

**CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION
NOVEMBER 2009**

OFFICE PRACTICE AND MANAGEMENT

PAPER V – COMPANY SECRETARY AND COMPANY ACCOUNTS

Time: 3 Hrs

Max. Marks: 105

SECTION – A

Answer all the questions.

5x3=15

1. What is a foreign company?
2. Distinguish between share certificate and share warrant.
3. Name the different kinds of debentures.
4. What is calls in arrears?
5. Explain the reasons for Forfeiture of shares.

SECTION – B

Answer any THREE questions.

3x10=30

1. Explain the different steps involved in the formation of a company.
2. Define a 'Share'. Explain the different types of shares.
3. What is a forged transfer? Explain the legal consequences of a forged transfer.
4. A Limited Company issued 1,00,000 shares of Rs. 10 each payable as follows.
 - Rs. 2 per share on Application.
 - Rs. 3 per share on Allotment
 - Rs. 4 per share on First Call and
 - Rs. 1 per share on Second Call.

All the shares were taken up by the public and all the money duly received except Rs. 500 on second call.

Pass the necessary journal entries.

5. Swaraj Ltd. issued 40,000 shares of Rs. 10 each, payable as - Rs. 3 on Application, Rs. 3 on Allotment and Rs. 4 on a Call. Entire issue was subscribed for and paid up except on 600 shares the call money was not received. These shares were forfeited and re-issued at Rs. 8 as fully paid.

Pass Journal Entries in the books of Swaraj Ltd.

SECTION – C

Answer any THREE questions.

3x20=60

1. Explain the Memorandum of Association and Articles of Association.
2. What is a Share Capital? Explain the different classes of Share Capital.
3. The X Co. Ltd. invited applications for 10,000 shares of Rs. 10 each payable as follows.
 - Rs. 2 on application
 - Rs. 3 on allotment
 - Rs. 3 on first call and
 - Rs. 2 on Final Call.

The applications received were for 9,000 shares, and all of these shares were accepted. All moneys were received except the first call on 500 and the final call on 1,000 shares.

Give the necessary journal entries and the Balance Sheet of the Company.

4. MRPL Ltd. issued 10,000 shares of Rs. 100 each (at a premium of Rs 5) payable as Rs 30 on application, Rs. 35 on allotment (including premium) Rs. 20 on first call and Rs. 20 on Final Call. Entire issue was subscribed for and paid up except on 500 shares the first and final call money was not received. These shares were forfeited and re-issued at Rs. 80 as fully paid.

Pass journal entries and prepare the balance sheet of the company.

**CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION
OCTOBER/NOVEMBER 2009
OFFICE PRACTICE AND MANAGEMENT
ELECTIVE I: PAPER VI – OFFICE COMMUNICATION AND CORRESPONDENCE**

Time: 3 Hrs**Max. Marks: 105****SECTION – A**

Answer all the questions.

5x3=15

1. Define Communication.
2. What is meant by Indexing?
3. Differentiate between centralized and decentralized filing system.
4. Describe the significance of an envelope sealing machine in handling outgoing mail service.
5. State the three 'C' qualities of a business letter.

SECTION – BAnswer any **THREE** questions.**3x10=30**

6. Explain the common barriers to effective communication.
7. Define Filing. Explain the characteristics of a good filing.
8. Outline the procedure for handling incoming mail.
9. ABC Co., Bangalore writes to your firm for quotation of two dozen drawing boards. Send them a Market Catalogue, recommend two styles and state your terms.
10. A customer who bought a watch from you recently has written a letter to you, complaining that the watch does not give him satisfactory service. Write him an appropriate reply.

SECTION – CAnswer any **THREE** of the following.**3x20=60**

11. Explain the different methods of Internal Communication.
12. Bring out the significance of office forms. Explain the principles of form designing.
13. Place an order for 10 tons of 'Supreme' grease and reserve the right to reject the goods if delivered more than 7 days after the date of the order. It should be sent by passenger train, carriage forward, to your station.
14. Draft a letter from an old customer complaining of delay in the delivery of goods which are urgently needed.

OPM 502.2

Reg. No.

**CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION
NOVEMBER 2009**

**OFFICE PRACTICE AND MANAGEMENT
PAPER VI – HUMAN RESOURCE MANAGEMENT**

Time: 3 Hrs

Max. Marks: 105

SECTION – A

Answer all the questions.

5x3=15

1. What is meant by HRM Model?
2. What is meant by Job analysis?
3. Write a note on Transactional Analysis.
4. State the objectives of Performance Appraisal.
5. State the causes of Labour Turnover.

SECTION – B

Answer any THREE questions.

3x10=30

6. Explain the managerial functions of Human Resource Management.
7. Explain the need and objectives of Human Resource Planning.
8. State the meaning of Training. Distinguish between Training and Development.
9. Explain the process of Performance Appraisal.
10. Define 'Promotion'. State the purposes of promotion.

SECTION – C

Answer any THREE questions.

3x20=60

11. Explain the objectives and principles of Human Resource Management.
12. What is meant by Manpower Planning? Explain the process of Human Resource Planning.
13. Define training. Explain the various methods of training.
14. Explain the different methods of performance appraisal.

**CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION
OCTOBER/NOVEMBER 2010 OFFICE
PRACTICE AND MANAGEMENT
PAPER V -Company Secretary and Company Accounts -I**

Time: 3 Hr*

Max. Marks: 105

SECTION A**Answer the Following****5X3=15**

Mention the three salient features of a Private Company? 2) **What is meant** by 'Dividend'? 3) **What is the** difference between 'Floor Price' and 'Cap Price' of shares?

4) **What is** meant by 'Bonus shares'?5) **What are** the provisions of Companies Act in respect of the use of share premium?**SECTION B****Answer any THREE of the following****3x10=30"**

6) Define Joint Stock Company. Enumerate its features

7) Explain the different types of shares issued by a company.

8) **What** do you mean by underwriting of shares? What are the obligations of an underwriter.

9) Aruna Mills Ltd. Issued 20,000/- shares of Rs. 10/- each at a premium Rs. 2/- per share. The amount payable: on application Rs. 2/-, on allotment Rs.5(including premium) on first call Rs. 3/- and on Final call Rs. 2/- .All money due was received except one shareholder holding 1.000/- shares who failed to pay the final call. A shareholder holding 300 shares paid both the calls when the first call was made. Pass Journal Entries to record the above transactions.

10) **Disha** Co.Ltd. Forfeited 500 shares of Rs. 10 each for the non-payment of final call of Rs. 3 per share and subsequently reissued 400 shares out of these at Rs. 7 per share as fully paid. Pass Journal entries for the forfeited and reissue of shares.

SECTION C**Answer any THREE of the following****3x20=60**

i) Briefly explain the procedure involved in the formation of a Joint Stock Company.

12) What are debentures? Explain the different kinds of debentures issued by a joint stock company.

1) The Bangalore canning Co. Ltd. issued 1,00,000/- equity shares of Rs. 10- each payable as: Rs. 2/-on application, Rs.3/- on allotment, Rs. 3/- on first call and Rs. 2/-on final call, 1,20,000 applications were received.

OPM501

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CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION
OCTOBER 2011

OFFICE PRACTICE AND MANAGEMENT

PAPER V - COMPANY SECRETARY AND COMPANY ACCOUNTS -I

Time: 3 Hrs

Max. Marks: 105

SECTION - A

Answer the following:

5x3=15.

1. Explain any three characteristics of a Joint Stock Company.
2. What is meant by Articles of Association?
3. Write a note on "Share Warrant".
4. What is meant by Surrender of Shares?
5. Distinguish between calls in arrears and calls in advance.

SECTION -B

Answer any THREE of the following:

3x10=30

6. Define a Prospectus. State its contents.
7. Define the term 'Share'. Describe various kinds of preference shares.
8. What is meant by a debenture? Elucidate the different kinds of debentures.
9. The Ashok Company Ltd. with a Registered Capital of ₹ 10,00,000 is issued 8,000 shares of ₹ 1100 each, payable ₹ 20 on application, ₹ 30 on allotment, ₹ 30 on first call and ₹ 20 on final call. All the shares were subscribed and the money duly received except first call on 500 shares and final call on 1000 shares. Pass journal entries to record the above transactions.

10. The Mysore Mills Ltd. with a Registered Capital of ₹ 5,00,000 issued 40,000 shares of ₹ 10 each payable as: ₹ 3 on application
₹ 2 on allotment ₹ 3 on first and ₹ 2 on final call

All the shares were subscribed and the money duly received except the final call on 500 shares.

The directors forfeited these shares and re issued them as fully paid at ₹ 8 per share.

Pass Journal entries to record the above transactions.

OPM 502.1

Reg. No.

CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION OCTOBER 2011
OFFICE PRACTICE AND MANAGEMENT PART I:
PAPER VI - OFFICE COMMUNICATION AND CORRESPONDENCE

Time: 3 Hrs

Max. Marks: 105

SECTION - A

Answer the following.

5x3=15

1. What is a Trade Enquiry? Mention the types of Trade Enquiries.
2. What is meant by Communication Process?
3. Define Filing.
4. What is Card Index? What are its Merits?
5. Mention any three courses which could give rise to a letter of Complaint.

SECTION - B

Answer any THREE of the following:

3x10=30

6. Explain any five qualities of a good Business Letter.
7. Define Indexing and explain its types.
8. Outline the procedure for handling outgoing mail.
9. You are constructing a house and you need paints and furniture for your house. Write enquiry letter to a Paint Company, asking for their brochure and best trade terms.
10. Draft a letter of complaint from Ms. Shymala Kamath to M/s. Johnson electronics, Bangalore stating that the DVD player recently bought is not working properly and ask for replacement.

SECTION - C

Answer any THREE of the following.

3x20=60

11. Define Communication and explain the principles of effective Communication.
12. Bring out the significance of office forms and explain the logic behind designing office forms.
13. a) State the points to be borne in mind while drafting a letter of order.
b) Place an order for supplying 500reams of A4 size paper of Moon Brand and ask for 15% discount and free delivery to your office.
14. a) State the points to be borne in mind while drafting a letter of Complaints.
b) You have received a consignment of damaged goods and are compelled to sell them heavy discount price incurring a considerable loss. Write a letter to the supplier and ask for suitable compensation and reward.

CREDIT BASED FIFTH SEMESTER B. A. DEGREE EXAMINATION
OCTOBER 2012

OFFICE PRACTICE AND MANAGEMENT - V

Time: 3 Hrs

Max. Marks: 120

SECTION – A

Answer the following:

5X3=15

1. What is certificate of Incorporation?
2. What is meant by lost dividend warrant?
3. Write a note on underwriting.
4. What is pro-rata allotment of shares?
5. What are Debentures?

SECTION – B

Answer any THREE of the following:

3X15=45

6. What is share Warrant? Explain its advantages and limitations.
7. Explain calls in Arrears. Distinguish between calls in Advance and Calls in Arrears.
8. Explain the rights and duties of a Promoter.
9. Shivani Ltd., Mangalore was registered with a capital of `10,00,000 in shares of `100 each payable `20/- per share on application, `30 on Allotment, `20/- each on 1st call and `30/- each on final call. All money due were fully received except the first call on 300 shares and final call on 500 shares.
Pass journal entries to record the above transactions.
10. Abhishek Engineering Co. Ltd., was registered with a capital of 1,00,000 issued 8,000 shares of `10 each payable as `3 on application, `2 on allotment, `3 on first call and `2 on final call. All the shares were subscribed and money duly received except the final call on 400 shares. The directors forfeited these shares and re-issued them as fully paid at `9 per share.
Pass Journal entries to record the above transactions.

SECTION – C

Answer any THREE of the following:

3X20=60

11. Comment and bring out clearly the distinctions between the Memorandum of Association and Articles of Association.
12. Illustrate the procedure for forfeiture is re-issue of shares.
13. Srikanth Trading company Ltd issued 10,000 shares of `10 each at a premium of `2 per share payable `2 on application and allotment `5 including premium, `2 on first call and `3 on final call. All the money duly received except the final call on 500 shares held by Schin. These shares were forfeited and re-issued at `8 per share.
Pass Journal entries to record the above transactions.

CREDIT BASED FIFTH SEMESTER B. A. DEGREE EXAMINATION
OCTOBER 2012

OFFICE PRACTICE AND MANAGEMENT - VI

Time: 3 Hrs

Max. Marks: 100

SECTION – A

Answer the following: 5X3=15

1. State any three differences between Human Resource Management and Human Resource Development.
2. What is Job Analysis?
3. Write a note on sensitivity training.
4. What is performance appraisal?
5. What is labour turnover?

SECTION – B

Answer any THREE of the following: 3X15=45

6. Explain the changing role of Human Resource Managers.
7. Describe the objectives of Human Resource Planning.
8. Explain the criteria and the methods to measure the training effectiveness.
9. Explain the process of performance appraisal.
10. What are the causes of Labour Turn Over?

SECTION – C

Answer any THREE of the following: 3X20=60

11. Explain the evolution of modern Human Resource Management.
12. Explain the various methods of Job Evaluation with examples.
13. Describe different methods of training.
14. What are the causes and consequences of absenteeism? Explain the measures to control absenteeism.

CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION**OCTOBER 2013****OFFICE PRACTICE AND MANAGEMENT****Paper V: Corporate Governance & Company Accounts****Time: 3 Hrs****Max. Marks: 100****SECTION – A****1. Answer the following:****10x1=100**

- a. Joint Stock Company has a legal entity.
- b. Customers are stakeholders.
- c. Discount on issue of shares is a loss.
- d. Investment is entered on..... side of the Balance Sheet.
- e. The Hindustan Machine Tools Ltd., is a company.
- f. Situation Clause in M.A. is also called.....
- g. Unpaid calls are also called.....
- h. The maximum number of members in a public company is
- i. Give an example of a statutory company.
- j. What is the minimum number of directors in a private company?

SECTION – B**2. Answer any TEN of the following:****10x2=200**

- a. What is meant by a chartered company?
- b. State the meaning of 'promotion' of a company?
- c. What is 'corporate governance'?
- d. What is meant by allotment of shares?
- e. What is meant by issue of shares at a premium?
- f. How is 'preliminary expenses written off' treated in the Final Accounts?
- g. What is proposed dividend?
- h. What is meant by the prospectus?
- i. What is meant by over subscription of shares?
- j. State the difference between calls-in-advance and Call-in-arrears.
- k. What is meant by paid up capital?
- l. Mention any two NGOs in Karnataka.

SECTION – C**Answer any THREE of the following:****3x10=30**

3. What are the social responsibilities of management towards shareholders and employees?

**CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION
OCTOBER 2013**

OFFICE PRACTICE AND MANAGEMENT

PAPER V: Company Secretary & Company Accounts – I

Time: 3 Hrs

Max. Marks: 105

SECTION – A

Answer the following:

5x3=15

1. What is a Registered Company?
2. What is deferred shares?
3. Write a note on Share Warrant.
4. What is Allotment of shares?
5. What is meant by issue of shares at a discount?

SECTION – B

Answer any THREE of the following:

3x10=30

6. Explain the features of a Joint Stock Company.
7. Define Prospectus. What are its contents?
8. What are debentures? Explain the kinds of Debentures.
9. Avanthika Mills Ltd. Issued 50,000 shares of `100 each payable.

 `30 on application

 `20 on allotment

 `30 on First Call and

 `20 on Final Call

All the shares were subscribed and money duly received except the final call on 1,000 shares.

The directors forfeited these shares and re-issued them as fully paid at `80 per share.

Pass Journal entries and record the above transactions.

10. The Vignesh Company Ltd. with a Registered Capital of 1,00,000 issued 8,000 shares of `10 each, payable `2 on application, `3 on allotment, `3 on first call and `2 on final call. the shares were subscribed and the money duly received except first call on 600 shares and final call on 1,200 shares.

Pass Journal Entries to record the above transactions.

SECTION – C

Answer any THREE of the following:

3X20=60

11. Define shares and explain its features. Describe the different kinds of preference shares.
12. Explain the clauses of the Memorandum of Association of a company and show how can they be altered.
13. The Netravati Ltd. issued 5,00,000 shares of `10 each payable at `2 on application, `3 on allotment, `2 on First Call and `3 on Final Call.

All the shares were subscribed and money duly received except the first call on 1,500 shares and final call on 3,000 shares. Pass Journal entries and prepare the Balance Sheet

14. The Singhania Co., Ltd. issued 2,00,000 Equity Shares of 10 each at a premium of `2 share. The amount payable as follows:

 `2 on application

**CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION
OCTOBER 2013**

OFFICE PRACTICE AND MANAGEMENT

PAPER V: Company Secretary & Company Accounts – I

Time: 3 Hrs

Max. Marks: 120

SECTION – A

Answer the following:

5x3=15

1. What is a Registered Company?
2. What is deferred shares?
3. Write a note on Share Warrant.
4. What is Allotment of shares?
5. What is meant by issue of shares at a discount?

SECTION – B

Answer any THREE of the following:

3x15=45

6. Explain the features of a Joint Stock Company.
7. Define Prospectus. What are its contents?
8. What are debentures? Explain the kinds of Debentures.
9. Avanthika Mills Ltd. Issued 50,000 shares of `100 each payable.

`30 on application

`20 on allotment

`30 on First Call and

`20 on Final Call

All the shares were subscribed and money duly received except the final call on 1,000 shares.

The directors forfeited these shares and re-issued them as fully paid at `80 per share.

Pass Journal entries and record the above transactions.

10. The Vignesh Company Ltd. with a Registered Capital of 1,00,000 issued 8,000 shares of `10 each, payable `2 on application, `3 on allotment, `3 on first call and `2 on final call. the shares were subscribed and the money duly received except first call on 600 shares and final call on 1,200 shares.

Pass Journal Entries to record the above transactions.

SECTION – C

Answer any THREE of the following:

3X20=60

11. Define shares and explain its features. Describe the different kinds of preference shares.
12. Explain the clauses of the Memorandum of Association of a company and show how can they be altered.
13. The Netravati Ltd. issued 5,00,000 shares of `10 each payable at `2 on application, `3 on allotment, `2 on First Call and `3 on Final Call.

All the shares were subscribed and money duly received except the first call on 1,500 shares and final call on 3,000 shares. Pass Journal entries and prepare the Balance Sheet

14. The Singhania Co., Ltd. issued 2,00,000 Equity Shares of 10 each at a premium of `2 share. The amount payable as follows:

`2 on application

OPM 502.2(R)

Reg.No.

**CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION
OCTOBER 2013
OFFICE PRACTICE AND MANAGEMENT – VI
Human Resource Management**

Time: 3 Hrs

Max. Marks: 100

SECTION – A

Answer the following:

5x3=15

1. Define Human Resource Management.
2. What is Job Description?
3. Write a note on In-basket Exercise.
4. State any three objectives of effective performance appraisal system.
5. What is labour absenteeism?

SECTION – B

Answer any three of the following:

3x10=30

6. Explain the objectives of Human Resource Management.
7. Describe the significance of Job Analysis.
8. Explain the importance of employee training.
9. '360 degree appraisal technique involves evaluation of a manager by everyone above alongside and below him'. Explain.
10. Explain the Promotion Policy.

SECTION – C

Answer any THREE of the following:

3x20=60

11. Explain the functions of Human Resource Management.
12. Define Human Resource Planning. Explain the process of Human Resource Planning.
13. What are the causes and effects of labour turn over? Explain in detail the measures to control labour turnover.
14. Explain the traditional methods of performance appraisal.

OPM 502.2(R)

Reg.No.

**CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION
OCTOBER 2013
OFFICE PRACTICE AND MANAGEMENT – VI
Human Resource Management**

Time: 3 Hrs

Max. Marks: 100

SECTION – A

Answer the following:

5x3=15

1. Define Human Resource Management.
2. What is Job Description?
3. Write a note on In-basket Exercise.
4. State any three objectives of effective performance appraisal system.
5. What is labour absenteeism?

SECTION – B

Answer any three of the following:

3x15=45

6. Explain the objectives of Human Resource Management.
7. Describe the significance of Job Analysis.
8. Explain the importance of employee training.
9. '360 degree appraisal technique involves evaluation of a manager by everyone above alongside and below him'. Explain.
10. Explain the Promotion Policy.

SECTION – C

Answer any THREE of the following:

3x20=60

11. Explain the functions of Human Resource Management.
12. Define Human Resource Planning. Explain the process of Human Resource Planning.
13. What are the causes and effects of labour turn over? Explain in detail the measures to control labour turnover.
14. Explain the traditional methods of performance appraisal.

CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION
OCTOBER 2013
OFFICE PRACTICE AND MANAGEMENT – VI
Cost Accounting

Time: 3 Hrs**Max. Marks: 100****SECTION – A****1. Fill in the blanks:****10x1=100**

- a. costing is the technique of differentiating between fixed and variable cost.
- b. Factory Cost is also called.....
- c. Legal expenses have to be taken as overheads.
- d. time is the time required to obtain fresh supply.
- e. ABC analysis is based on the principle of
- f. The monetary reward for labour is known as
- g. Under Halsey Bonus Scheme bonus is paid to the worker for the time.....
- h. Rent and rate apportionment is done on the basis of.....
- i. Expenses refer to those expenses which vary with the use of machin
- j. Under..... method issue price is calculated by dividing the value of stock with the quantity of stock.

SECTION – B**2. Answer any TEN of the following.****10x2=200**

- a. Define costing.
- b. What is Marginal Costing?
- c. What is Labour Cost?
- d. What is Prime Cost?
- e. Define Tender.
- f. What is Economic Order Level?
- g. What is safety stock?
- h. What is the meaning of ABC analysis?
- i. What is meant by Minimum Stock level?
- j. What is idle time?
- k. Define Overheads.
- l. What is meant by machine hour rate?

CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION

OCTOBER 2013

OFFICE PRACTICE AND MANAGEMENT – VI

Principles of Communication & Business Correspondence

Time: 3 Hrs

Max. Marks: 100

SECTION – A

1. Answer the following.

Fill in the blanks:-

5x1=5

- Communication is a _____ way traffic.
- Communication with words is called _____ communication.
- Transport charges to be borne by the buyer is _____
- Letter written at the writer's initiative is called _____ application.
- If the information is conveyed to a large number of people it is called as _____ Letter.

Choose the correct answer from the following:-

5x1=5

- Communication by body language is called as
 - Visual
 - Oral
 - Non verbal
 - Written
- A letter written to know the credit worthiness of the customer is
 - Trade reference
 - Status enquiry
 - Bank reference
 - Quotator
- The act of explaining to an authority certain problems or issues is called as
 - Representation
 - Notice
 - Circular
 - Request
- The report which is prepared in a prescribed format is called as
 - Special report
 - Informal report
 - Formal report
 - Routine report
- Receiver's response to the message is called
 - Sending
 - Decoding
 - Encoding
 - Feedback

SECTION – B

2. Answer any TEN of the following.

10x2=20

- What is Horizontal communication?
- Define communication.
- Write full form of C.O.D & C.W.O.
- What is meant by a trade reference?
- State the various stages of collection series.
- How is Notice different from Circular?
- What is meant by representation?
- State any two situations in which circulars may be used.

OPM 501.1

Reg. No.

**CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION
OCTOBER 2014**

OFFICE PRACTICE AND MANAGEMENT

Paper – V: Corporate Governance & Company Accounts

Time: 3 Hrs

Max. Marks: 120

SECTION – A

1. Answer the following.

10×1=10

- a. The liability of members of Joint Stock Company is
- b. is used as the official signature of Joint Stock Company.
- c. Shareholders are stakeholders.
- d. The life insurance corporation of India is a company.
- e. What is the maximum number of members in a private company?
- f. Give an example of a chartered company.
- g. Sinking fund is entered on side of the Balance Sheet.
- h. The share capital after deducting calls-in-arrears is known as
- i. Expand R T I.
- j. What is the minimum number of directors in a public company?

SECTION – B

2. Answer any TEN of the following.

10×2=20

- a. What is a foreign company?
- b. Who is a promoter of a company?
- c. Define 'corporate governance'.
- d. What is meant by issue of shares at discount?
- e. What is meant by final dividend?
- f. Mention any two N G Os in Karnataka.
- g. What is meant by corporate social responsibility?
- h. State the meaning of under subscription of shares.
- i. What is 'interim dividend'?
- j. What is meant by forfeiture of shares?
- k. What is 'social audit'?
- l. Mention any two differences between Profit and Loss Account and Profit and Loss Appropriation Account.

SECTION – C

Answer any THREE of the following.

3×10=30

3. Explain the features of a Joint Stock Company.
4. Explain the principles of corporate governance.

**CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION
OCTOBER 2014**

OFFICE PRACTICE AND MANAGEMENT

Paper – VI: Cost Accounting

Time: 3 Hrs

Max. Marks: 100

SECTION – A

1. A. Match the following.

5×1=

- | | |
|----------------------|--------------------------------------|
| a. Planning | 1. Method of inventory control |
| b. Danger level | 2. Setting goals for management |
| c. ABC analysis | 3. Factory overhead |
| d. FIFO method | 4. Emergency stock position |
| e. Consumable stores | 5. Machine hour |
| | 6. Method of pricing material issues |

B. Fill in the blanks.

5×1=

- _____ costs are partly variable and partly fixed.
- _____ time is the time during which workers do not work but wages are paid.
- Expand EOQ _____.
- The total direct costs is called _____.
- _____ refers to materials which are badly damaged in manufacturing operations and cannot be rectified economically.

SECTION – B

2. Answer any TEN of the following.

10×2=

- What is Materials Cost?
- What is Selling Cost?
- Define Management Costing.
- What are variable costs?
- What is statement of cost?
- What is abnormal waste?
- Define Elements of cost.
- What is lead time?
- What is Danger level?
- Specify the features of LIFO method.
- What is controllable idle time?
- What are the steps involved in classification of overheads?

SECTION – C

Answer any THREE of the following.

3×10=

- Briefly explain the costs on the basis of their functions.
- What is meant by Idle time? Explain the factors responsible for Idle time.

**CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION
OCTOBER 2014
OFFICE PRACTICE AND MANAGEMENT
Paper – VI: Principles of Communication & Business Correspondence**

Time: 3 Hrs

Max. Marks: 100

SECTION – A

1. Answer the following.**State whether the following statements are TRUE or FALSE.****5×1=**

- a. Sender is a destination for the message.
- b. 'Yours faithfully' is the complementary close of Business letter.
- c. Sales letters are also referred as Circular letters.
- d. The reference letters should be marked 'Confidential'.
- e. A testimonial is a letter of recommendation.

Fill in the blanks.**5×1=**

- a. The full form of CV is
- b. letters are meant to convey the same information to a large number of people.
- c. barrier in communication is related to the meaning of words.
- d. F.O.R. means.....
- e. Study of Body language is called.....

SECTION – B

2. Answer any TEN of the following.**10×2=**

- a. What is an Office Memo?
- b. Define Communication.
- c. Explain the term 'Barrier' in communication.
- d. What is meant by a 'Status Enquiry'?
- e. Write the expanded form of
 - i) C.O.D
 - ii) C.W.O
- f. Mention any two elements involved in the process of communication.
- g. Write a note on 'Paralanguage'.
- h. What is meant by solicited job application letter?
- i. How is a notice different from a circular?
- j. Write note on 'field of experience'.
- k. What is meant by Verbal Communication?
- l. Who writes the appointment letter and when?

SECTION – C

Answer any THREE of the following.**3×10=**

3. What is Presentation? Explain the elements of an effective presentation.

CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION

OCTOBER 2015

OFFICE PRACTICE AND MANAGEMENT

Paper V: Corporate Governance & Company Accounts

Time: 3 Hrs

Max. Marks: 100

SECTION – A

1. Answer the following:

10x1=100

- a. The shares of a public company are _____ transferable (freely/not freely).
- b. Expand M/A.
- c. The Food corporation of India is a _____ type of company.
- d. Authorized capital is also known as _____
- e. Expand “CSR” _____
- f. Outstanding wages are shown on _____ side of balance sheet.
- g. The amount received by the company before calls are made is _____
- h. The premium on shares is a _____ profit (capital/revenue).
- i. Unclaimed dividend is shown under _____ heading in the balance sheet.
- j. Minimum no of members to form a Private Company is _____

SECTION – B

2. Answer any TEN of the following:

10x2=200

- a. What is meant by company limited by guarantee?
- b. State the meaning of ‘Liability Clause’ in Memorandum of Association.
- c. Mention any two contents of Articles of Association.
- d. Write any two statutory duties of directors.
- e. What is meant by RTI?
- f. Write a brief note on NGO
- g. What is meant by issue of shares at discount? Give an example.
- h. Mention any two arguments for corporate social Responsibility.
- i. What is meant by Profit and Loss appropriation Account?
- j. What is meant by final dividend?
- k. What is meant by forfeiture of shares?
- l. Differentiate between Equity shares and Performance shares.

CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION

OCTOBER 2015

OFFICE PRACTICE AND MANAGEMENT – VI

Principles of Communication & Business Correspondence

Time: 3 Hrs

Max. Marks: 100

SECTION – A

1. Answer the following.

a) State whether the following statements are TRUE or FALSE 5x1=5

- a. Face to face communication is a horizontal communication
- b. The bill, cheque attached to the main letter is called as an enclosure
- c. solicited applications are written in response to an advertisement
- d. Transport charges to be borne by the buyer is carriage paid
- e. If the information is conveyed to a large number of people then it is called official letter

b) Match the following: 5x1=5

- | | |
|---------------------|------------------------------------|
| a. Lecture | a. Prepared in a prescribed format |
| b. Status enquiry | b. complimentary close |
| c. Yours faithfully | c. Principles of communication |
| d. Formal report | d. Dural communication |
| e. Courtesy | e. Credit worthiness |

SECTION – B

2. Answer any TEN of the following. 10x2=20

- a. Define communication.
- b. Expand C.O.D & C.W.O
- c. Distinguish between solicited & unsolicited enquiry.
- d. What is meant by Decoding?
- e. Give two examples in which the circular letter is sent.
- f. What is meant by Quotation?
- g. State the elements of Communication.
- h. Write a note on confirmation of order.
- i. What are the 4C's considered as the foundation of sound credit policy?
- j. Differentiate between notice and circular letter.
- k. Write a note on 'Memo'.
- l. Mention any four media of communication.

OPM 501.2

Reg.No.

CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION OCTOBER 2016

OFFICE PRACTICE AND MANAGEMENT

Paper V: Corporate Governance & Company Accounts

Time: 3 Hrs

Max. Marks: 120

SECTION – A

1. Answer the following:

10x1=10

- a. _____ shares are shares whose right to receive dividend is postponed.
- b. The dividend declared at the end of the year is called _____ dividend.
- c. _____ capital is the maximum amount of capital which a company is permitted to raise from the public by the issue of shares.
- d. When the public apply for more shares than those offered to them are called _____ of shares.
- e. IPO means _____
- f. The life Insurance Corporation of India is a _____ type of company.
- g. The balance of the called-up capital which has not been paid by the shareholders is called _____ capital.
- h. Outstanding rents are shown on _____ side of Balance Sheet.
- i. Unclaimed dividend is shown under _____ heading of the Balance sheet.
- j. Minimum number of members to form a Private limited company is _____

SECTION – B

2. Answer any TEN of the following:

10x2=20

- a. State the significance of 'Name Clause' in Memorandum of Association.
- b. What is meant by Company limited by Guarantee?
- c. What is book-building process?
- d. Write a note on Statutory Company.
- e. Write a brief note on NGO.
- f. State any two differences between profit and loss account and profit and loss appropriation account.
- g. What is meant by social auditing?
- h. Define Joint Stock Company.
- i. What is meant by RTI?
- j. State any two contents of Memorandum of Association.
- k. What is meant by unclaimed dividend?
- l. Write any two statutory duties of directors.

SECTION – C

Answer any THREE of the following:

3x10=30

3. Explain the features of Joint Stock Company.
4. What is Corporate Governance? State the principles of Corporate Governance.
5. Suguna Mills Ltd. Issued 10,000 equity shares of ₹ 10 each at a premium of ₹2 per share payable ₹2 on application, ₹5 on allotment (including premium) and ₹5 on first and final call. The shares were all subscribed and the money received except the first and final call on 1,000 shares. Give the Journal entries to record the transactions.
6. Under what headings the following items are shown in the balance sheet of a company.

1) Securities premium	6) Preliminary expenses
2) Prepaid Insurance	7) Goodwill
3) 6% debentures	8) Trade marks
4) Calls in arrear	9) Unclaimed dividends
5) Bills receivable	10) Livestock

SECTION – D

Answer any THREE of the following:

3x20=60

7. What is meant by Corporate Social Responsibility? State the arguments for and against the Corporate Social Responsibility.
8. What is the significance of Memorandum of Association? Distinguish between Memorandum of Association and Articles of Association.
9. The Mysore Sugar Ltd. Issued 40,000 shares of ₹100 each payable ₹20 on application ₹30 on allotment ₹30 on first call and ₹20 on final call. All the money duly received except the final call on 2,000 shares. These shares were forfeited and re-issued at ₹ 80 per shares as fully paid up. Give Journal entries to record the transaction and draw up the company's Balance Sheet.
10. From the following Trail Balance of Wonderful Company Ltd. As on 31-03-2015. Prepare the Final accounts in prescribed form.

Particulars	Dr.	Cr.
Shares capital (10,000 shares of ₹10 each)	-	1,00,000
Calls in arrears	6,400	-
Land	10,000	-
Building	25,000	-
Machinery	15,000	-
Furniture	3,200	-
Carriage	2,300	-
Wages	21,400	-
Salaries	4,600	-
Bad debts reserve	-	1,400
Sales	-	80,000

Sales return	1,700	-
Bank charges	100	-
Cool, gas, water	700	-
Rent & rates	800	-
Purchases	50,000	-
Purchases return	-	3,400
Bills receivable	1,200	-
General expenses	1,900	-
Debtors	42,800	-
Creditors	-	13,200
Stock	25,000	-
Insurance	400	-
Cash at Bank	13,000	-
Cash in Hand	2,500	-
Securities Premium	-	6,000
General Reserve	-	24,000
	2,28,000	2,28,000

Adjustments:

1. Charges depreciation on building at 2% Machinery at 10% and furniture at 10%
2. New R.B.D at 5% on debtors.
3. Prepaid Insurance ₹120.
4. Provide for outstanding wages ₹ 32,000, Salaries ₹500 and Rent & Rates ₹200.
5. Stock at the year –end valued at ₹ 30,000.

CREDIT BASED FIFTH SEMESTER B.A. DEGREE EXAMINATION

OCTOBER 2016

OFFICE PRACTICE AND MANAGEMENT – VI

Principles of Communication & Business Correspondence

Time: 3 Hrs

Max. Marks: 120

SECTION – A

1. Fill in the blanks: 5x1=5

- a. Practice and rehearsal are indispensable for a good _____
- b. Solicited applications are written in response to an _____
- c. Memorandum is popularly known as _____
- d. A letter written to know the credit worthiness of a customer is a _____
- e. A bill, cheque, catalogue is attached along with the letter as _____

2. Choose the correct answer from the following: 5x1=5

- a. Face to face communication is
 - i) Oral ii) Visual iii) Horizontal iv) Written
- b. Upward communication provides feedback to the
 - i) Workers ii) Customers iii) Management iv) Suppliers
- c. A formal greeting with which a business letter begins is called
 - i) Enclosure ii) Salutation iii) Signature iv) Complimentary close
- d. A report which is prepared in a prescribed format is called as
 - i) Routine Report ii) Formal Report iii) Special Report iv) Informal Report
- e. If the information is conveyed to a large number of people it is called as
 - i) Notice ii) Memo iii) Circular iv) Application

SECTION – B

3. Answer any TEN of the following. 10x2=20

- a. Define communication.
- b. What is an office memo?
- c. State four media of communication.
- d. Distinguish between Routine & Special Report.
- e. Expand the term F.O.R and E & O.E
- f. Write a note on Bibliography.
- g. State the elements of Communication.
- h. Mention any two Paralinguistic elements used in Presentation.
- i. What is encoding?
- j. What is meant by solicited job application letter?

- k. What is trade reference letter?
- l. State any two barriers of effective Communication.

SECTION – C

Answer any THREE of the following.

3x10=30

- 4. Briefly explain the types of communication.
- 5. a) Write the Hints for drafting an enquiry letter.
b) With reference to an advertisement in “The Industrial Times”, write a letter to Calcutta Aluminum company, Ltd., enquiring the prices, terms of sales etc.
- 6. a) State the guidelines for drafting a complaint letter.
b) You have received an order for 250 meters of curtain fabric. As the cloth is not in stock, you request the customer to allow you more time for the execution of the order or to accept substitute. Draft a letter.
- 7. a) What are the important points to be kept in mind while drafting an interview letter?
b) Draft a letter asking the candidate to appear for an interview for the post of a Secretary

SECTION – D

Answer any THREE of the following.

3x20=60

- 8. a) “Communication is the life blood of business organization”. In the light of above statement explain the role of communication in an organisation.
b) What are the socio-psychological barriers of communication? Explain.
- 9. a) What are collection letters? Explain different stages of collection letter?
b) You have received a letter from Sapna Book Mart, Mangalore, reminding you to settle a claim of ₹10000 immediately. Draft a reply requesting for extension of the term and making payment in installment.
- 10. a) As the Principal of a college draft a testimonial to be given to an eminent Sportsman of your college.
b) Draft an application for the post of an assistant accountant with neat CV.
- 11. Explain briefly the different stages of a successful presentation.
