Reg. No.:....

Code No. : 22221 E

Sub. Code: FCCO 11/ FCPA 11/FCHO 11/ FCCR 11/FCBF 11/ FCBE 11

B.Com. (CBCS) DEGREE EXAMINATION, NOVEMBER 2024.

First Semester

Commerce/Professional Accounting/Honours/Corporate Secretaryship/Banking and Finance/Banking and E-Commerce – Core

FINANCIAL ACCOUNTING - I

(For those who joined in July 2024 onwards)

Time: Three hours

Maximum: 75 marks

PART A — $(10 \times 1 = 10 \text{ marks})$

Answer ALL questions.

Choose the correct answer.

- 1. A schedule of balance drawn from the ledgers is called ————.
 - (a) Trial balance
 - (b) Balance sheet
 - (c) Income statement
 - (d) Trading accounts

	(c) Electricity charges	(c) 5 days (d) 6 days
	(d) Depreciation	7. Tax authorities do not accepts —————method of account keeping.
3.	Assets — Liabilities = ?	(a) Single entry system
	(a) Total liabilities	(b) Double entry system
	(b) Net sales	(c) Decade entry system
	(c) Capital	(d) Percentile entry system
	(d) Profit	8. If assets are Rs.1,00,000 Liabilities are Rs.45,000
4.	Copy rights, Patents and trademarks are examples of ————.	and the capital is ———.
	(a) Current assets	(a) Rs. 55,000 (b) Rs. 1,45,000 (c) Rs. 1,55,000 (d) Rs. 1,75,000
	(b) Fixed assets(c) Intangible assets	9. Royalty is the agreement between the following
	(d) Tangible assets	persons (a) Seller and Buyer
5 .	External causes of depreciation are ———.	(b) Banker and Customer
	(a) Wear and Tear (b) Obsolescence	(c) Trustee and Beneficiaries
	(c) Time factors (d) Depletion	(d) Landlord (lessor) and Tenant (lessee)

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The grace days for a bill is -

(b)

4 days

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3 days

5 days

is a non cash transaction.

Rent

Salary

(a)

(b)

- Fire insurance provides covers for
 - (a) Tangible assets
 - (b) Intangible assets
 - (c) Fictitious assets
 - (d) Current assets

PART B — $(5 \times 5 = 25 \text{ marks})$

Answer ALL questions, choosing either (a) or (b).

11. (a) Explain the objectives of financial accounting.

Or

- (b) Rectify the following errors.
 - (i) Cash received from Mani Rs.500, was debited to his account.
 - (ii) Purchases book was under cast by Rs.150
 - (iii) Repair to machinery Rs.50, debited to machinery account.
 - (iv) Insurance premium paid for proprietor was charged to office expenses account Rs.300.

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12. (a) From the following information prepare Balance Sheet.

	Rs.		Rs.
Capital	5,00,000	Sundry Creditors	50,000
Debentures	2,00,000	Sundry Debtors	1,00,000
Assets	7,75,000	Cash at bank	25,000
Other liabilities	1,00,000	Net profit	50,000

Or

- (b) What are the differences between Trial Balance and Balance Sheet?
- 13. (a) Rishi purchased a machinery on 1st January 2012 at Rs.1,00,000. He charged depreciation at 10% by using straight line method. Prepare Machinery account for three years from 1st January 2012 to 31st December 2014.

Or

(b) On 01.04.2000 Balaram drew a bill of exchange for Rs.1,200 payable after 3 months. Krishna accepted it sent it to Balaram who discounted the same with the bank at 5% p.a. In the due date the bill is dishonoured. Give Journal entries in the books of Balaram and Krishna.

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14.	(a)	Calculate Closing Capital from t	he following
		data. Profit earned during the year	Rs.10,000
		Additional capital introduced	Rs.6,000
		Opening capital during the year	Rs.12,000
		Drawing made during the year	Rs.4,000

Oı

(b) Prepare Total Debtors account from the following information.

	Rs.
Credit sales	39,400
Total debtors at the beginning	21,600
Discount allowed	1,100
Cash received from debtors	37,200
Bills received	4,000
Bad debts written off	600
Bills receivable dishonoured	500

15. (a) What do you mean by 'Minimum Rent'?

Or

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(b) A trader has his stock insured against fire. Subsequently a fire destroyed a part of the stock which was valued on the date of the fire at Rs.60,000. The stock was insured subject to average clause. Stock salvaged was Rs.12,000. Stock was insured for Rs.36,000. Calculate the Claim amount.

PART C — $(5 \times 8 = 40 \text{ marks})$

Answer ALL questions; choosing either (a) or (b).

16. (a) Enter the following in a cash book with cash and discount columns only.

January

- 1 Mohan started a business with Rs.10,000, paid into bank Rs.8,000
- 3 Bought office furniture by cheque Rs.3,000
- 5 Sold goods for cash Rs.1,000
- 8 Paid Anand Rs.600 and was allowed a discount of Rs.60
- 12 Received from Mani a cheque for Rs.690 and allowed a discount of Rs. 10; The cheque was deposited into bank.
- 18 Withdrew from bank for office use Rs.1,000
- 24 Received for cash sales by cheque Rs.1,200
- 31 Drew for personal use cash Rs.100; Salaries paid Rs.500

Or

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- (b) The cash book of Albert showed a bank balance of Rs.2,760 on 31.7.1999. On comparison with the bank pass book the following particulars were ascertained.
 - (i) Cheques paid in but not yet credited in the pass book Rs.6,000
 - (ii) Cheques issued but not yet presented for payment Rs.2,500
 - (iii) Life Insurance Premium remitted by the bank but not yet entered in the cash book Rs.8,320
 - (iv) Interest on debentures collected by the bank recorded in pass book only Rs.6,000
 - (v) Bank column on the credit side of the cash book under cast by Rs.110
 - (vi) Bank charges entered in the pass book only Rs.70

Prepare a Bank Reconciliation Statement.

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17. (a) From the following trial balance of Ganesh, prepare trading and profit and loss account for the year ended December 31st 2009 and a balance sheet as on that date

Particulars	Debit (Rs.)	Credit (Rs.)
Capital		20,000
Sales		16,000
Purchases	2,000	
Commission	250	
Rent	450	
General expenses	800	
Drawings	4,000	
Buildings	10,000	
Cash at bank	1,700	
Cash in hand	6,500	
Stock (1.1.2009)	6,000	
Debtors	4,400	
Creditors		4,500
Furniture	500	
Bills receivables	2,900	
Wages	1,000	
	40,500	40,500

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Adjustments:

- (i) Stock as on 31st December, 2009 Rs.4,000.
- (ii) Wages unpaid Rs.100.
- (iii) Rent paid in advance Rs.50.
- (iv) Interest on capital at 6% to be provided.
- (v) Interest on drawings at 5% to be provided.

Oi

(b) From the following Trial balance, Prepare Trading and Profit and Loss account for the year ending 31.12.2018 and a balance sheet on that date.

Particulars	Debit (Rs.) Credit (Rs.)		
Capital	- -	4,250	
Drawings	710	·	
Plant and machinery	950	-	
Stock as on 1st January	1,460	_	
Purchases and sales	10,362	11,906	
Purchases and sales return	1 210	291	
General expenses	440	_	
Rent	120	-	
Rates	200	-	

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Particulars Apprentice premium	Debit (Rs.) C	redit (Rs.)
		80
Bank overdrafts	<u>, </u>	240
Bad debts	172	_
Debtors and creditors	4,200	2,000
Cash in hand	48	_
Bad debts reserve	_	105
	18,872	18,872

Adjustments:

- (i) Depreciate plant and machinery at 10% p.a.
- (ii) Increase bad debts reserve to 5% on sundry debtors.
- (iii) Rent accrued is Rs.40
- (iv) Rates of Rs. 80 are paid in advance.
- (v) Stock in hand as on 31st December is Rs. 1,700.
- 18. (a) Explain the different methods of Depreciation.

Or

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- (b) Kannan sold goods for Rs. 1,000 to Mohan on 1.1.1996 and on the same day, drew a bill on Mohan for the amount for 2 months. Mohan accepted it and returned it to Kannan, who discounted it on 3rd Jan 1996 with his bank at 6% p.a. The acceptance was dishonoured on the due date and the noting charges paid by the bank Rs. 60. Pass the journal entries to record the above transactions in the books of Kannan and Mohan.
- 19. (a) The position of a business man who keep his books on single entry was as under 31.12.2010 and 31.12.2011.

Particulars	On 31.12.2010	On 31.12.2011
Cash in hand	400	480
Sundry debtors	4,000	5,200
Stock	6,500	5,000
Furniture	300	350
Sundry creditors	4,100	3,100
Cash at bank	6,000	2,500

He withdrew Rs. 7,500 from business on 02.01.2011 out of which he spent Rs. 5,200 for purchase of motor for the business.

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Adjustments:

- (i) Depreciation on closing balance of furniture at 10%
- (ii) Write off Rs. 220 as bad debts.
- (iii) 5% provision for bad and doubtful debts is needed.

Find out the profit or loss for the year.

Or

(b) From the following particulars prepare total debtors account and total creditors account for the year ending 31st March 2021.

	Rs.
Total debtors on 1st April 2020	8,500
Total creditors on 1st April 2020	14,000
Cash received from debtors	30,000
Discount allowed	450
Bad debts	600
Return inwards	700
Bills received from customers	4,300
Bills dishonoured	300
Cheque received from customers	1,000
Cash paid to creditors	27,500

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	Rs.
Discount received from them	850
Return outwards	700
Bills issued to them	2,400
Cheque paid to them	800
Bills payable dishonoured	200
Total debtors as on 31.12.2021	17,000
Total creditors as on 31.12.2021	9,000

20. (a) What are the possible Journal entries in the books of Lessee and Lessor?

Or

(b) Fire occurred in the premises of X Ltd. on 10th October 2003. All stocks were destroyed except to the extent of Rs.6,200. From the following figures ascertain the loss suffered by the company:

Rs. Stock on 1^{st} January, 2002 36,000 Purchases less returns during 2002 1,45,000 Sales less returns during 2002 2,00,000

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Stock on 31st December 2002	Rs. 22,500
Purchases less return during 2003 up to date of fire	1,46,000
Sales less return during 2003 up to date of fire	1,89,000
It was the practice of the firms stocks at cost less 10%.	to value

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Code No. : 22227 E Sub. Code : FFCO 11/ FFPA 11/FFHO 11/ FFCR 11/FFBF 11/ FFBE 11

B.Com. (CBCS) DEGREE EXAMINATION, NOVEMBER 2024.

First Semester

Commerce/Professional Accounting/Honours/Corporate Secretaryship/Banking and Finance/Banking and E-Commerce

Foundation Course – FUNDAMENTALS OF BUSINESS STUDIES

(For those who joined in July 2024 onwards)

Time: Three hours

Maximum: 75 marks

PART A — $(10 \times 1 = 10 \text{ marks})$

Answer ALL questions.

- 1. Which of the following is an extractive industry?
 - (a) Cattle Breeding
- (b) Forest Cultivation
- (c) Hunting
- (d) Flour Mills

- 6. Outdoor Media includes
 - (a) Billboards
- (b) Transit ads
- (c) Posters
- (d) All the above
- is a systematic examination of the books and records or a business.
 - (a) Auditing
- (b) Vouching
- (c) Verification
- (d) Checking
- 8. Which entrepreneur is not intended in innovative
 - (a) Portfolio Entrepreneurs
 - (b) Novice Entrepreneur
 - (c) Imitative Entrepreneur
 - (d) None of the above
- 9. _____ form is exclusively used to file income tax returns by the firms.
 - (a) ITR 3
- (b) ITR 2
- (c) ITR 6
- (d) ITR 5
- 10. Individuals Income tax slab for Upto Rs. 2,50,000.
 - (a) 5%
- (b) 10%
- (c) No tax
- (d) 30%

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- 2. Sale of goods and services directly to consumers
 - (a) Trade
- b) Home Trade
- (c) Retail Trade
- (d) Wholesale Trade
- 3. Accounts Receivable belongs to
 - (a) Asset Account
 - (b) Liability Account
 - (c) Equity Account
 - (d) All the above
- 4. Personal accounts includes
 - (a) Natural Persons
 - (b) Artificial Persons
 - (c) Representative Persons
 - (d) All the above
- Which product is suited for market skimming pricing
 - (a) A Product facing too much competition
 - (b) An innovative product with high demand
 - (c) A newly introduced product
 - (d) A product with short life span

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PART B — $(5 \times 5 = 25 \text{ marks})$

Answer ALL questions by choosing either (a) or (b).

Each answer should not exceed 250 words.

11. (a) Elaborate the features associated with the concept of industry.

Or

- (b) Explain the common hindrances to trade.
- 12. (a) Define Accounting and what are the components of Accounting?

Or

- (b) Enumerate the advantages of Accounting.
- 13. (a) Enumerate the elements of Marketing.

Or

- (b) Describe the features of standardization.
- (a) Distinguish between auditing and investigation.

Or

- (b) List out the characteristics of entrepreneur.
- 15. (a) Write notes On Residential Status.

Or

(b) Write notes on Tax Authorities.

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PART C — $(5 \times 8 = 40 \text{ marks})$

Answer ALL questions by choosing either (a) or (b).

Each answer should not exceed 600 words.

16. (a) Explain the importance of commerce.

Or

- (b) Describe the key elements and aspects associated with the concept of business.
- 17. (a) Explain the methods of accounting.

Or

- (b) Discuss the importance of Accounting.
- 18. (a) Elaborate the functions of marketing.

Or

- (b) Describe Factors Influencing Pricing.
- (a) Define Auditing and state the different types of Audits.

Or

(b) Illustrate the various types of an Entrepreneur.

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20. (a) Elucidate the different categories of Direct Taxes.

Or

· (b) Explain the exempted income tax u/s 10.

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Sub. Code: FSCO 11/ FSPA 11/FSHO 11/ FSCR 11/FSBF 11/ FSBE 11

B.Com. (CBCS) DEGREE EXAMINATION, NOVEMBER 2024.

First Semester

Commerce / Professional Accounting / Honours / Corporate Secretaryship / Banking and Finance / Banking and E-Commerce

Skill Enhancement Course – DIGITAL BANKING (For those who joined in July 2024 onwards)

Time: Three hours

Maximum: 75 marks

PART A — $(10 \times 1 = 10 \text{ marks})$ Answer ALL questions.

Choose the correct answer:

- An e-cheque is a payment made directly from bank account, if the account is not backed by
 - (a) Debit card
- (b) Credit card
- (c) Aadhar card
- (d) Ration card

- 2. Which of the following cards is used to store credential data is an integrated circuit?
 - (a) Chip or Smart cards
 - (b) NON EIV cards
 - (c) Magnetic strip cards
 - (d) Debit cards
- 3. The mobile payment app developed by _
 - (a) NPCI
- (b) AEPS
- (c) NUUP
- (d) IMPS
- is an alphanumeric code that uniquely identifies a bank branch participating in the NEFT system.
 - (a) IFSC
- (b) CTS
- (c) RTGS
- (d) POS
- 5. Skimming in e-banking is a method of ————
 - (a) Stealing credit card information
 - (b) Blocking card information
 - (c) Selling card information
 - (d) Submitting card information

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- 6. banking allows users to make transactions through the use of their smart phone or tablet?
 - (a) Mobile banking
- (b) Internet banking
- (c) App banking
- (d) Operational banking
- 7. POS stands for
 - (a) Point of sales
- (b) Point of surrender
- (c) Point of Sustain
- (d) Point of suggestion

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- 8. KYC means
 - (a) Know your character
 - (b) Know your customer
 - (c) None of the above
 - (d) Both of the above
- ATMs are not owned by the bank instead they are taken on lease for customer service is known as
 - (a) Brown labled ATM
 - (b) White labled ATM
 - (c) Green labled ATM
 - (d) Black labled ATM

- If the ATM is set up on the premises of the bank branch is called as ———.
 - (a) On site
- (b) Off site
- (c) Domestic
- (d) Foreign

PART B — $(5 \times 5 = 25 \text{ marks})$

Answer ALL questions by choosing either (a) or (b). Each answer should not exceed 250 words.

11. (a) Give the meaning of digital banking.

Or ·

- (b) Write a short notes on Euro pay.
- 12. (a) State about Rupay.

Or

- (b) Brief about NEFT.
- 13. (a) What do you mean by cyber-crime?

Or

(b) Write about crypto currency.

14. (a) What do you mean by point of sale (POS) terminal?

Or

- (b) Give a note on hardware in POS.
- 15. (a) Give a note about ATM.

Or

(b) Write a note on CDM.

PART C - (5 × 8 = 40 marks)

Answer ALL questions choosing either (a) or (b) Each answer should not exceed 600 words.

16. (a) Explain the digital banking features.

Or

- (b) Describe the digital lending procedures.
- 17. (a) Discuss about National Unified USSD Platform (NUUP) with its merits.

Or

- (b) Elucidate the global payment system in India.
- 18. (a) Delineate the advantages of using IMPS.

Or

(b) Enumerate the types of block chain networks.

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19. (a) Exhibit the approval processes for POS system.

Or

- (b) Describe the benefits of cloud computing.
- 20. (a) Examines the features of cash recycler.

Or

(b) Delineate the national financial switch.

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(6 pages) Reg. No. :		2	Whi	ch is not a phase o	of a bus	iness cycle?
Code No.: 22225 E Sub. Cod	de : FECO 1 C/		(a)	Depression	(b)	BOOM
FEHO	1 C/FECR 1 C/ FEBE 1 C		(c)	Recession	(d)	Recovery
		3.		represe	nts th	e tabular form o
B.Com. (CBCS) DEGREE EXAMI NOVEMBER 2024	NATION,			ntity demanded o ven period of time		icular product durin
First Semester	,x,		(a)	Law of demand	(b)	Demand curve
Commerce/Honours/Corporate Sec Banking and E – Commer			(c)	Demand schedu		Cross demand
Elective — BUSINESS ECONO	OMICS	4.	The	amount of goods	offered	for sale is known a
(For those who joined in July 2024	1 onwards)		(a)	Demand	(b)	Supply
Time : Three hours Maxi	imum : 75 marks		(c)	Forecast	(d)	Determinations
PART A — $(10 \times 1 = 10 \text{ ma})$	rks)	5.	A co	onsumer is in —		- when he maximize
Answer ALL questions.			his u	atility, given incor	ne and	market prices.
Choose the correct answer:		3 su -	(a)	Equilibrium		
Positive economics deals with —			(b)	Disequilibrium		
			(c)	Low Marginal u	ility	
(c) If what (d) Nor	at ought to be		(d)	Dissatisfaction		
	Control of the Contro					
6. As consumption increases, the sa from each additional unit decrease		10.	. Wh	ich forms of mark control over the pr	et stru ice of p	cture does a firm ha
(a) Law of diminishing margina			(a)	Monopolistic co	mpetitio	on
(b) Law of equi-marginal utility	7		(b)	Perfect competi	tion	
(c) Law of demand			(c)	Monopoly		
(d) Law of supply7. Cobb-Douglas production fu	unction exhibits		(d)	Oligopoly		
7. Cobb-Douglas production fu returns to scale.	nction exhibits		A	PART B — (5		
(a) High returns to scale						ng either (a) or (b).
(b) Low returns to scale(c) Standard returns to scale			E	ach answer should	not exc	ceed 250 words.
(c) Standard returns to scale (d) Moderate returns to scale		11.	(a)	Differentiate economic profit.	accoun	ating profit from
8. The cost of production rises increases beyond the limit			(b)		Or reflatio	n and deflation.
(a) Dis economies of scale		12.	(a)		ne law	of demand and i
(b) Economies of scale				exceptions.		
(c) Cost theory					Or	
(d) Economic theory			(b)	How elasticity of	of demai	nd is measured?
	ces of selling the					

same commodity at different prices to different

(b) Determination

on (d) Decision
Page 3 Code No.: 22225 E

buyers.

(a) Derivation

Discrimination

Page 4 Code No. : 22225 E [P.T.O.]

utility.

Or

(b) List the significance of indifference curve.

14. (a) Point out the differences between law of variable proportions and returns to scale.

Or

- (b) Write about producer's equilibrium.
- 15. (a) How monopolistic differ from oligopoly?

Or

(b) Explain the kinds of monopoly.

PART C — $(5 \times 8 = 40 \text{ marks})$

Answer ALL questions, choosing either (a) or (b).

Each answer should not exceed 600 words.

16. (a) Explain the basic principles of business economics.

Or

- (b) Describe the factors influencing inflation.
- 17. (a) Why does the demand curve slops downward from left to right? Discuss.

Or

(b) Enumerate the methods of demand forecasting.

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18. (a) Delineate the income and substitution effects in consumer equilibrium.

Or

- (b) Elucidate the consumer opinion about normal, inferior and Giffen goods.
- 19. (a) Discuss bout the stages of law of return to scale.

Or

- (b) What is economies of scale? Explain the external economies and diseconomies of scale.
- 20. (a) Explain the price and output determination under perfect competition.

Or

(b) Describe the objectives of pricing policy and its importance.

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Reg. No.:	Directing involves ———.
(6 pages)	(a) Hiring the right people
Code No.: 22222 E Sub. Code: FCCO 12/	(b) Setting performance standards
FCPA 12/FCHO 12/ FCCR 12/FCBF 12/	
FCBE 12	
2 0511 12	(d) Evaluating performance
B.Com. (CBCS) DEGREE EXAMINATION, NOVEMBER 2024.	 The process of selecting a course of action amon alternatives is known as (a) Planning (b) Controlling
First Semester	(c) Organizing (d) Decision-making
Commerce/Profession Accounting/Honours/Corporate Sectaryship/Banking and Finance/Banking and E-Commerce – Core	 Forecasting techniques that use historical data to predict future trends are known as (a) Qualitative forecasting
PRINCIPLES OF MANAGEMENT	(b) Quantitative forecasting
(For those who joined in July 2024 onwards)	(c) Time series forecasting
ar i mm	(d) Causal forecasting
Time: Three hours Maximum: 75 marks	5. A functional organizational structure is based on
PART A — $(10 \times 1 = 10 \text{ marks})$	5. A functional organizational of
Answer ALL questions.	(a) Geographical location
Choose the correct answer.	
1. Management is a directed process as	- to the stander
it aims at achieving specified goals.	- tivition
(a) Continuously (b) Future	(-/
(c) Deliberately (d) Goal	Page 2 Code No. : 22222 E
	L. Eucoption (MRE) typically
of management refer to the ———.	10. Management by Exception (MBE) typically
6. The span of management refer to the ———.	emphasize ———.
(a) Number of levels in the organizational	emphasize ———.
(a) Number of levels in the organizational hierarchy	emphasize———. (a) Feed forward control
(a) Number of levels in the organizational hierarchy (b) Number of employees a manager can	emphasize (a) Feed forward control (b) Concurrent control
 (a) Number of levels in the organizational hierarchy (b) Number of employees a manager can effectively supervise 	emphasize ————. (a) Feed forward control (b) Concurrent control (c) Preventive control (d) Feedback control
 (a) Number of levels in the organizational hierarchy (b) Number of employees a manager can effectively supervise (c) Range of tasks assigned to each employee 	emphasize (a) Feed forward control (b) Concurrent control (c) Preventive control (d) Feedback control PART B — (5 × 5 = 25 marks)
 (a) Number of levels in the organizational hierarchy (b) Number of employees a manager can effectively supervise (c) Range of tasks assigned to each employee (d) Geographical area covered by a manager 	emphasize (a) Feed forward control (b) Concurrent control (c) Preventive control (d) Feedback control PART B — (5 × 5 = 25 marks) Answer ALL questions choosing either (a) or (b).
 (a) Number of levels in the organizational hierarchy (b) Number of employees a manager can effectively supervise (c) Range of tasks assigned to each employee (d) Geographical area covered by a manager 7 This function of Management related to placing 	emphasize (a) Feed forward control (b) Concurrent control (c) Preventive control (d) Feedback control PART B — (5 × 5 = 25 marks) Answer ALL questions choosing either (a) or (b). Each answer should not exceed 250 words.
(a) Number of levels in the organizational hierarchy (b) Number of employees a manager can effectively supervise (c) Range of tasks assigned to each employee (d) Geographical area covered by a manager 7. This function of Management related to placing the right person at the right job is	emphasize (a) Feed forward control (b) Concurrent control (c) Preventive control (d) Feedback control PART B — (5 × 5 = 25 marks) Answer ALL questions choosing either (a) or (b). Each answer should not exceed 250 words. 11. (a) Explain the different levels of management.
 (a) Number of levels in the organizational hierarchy (b) Number of employees a manager can effectively supervise (c) Range of tasks assigned to each employee (d) Geographical area covered by a manager 7. This function of Management related to placing the right person at the right job is (a) Organising (b) Staffing 	emphasize (a) Feed forward control (b) Concurrent control (c) Preventive control (d) Feedback control PART B — (5 × 5 = 25 marks) Answer ALL questions choosing either (a) or (b). Each answer should not exceed 250 words. 11. (a) Explain the different levels of management. Or
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State the principles of Delegation. Page 4 Code No. : 22222 E [P.T.O.]

Or

Directing

Staffing

Page 3 Code No. : 22222 E

Controlling

Planning

(a)

(c)

14. (a) Explain the needs of training.

Or

- (b) Describe the need for communication.
- 15. (a) Enumerate the importance of control.

Or

(b) Brief about the characteristics of coordination.

PART C — $(5 \times 8 = 40 \text{ marks})$

Answer ALL questions choosing either (a) or (b).

Each answer should not exceed 600 words.

 (a) Describe the Henri Fayol's 14 Principles of Management.

Or

- (b) Discuss about the trends and challenges of management.
- 17. (a) State the importance of forecasting.

Or

(b) Elaborate the characteristics of decisionmaking.

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18. (a) Discuss the types of organisation structure.

Or

- (b) Explain the nature and scope of organising.
- 19. (a) Elaborate the different types of Leadership strategy.

Or

- (b) Discuss the factors to be considered for the Effective Communication.
- 20. (a) Discuss about importance of controlling.

Or

(b) Explain the various techniques of coordination.

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