Max Marks: 40

Each question carries equal (8) Marks. It is required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Section - A

1. (a) Define and explain various elements of valid contracts? What is consideration?
(b) Agreements without consideration are void. Explain?
2. What is breach of contract? Distinguish between actual breach and anticipatory breach. What are the remedies available if there is a breach?

Section - B

3. What is contract of indemnity? Distinguish between a contract of indemnity and contract of guarantee?

4. What is contract of agency? What do you mean by creation of agency? Discuss various methods of the creation of agency.

Section - C

5. Who is the Unpaid Seller? Discuss the rights of unpaid seller against the goods and the buyer
6. Explain the provisions of sale of Goods Act, 1930 relating to transfer of ownership. Also discuss what is a condition? How it is different from warranty?

Section - D

7. Explain the objectives and scope of consumer protection act?
8. State the necessities required for incorporation of the LLP? Also discuss about the various characteristics of the LLP.

**Exam Code: 111602
(40)**

Paper Code: 2306

**Programme: Bachelor of Vocation (Management and
Secretarial Practices) Semester-II**

Course Title: Commercial Laws

Course Code: BVML-2325

Time Allowed: 3 Hours

Max Marks: 80

Each question carries equal 16 Marks. It is required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Section - A

1. (a) Define and explain various elements of valid contracts? What is consideration?
(b) Agreements without consideration are void. Explain?
2. What is breach of contract? Distinguish between actual breach and anticipatory breach. What are the remedies available if there is a breach?

Section - B

3. What is contract of indemnity? Distinguish between a contract of indemnity and contract of guarantee?

4. What is contract of agency? What do you mean by creation of agency? Discuss various methods of the creation of agency.

Section - C

5. Who is the Unpaid Seller? Discuss the rights of unpaid seller against the goods and the buyer
6. Explain the provisions of sale of Goods Act, 1930 relating to transfer of ownership. Also discuss what is a condition? How it is different from warranty?

Section - D

7. Explain the objectives and scope of consumer protection act?
8. State the necessities required for incorporation of the LLP? Also discuss about the various characteristics of the LLP.

**Exam Code: 111602
(40)**

Paper Code: 2307

**Programme: Bachelor of Vocation (Management and
Secretarial Practices)
Semester-II**

Course Title: MS Office-II

Course Code: BVMM-2126

Time Allowed: 3 Hours

Max Marks: 40

NOTE: Students are required to attempt five questions, selecting one question from each section. Each will carry equal marks. Fifth question may be attempted from any section.

SECTION A

1. What is MS Excel? Write difference between Workbook and Worksheet
2. Write Short note on following:
 - (a) Save an Excel Worksheet.
 - (b) How to change the Spreadsheet Cells background or Text Color?

SECTION B

3. Explain how to prevent cell editing and also explain cell alignment in Excel.
4. What is Pivot Table? How to create drop down list in it and how to use data validation rules?

SECTION C

5. How to create pie charts in Excel? Explain how to resize, move, changing legend font and colour.
6. Explain different steps that how to print an excel sheet.

SECTION D

7. How to explore and design a new database in MS Access? Explain with the help of diagram.
8. How to analyze the data with the help of queries and how to create reports?