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: 2306

(40)

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?

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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 form 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.

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 call editing and also explain cell alignment in Excel.

4. What is Pivot Table? How to crate 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 a 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?