

QUESTION BANK

(COMMERCE)

Question Bank for +1 and +2 students for the subjects of Commerce is hereby given for the practice. While preparing the questionnaire, emphasis is given on the concepts, short answer-type questions, long answers and numerical, so that it can help students, from the examination point of view.

We hope that you might appreciate this question bank. We welcome suggestions to improve the question bank.

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BUSINESS STUDIES
XI (COMMERCE)

BUSINESS STUDIES

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UNIT-I

NATURE & PURPOSE OF BUSINESS

Questions with One Marks

1. Give one example each of economic and non economic activity.
2. What is Business?
3. "A teacher teaching her own children". Is it an economic or non-economic activity?
4. With the help of insurance we can bear risk". True/False
5. Name the economic activity, in which special knowledge and skill is required.
6. Name two professional organisations providing professional degrees.

Questions with Two Marks

1. Why business is treated as an economic activity?
2. How business helps in optimum Utilization of Resources?
3. What is the social objective of business?
4. What is Barter System of Exchange?

Questions with Four Marks

1. Differentiate between Economic and non-economic activity.
2. Explain the features of Business.
3. Why earning profit is important for business?

Questions with Six Marks

1. Differentiate between business, profession and Employment.
2. What is business Risk? Explain the causes of Business Risk.
3. Explain in detail objectives of Business.

UNIT-II
STRUCTURE OF BUSINESS

Questions with One Marks

1. What is the meaning of 'E' in E-commerce?
2. Give full form of BPO.
3. What is outsourcing?
4. What is commerce?
5. What is Industry?
6. Secondary industries are related to _____ of material which are already produced at primary stage.
7. What is smart card?
8. What is the difference between Debit card and credit card?

Questions with Two Marks

1. Identify the type of Industry in the following cases:
 - (a) Cycle and computer Industry
 - (b) Oil, Diesel and gas firms
2. What is trade? Name 2 aids to trade
3. Differentiate between Export and Entrepot trade
4. Differentiate between internal and external trade.

Questions with Four Marks

1. Explain various types of Industries with examples.
2. Explain functions of commerce
3. Distinguish between E-commerce and traditional business.
4. What are the benefits and limitations of E-commerce?
5. Why outsourcing is necessary?

Questions with Six Marks

1. Distinguish between trade, commerce and industry.
2. Explain the types of E-commerce.
3. Explain the types of outsourcing.

UNIT-III
SERVICE SECTOR AND BUSINESS

Questions with One Marks

1. What is ATM?
2. Name the central Bank of India.
3. Services are _____ in nature.
4. Who controls postal services?
5. Collecting cheques and bills is a ____ function of Bank.
6. A bank provides interest on the deposits of Current Account (True/False)
7. What is "Premium" and "Contingency" in Insurance?

Questions with Two Marks

1. What is the difference between NEFT and RTGS?
2. What is "utmost good faith"?
3. Write a short note on EFT.
4. Differentiate between "Bank overdraft" and "cash credit"
5. Differentiate between "Insurance" and "Assurance"
6. What is the importance of e-mail?
7. How a life Insurance policy can be forfeited?

Questions with Four Marks

1. Discuss in brief recent trends in communication sector.
2. Explain different types of Banks.
3. What are the benefits of E-Banking?
4. What is communication? Explain its process.
5. What is warehousing? Explain its functions.

Questions with Six Marks

1. What is Bank? Explain functions of a Commercial Bank.
2. What is Insurance? Explain the principles of Insurance.
3. Differentiate between life Insurance, Marine Insurance, Fire Insurance.

UNIT-IV

SOCIAL RESPONSIBILITY OF BUSINESS AND BUSINESS ETHICS

Questions with One Marks

1. Define Social Responsibility?
2. Write reasons of pollution of Environment.
3. Business Ethics refers to code of _____business.
4. "Social Responsibility is important for business. "True/False
5. What is Land pollution?
6. What is CNG?

Questions with Two Marks

1. Why pollution control is necessary?
2. What are the different elements of Business Ethics?
3. How can banning hazardous substances, helps in pollution control?
4. What Business ethics every business should follow?

Questions with Four Marks

1. Write the types of Social Responsibility.
2. What is the responsibility of business towards owners, Consumers, Government and suppliers?
3. What are the factors affecting business ethics?

Questions with Six Marks

1. "Is Social Responsibility important for Business". Give reasons in favour and against for this statement.
2. Discuss the role of Government in Controlling Pollution.

UNIT-V

FORMS & FORMATION OF BUSINESS ENTERPRISES

Questions with One Marks

1. Which form of organization is suitable for grocery shop?
2. Is registration of partnership compulsory?
3. Which form of organisation can have membership by birth?
4. "Liability of Sole Proprietor is limited". (True/False)
5. The main aim of co-operative society is _____.

Questions with Two Marks

1. How can a sole proprietary business can be expanded?
2. What is "One person company"?
3. What do you mean by common seal?
4. What is perpetual Existence?

Questions with Four Marks

1. Define partnership on the basis of liability.
2. Explain the different kind of partners.
3. What is co-operative society? Explain its features.
4. What are the factors influencing choice of forms of business enterprise.

Questions with Six Marks

1. Differentiate between sole trade business, partnership, and company.
2. What is meant by limited liability partnership? What are its features and advantages?
3. Explain the types of co-operative societies.
4. Differentiate between private and public company.

UNIT-VI

SECTORAL ORGANIZATION OF BUSINESS

Questions with One Marks

1. Who owns a public enterprise?
2. What is meant by Global enterprise?
3. Name any 2 private companies.
4. What is the minimum investment limit required in public sector?
5. What is Internal Autonomy?

Questions with Two Marks

1. Name various forms of private enterprises.
2. What are the features of Government companies?
3. Name any four enterprises which work globally?
4. What are the features of Private sector?

Questions with Four Marks

1. Define statutory corporation and its features.
2. What are the benefits of entering into a joint venture?
3. Describe the changing role of public sector in Indian context.
4. Explain the role of private sector in Economic development.
5. How global enterprises are superior to other business organizations?
6. What is MNC? What are its features?

Questions with Six Marks

1. Differentiate between public sector and private sector enterprise.
2. What is departmental undertaking? Explain its merits and demerits.

UNIT-VII

FORMATION OF A COMPANY

Questions with One Marks

1. Who is a promoter?
2. A company becomes a legal entity after getting a certificate of _____.
3. "Prospectus is an invitation to public for subscribing to capital" 'True/False'.
4. What is Articles of Association?

Questions with Two Marks

1. What is meant by "Statement in lieu of prospectus"?
2. Name the kinds of promoters.
3. What is meant by minimum subscription of shares?
4. Why certificate of commencement is important?
5. What is the legal position of promoters?

Questions with Four Marks

1. Explain the 'object clause' and 'Registered Clause' of Memorandum.
2. What are the functions of promoters?
3. Discuss various steps required to raise funds from the public.
4. Give various contents of prospectus.

Questions with Six Marks

1. What is company? Discuss various steps for incorporation of company.
2. Differentiate between Articles of Association and Memorandum of Association.

UNIT-VIII
INTERNAL TRADE

Questions with One Marks

1. What is internal trade?
2. Give one example of chain shop?
3. The stores owned by consumers are called_____.
4. “Things are sent through VPP in postal services”. True or False
5. What are Automatic vending Machines?
6. Who sells things in small quantities?
7. Name any two small scale retailers.
8. Give 2 examples of departmental stores.
9. What is super Market?

Questions with Two Marks

1. What are the different types of internal trade?
2. Discuss the features of Departmental stores.
3. Give merits of Mail order stores.
4. Give features of Malls.
5. What is Tele marketing?
6. Define Internet Marketing.

Questions with Four Marks

1. Explain the functions of whole sellers.
2. What are the functions of retailers?
3. Who are Itinerant retailers? Give its types.
4. What are multiple shops? Give its types.
5. What are the merits and demerits of direct marketing?

Questions with Six Marks

1. Give arguments in favour and against wholesalers.
2. Differentiate between wholesalers and retailers.
3. Differentiate between departmental stores and multiple shops.

UNIT-IX
SOURCES OF BUSINESS FINANCE

Questions with One Marks

1. Name any 2 sources of long term funds.
2. Who are owners of company?
3. Give full form of GDR.
4. Write the full form of ADR
5. Equity shares are the _____ term sources of finance.
6. “Debentureholders are the debtors of the company”. (true/false)

Questions with Two Marks

1. What is meant by ploughing back of profits?
2. Why funds are needed in business?
3. What are the demerits of Borrowed funds?
4. What is meant by Share? Name its types
5. Give merits of financial institutions.

Questions with Four Marks

1. What are the different types of preference shares?
2. Give difference between:
 - (a) Redeemable and Irredeemable debentures
 - (b) Convertible and non-convertible debentures
3. What do you mean by public deposits? Give its merits and demerits.

Questions with Six Marks

1. What is meant by business finance? Explain its types.
2. Distinguish between preference shares and equity shares.
3. Distinguish between shares and debentures.
4. What are various factors affecting choice of source of finance?

UNIT-X
EXTERNAL TRADE

Questions with One Marks

1. Give full form of WTO
2. What is mate's receipt?
3. Trade between two countries is called _____ trade.
4. What are Indent houses?
5. What are the functions of clearing agent?
6. What is the function of Export credit and guarantee corporation?

Questions with Two Marks

1. What is meant by Bill of lading?
2. What are special economic zones?
3. What is certificate of origin?
4. Write the features of EPZ.
5. How is export order scrutinized?

Questions with Four Marks

1. What are the difficulties in external trade?
2. What are the documents involved in import trade?
3. What are the incentives for Trade Promotion?

Questions with Six Marks

1. Briefly outline the procedure followed by export trade.
2. Briefly outline the procedure followed by import trade.
3. What are various steps taken for export promotion in India?

SAMPLE PAPER
BUSINESS STUDIES
XI (COMMERCE)

TIME: 3 hrs.

MAX. MARKS: 65

SECTION-A

1. Answer each of the following questions in 1-15 words:

- a. What is smart card? (1)
- b. Services are _____ in nature. (1)
- c. "Liability of sole proprietor is limited. (True/False) (1)
- d. Who is promoter? (1)
- e. Write full form of ADR. (1)

SECTION-B

(Answer each of the following questions in 5-10 lines)

- 2. What is trade? Name two aids to trade. (2)
- 3. What do you mean by common seal? (2)
- 4. Name various forms of private enterprises. (2)
- 5. Why certificate of commencement is important? (2)
- 6. Give features of malls. (2)
- 7. What is meant by share? Name its types. (2)
- 8. How is export order scrutinized? (2)

SECTION-C

(Attempt any 7 questions and answer each in 15-20 lines)

- 9. Differentiate between economic and non-economic activity. (4)
- 10. Why outsourcing is necessary? (4)
- 11. What is communication? Explain its process. (4)
- 12. What are the factors affecting business ethics? (4)
- 13. What are the factors influencing choice of form of business enterprise? (4)
- 14. Discuss various steps required to raise funds from the public. (4)
- 15. What is multiple shops? Give its types. (4)

16. What are the different types of preference shares? (4)

17. What are the difficulties in internal trade? (4)

SECTION-D

(Answer following questions each in 3-5 pages).

18. What is business Risk? Explain the causes of business risk. (6)

OR

Differentiate between life insurance and fire insurance (6)

19. What is meant by limited liability partnership? What are its feature and advantages? (6)

OR

What are departmental undertaking? Explain its merits and demerits. (6)

20. Give argument in favour and against of wholesalers. (6)

OR

Briefly outline the procedure followed by import trade. (6)

CLASS - XI
BOOK KEEPING AND
ACCOUNTANCY

XI
COMMERCE
Book Keeping and Accountancy
UNIT-I
INTRODUCTION TO ACCOUNTING

Questions with One Marks

1. What is accounting ?
2. What is Book keeping?
3. Give any one object of accounting?
4. Define accounting cycle?
5. What are Business transactions?
6. What are fixed Assets?
7. Name types of accounts.
8. What are current liabilities?
9. What is cash/trade discount?
10. What are Assets?
11. What are liabilities?
12. What is capital?
13. What is Income/ Expenditure?
14. What is Cost?
15. Give one difference between Debtor and Creditor?
16. What is Purchase/ Sale?
17. Give the meaning of voucher.
18. What is drawings?
19. What is gain/Income?
20. What is Gross Profit/Net Profit?

Questions with Two Marks

1. Give any four advantages of accounting.
2. Explain features of accounting.

3. Explain uses of accounting information.
4. Differentiate between Book keeping & Accounting.
5. What are the various types of accounting?
6. Give Performa of transfer Voucher.
7. Define Revenue & Non Current Assets.
8. Give the accounting equation based on dual aspect concept.
9. Distinguish between current Asset & fixed Asset.

Questions with Four Marks

1. Distinguish between cash basis and accrual basis .
2. Write a note on utility of Book-Keeping.
3. Calculate Gross Profit & Net Profit.

Opening stock	Rs 50,000	Administration expenses	Rs 45000
Net Sale	Rs 11,00,000	Selling Expenses	Rs 65,000
Direct Expenses	Rs 60,000	Gross loss due to fire	Rs 20,000
Purchases	Rs 7,00,000	Closing stock	Rs 70,000

4. Calculate Gross Profit & Net Profit.

	Rs
Purchases (2000 articles)	40000
Freight	500
Carriage inward	200
Office Rent	2000
Manager's Salary	1000
Stationery	500
Commission	100
Sales (1800 Article)	54,000

5. Give difference between capital Expenditure & Revenue expenditure.
6. Give four examples of revenue.
7. What are expenses & how do they differ from losses.
8. Distinguish between transaction/event.

Questions with Six Marks

1. Explain in detail, is accounting an Art or a science.
2. Explain in detail "Trade cycle".

UNIT-II
THEORY BASE OF ACCOUNTING

Questions with One Marks

1. What do you mean by accounting principles?
2. What do you understand by accounting concepts?
3. What is money measurement concept?
4. What is entity concept?
5. What is going concern concept?
6. Explain accounting period/ financial year concept.

Question with Two Marks

1. Explain cost concept.
2. What is principle of consistency?
3. What is principle of cost benefit?
4. What is stable monetary unit?

Questions with Four marks :

1. Explain main features of accounting principles.
2. Explain the significance of business entity concept.

Questions with Six marks :

Explain various accounting principles.

UNIT-III
RECORDING OF BUSINESS TRANSACTIONS

Questions with One Marks

1. What do you mean by journal or Book of original entry?
2. What are the rules for journalising?
3. Write one advantage of journal.
4. Is it possible to Combine two or more transaction in single entry in journal.
5. Give meaning of narration & Ledger folio.
6. Define carried forward & compound entries.
7. Write difference between cash discount & trade discount.
8. Write various types of expenses?
9. Prepare format of journal
10. Which type of account is Goodwill?
11. Which type of account are the following:- Capital, Debtor, Drawing, outstanding expenses land, Bank, cash, Accrued Income.
12. Define ledger/Posting.
13. Give one advantage of ledger.
14. How is the journal posted into ledger.
15. State rules of Posting in ledger.
16. Define cash book/ Contra entry.
17. Write types of cash Book.
18. What is the imprest system of Cash Book?

Questions with Two Marks :

1. What are the two sides of an accounting equation?
2. Explain in short the meaning of accounting equation.
3. What is owner's equity/ outsider's liability?
4. State whether the following are true or false.
 - (i) Salary paid to business managers will decrease the assets & capital.
 - (ii) Examination fees of proprietor's son will decrease the assets & capital.
 - (iii) Amount withdrawn by proprietor of his personal use will increase cash & capital.
 - (iv) Amount paid for the repair of machine will increase and decrease in assets.

5. What is the effect of following on assets & liabilities :
 - (i) Goods purchased on credit for Rs. 5,000 from Ram.
 - (ii) Purchased a machine & paid through cheque Rs.10,000.
 - (iii) Wages paid Rs. 1,000.
 - (iv) Received from Ram Rs. 1,000 by cheque.
6. Explain the procedure of balancing of ledger.
7. Prepare format of a ledger.
8. Describe advantage of Petty Cash Book

Journalise the followings

9.
 - (i) Goods worth Rs. 10,000 sold to X at 10% trade discount & charged 4% sales tax.
 - (ii) X cleared his account after receiving 1% cash discount.
 - (iii) Paid income tax Rs.10,000 & sales tax Rs. 360.
 - (iv) Goods costing Rs.10,000 lost by fire & claim of Rs. 3,000 received from insurance company.
 - (v) Charged depreciation on machinery Rs. 5,000.
 - (vi) Purchased goods for Rs. 10,000 from Sanjay on 10% trade discount & 5% cash discount paid by cheque.
 - (vii) Received 10 paise in a rupee from a debtor of Rs. 10,000.
 - (viii) Withdrew goods for personal use for Rs. 10,000.
 - (ix) Received Rs. 1200 of debts written off.
 - (x) Rent outstanding Rs. 1,000.
 - (xi) Interest on drawings Rs. 500.
 - (xii) Bank charges charged by Bank Rs. 200.
 - (xiii) Commission received in advance Rs. 700.
 - (xiv) Sudhir Kumar who owed me Rs. 3,000 has failed to pay the amount due to insolvency. He pays me a compensation of 45 paise in a rupee.
 - (xv) Goods given as charity cost Rs. 800, sales price Rs. 920.
10. Write advantages of sub-divisional Journal.
11. Distinguish between cash account and cash book.
12. What is debit/credit note?
13. Prepare Petty cash book with imaginary figures.
14. What are kinds of cash book give a brief account of each?

Questions with Four Marks.

1. Name any four Subsidiary Books.
2. What is Purchase Book? Prepare its format?
3. What is Sales Book? Prepare its format?
4. What is Purchase Return Book? Prepare its format?
5. What is Sales Return Book? Prepare its format?
6. Write two advantages of two Subsidiary Books.
7. Write advantages of Purchase book & Sales book.
8. Give the purpose of maintaining subsidiary books.
9. Distinguish between Purchase Book & Purchase accounts.
10. Give meaning of voucher. Explain cash voucher and non-cash vouchers.
11. When goods sold are returned back, then in which book are they written?
12. State various types of cash book?
13. Each transaction has a double aspect. Explain this statement giving examples.

UNIT-IV
TRAIL BALANCE AND RECTIFICATION OF ERRORS

Questions with One Marks:

1. What do you understand by Trial Balance?
2. Why is Trial Balance prepared?
3. Name the two methods of preparing trial balance?
4. Name any four errors which are not disclosed by preparing trial balance?
5. Name the two errors which does not affect the trial balance?

Question with Two Marks :

1. Give specimen of trial balance?
2. Write two utilities of trial balance?

Questions with Four Marks :

1. What steps will you take to tally Trial Balance?
2. Is the matching of both sides of Trial Balance the proof of accuracy of accounts? Explain
3. Give any four errors not revealed by trial balance?

Questions with Six Marks :

1. Explain errors revealed & not revealed by trial balance?

UNIT-V
DEPRECIATION, PROVISIONS AND RESERVES

Questions with One Marks :

1. What is meant by depreciation?
2. Give definition of depreciation?

Questions with Two Marks :

1. Describe the main objects of providing the depreciation?
2. Explain the factors which should be kept in mind at the time of fixing the amount of depreciation?
3. Give two reasons for charging depreciation?
4. Name the method of depreciation where the value of Asset can never be zero?
5. On what cost is depreciation charged under written down value method?
6. In which method is depreciation fixed year to year?
7. Give the formula for calculating amount of depreciation & percentage of depreciation under:
 - (i) Straight line method.
 - (ii) Diminishing balance method.

Questions with Four Marks :

1. Briefly describe the various methods of providing depreciation?
2. Give difference between fixed instalment & reducing instalment method?
3. In what circumstances the reducing balance method is more suitable in comparison to the fixed Instalment method?
4. Explain the factors which should be kept in mind at the time of fixing depreciation?

Questions with Six Marks :

1. Define depreciation. What are causes of depreciation & why is it needed?
2. What is the meaning of depreciation? Explain factors affecting depreciation.

UNIT-VI

BANK RECONCILIATION STATEMENT

Questions with One Marks :

1. What is Bank reconciliation statement?
2. Why is Bank Reconciliation statement prepared?

Questions with Two Marks :

1. Give any four differences in the Cash Book & Pass Book balances.
2. While preparing Bank Reconciliation Statement will you add or deduct the following to or from the cash book overdraft balance.
 - (i) Cheque drawn but not cleared.
 - (ii) Interest on Bank overdraft.
 - (iii) Cheques paid into the bank but not collected.
 - (iv) Interest on investment collected by the Bank.
3. What are the basis of Bank Reconciliation Statement?
4. Who prepares Bank Reconciliation Statement?
5. On which side in a Cash Book are cheques issued entered.

Questions with Four Marks :

1. Prepare Bank Reconciliation Statement with imaginary data.
2. Give any 4 reasons for disagreement of Cash book balance with Pass book balance.

Questions with Six Marks :

1. What do you mean by Bank Reconciliations statement? Explain the reasons for non matching of cash book balance with pass book balance.

UNIT-VII

ACCOUNTING FOR BILL OF EXCHANGE

Questions with One Marks :

1. What is Bill of Exchange?
2. Who is drawer in Bills of exchange?
3. Write the names of different parties to Bill of exchange.
4. Prepare a specimen of Bill of exchange.
5. What is promissory note?
6. What are essentials of promissory note?
7. Give a specimen of promissory note.
8. What are the various parties to promissory note.
9. Name the party on whose name a bill is drawn.
10. How many days of grace are included while calculating the date of the maturity of bill?
11. Give the meaning of Rebate.
12. What are noting charges?
13. What is meant by renewal of Bill of exchange?
14. Name the party who endorses the Bill of exchange.

Questions with Two Marks:

1. Briefly explain the effects of dishonour & noting of a Bill of exchange.
2. Briefly explain the purposes & benefits of retiring a Bill of exchange to the debtors & creditors.

Questions with Four Marks :

1. Explain briefly the procedure of calculating the date of maturity of a Bill of exchange.
2. Pass Journal entries in the books of both parties involved in bills of exchange.
3. Give any four characteristics of Bill of exchange.

Questions with Six Marks :

1. Give difference between Bill of exchange & promissory note?

UNIT-VIII
FINANCIAL STATEMENTS

Questions with One Marks :

1. What are financial statements?
2. What is income statement?
3. Who are the users of financial statements?
4. What is position statement?
5. Why balance sheet is prepared?
6. Explain current assets.
7. Explain fixed assets.
8. What is meant by direct expenses?
9. What is meant by indirect expenses?

Questions with Two Marks :

1. Give two examples each of fixed and current assets.
2. Explain the purpose of preparing trading account and profit and loss account.
3. Explain the concept of cost of goods sold.
4. Which accounts are included in final accounts?
5. Which expenses are included in gross profit or gross loss.
6. How will you arrange items of Balance sheet on the basis of liquidity?
7. Where will the following expenses be shown while preparing final account :
 - (a) Discount
 - (b) Income Tax
 - (c) Life Insurance Premium
 - (d) Sale Tax

8. What type of account is P&L A/c?
9. Why P&L a/c is prepared?

Questions with Four Marks :

1. Give difference between profit & loss & balance sheet?
2. Give four differences between trial balance and balance sheet.
3. What are the main objectives of financial statements.

Question with Six Marks :

1. Explain balance sheet? Write its characteristics?

FINAL ACCOUNTS WITH ADJUSTMENTS

Questions with One Marks :

1. How will you show salaries outstanding in Final accounts if it appears in the Trial Balance?
2. How will you treat accrued interest in Final accounts if it appears in the Trial Balance?
3. Explain the treatment of Deferred Revenue Expenditure in Final accounts.
4. Explain the treatment of goods withdrawn for private use in Final accounts.
5. Where will you show the unearned income in the Final accounts? If it is given in additional information.
6. What is meant by provision for discount on Debtors?

Questions with Two Marks :

1. Give Journal Entries for the following adjustments :
 - (a) Outstanding salary Rs. 3500.
 - (b) Rent unpaid for one month of Rs. 6000/- p.a.
 - (c) Insurance prepaid for a quarter at Rs. 16,000 p.a.
 - (d) Accrued Interest Rs. 4000 on investment.
2. What adjusting entries would you record for the following :
Depreciation, Interest on capital.
3. Give meaning of outstanding expenses.
4. Give meaning of prepaid expenses/ income received in advance.
5. What is meant by closing stock. Show its treatment in final accounts.

UNIT-IX
COMPUTERS IN ACCOUNTING

Questions with One Marks

1. What is binary language?
2. Give one difference between RAM and ROM.
3. What is GIGO?
4. Give 2 examples of system softwares.
5. Which of the following software is not an operating software
(i) MS-Dos (ii) Windows XP (iii) MS Word
6. Name two Application Softwares
7. What is AIS?
8. Why Computer is called Versatile?
9. What is the basic function of CPU? or why CPU is called the Brain of Computer?
10. What kind of operations are performed by ALU?
11. Name two types of Softwares.
12. Give two basic functions of AIS.
13. Give two examples of Readymade Accounting system

Questions with Two Marks

1. Give two differences between Readymade Accounting system and Tailor made Accounting system
2. What are the different elements of computer system?
3. What are utility softwares?
4. Name the records that can be maintained Accounts Payable Sub-System.
5. Name the four source documents that are used as accounting input.
6. Write a short note on MIS. State its two advantages
7. Name four Tangible parts of computer
8. How are Report designed in CAS?
9. Give two advantages and two disadvantages of Readymade Accounting system
10. Give two advantages and two disadvantages of Tailor made Accounting system.

Questions with Four Marks

1. How has accounting information enabled automation of accounting process?
2. Differentiate between Application software and system software on the basis of meaning, function nature and example.
3. What is computer? Explain the capabilities of computer
4. Explain in detail the computerised Accounting system.
5. Computerised Accounting system has made it easy to maintain books of accounts than manual system of Accounting "Explain this statement by giving four point of difference between computerised Accounting system and manual system of Accounting.
6. Explain the Block diagram of CAS.

Questions with Six Marks

1. What is a computer? Explain the various fields in which computer are used maintaining Accounts.

UNIT-X
ACCOUNTING AND DATA BASE SYSTEM

Questions with One Marks

1. What is Schema?
2. What is database?
3. What is DBMS?
4. Why database is called an " Electronic filing Cabinet"?
5. Name the four form elements of database.
6. Write the full form of ER.
7. Write the full form of EER.
8. What is SQL?
9. What is Data Warehouse?

Questions with Two Marks

1. What is meant by Attribute? Name its types
2. Why constraints are needed in Database?
3. What is Entity?
4. Give differences between composite Attribute and Simple Attribute.
5. Give four examples of Database Applications
6. What are weak and strong entities?
7. What is Disjoint and Participation constraint?

Questions with Four Marks

1. Draw the various Relationship entity sets.
2. What are the various E-R diagram conventions used while preparing Entity- Relationship models?
3. Explain the different types of Attributes used in database
4. "A database model is an organising principle that specifies particular mechanisms for data storage and retrieval. Draw and explain the Hierarchical and Network models.
5. What is Relational Data Model? why it is important?
6. What is Normalisation? Why it is needed? Name the various Normal forms.
7. What is SQL? What are its various parts?

10+1 COMMERCE
SAMPLE PAPER
Book Keeping and Accounting –I

SECTION – A

Questions with One Marks, Answer in 10-15 words

1. (i). What is accounting?
(ii). Explain in short the meaning of accounting equation.
(iii). Why is trial balance prepared?
(iv). What is Bank reconciliation statement?
(v). Explain fixed assets.
(vi). What is DBMS?

SECTION- B

Questions with Two Marks, Answer in 10-15 lines.

2. Distinguish between current assets and. fixed assets.
3. What is the effect of following on assets and liabilities.
 - (i) Goods purchased on credit for Rs 5000 from Ram.
 - (ii) Purchased a machine and paid through cheque Rs 10,000
 - (iii) Wages paid Rs 1000
 - (iv) Received from Ram Rs 1000 by cheque.
4. Write the main objectives of providing depreciation.
5. Where will the following expenses be shown while preparing final accounts.
 - (a) Discount
 - (b) Income Tax
 - (c) Life insurance premium
 - (d) Sales tax
6. How many reports designed in CAS.
7. Prepare a petty cash book with imaginary figures

SECTION –C

Questions with Four Marks, Attempt any 5 question and answer each in 15-20 lines

8. What is the difference between book keeping and accounting?
9. Prepare the Accounting equation on the basis of the following:
 - (i) Started business with cash Rs 70,000.
 - (ii) Credit Purchases of goods Rs 18,000.
 - (iii) Payment made to creditors in full settlement Rs 17,500
 - (iv) Purchase of machinery for cash Rs 20,000.
10. A machine was purchased on 1st April 2010 for Rs. 2,50,000. On 1st October, 2010 another machine was purchased for Rs 1,50,000. Estimated scrap values were Rs 10,000 and Rs. 5000 respectively. Depreciation is to be provided @ 10% P.a. on the machines under the Reducing Balance system. show the machinery Account for the years ended 31st march 2011 and 2012.
11. Give any four errors not revealed by trail balance.
12. Give any four reasons for disagreement of cash book balance with Pass book. balance.
13. Give journal entries for the following Adjustments .
 - (i) closing stock Rs 90,000.
 - (ii) Outstanding salaries Rs 3,200 and outstanding wages. Rs. 2,000.
 - (iii) Prepaid Insurance Rs. 900 and Accrued commission Rs. 1,200.
 - (iv) Charge Depreciation on machinery @ 10% P.a. cost of machinery in trial balance is 2,21,000.
14. Explain in detail the computerised Accounting System.

SECTION-D

15. Prepare a Cash book with Bank column of Bharti from the following transactions.

2008	Rs
Dec.1 Cash in Hand	2,20,000
Cash at Bank	60,000
Dec.3 Deposited in bank.	80,000
Dec 4. Goods Purchased and issued a cheque for the same.	34,000
Dec. 7 Cash Purchases	16,000
Dec.8 Paid commission by cheque	12,000
Dec.9 Withdrew from bank for private use	2,500
Dec.12 Received from Ved in full settlement of his account of Rs 6,000, half of the amount was deposited into bank on the same day.	
Dec.16 Interest collected by bank.	14,000
Dec 20 Cash Sales.	42,000
Dec 22 Salaries paid	40,000
Dec 23 Goods sold to Sona & Co.	36,000
Dec 23 Received cheque from Sona & Co. after discount of Rs 300	- 35,700
Dec 26 Deposited. the cheque received from Sona and Co. in bank.	

OR

Pass the journal entries.

2016

April 1. Commenced business with cash.	1,50,000
April 2. opened bank Account	50,000
April 3. Purchased Furniture.	20,000
April 7. Bought goods for cash From. M/S. Rupa traders.	30,000
April 8. Purchased good M/s Hema traders.	42,000
April 10 Cash Sales.	30,000
April 14. sold goods to Mr. Gupta on credit	12,000
April 16 Rent paid	4,000
April 18 Paid trade Expenses.	1,000
April 20 Received cash from Mr.Gupta	12,000
April 22 Goods returned to M/s/ Hema traders	2,000
April 23. Cash paid to M/s Hema traders	40,000

16. Trial Balance of business on 31 march 2016

Debit Balances	Rs.	Credit Balances.	Rs.
Opening Stock	25,000	Sales	2,27,800
Furniture	8,000	Commission	500
Plants & Machinery	1,40,000	Returns outward	1,000
Additions to Plants & Machinery (1.10.2015)	10,000	Creditors	40,000
Debtors	30,000	Capital	1,50,000
Wages	12,000		
Salaries	20,000		
Bad debts	1,000		
Purchases	1,20,000		
Electricity Charges	1,200		
Telephone Charges	2,400		
General Expenses	3,000		
Postage and telegrams	1,800		
Returns Inward	900		
Insurance Premium	1,500		
Cash in hand	2,500		
Cash at Bank	40,000		
	4,19,300		4,19,300

Prepare Trading and Profit and loss Account for the year ended. 31st March, 2016 and Balance sheet as at that date taking into account the following adjustments.

1. Closing stock was valued at Rs 7000
2. Outstanding liabilities for wages were Rs 600 and salaries Rs 1400.
3. Depreciation is to be provided @ 5% p.a on all fixed. assets.
4. Insurance premium paid in advance Rs. 200

OR

What is a computer? Explain the various fields in which computers are used for main training Accounts.

CLASS - XI

BUSINESS ECONOMICS AND

QUANTITATIVE METHODS-I

XI (COMMERCE)

UNIT-I

BUSINESS ECONOMICS & QUANTITATIVE METHODS

INTRODUCTION TO STATISTICS

Questions with One Marks

1. What is statistics?
2. Define presentation in statistics.
3. Name the government organisation which prepare statistical information.

Questions with Two Marks

1. What is the difference between singular sense & plural sense of statistics?
2. Write a note on nature of statistics.

Questions with Four Marks

1. What are the features of statistics?
2. What are the limitations of statistics?

Questions with Six Marks

1. Explain the functions of statistics
2. Explain importance of statistics.

UNIT-II

COLLECTION OF DATA

Questions with One Marks

1. Who is respondent?
2. What is data?
3. Who is enumerators?
4. Give two examples of primary data?
5. Give two examples of secondary data
6. Give two examples of open end questions.

Questions with Two Marks

1. What are the merits & demerits of Primary data?
2. What are the merits & demerits of secondary data?
3. What is the suitability of direct personal investigation?

Questions with Four Marks

1. Write difference between Primary data and secondary data.
2. What are the qualities of good questionnaires?

Questions with Six Marks

1. What are the methods used in collecting primary data?
2. Explain the sources of collection of secondary data.

UNIT-III
THEORY OF SAMPLING

Questions with One Marks

1. What is universe?
2. What is sample?
3. What is strata?
4. What is convenience sampling?

Questions with Two Marks

1. What is suitability of census method?
2. What is difference between census method & sample method?
3. What is quota sampling?

Questions with Four Marks

1. What are the merits & demerits of census method?
2. How sample is collected through random sampling?
3. What are the characteristic of good sample?

Questions with Six Marks

1. Explain the methods of collecting sample
2. How sample method is better than census method?

UNIT-IV
PRESENTATION TO DATA

Questions with One Marks

1. What is classification?
2. Give any one feature of good classification.
3. What is variable?
4. What is tabulation?
5. What is bar diagram?
6. What is frequency polygon?
7. What is ogive?

Questions with Two Marks

1. What are the merits of classification?
2. What is the difference between discrete & continuous series?
3. What are the limitations of tabulation?
4. Why diagrams are prepared?
5. What are limitations of diagrammatic presentation of data?
6. What is the difference between bar diagram & histogram.

Questions with Four Marks

1. Explain the different types of classification.
2. Write difference between classification & tabulation.
3. What rules should be followed while preparing graphs.

Questions with Six Marks

1. What are the different parts of table? Prepare format of table.
2. What are the different types of table?
3. What is statistical series? Explain its various types?

UNIT-V

INTRODUCTION TO MANAGERIAL ECONOMICS

Questions with One Marks

1. What is managerial economics?
2. Why managerial economics is pragmatic in nature?
3. Is theory of consumer behaviour covered in micro or macro economics?
4. What is meant by business?

Questions with Two Marks

1. What is the difference between micro & macro economics?
2. Is managerial economics is an art or science?

Questions with Four Marks

1. What are the responsibilities of managerial economist?

Questions with Six Marks

1. Explain scope of managerial economics.
2. Write difference between managerial economics & economics?
3. Discuss the significance of managerial economics.

UNIT-VI
CONSUMER BEHAVIOUR & DEMAND

Questions with One Marks

1. What is meant by utility?
2. What is point of satiety or saturation?
3. When MU is zero, TU is ____?
4. What is demand?
5. What do you mean by Giffen goods?
6. What are complementary goods?
7. What are substitute goods?

Questions with Two Marks

1. What is the difference between total utility & marginal utility?
2. What are the elements of demand?
3. What is elasticity of demand? Name its types.

Questions with Four Marks

1. What is the relationship between total utility & marginal utility with diagram?
2. What are the conditions in which law of demand is not applicable?
3. Write difference between increase in demand & expansion of demand.
4. Write difference between decrease in demand & contraction of demand.
5. What is the importance of elasticity of demand?

Questions with Six Marks

1. Explain law of diminishing marginal utility with schedule & diagram.
2. What are the factors affecting demand?
3. What is price elasticity of demand? Explain its degrees.
4. Explain factors affecting elasticity of demand.

UNIT-VII

PRODUCER'S BEHAVIOUR AND SUPPLY

Questions with One Marks

1. What is meant by production function?
2. What is the difference between stock & supply?
3. If TVS is 60 and output is 20 units. Find out AVC.
4. $AC = \text{_____} + AVC$
5. What is Revenue?
6. $TR = P \times \text{_____}$
7. What is firm?
8. If MR is 9 and MC is 7. Find out profit.
9. What is marginal revenue?

Questions with Two Marks

1. Write difference between long term period & short term period.
2. Differentiate between fixed and variable factors of production.
3. Differentiate between explicit cost & implicit cost.
4. Write difference between total fixed cost & total variable cost.
5. Why AFC curve is called rectangular hyperbola.
6. How MR can be calculated from TR with numerical example.

Questions with Four Marks

1. Explain law of increasing returns with schedule & diagram.
2. Market supply is the summation of individual supply curves. Explain.
3. Differentiate between increasing supply & extension of supply.
4. Differentiate between decreasing supply & contraction of supply.
5. What is the relationship between TC, FC & VC with diagram?

Questions with Six Marks

1. Explain principles of law of variable proportion.
2. Explain law of supply with its exceptions.
3. What is price elasticity of supply? Explain its degrees.
4. What is producer equilibrium? How it is determined? Explain its conditions of determination.

UNIT-VIII

FORMS OF MARKET & PRICE DETERMINATION

Questions with One Marks

1. What is product differentiation?
2. What is price discrimination?
3. What is patent right?
4. Name two forms of imperfect competition?
5. Name two market forces which helps in price determination.

Questions with Two Marks

1. What is the difference between pure & perfect competition?
2. Why demand curve in oligopoly is indeterminate?
3. Why selling cost are necessary in monopolistic competition.

Questions with Four Marks

1. What is oligopoly? Explain its features.
2. Why firm under perfect competition is called a price taker?
3. Explain change in equilibriums price
 - (a) When supply is perfectly inelastic
 - (b) When demand is elastic

Questions with Six Marks

1. What is market? Explain its various types.
2. Write difference between perfect competition, monopoly & monopolistic competition.
3. Explain price determination under perfect competition with diagram.

SAMPLE PAPER
BUSINESS ECONOMICS & QUANTITATIVE METHODS.
XI (COMMERCE)

TIME: 3 hrs.

MAX. MARKS: 65

SECTION-A

1. Answer each of the following questions in 1-15 words:

- a. What is statistics? (1)
- b. What do you mean by tabulation? (1)
- c. When MU is zero, TU is _____ (1)
- d. If TVS is 50 and output is 10 units. Find out AVC. (1)
- e. What is patent right. (1)

SECTION-B

(Answer each of the following questions in 5-10 lines)

- 2. Write down demerits of secondary data. (2)
- 3. What is quota sampling? (2)
- 4. Write difference between discrete and continuous series. (2)
- 5. Is managerial economics is an Art or Science? (2)
- 6. Write elements of demand. (2)
- 7. How MR can be calculated from TR? Explain with example? (2)
- 8. Why selling cost is necessary in monopolistic competition (2)

SECTION-C

(Attempt any 7 questions and answer each in 15-20 lines)

- 9. What are the limitations of statistics? (4)
- 10. What are the qualities of good questionnaire? (4)
- 11. Write characteristic of good sample (4)
- 12. What rules should be followed while preparing graphs. (4)
- 13. Write down scope of managerial economics. (4)
- 14. What is the importance of elasticity of demand? (4)
- 15. Differentiate between decrease in supply and contraction of supply. (4)
- 16. What are the exceptions of law of supply? (4)

17. Why firm under perfect competition is called a price taker. (4)

SECTION-D

Answer following questions each in 3-5 pages.

18. Explain the sources of collection of secondary data (6)

OR

What are the different types of tables? (6)

19. Explain law of diminishing marginal utility with schedule & Diagram. (6)

OR

Write difference between perfect competition, monopoly and monopolistic Competition. (6)

20. Explain principles of law of variable proportion. (6)

OR

How sample method is better than census method? (6)

CLASS - XI
MODERN OFFICE PRACTICES

XI (COMMERCE)
MODERN OFFICE PRACTICES

UNIT I
INTRODUCTION OF OFFICE

Questions with One Marks

1. What is an office?
2. What type of nature of office functions?
3. Write one primary function of office?
4. What is the meaning of office management?
5. Define departmentation.
6. Which works are performed by an office manager?
7. What is an office manager?
8. Write two qualities of an office manager?

Questions with Two Marks

1. Distinguish between routine functions and administrative functions of an office?
2. Write objectives of an office?
3. What is forecasting?
4. What is planning?
5. What is organising?
6. What is directing?
7. What is controlling?
8. Explain factors affecting departmentation
9. Describe dangers of departmentation.
10. Explain the duties of an office manager.

Questions with Four Marks

1. What is the relation of office with other departments?
2. What are the characteristics of an office?
3. Describe the factors affecting size of an office.
4. Explain the modern trends in office practices.
5. Explain nature of office functions.
6. Describe need and importance of departmentation.
7. Explain methods of departmentation.
8. What is the importance of an office manager?

Questions with Six Marks

1. Define office. Explain in detail administrative functions of an office.
2. Explain in detail the subsidiary functions of an office.
3. Define and explain importance of an office.
4. Define office management. Write the scope of office management.
5. Explain departments of general office.
6. Explain the features and qualifications of an office manager.

UNIT-II
OFFICE MACHINES

Questions with One Marks

1. What is an automation?
2. What is computer?
3. Write the names of any four machines.
4. Write any four output devices.
5. What is input devices?
6. What is track Ball?
7. What is web camera?
8. What is scanner?
9. What do you mean by MS-EXCEL?
10. What is MS-POWERPOINT?
11. What is MS-OUTLOOK?

Questions with Two Marks

1. Write the objectives of automation.
2. Describe the scope of automation
3. Describe the effects of automation
4. Write limitations' of computer.
5. Explain parts of computers.
6. Explain any two input devices.
7. What are the fundamentals of a spreadsheet.
8. What is Tool Bar?
9. What is Photostat?
10. What do you meant by Rotary machine?

Questions with Four Marks

1. Explain the need and importance of automation.
2. Explain the features of computer.

3. Explain the types of printers.
4. Explain the types of scanner? Write its advantages and disadvantages.
5. Explain the components of a power point screen.
6. Explain the special role of computers in trade and commerce.

Questions with Six Marks

1. Explain in detail advantages and disadvantages of automation.
2. Which factors influence the choice of office machines?
3. Explain types of office machines.
4. Write uses of computers in various fields.
5. What is software? Classify software.
6. What is copying? Explain the methods of copying.

UNIT-III
OFFICE COMMUNICATION

Questions with One Marks

1. Define communication.
2. What is oral communication?
3. What is written communication?
4. Explain one function of business letter
5. What is an e-mail?
6. What is a business letter?
7. Define report writing.
8. From which word the word 'report' derived.

Questions with Two Marks

1. Explain the elements of communication.
2. Explain the video compression technique.
3. Describe characteristics of a good business letter.
4. Write the advantages of e-mail.
5. Explain the features of good business report.
6. Explain the importance of reports.
7. Explain four purposes of a report.

Questions with Four Marks

1. Explain the process of communication
2. Explain communication networks with diagrams.
3. What is video conference? Describe its history.
4. Explain in detail multipoint conferencing.
5. Distinguish between formal and informal communication.
6. What do you mean by business letter? Write its objectives?

7. What are the merits of business letter?
8. Explain the stages of report writing.

Questions with Six Marks

1. Explain the importance of communication
2. Write in detail the principles of effective communication.
3. Describe channels of communication.
4. Explain the different types of telephone calls.
5. Explain in details barriers to communication.
6. Describe the role of manager in effective communication.
7. Explain in detail the types of reports.

UNIT-IV OFFICE RECORD MANAGEMENT

Questions with One Marks

1. What is record management?
2. What is disposal of obsolete records?
3. What is microfilm?
4. What is data storage management?
5. What is filing?
6. What is indexing?

Questions with Two Marks

1. Write the merits and demerits of microfilm.
2. What is the need for record storage?
3. Write the features of good filing.
4. Explain electronic filing.
5. Write any four reasons for selecting a good filing system.
6. Write objectives of indexing
7. Write features of a good index.

Questions with Four Marks

1. Write the objectives of record management.
2. Explain classification of record management.
3. Explain the importance of filing.
4. Distinguish between horizontal system and vertical system of filing.
5. Write the importance of indexing.

Questions with Six Marks

1. Explain in detail the classification of files.
2. Explain the modern method of filing.
3. Explain methods of indexing in detail.

SAMPLE PAPER
MODERN OFFICE PRACTICES
XI (COMMERCE)

TIME: 3 hrs.

MAX. MARKS: 50

SECTION-A

1. **Answer each of the following questions in 1-15 words:**

- i. Write one primary function of an Office. (1)
- ii. What do you mean by MS-Excel? (1)
- iii. What is computer? (1)
- iv. From which word the word 'report' has been derived. (1)
- v. What do you mean by filing? (1)
- vi. Write one feature of a good index. (1)

SECTION-B

(Answer each of the following questions in 5-10 lines)

2. Describe dangers of departmentation. (2)
3. What is a spreadsheet? (2)
4. Write the affects of automation. (2)
5. Write any four purposes of a report. (2)
6. Describe the video compression technique. (2)
7. Why storage of records are required in office? (2)

SECTION-C

(Attempt any 7 questions and answer each in 15-20 lines)

8. Explain modern trends in office practices. (4)
9. "Computers are becoming essential in present. Trade and commerce". (4)
Explain.
10. Explain the types of printers. (4)
11. What is video conference? Describe its history. (4)

12. Explain the stages of report writing. (4)
13. Write the objectives of record management.
14. Distinguish between horizontal system and vertical system of filing. (4)

SECTION-D

(Answer following questions each in 3-5 pages)

15. What do you mean by office? Explain in detail administrative functions of an office. (6)

OR

Write uses of computer in various fields. (6)

16. Describe channels of communication. (6)

OR

Explain in detail classification of files. (6)

BUSINESS STUDIES-II
XII (COMMERCE)

BUSINESS STUDIES-II

XII (COMMERCE)

UNIT-I

NATURE AND SIGNIFICANCE OF MANAGEMENT

Questions with One Marks

1. Define Management?
2. Define concept of Modern Management.
3. _____ is the first function of management.
4. Is management universal (Yes/No)
5. Is management group activity.
6. What are functions of management?

Questions with Two Marks

1. "Management as a Science". Explain.
2. "Management as a Process". Explain
3. "Management as an Art". Explain
4. "Management as a Profession". Explain
5. Management as a group activity". Explain
6. Write down features of management.

Questions with Four Marks

1. Distinguish between efficiency and effectiveness.
2. Write down features of management.
3. Explain the levels of management.
4. What are the objectives of management?

Questions with Six Marks

1. Write down difference between management and administration?
2. Define management explain its importance.
3. Explain functions of management.

UNIT-II
PRINCIPLES OF MANAGEMENT

Questions with One Marks

1. Who is the father of Management?
2. What is division of work?
3. What is centralisation?
4. What is Decentralisation?
5. What is Delegation?
6. Who is the father of Scientific Management?
7. What is method study?

Questions with Two Marks

1. What is unity of command?
2. What is unity of direction?
3. What is scalar chain?
4. Write down features of scientific management?
5. What is time study?
6. What is motion study?

Questions with Four Marks

1. Differentiate between Unity of command and Unity of Direction?
2. Explain any four objectives of scientific management.
3. Explain functional foremanship as function of Scientific Management.
4. Write down disadvantages of scientific management.

Questions with Six Marks

1. Describe Managerial Principles of Henry Fayol.
2. What are the benefits of Scientific Management?
3. Explain principles of scientific management.

UNIT-III

BUSINESS ENVIRONMENT

Questions with One Marks

1. What is business environment?
2. What is liberalisation?
3. What is Privatisation?
4. What is Globalisation?
5. What is external environment?

Questions with Two Marks

1. What do you mean by legal environment?
2. Write a note on Political environment.
3. What is economic environment?
4. What are features of business environment?

Questions with Four Marks

1. What do you mean by Privatisation? Write its features?
2. What do you mean by Globalisation? Write its features.

Questions with Six Marks

1. Explain importance of Business environment.
2. What is new economic policy? Explain its features.
3. "Economic reforms have several positive effects on Indian trade and industry". Explain.

UNIT-IV
PLANNING

Questions with One Markss

1. What is planning?
2. What is MBO?
3. What is Budget?
4. What is objective?
5. What do you mean by policy?
6. What do you mean by procedure?

Questions with Two Marks

1. Write down features of Planning.
2. "Planning is highly important in management function". Explain
3. What are various kinds of plans?
4. What is zero budget?
5. What do you mean by strategy?

Questions with Four Marks

1. What is the difference between single use plan and standing plans?
2. Write down difference between policies and procedures.
3. Write down types of strategies.

Questions with Six Marks

1. Explain planning process.
2. What are the limitation of planning?
3. Write down importance of planning?

UNIT-V
ORGANISATION

Questions with One Markss

1. What is organising?
2. What is formal organisation?
3. What is Informal organisation?
4. What do you mean by authority?
5. What is delegation?
6. What is accountability?
7. What is functional organisation?

Questions with Two Marks

1. What are the features of organising?
2. What is centralisation?
3. What is decentralisation?
4. What are the types of organisation?

Questions with Four Marks

1. What are the importance of delegation?
2. Write down difference between delegation and decentralisation.
3. What are the merits & demerits of line organisation?
4. What are the merits & demerits of functional organisation?
5. What are the merits & demerits of formal organisation?
6. What are the merits & demerits of Informal organisation?

Questions with Six Marks

1. What is the difference between centralisation and decentralisation?
2. What is the difference between line organisation& functional organisation?
3. Write down difference between formal and informal organisation.
4. What are the importance of organising?
5. What are the steps involved in process of organising?

UNIT-VI
STAFFING

Questions with One Markss

1. What is staffing?
2. What do you mean by Recruitment?
3. What is selection?
4. What is training?
5. What is on the job training?
6. What is off the job training?
7. What is development?
8. What do you mean by wages?
9. What is time wage system?
10. What is Piece wage system?

Questions with Two Marks

1. Write down features of staffing.
2. What is the relation between HRM and staffing?
3. What are the sources of recruitment?
4. What are the merits of internal recruitment?
5. What are the demerits of internal recruitment?
6. Write down merits & demerits of on the job training?
7. What are the merits & demerits of off the job training?
8. Write down factors affecting wages.
9. Describe in brief Halsey plan of time based system?
10. Describe in brief Rowan plan of time wage system.

Questions with Four Marks

1. What is the importance of staffing?
2. Write down various sources of internal recruitment?
3. What are the various sources of external recruitment?
4. What are the merits & demerits of external recruitment?

5. Differentiate between recruitment & selection.
6. Write down importance of training?
7. Write down technique of training under off the job training?
8. What are merits & demerit of time wage system?

Questions with Six Marks

1. Write down steps in the process of staffing.
2. What is the difference between internal & external sources of recruitment?
3. What are the steps in the selection process?
4. What are various techniques of training under 'on the job training'?
5. What are merits & demerits of piece wage system?
6. What is the difference between time wage system & piece wage system?
7. What are essential features of a good incentive plan?

UNIT-VII

DIRECTING

Questions with One Markss

1. What is directing?
2. What is motivation?
3. What is leadership?
4. What do you mean by communication?
5. What is supervision?
6. What is positive motivation?
7. What is negative motivation?
8. What is gestural communication?

Questions with Two Marks

1. What are the features of direction?
2. What are the elements of directing?
3. What are the features of supervision?
4. Describe the process of motivation.
5. Write down forms of organisation?
6. Write down types of non-verbal communication.

Questions with Four Marks

1. What are various principles of directing?
2. Write down role of a supervisor in organisations?
3. What is the importance of supervision?
4. Describe the methods of financial incentives.
5. Describe the methods of non-financial incentives?
6. Write down importance of communication.
7. Distinguish between formal & informal communication.
8. What are the methods of communication?

Questions with Six Marks

1. What are the importance of directing?
2. What are the importance of leadership?
3. What are the qualities of a good leader?
4. What is written communication? Explain the merits & demerits of written communication?
5. What are various barriers of communication?

UNIT-VIII
CO-ORDINATION

Questions with One Markss

1. What is co-ordination

Questions with Two Marks

1. What are features of co-ordination?
2. Write down principles of co-ordination?

Questions with Four Marks

1. What is the difference between co-ordination & co-operation?
2. What is the importance of co-ordination?

UNIT-IX
CONTROLLING

Questions with One Markss

1. What is controlling?
2. What is break even analysis?
3. What is Budgeting control?
4. What is PERT?
5. What is CPM?
6. What is MIS?
7. What is responsibility accounting?

Questions with Two Marks

1. What is the relation between planning & controlling?
2. What are the features of controlling?

Questions with Four Marks

1. What are the essentials of a good controlling?
2. Write down limitations of controlling?

Questions with Six Marks

1. Describe steps in controlling process.
2. Why controlling is important in Management?

UNIT-X
BUSINESS FINANCE

Questions with One Marks

1. What is financial management?
2. What is financial planning?
3. What is capital structure?
4. What do you mean by fixed capital?
5. What do you mean by working capital?
6. What is capital gearing?
7. What do you mean by capital Budgeting?

Questions with Two Marks

1. What is investment decision?
2. What is finance decision?
3. What is dividend decision?
4. What are the types of working capital?

Questions with Four Marks

1. Write down objectives of financial management?
2. What are the features of financial planning?
3. What are the limitations of financial planning?
4. Describe factors determining the requirements of fixed capital.

Questions with Six Marks

1. What is the importance of financial planning?
2. Write down factors affecting working capital requirement.

UNIT-XI
FINANCIAL MARKET

Questions with One Markss

1. What do you mean by financial market?
2. What is money market?
3. What is capital market?
4. What is stock exchange?
5. Who are jobbers?
6. Who is a broker?
7. What is a tarawaniwala?
8. What is dematerialisation?
9. Name any two stock exchange of India.

Questions with Two Marks

1. Write down the elements of capital market.
2. What is the relation between capital market & money market?
3. Write down features of stock exchange.
4. Describe types of speculators.
5. Discuss the objectives of SEBI.

Questions with Four Marks

1. What are various instruments used in money market?
2. What is the role of secondary market?
3. Write down difference between primary market & secondary market.
4. What are the functions of stock exchange?
5. Describe the trading procedure at stock exchange.

Questions with Six Marks

1. What are various types of capital market?
2. What is NSE? Discuss its features?
3. What is OTCEI? Discuss its features.
4. Explain SEBI and its functions.

UNIT-XII

MARKETING

Questions with One Markss

1. What is market?
2. What is Marketing Mix?
3. What do you mean by product?
4. What is Branding?
5. What is labelling?
6. What do you mean by packaging?
7. What is price?
8. What is place?
9. What is advertisement?
10. What is sales promotion?
11. What is personal selling?

Questions with Two Marks

1. What is the difference between marketing & selling?
2. Write down importance of marketing?
3. Describe concepts of marketing.
4. What are the features of product?
5. What are the levels of packaging?
6. Describe the tools of promotion.
7. Differentiate between advertising & publicity?
8. Distinguish between sales promotion & advertising?

Questions with Four Marks

1. Describe the qualities of a good brand.
2. What are the importance of packaging?
3. Write down the factors affecting promotion mix.
4. Explain importance of promotion.

Questions with Six Marks

1. Describe the functions of marketing management.
2. Explain components of marketing mix.
3. Explain factors affecting pricing decision.
4. Describe pricing policies & strategies.
5. Discuss the role of advertisement in today's business environment.

UNIT-XIII
CONSUMER'S PROTECTION

Questions with One Markss

1. Who is a consumer?
2. What do you mean by consumer protection?

Questions with Two Marks

1. What are the features of consumer protection act?
2. Describe qualities of members of district forum.
3. Describe qualities of members of National commission.
4. Describe qualities of members of state commission.

Questions with Four Marks

1. What are consumer rights?
2. What are consumer responsibilities?
3. What are various ways or measures of consumer protection?

Questions with Six Marks

1. Describe the need of consumer protection in India?
2. Explain working of various councils and redressal agencies formed by consumer protection act 1986.

UNIT-XIV
ENTREPRENEURSHIP DEVELOPMENT

Questions with One Markss

1. Who is an entrepreneur?
2. What is EDP?
3. What are entrepreneurial values?

Questions with Two Marks

1. Describe the features of entrepreneurship.
2. Define entrepreneurial attitudes.
3. Describe entrepreneurial motivation.

Questions with Four Marks

1. Describe the needs of entrepreneurship.
2. Explain the role of entrepreneur.
3. Describe features of entrepreneurial values.

Questions with Six Marks

1. Explain role and importance of entrepreneurial values.
2. Explain need & importance of entrepreneurial motivation.

SAMPLE PAPER
BUSINESS STUDIES II
XII (COMMERCE)

TIME: 3 hrs.

MAX. MARKS: 65

SECTION-A

1. **Answer each of the following questions in 1-15 words:**

- a. What is stock exchange? (1)
- b. Define unity of command? (1)
- c. Give any one function of middle management. (1)
- d. Henry Fayol is known as the father of Principles of Management. (T/F) (1)
- e. The main purpose of financial management is to maximize the _____ (1)
of the shareholders.

SECTION-B

(Answer each of the following questions in 5-10 lines)

- 2. Define time study. (2)
- 3. What do you mean by legal environment? (2)
- 4. Describe relation between HRM and staffing. (2)
- 5. Define coordination. (2)
- 6. Describe how does controlling helps in decision making? (2)
- 7. What is entrepreneurial attitude? (2)
- 8. Write down elements of capital market. (2)

SECTION-C

(Attempt any 7 questions and answer each questions in 15-20 lines)

- 9. Distinguish between 'Efficiency' and 'Effectiveness'. (4)
- 10. What is liberalisation? Write its features? (4)
- 11. "Authority can be delegated but not responsibility explain. (4)
- 12. Explain methods of financial incentives. (4)
- 13. 'Coordination is needed for all functions of management'. Discuss. (4)
- 14. Differentiate between 'Primary market' and 'Secondary market'. (4)
- 15. Describe the qualities of good brand. (4)

16. Advertising cost are passed on to the consumers in the form of high prices". Explain. (4)

17. Explain any four consumer responsibilities. (4)

SECTION-D

Answer following questions each in 3-5 pages.

18. Explain principles of scientific management. (6)

OR

What is planning? Explain various steps involved in the planning process. (6)

19. Write down the difference between formal and informal organisation. (6)

OR

What do you mean by communication? What are various barriers of communication. (6)

20. "SEBI is the watch dog of the securities market". Do you agree? (6)

Give reasons in support of your answer.

OR

Define entrepreneurial motivation. Give its needs & importance. (6)

XII (COMMERCE)

ACCOUNTS-II

CLASS 10+2 – ACCOUNTS

UNIT – I

ACCOUNTING FOR NON PROFIT ORGANISATION

Questions with One Marks :

1. Describe not for profit organisation.
2. Describe donation.
3. Differentiate between Receipt & Income.
4. Differentiate between payment & expenditure.
5. What treatment will you give for entrance fees.
6. Describe donation.
7. What is the treatment of general donation?
8. What is the treatment of specific donation?
9. Describe life membership fees.
10. What is the treatment of life membership fees.
11. When tournament fund is existing what treatment should be given to tournament expenses?
12. What is the meaning of Receipt & Payment?
13. What is Legacy?
14. Give meaning of Subscription.
15. Give two examples of non-profit organization.

Questions with Two Marks :

1. How will you deal with the sports fund while preparing final accounts of Chandigarh club as an 31st March 2010.

<i>Particulars</i>	<i>Dr. Bal. (Rs.)</i>	<i>Cr. Bal. (Rs.)</i>
Sports Fund		40,000
Sports Fund Investment	40,000	
Int. on sports fund Investment		6,000
Sports expenses	3,500	
Sports fees collected		1,000

2. Show the treatment of the following items in the Final accounts of Amritsar club for the year ended 31st March 2017.

<i>Particulars</i>	<i>Dr. Bal. (Rs.)</i>	<i>Cr. Bal. (Rs.)</i>
Sports Fund		50,000
Sports Fund Investment	8,000	
Int. on sports fund Investment		1,000
Sports expenses	70,000	
Sports fees collected		2,000

3. Find out Income from the following :
- | | Rs |
|---------------------------------------|--------|
| Subscription received during the year | 48,000 |
| Subscription outstanding opening | 3,000 |
| Subscription advance opening | 7,000 |
| Subscription advance closing | 4,000 |
| Subscription outstanding closing | 5,000 |

Questions with Four Marks :

1. Calculate the amount to be posted to income and expenditure account for 31.03.2017.

	Rs.
Stock of Stationery on 01.04.2016	800
Creditors for stationery on 01.04.2016	300
Advance paid for Stationery carried forward from last year	90
Stock of Stationery on 31.03.2017	80
Advance paid for stationery on 31.03.2017	120
Amount paid for stationery during the year 2016-17	3040
Creditors for stationery on 31.03.2017	190

2. Calculate the amount of Depreciation for the year 2017 :

	as on 01.01.16	as on 31.12.17
Office Equipments	42000	38000
Purchase of office equipment during the year	Rs. 22,000.	
Sale of office equipment during the year	Rs. 16,500.	

3. Give four differences between :
 - (i) Profit & Loss / Income & Expenditure.
 - (ii) Cash Book / Receipt & Payment.
4. Give four features of receipts and payment account.
5. What are the features of non-profit organizations?

Questions with Six Marks :

1. What is the procedure for conversion of Receipt & Payment A/c into Income & Expenditure?
2. Differentiate between receipts and payment and income and expenditure accounts.

UNIT-II
ACCOUNTING FOR PARTNERSHIP

Questions with One Marks :

1. Define Partnership.
2. Give any two reasons in favour of having a partnership deed.
3. What is partnership deed?
4. Write a note on capital ratio.
5. A partner withdraw Rs. 1200 per month at the end of each month. Calculate interest on drawing at 12% per annum.
6. What average time period should be taken into consideration if equal monthly amount is drawn as drawing at the end of each month.
7. What balance does a partner's current account has?
8. Pass journal entry for allowing interest on Partner's capital.
9. In the absence of an agreement int. on a partner's loan shall be paid at the rate of.....
10. Name the written agreement containing terms & conditions agreed by the partners.
11. What is fluctuating capital account?
12. What is fixed capital account?
13. Name the act which governs partnership firms in India.
14. What are maximum number of partners allowed in a firm?
15. What are minimum number of partners allowed in a firm?
16. Name the types of partners capital accounts maintained in partnership.
17. Mention two items appear on the debit side of partner's capital account if capital accounts are fluctuating.
18. Give the name of essential characteristics of partnership.
19. A withdraw Rs. 600 per month regularly on the 1st day of every month for six months during 2009. If interest on drawings is charged @ 5% per annum. Calculate interest on drawing of A.
20. Mention any two items which may appear in partner's current account.

21. Define goodwill.
22. Give two features of goodwill.
23. Name any two factors affecting goodwill of a firm.
24. Name types of goodwill.
25. How the goodwill is valued under average profit method?
26. How the goodwill is valued under super profit method?
27. How goodwill is valued under capitalisation of super profit?
28. What is capitalization of average profit for calculation of goodwill?
29. Mention any two circumstances when need for valuation of goodwill arises.
30. What is the nature of goodwill?

Questions with Two Marks :

1. A and B withdraw from the firm Rs. 1000 each per month for their personal expenses but A withdraws on 1st day of the month while B withdraws on the last day of month. Calculate interest on drawing for one year @ 5% per annum.
2. Calculate capital ratio if A starts business on 1st April with Rs. 20,000 & B joins him on 1st June with capital of Rs. 30,000. On 1st August each partner further contributes Rs. 10,000. Firm closes its books on calendar basis.
3. Explain in 50 words as to why it is considered desirable to make the partnership agreement in writing.
4. Why is profit and loss adjustment account prepared?
5. A firm has total assets of Rs. 2,50,000 including cash of Rs. 30,000. The creditors are Rs. 40,000. Normal rate of return is 10% on capital employed. Goodwill of firm is valued at Rs. 1,40,000 at 4 years purchase of super profit. Find the average profit.
6. A firm earns Rs. 1,00,000 as its annual profits. The rate of normal profits being 10%. The assets of the firm amount to Rs. 5,00,000 and the liabilities Rs. 2,00,000. Find out the value of Goodwill by capitalisation method.

Question with Four Marks :

1. Give two circumstances in which fixed capital of partner may change. Show it by preparing fixed capital account with imaginary figures.
2. In the absence of partnership deed specify the rules applicable. Give four points.
3. Is it compulsory to have partnership deed? Is it compulsory to have it in writing?
4. Mention any four rights of the partners in the absence of partnership deed.
5. Give difference between fixed capital and fluctuating capital.
6. Give difference between P&L & P&L appropriation account.
7. Explain briefly factors affecting goodwill?
8. What is the difference between fixed and fluctuating capital.

Question with Six Marks :

1. Define goodwill? Explain various methods for calculation of goodwill.
2. Explain the various methods of calculation of interest on drawings.
3. What is partnership deed? Give its Importance and contents?

UNIT – III
RECONSTITUTION OF A PARTNERSHIP

Questions with One Marks :

1. What is meant by reconstitution of partnership firm?
2. State any two occasions when reconstitution of a partnership firm takes place.
3. When can a new partner be admitted in a partnership firm?
4. What is the effect of admission of a new partner in the firm?
5. What is the position of a new partner in a firm?
6. State the two main rights acquired by a partner.
7. Why is revaluation account prepared?
8. Define sacrificing ratio.
9. Give two circumstances when sacrificing ratio may be applied.
10. Why is it necessary to revalue the assets and liabilities of a partner?
11. What do you understand by retirement of a partner?
12. What is the formula of calculating gaining ratio?
13. At what rate the interest is allowed to a retired partner on the amount left with the firm as per sec. 37 of Indian partnership Act 1932.
14. Under what circumstances a partner retires from the firm?
15. In which ratio the undistributed profit and losses & reserves are distributed among the partners at the time of death/ retirement of a partner?
16. What is meant by reconstitution of partnership firm?
17. What are the conditions for admission of partner under the partnership act?
18. What is the purpose of preparing revaluation account?
19. Why memorandum revaluation account is prepared. Give two circumstances in which sacrifice ratio may be applied?
20. What is the formula of sacrificing ratio?
21. Where is recorded the decrease in provision for bad and doubtful debts?

Questions with Two Marks :

1. A, B & C are partners in 3 : 7 : 5 ratio. They decided to change their ratio as follows. A gave $\frac{1}{15}$ th share of his profit to C. B gave $\frac{2}{15}$ from his share to A, $\frac{1}{15}$ to C. find out new ratio & gain sacrifice of each partner.

2. Why is it necessary to reevaluate the assets and liabilities of a firm on its reconstitution. Explain briefly.
3. Distinguish between revaluation account & memorandum revaluation account.
4. What is the method of calculating the share of profit of outgoing partner, when retirement or death is after preparation of Final account.
5. What are the main calculations to be done at the time of retirement.
6. What is surrender value of a joint life policy?
7. What is joint life policy?
8. How would you deal with goodwill when new partner brings his share of goodwill in cash.
9. Give journal entry when new partner does not bring his share of Goodwill in cash.
10. What is meant by admission of a partner.
11. What is the nature of revaluation account.
12. Why is the profit or loss on revaluation not transferred to incoming partner's capital account?
13. A & B are partners in a firm sharing P & L in ratio of 5 : 3. They admitted C as a new partner for $\frac{1}{5}$ th share of profits. C is to bring Rs. 20,000 as capital and Rs. 4,000 as his share of Goodwill.
Give journal entries if 50% of the amount of Goodwill is withdrawn.
14. X & Y are partners in a firm sharing profits & losses in the ratio of 3 : 2. They decide to admit C into partnership with $\frac{1}{4}$ th share in profits. C will bring Rs. 30,000 for capital and the requisite amount of Goodwill in cash. Goodwill of the firm is valued at Rs. 20,000. Pass necessary journal entries.
15. What is premium?
16. How goodwill is recorded on the retirement of a partner?
17. What journal entry will be recorded for writing off goodwill already existing in balance sheet at the time of retirement of partner.
18. Can a retiring partner or legal representative of a deceased partner claim a share in the subsequent profits of the firm?
19. Name two items which are credited to the capital account of a partner upon his death.
20. Distinguish between sacrificing and gaining ratio.
21. Explain the treatment of goodwill at the time of retirement/ death of a partner.

22. A, B and C are partners in the ratio of $\frac{2}{8} : \frac{1}{2} : \frac{2}{8}$ respectively. B retires and surrenders $\frac{3}{8}$ of his share in favour of A and remaining in favour of C. Calculate new profit ratio & gaining ratio.
23. X, Y and Z were partners in a firm sharing profits in the ratio of 3 : 2 : 1. Z retires and new profit sharing ratio between X & Y 1 : 2. On Z's retirement goodwill of the firm was valued at Rs. 30,000. Pass journal entry for treatment of goodwill on Z's retirement.

Questions with Four Marks :

1. A, B & C are partners in 2 : 2 : 1 ratio. They admitted D into the firm for $\frac{1}{5}$ th share. They had Rs. 60,000 in P&L account. Record the necessary journal entries in the books of firm under the following circumstances.
 - (a) When profit & loss account is closed.
 - (b) When profit & loss account is not closed and only adjustment entry is passed.
2. A, B & C are partners sharing profits in the ratio of 4 : 3 : 2 on 1st April 2012. They decided to share the profits in the ratio of 3 : 2 : 1. On that date following balances were appearing in the Balance Sheet.
 - (a) Profit & loss (Cr.) Rs. 25,000.
 - (b) General reserve Rs. 60,000.
 - (c) Deffered revenue expenditure 20,000.
 Pass Journal entries.
3. X, Y & Z are partners in 3 : 2 : 1 ratio. Their goodwill is valued Rs.96,000. New partner C is admitted for $\frac{1}{12}$ th share. Which he takes from X, Y & Z in 2 : 1 : 1 ratio. Records entries in the following cases.
 - (i) C brings stock valued at Rs. 5,000 for goodwill.
 - (ii) C does not bring goodwill in cash and Goodwill exists in the books Rs. 30,000.
4. A & B are in partnership sharing profit & losses in 2 : 1 ratio. They admit C for $\frac{1}{5}$ th share. C brings Rs. 60,000 as his capital. The capital accounts of A & B after all adjustments were Rs. 60,000 and Rs. 40,000 respectively. It was decided to adjust to the capital of A & B on the basis of proportion of C's capital to his share in the business. Calculate the amount paid or brought in by old partners.
5. What is the difference between Revaluation account and memorandum Revaluation Account.

6. ABC are partners in the ratio of 3 : 2 : 1 respectively. B retires and surrenders $8\frac{1}{6}$ of his share to A and remaining share to C. The goodwill of firm is valued at $2\frac{1}{2}$ years of average super profit of last 4 years. The profits of the last four years are Rs. 30,000, Rs. 35,000 (loss), Rs. 25,000 and Rs. 20,000. The normal rate of return is 10% and the capital employed being Rs. 90,000. Goodwill appears in the books Rs. 18,000 at the time of retirement. The profits earned during the year after retirement are Rs. 45,000.
7. XYZ are partners in 5 : 3 : 2. Z retires from the firm. His capital was Rs. 70,000 and his share in reserve and profits from revaluation was Rs. 50,000. However the continuing partners agreed to pay him Rs. 1,45,000 on retirement. Pass journal entry for goodwill.
8. A commenced business with capital of Rs. 2,50,000 on April 1st 2007. During the five years ended March 31st 2012. The following profits and losses were made on a

	Rs.
March 31 st 2007 (Loss)	5,000
March 31 st 2008 (Profit)	13,000
March 31 st 2009 (Profit)	17,000
March 31 st 2010 (Profit)	20,000
March 31 st 2011 (Profit)	25,000

During the period he had withdrawn Rs. 40,000 for his personal use. B is to be admitted as a partner. He is to bring for his half share in the business. Capital equal to A's capital as on March 31st 2011 and to pay 1/2 share of G/W of the business on the basis of 3 times the average profits of the last 5 years. What amount should be paid to become a partner.

9. A & B are partners in a firm sharing profits and losses in 3 : 1 ratio. On 1st Jan. 2007 they admitted C as a partner. On C's admission the profit and loss account A & B showed a debit balance of Rs. 40,000. Record necessary journal entry for the treatment of the same.

Questions with Six Marks :

1. Define goodwill & explain its treatment in books of accounts on admission of a new partner.
2. What is Memorandum Revaluation A/c. What purpose does it serve. Explain with performa.
3. Discuss the methods in which goodwill is treated in the books of A/c in case of retirement of a partner.

UNIT – IV
DISSOLUTION OF PARTNERSHIP FIRM

Questions with One Marks :

1. What do you mean by dissolution of firm?
2. What is dissolution by agreement?
3. Give two cases of compulsory dissolution of firm.
4. Give two reasons when a court may dissolve partnership firm.
5. Name the various accounts to be prepared at the time of dissolution of a firm.
6. When a firm is dissolved goodwill account is closed by transfer to.....?
7. Explain the realisation expenses.
8. How will you deal with provision for doubtful debts appearing in Balance Sheet?
9. How will you deal with partner's loan account?
10. Which liability is paid first of all after the sale of assets?
11. Name the asset which is not debited in realisation account, but is credited when the asset is realised for cash.

Questions with Questions with Two Marks :

1. What is the nature of realisation account?
2. Discuss the rules regarding settlement of accounts on dissolution of a firm.
3. What are different conditions of dissolution of a firm?
4. How will you deal with payment of unrecorded liabilities?
5. Give two circumstances due to which a firm can be dissolved.

Questions with Four Marks :

1. Give four points of difference between realisation and revaluation.
2. State the difference between dissolution of partnership and dissolution of partnership firm.
3. State the accounting treatment of unrecorded assets and unrecorded liabilities.
4. On dissolution how will you deal with partner's loan if it appears on the asset side of the Balance Sheet and on Liabilities side of the Balance Sheet.
5. Prepare the format of realisation account.
6. What journal entries will be recorded for the following transactions on the dissolution of a firm :
 - (a) Payment of unrecorded liabilities of Rs. 3200.

- (b) Land & Building (B.V. Rs. 1,60,000) sold for Rs. 3,00,000 through a broker who charged 2% commission on the deal.
- (c) Plant and Machinery (B.V. Rs. 60,000) was handed over to a creditor at an agreed valuation of 10% less than the book value.
7. How will you deal with the realisation expenses of the firm of Rahim & Bindia :
- (a) Realisation expenses amounting to Rs. 30,000 are paid by Rahim a partner.
- (b) Realisation expenses are to be borne by Rahim for which he will be paid Rs. 70,000 as remuneration for completing the dissolution process. The actual expenses incurred by Rahim were Rs. 1,20,000.
8. What journal entries would be recorded for the following cases on the dissolution of the firm?

Questions with Six Marks :

1. What is realisation Account? Explain with performa & accounting entries at the time of dissolution.

UNIT – V
ACCOUNTING FOR SHARE CAPITAL AND DEBENTURES

Questions with One Marks :

1. Define a company or joint stock company.
2. What is statutory company?
3. What is a registered company?
4. What is a foreign company?
5. What is a holding company?
6. What is a subsidiary company?
7. What is meant by minimum subscription?
8. What is meant by Share capital?
9. What is meant by authorised capital of a company?
10. What is meant by issued capital of a company?
11. What is meant by unissued capital of a company?
12. What is meant by subscribed capital?
13. What is meant by called up capital?
14. What is meant by paid up capital?
15. What is meant by reserve capital?
16. What is meant by Share?
17. What are two types of shares a company can issue?
18. What are preference shares?
19. What are equity shares?
20. What is meant by redeemable preference shares?
21. What is application money?
22. What is share allotment?
23. What is meant by calls on shares?
24. What is under/over subscription?
25. What is pro-rata allotment of shares?
26. What are calls in arrear?
27. What are calls in advance?
28. What is meant by issue of shares at premium/discount?
29. What is meant by a debenture?
30. What is capital reserve?

31. State the meaning of debentures issued as collateral security?
32. What is meant by issue of debentures for consideration other than cash?
33. What is meant by irredeemable debenture?
34. What is a convertible debenture?
35. What is meant by premium on redemption of debenture?
36. Can the company purchase its own debentures?
37. What is meant by redemption of debentures by conversion?
38. Under which head is the Debenture redemption reserve shown in the Balance Sheet?
39. What is meant by redemption of debenture by purchase in the open market?
40. What is meant by redemption out of capital?
41. How would you deal with premium on redemption of debentures?
42. What is Bond and what is date of maturity?

Questions with Two Marks :

1. Distinguish between shares and debentures.
2. Describe the meaning of debentures issued as collateral. What accounting treatment is given to the issue of debentures in the books of accounts.
3. Explain the different terms for the issue of debentures with reference to their redemption.
4. Differentiate between redemption of debentures out of capital and out of profit.
5. Explain the guidelines of SEBI for creating debentures redemption reserve.
6. State the features of a company (any four).
7. Distinguish between over subscription and under subscription.
8. Describe the purposes for which a company can use security premium.
9. List the factors which are considered to determine the premium to be charged on fresh issue of shares.
10. What are the effects of forfeiting of shares?

Questions with Four Marks :

1. Can a company reissue the forfeited shares? If yes what are the provisions governing reissue of forfeited shares?
2. Distinguish between issue of shares at discount and reissue of shares at discount.
3. Give four difference between preference shares and equity shares.

4. A Ltd. forfeited 200 shares of Rs. 10 each issued at 10% premium payable Rs. 3 on application, Rs. 3 on allotment (including premium), Rs. 2.50 on 1st call and balance on final call. Only application money has been received on these shares against the full called up money. Pass journal entry for forfeiture.
5. A Ltd. forfeited 300 shares of Rs. 10 each fully called up held by Ram for non payment of allotment money of Rs. 3 per Share and final call money of Rs. 4 per share. Out of these shares 250 were reissued to share for a total payment of Rs. 2000. Give journal entries for forfeiture and reissue.
6. A Ltd. forfeited 25 shares of Rs. 10 each of white on which Rs. 6 were called. These shares were issued at a discount of 10% and white paid only the application money of Rs. 2 per share. All these shares were reissued to Black for Rs. 6.80 per share as Rs. 8 paid. Pass journal entries regarding the forfeiture and reissue of shares.
7. A Ltd. invited applications for 1,50,000 shares of Rs. 10 each payable Rs. 3 on application, Rs. 4 on allotment and Rs. 3 on final call.
Applications for 3,50,000 shares were received. Due to over subscription allotment was made as follows :

<i>Category</i>	<i>Shares applied</i>	<i>Shares allotted</i>
1	30,000	30,000
2	40,000	30,000
3	50,000	20,000
4	80,000	30,000
5	1,50,000	40,000

You are required to prepare a statement showing the treatment when application money received in excess is retained for allotment and call.

8. Explain the various types of shares.
9. X Ltd. purchased the assets of Rs. 5,70,000 from Y Ltd. and liabilities of Rs. 30,000. The purchase consideration was payable in fully paid equity shares of Rs. 10 each. Show necessary journal entries in the books of X Ltd. assuming that :
 - (i) Such shares are issued at a premium of 20%.
 - (ii) Such shares are issued at a discount of 10%.
10. Distinguish between partnership and joint stock company.
11. What is meant by conversion of debenture? Describe the method of such a conversion.

12. D Ltd. purchased assets of the book value of Rs. 4,00,000 and took over the liabilities of Rs. 50,000 from Mohan Brothers. It was agreed that the purchase consideration settled at Rs. 3,80,000 B paid by issuing debentures of Rs. 100 each. What journal entries will be made in the following cases if debentures are issued at
(i) At premium of 10%. (ii) At discount of 5%.
13. Journalise the following :
A debenture issued at Rs. 100 repayable at Rs. 105. The face value of debenture in the above case is Rs. 100. What journal entries will be made in the following cases when company redeems debentures at the expiry of period by serving the notice when debentures were issued at premium to redeem them at discount.
14. X Ltd. issued 5,000 15% debentures of Rs. 100 each on Jan. 1 2014 at par, redeemable at a premium of 10% in equal annual drawings in 4 years out of capital. Give journal entries at the time of issue and redemption of debentures.
15. A Ltd. purchased its own debentures of the face value of Rs. 2,00,000 from the open market for immediate cancellation at Rs. 92. Pass journal entries.
16. R Ltd. acquired assets of Rs. 20 lakhs and took over creditors of Rs. 2,00,000 from K enterprises. R Ltd. issued 8% debentures of Rs. 100 each at par as purchase consideration. Pass journal entries in the books of R Ltd.
17. Pass journal entry in the books of the company in the following case for redemption of Rs. 1000 12% debentures of Rs. 10 each issued at Par. If debentures are redeemed at a premium of 10% by conversion into equity shares issued at a premium of 25%.
18. Explain various types of Debentures?

Questions with Six Marks :

1. Explain the guidelines of SEBI for creating Debenture Redemption Reserve.
2. Can a Company purchase its own debentures in the open market? Explain it with accounting entries.
3. What are the two methods of redemption of debentures (with provision)? Explain Sinking fund method with accounting entries.
4. Explain methods of redemption of debenture (without provision)
5. What is pro-rata allotment of shares. Explain with accounting entries.
6. What is meant by forfeiture of shares? In what circumstances can a company forfeit its shares?

UNIT – VI
ANALYSIS OF FINANCIAL STATEMENT

Questions with One Marks :

1. What is meant by financial statement?
2. Mention the components of financial statement.
3. What is income statement?
4. What is meant by cost of goods sold?
5. Explain the term liquidity order.
6. What is meant by Financial Analysis?
7. What is the object of Financial Statement analysis?
8. What is meant by Horizontal Analysis?
9. Give two examples of Horizontal Analysis.
10. What is meant by Vertical Analysis?
11. What is meant by Intra firm comparison?
12. What is meant by cross sectional analysis?
13. What is meant by accounting ratio?
14. What are liquidity ratios?
15. Mention any two important liquidity ratios.
16. Current ratio of Vani Ltd. is 2 : 1. State whether purchase of goods for cash will improve decline or will have no change in the ratio.
17. Current ratio of Asmi Ltd. is 2 : 1. State whether issue of debentures will improve decline or will have no change in the ratio.
18. What level of current ratio is considered satisfactory?
19. What level of quick ratio is considered satisfactory?
20. What level of debt equity ratio is considered satisfactory?
21. What level of Total Asset/Debt ratio is considered satisfactory?
22. What is meant by preliminary expenses?
23. Define operating profit.
24. What is new operating income?
25. What is meant by uses of funds?
26. Define interim dividend.

Question with Two marks :

1. How are contingent liabilities shown in the balance sheet of the company?
2. Mention any four contingent liabilities of a company.
3. List any four items presented under the heading unsecured loans.
4. List any four items presented under the heading secured loan.
5. List the major heading on the Asset side of the Balance Sheet of a company as per schedule 6 Part I of the Indian Companies Act 1956.
6. Give two areas of interest for investors while analysing the financial statements.
7. Give two areas for interest for management while analysing the financial statement.
8. State the meaning of comparative income statement.
9. What is meant by comparative Balance Sheet?
10. What is common size income statement?
11. What is common size Balance Sheet?
12. Write short note on trend analysis.
13. You are a short term creditor of Sachin Ltd. Mention any two ratios that you will compute to examine whether your decision was justified.
14. You are a debenture holder of A Ltd. Mention any two ratios that you will compute to examine whether your decision was justified.
15. What does a higher debtor turnover ratio indicate?
16. What are turnover ratios?
17. What relationships will be established to study.
 - (i) Inventory turnover
 - (ii) Debtor turnover
 - (iii) Payable turnover
 - (iv) Working capital turnover
18. Explain the limitations of ratio analysis.
19. What are solvency ratios? Mention important solvency ratios.
20. State the method of calculating debt equity ratio.
21. Explain the method of calculating gross profit ratio.

Question with Four Marks :

1. Explain the method of operating profit ratio.
2. Explain the method of calculating net profit ratio.
3. Explain the method of calculating shareholder's fund.
4. State the method of calculating debtor turnover ratio.
5. State the method of calculating Inventory turnover ratio.
6. Explain the method of calculating Fixed Asset turnover ratio.
7. Write a short note on creditors turnover ratio.
8. Explain the uses of Investment turnover ratio.
9. Write a note on average collection period.
10. Explain the uses of price earning ratio.
11. Explain the uses of dividend payout ratio.
12. Explain the uses of shareholder's fund.
13. List any three objectives of analysing the financial statements.
14. Mention any four parties interested in the financial analysis.
15. Briefly explain the procedure for financial analysis.
16. What is the importance of analysis of financial statement to creditors and debenture-holders?
17. Which of the following are analysed under the financial statement analysis :
 - (i) Change in companies working capital.
 - (ii) Quality of the product.
 - (iii) Sales policy.
 - (iv) Return on capital employed.
18. What is the utility of common size statement.
19. How is comparative income statement prepared?
20. Give format of common size income statement/ common size Balance Sheet.
21. Give format of comparative income statement/ comparative Balance Sheet.
22. Give the format of the Balance Sheet of a Company (main headings only) as per the requirements of Schedule 6 of the Companies Act 1956.
23. List the items presented under the heading Reserves and Surplus.
24. List any four items that can be shown as contingent liabilities in a companies Balance Sheet.
25. Give the items covered under the heading 'miscellaneous expenditure'.

Under what major heads the following items will be shown in the Balance Sheet of a company :

- (i) Discount on issue of debentures account not yet written off.
- (ii) Stock
- (iii) Securities premium reserve
- (iv) Capital reserve
- (v) Bills payable
- (vi) Interest due and outstanding on debentures

Questions with Six Marks :

1. What are the major headings under which the assets of a company are listed in its Balance Sheet.
2. What are the major headings under which the liabilities of a company are shown in its Balance Sheet.
3. Give the proforma of the asset side of a Balance Sheet in horizontal form according to the requirements of schedule of the companies act 1956.
4. What is comparative Balance Sheet? How is it prepared?
5. What are financial statements? Briefly explain the techniques of analyzing these statements.

UNIT – VII
STATEMENT OF CHANGES IN FINANCIAL POSITION

Questions with One Marks :

1. Define cash flow statement.
2. State the objectives of cash flow statement.
3. What is meant by cash?
4. What is meant by cash equivalents?
5. What is meant by cash inflow?
6. What is meant by cash outflow?
7. What is meant by non cash item?
8. State whether debentures redeemed by issue of equity shares will result in inflow, outflow or no flow of cash.
9. State whether purchase of furniture by issue of debentures will result in inflow, outflow or no flow of cash.
10. State whether cash withdrawn from the Bank will result in inflow, outflow or no flow of cash.
11. Mention the net amount of source or use of cash when a company acquires share in Reliance Ltd. by paying Rs. 3,00,000 and received a dividend of Rs. 50,000 after requisition of shares.
12. What is meant by extra ordinary items?
13. What is meant by operating activities?

Questions with Two Marks :

1. Name any two cash inflows from operating activities.
2. Name any two cash outflows from operating activities.
3. What is meant by investing activities?
4. Give two examples of cash outflow of investing activities.
5. Give two examples of cash inflow of investing activities.
6. What is meant by financing activities?
7. Give two examples of cash inflow from financing activities.
8. Give two examples of cash outflow from financing activities.
9. Classify the following into cash flows from operating activities, investing activities and financing activities :

- (i) Received cash from debtors.
 - (ii) Issue of shares for cash.
 - (iii) Dividend paid by a trading company.
 - (iv) Interest received by a trading enterprise on its investment.
10. Which of the following is not an operating activity :
- (i) Cash paid to suppliers of raw materials.
 - (ii) Repairs of building.
 - (iii) Cash payment to acquire machinery.
 - (iv) Cash payment of wages and salaries to employees.
11. Which of the following is not financing activity :
- (i) Issue of debentures.
 - (ii) Interest paid on debentures.
 - (iii) Sale of plant.
 - (iv) Redemption of preference shares.
12. Which of the following changes will decrease the cash from operating activities :
- (i) Increase in the value of stock.
 - (ii) Decrease in the amount of temporary investment.
 - (iii) Decrease in the wages outstanding.
 - (iv) Increase in the amount of creditors.

Questions with Four Marks :

1. Describe the procedure to prepare cash flow statement.
2. Describe direct method of ascertaining cash flow from operating activities.
3. Describe indirect method of ascertaining cash flow from operating activities.
4. Explain the major cash inflow from investing activities.
5. Explain the major cash outflow from investing activities.
6. Explain the major cash inflows from financing activities.
7. Explain the major cash outflows from financing activities.
8. Explain objectives of cash flow statements.

Questions with Six Marks :

1. What is the method of preparing cash flow statement? Explain the performa given by SEBI.
2. Write uses of cash flow statement? How are non-cash items dealt in the cash flow statements?

PART – III

**COMPUTERISED
ACCOUNTING
SYSTEM**

PART-C
ACCOUNTING-II
COMPUTERISED ACCOUNTING SYSTEM

UNIT-V
OVERVIEW OF COMPUTERIZED ACCOUNTING SYSTEM

Questions with One Marks

1. What is database?
2. What is AIS?
3. Give two examples of Readymade Accounting System
4. What is DBMS?

2 Mark

1. Differentiate between Manual Accounting System and computerised Accounting System
2. Draw the block diagram of AIS
3. How is CAS useful in inventory control?
4. "Accounting Data is prone to manipulation in CAS". Defend or Refute Do you agree.

4 Mark

1. What is CAS? What are its features.
2. Differentiate between Readymade Accounting System and Tailor made Accounting System.

6 Mark

1. What is CAS? What are the features of CAS?
2. Explain the Structure of CAS.
3. What are the advantages and disadvantages of CAS?
4. Explain the diverse fields in which CAS is applicable

ACCOUNTING-II
CLASS 10+2
UNIT-6
USING COMPUTERISED ACCOUNTING SYSTEM

Questions with One Marks

1. What is CAS?
2. Name two financial reports that can be prepared in CAS.
3. What is Voucher in CAS?
4. What is Data Entry?
5. What is Data Validation?
6. What is Data Verification?
7. What is the function of Alt+A in Tally?
8. What is the function of Alt+P in Tally?
9. Give two advantages of creating Report in CAS
10. Name the function key which is used to create New company in Tally
11. Name two ledgers which exists by default in Tally
12. Why charts of Accounts are important in CAS?
13. In which group will you record the income "Commission Received"?
 - (i) direct Incomes
 - (ii) Indirect Income
 - (iii) Revenue
 - (iv) Direct expense.
14. "Accounts can be prepared in Tally in regional languages also" (True/False)
15. Name four elements of Gateway of Tally screen
16. "The primary Group can be deleted in Tally" True/Flase?
17. How many pre-defined primary groups are there in Tally?
18. Bank Accounts come under
 - (i) Current Assets
 - (ii) Loans
 - (iii) Current Liabilites
 - (iv) Capital Account
19. What is group in Tally?
20. Gateway of Tally Screen is separated into
 - (i) Six Sections
 - (ii) Five Sections
 - (iii) Seven Sections
 - (iv) Eight Sections

Questions with Two Marks

1. Write the steps to create Ledger in Tally.
2. What are the advantages of Accounting softwares?
3. Write the steps to Alter a company in Tally?
4. How can a company be deleted in Tally?
5. Name the vouchers in which the following transactions can be recorded in Tally:
 - (a) Cash Received from Shyam Rs. 10,000
 - (b) Paid salary to staff Rs. 4000
 - (c) Purchased goods from Mahesh Rs. 30,000
 - (d) Withdrew cash from Bank for office use Rs. 20,000
6. What is contra voucher?
7. What is the purpose of Hot keys?
8. Write the shortcut keys for the following.
 - (i) To access Help in Tally.
 - (ii) To access Company info in Tally.
 - (iii) To access Calculator in Tally.
9. What are the salient features of Tally?
10. What are the security features in Tally?
11. What is codification of Accounts? Give examples.

Questions with Four Marks

1. What are vouchers in Tally? Explain various vouchers that can be created in Tally.
2. Prepare Cash Account in Tally from the following transactions

	Rs
(i) Ritu started business with cash	40,000
(ii) Purchased goods	10,000
(iii) Sold goods	20,000
(iv) Paid salaries	1000
3. Megha Traders wants to maintain its accounts with the help of CAS. The company is using Tally for this purpose. Suggest the steps to create company in Tally from the following information about the company.

Name: Megha Traders.
Mailing Name: meghatraders@gmail.com
Address : L-7, Lajpat Nagar III
State : New Delhi
PIN Code : 110022

4. What are the advantages of Tally?
5. What is Grouping of Accounts? Name four primary groups in Tally and four pre-defined sub groups

Questions with Six Marks

1. From the Trial Balance given below prepare Balance sheet in Tally.

Debit Balances	Rs.	Credit Balances	Rs.
Building	60,000	Capital	73,600
Machinery	17,000	Sales	1,04,000
Fixtures	5,600	creditors	50,000
Debtors	60,000	Bank overdraft	10,000
Bad debts	2,800	Discount Received	3,000
Cash	400	Interest Received	2,600
Purchases	1,00,000	Purchase returns	2,600
	2,45,800		2,45,800

2. Pass journal entries of AB Traders, Ledgers and prepare Trial Balance in Tally.

2017	Rs
April 1 Commenced business with cash	1,50,000
April 2 opened bank account with PNB	50,000
April 3 Purchased furniture	20,000
April 7 Bought Goods for Cash from M/s Rupa Traders	30,000
April 8 Purchased goods from M/s Hema Traders	42,000
April 10 Cash sales	30,000
April 16. Rent paid	4,000
April 25 Bought postage stamps	100
April 30 Paid Salary to Mohan	4,000

3. From the following Balances, prepare Trading and Profit and loss Account and Balance Sheet

Debit Balances

	Rs
Machinery	3500
Debtors	2700
Drawings	900
Purchases	9500
Wages	5000
Bank	1500
Opening stock	2000
Rent	450
Sundry expenses	200
Carriage	150
Closing stock was Rs.	300

Credit Balances

	Rs
Capital	10,000
creditors	1400
Sales	14,500

4. Prepare Profit and loss Account of Sohan Lal for the year ended 31st March, 2017

Salaries & wages Rs.3000	Advertising Rs.1000
Commission paid Rs.200	Discount allowed Rs.1800
Postage & Telegrams Rs.150	Rent Received Rs.1700
Insurance Rs.300	Interest on investment Rs.1500
Interest Paid Rs.400	Bad debts Rs.900
Carriage outwards Rs.500	Brokerage Paid Rs.95
Gross Profit Rs.65,000	

UNIT-VII
ACCOUNTING USING DBMS

Questions with One Marks

1. What is database?
2. What is redundancy of data in database?
3. What is DBMS?
4. What is the purpose of views' in Ms-Access?
5. Why ER models important to prepare in database?
6. What is SQL?

Questions with Two Marks

1. How are forms created in Ms-Access?
2. How are Tables created in Ms-Access?
3. What is the importance of creating Reports in Ms-Access?
4. Differentiate between Foreign key and Primary key
5. What do you understand by OLE?
6. What are the components of DBMS?

Questions with Four Marks

1. Show a design table in Ms-Access with the following columns : Student Roll No, Date of Admission, Student Name , class, section, stream
2. Prepare the format of Analytical Petty cash book in DBMS.
3. Prepare the format of Double Column cash Book.
4. Write the procedure for creating Query in DBMS.

Questions with Six Marks

1. What is DBMS? Discuss its features
2. What are the advantages and limitations of DBMS.
3. Explain the Concept of DBMS in detail

UNIT-VIII

ACCOUNTING APPLICATION OF ELECTRONIC SPREADSHEET

Questions with One Marks

1. When ctrl+C is used in Spreadsheet?
2. Write the steps to open finance function in spreadsheet
3. Name three functions used for calculating Depreciation in Ms-Excel.
4. With which of the following all formulas in excel starts?
(a) / (b) * (c) \$ (d)=
5. On an excel sheet the active cell is indicated by
(a) A dotted border
(b) A dark wide border
(c) A blinking border
(d) By italic text
6. What are macros in MS- Excel?
7. By default how many worksheets are there in a new workbook?

OR

In a workbook, there are _____ number of pre-determined works sheets.

8. What is a cell address in Ms-Excel?

Questions with Two Marks

1. A machinery which costs Rs. 2,00,000 is depreciated at 25% per year using straight line method Write the formula for calculating depreciation in Ms-Excel.
2. Calculate Annual Depreciation by SLN function from the following information
Cost of Machinery Rs.5,00,000
Estimated scrap value Rs.50,000
Number of year of Expected life 5 years

Questions with Four Marks

1. What are the advantages of Ms-Excel?
2. The School Report card of Meenakshi shows the following marks obtained by her in different subjects complete the Table by writing formulas

Name: Meenakshi

Class XII

Subject	Maximum Marks	Marks obtained	Grade
English	100	84	?
Punjabi	100	85	?
Accountancy	100	60	?
Business studies	100	72	?
Business Economics	100	35	?
Fundamentals of E- Business	100	80	?
Total	?	?	

The Grades are to be evaluated as follows

Below 33 'F' Grade

Marks Between 33-49 'E' Grade

Marks between 50-59 'D' Grade

Marks between 60-69 'C' Grade

Marks between 70-79 'B' Grade

Marks between 80-89 'A' Grade

Marks 90 and above 'O' Grade (outstanding grade)

Questions with Six Marks

1. What is Ms-Excel? Explain the screen of Ms Excel? Explain its applications in detail?

SAMPLE PAPER
ACCOUNTANCY-II
CLASS-XII

Time: 3 Hours

MAX Marks: 50

Note: (i) There are three sections in the question paper ie Section-A Section-B and Section-C Section-A is compulsory for all the students and students may choose only one section from section- B and Section-C.

- (ii) Question No 1 consists of 3 sub- parts [1 (a) to I (c)] carrying in 1-15 words.
- (iii) Question No. 2 to 5 carry Questions with Two Marks each. Answer of theoretical question should be given in 5-10 lines
- (iv) Question No 6 consists of 4 sub-parts (i, ii, iii, iv) Attempt any 3 questions out of Questions with Four Marks. Answer of theoretical question should be given in 15-lines.
- (v) Questions No 7 is only numerical with internal choice This question carries Questions with Six Marks.
- (vi) Questions No 8 consists of 3 sub parts [8 (a) to 8 (c)] carrying Questions with One Marks each. Answer of each part should be given in 1-15 words.
- (vii) Question No 9 and 10 carries Questions with Two Marks each. Answer of theoretical question should be given in 5-10 lines.
- (viii) Question No 11 consists of 3 sub parts (i, ii, iii) Attempt any two questions out of three each question carries Questions with Four Marks. Answer of theoretical question should be given in 15-20 lines.
- (ix) Questions no 12 consists of internal choice. This question carries 6 mark. Answer of theoretical question should be given in 3-4 pages of answer book

SECTION-A

1. (a) What is legacy?
(b) A, B and C are partners sharing profit in the ratio of 3:2:1 C died on 30-04—2009. The profit for the year ending 31-12-2008 was Rs. 1,80,000. Find out Cs share of profit upto the date of death on the basis of previous year profit.
(c) _____ account is prepared at the time of dissolution of partnership

2. A, B and C are partners sharing profit in the ratio of 5:3:2. They admit D into partnership giving him 1/2 share in the profit, which he acquires from A, B and C in the ratio of 2:1:1 Calculate New Profit sharing Ratio.
3. Give any two differences between Fixed capital and Fluctuating capital
4. How the following information will appear in the balance sheet as on 31st March, 2017.

Prize fund as on 1-4-2016	Rs.12000
Prize given during the year	Rs.7000
Donation received for prize during the year	Rs.600

5. Give four circumstances in which court may give order to dissolve the form business?
6. Attempt any three questions out of four sub parts
 - (i) Naresh, Raj and Bishwajeet are equal partners Raj decides to retire on the date of his retirement the Balance sheet of the firm showed the following: General Reserves Rs.36000 and Profit and loss A/c Rs. 15000. Pass necessary journal entries for the following.
 - (ii) Tinu is a partner in a firm. He withdrew the following amounts during the year ended March 31, 2017

	Rs
May 1 2016	12000
July 31, 2016	6000
September 30, 2016	9000
November 30, 2016	12000
January 1, 2017	8000
March 31, 2017	7000

Interest on drawings is charged 9% p.a Calculate interest on drawings.

- (iii) What is the difference between Receipt and Payment Account and Cash Book?
- (iv) What is Realization Account? Why is it prepared? Give various items recorded in this account.

7. From the following Receipts and Payment Accounts of Athletic club, prepare Income and Expenditure Account for the year ending 31st December, 2017 and Balance sheet on that date.

Receipts	Rs.	Payments	Rs.
To Balance b/d	2,00,000	By salaries	3,30,000
To subscriptions	6,60,000	By sports equipment	4,00,000
To Interest on Investment 8% p.a for full year	40,000	By Balance c/d	1,70,000
	9,00,000		9,00,000

Additional Information.

- (a) The club had received Rs. 20, 000 for subscription in 2016 for 2017
 (b) Stock of sports equipment on 31-12-2016 was Rs. 3,00,000 and on 31-12-2017 Rs. 6,50,000
 (c) Salaries had been paid only for 11 months

OR

Following is the Balance sheet of A, B and C who were sharing profits in proportion to their capitals stood as on March 31, 2017

Balance sheet of A, B & C as on March 31, 2017

Liabilities	Amount Rs	Assets	Amount Rs
Bills Payable	6,250	Factory Building	12,000
Sundry creditors	10,000	Debtors 10,500	
		(-) Reserve <u>500</u>	10,000
		Bills Receivable	7000
Reserve Fund	2,750	Stock	15500
Capital Accounts.		Plant&Machinery	11500
A 20,000		Bank Balance	13000
B 15,000			
C 15,000	50,000		
	69,000		69,000

B retired on the date of Balance sheet and the following adjustments were made.

- i. Stock was valued at 10% less than the book value.
- ii. Factory buildings were appreciated by 12%
- iii. Reserve for doubtful debts be created upto 5%
- iv. Reserve for legal charges to be made at Rs. 265
- v. The Goodwill of the firm be fixed at Rs. 10,000
- vi. The capital of the new firm be fixed at Rs. 30,000. The continuing partners decide to keep their capitals in the new profit sharing ratio of 3:2

Section-B

8. Answer the following questions
 - (a) What is meant by issue of debentures as collateral security?
 - (b) Under what heading will you show "outstanding salaries" in the Balance sheet of a company?
 - (c) How will you disclose "Purchase of Goodwill for Rs. 70, 000 in cash flow Statement?
9. X ltd purchased machinery from Y and Co. for Rs. 4,00,000 A sum of Rs. 1, 75,000 was paid by means of a bank draft and for the balance due X Ltd. issued equity shares of Rs. 10 each.
10. What do you mean by profitability ratio? write the objectives of calculating profitability ratios
11. (Attempt any 2 questions)
 - (i) The Directors of a company forfeited 600 shares of Rs. 10 each issued at a premium of Rs. 3 per share for the non- payment of the first call money of Rs. 3 per share. The final call of Rs. per share has not been made. Half of the forfeited shares were reissued at Rs. 3000 fully paid. Record the journal entries of forfeiture and reissue of shares.
 - (ii) From the following information calculate
 - (a) Gross Profit Ratio (b) operating Profit Ratio

(b) Inventory Turnover Ratio and (d) Proprietary Ratio.

	Rs
Revenue from operations (Sales)	3,75,000
Cost of Revenue from operations	1,08,500
Employee Benefit expenses	40,000
Administrative Expenses	22,000
Selling expenses	24,500
Share capital	5,00,000
Reserves & Surplus	1,75,000
Fixed Assets (Net)	4,62,000
Debtors	72,000
opening Inventory	48,500
Closing inventory	60,000
Bank Balance	3,06,000

- (iii) (a) State the objectives of preparing cash flow statement
(b) Define the term "Cash and Cash equivalents"
(c) Give any 2 limitations of Cash flow statement

12. The Balance sheet of X ltd disclosed the following information 1-1-2015

15% debentures	Rs.15,00,000
Debenture Redemption	Rs. 11,60,000
Debenture Redemption fund investment (Interest @ 15% on investment)	Rs. 11,60,000

The amount of contribution to the Debenture Redemption fund was Rs. 1,30,000 during the year 2015 and 2016 annually. On 31st December 2016, the investment were sold for Rs. 13,80,000 and debentures were redeemed

Prepare the following accounts for the year 2015 and 2016

- (i) 15% debentures Account
(ii) Debenture Redemption Fund Account
(iii) Debenture Redemption Fund Investment Account

OR

What do you mean by "Analysis of financial Statements? Explain in brief any four tools of the analysis of financial statements.

SECTION-C

(COMPUTERISED ACCOUNTING SYSTEM)

8. (i) There are total _____ primary groups in Tally.
(ii) With which of the following all formulas in excel starts.
(a) / (b) * (c) \$ (d) =
(iii) Name two components of DBMS
9. Give four salient features of Tally?
10. From the following information write the method. to calculate monthly loan payment using PMT function
- | | |
|-------------------|----------------|
| Motor cycle Price | Rs. 1,35,000 |
| Future Value | Rs. 0 |
| Rate | 12% |
| No. of Payments | 60 instalments |
11. (Attempt any 2 questions)
- (i) What are the advantages of Spreadsheet?
- (ii) Prepare cash Account in Tally from the following transactions.
- | | |
|-------------------------------------|--------|
| | Rs |
| (a) Ritu started Business with cash | 40,000 |
| (b) Purchased goods | 10,000 |
| (c) Sold goods | 20,000 |
| (d) Paid Salaries | 1,000 |
- (iii) From the following information write the method of creating a table using design view in Ms-Access.
- | | | |
|--------------|---|-----------|
| Roll No | : | Number |
| Admission No | : | Number |
| Name | : | Character |

Father's Name	:	Character
Mother's Name	:	Character
Marks in English	:	Number
Marks in Punjabi	:	Number
Marks in Hindi	:	Number
Marks in Maths	:	Number
Marks in Science	:	Number
Result	:	Character

12. Pass journal entries of the following transaction Post them in ledgers and prepare Trial Balance 2017 in tally

	Rs
April 1 Commenced business with Cash	1,50,000
April Opened Bank Account with PNB	50,000
April 3 Purchased furniture	20,000
April 7 Bought goods for cash from M/S Rupa Traders	30,000
April 8 Purchased goods from Hema Traders	42,000
April 10 Cash Sales	30,000
April 16 Rent paid	4,000
April 25 Bought postage stamps	100
April 30 Paid Salary to Mohan	4,000

OR

What is DBMS? What are the advantages and limitation of DBMS?

XII (COMMERCE)
BUSINESS ECONOMICS AND
QUANTITATIVE METHOD-II

XII
BUSINESS ECONOMICS AND QUANTITATIVE METHODS-II

UNIT-I
BUSINESS STATISTICS

Questions with One Marks

1. What is an average?
2. Write the formula of calculating arithmetic mean (\bar{X}).
3. What is median?
4. What is mode?
5. Define median?
6. Define mode.
7. What is partition values?
8. What are quartiles?
9. In a group of 15 students 6 students have failed following are the marks of 9 students.
21, 24, 30, 27, 27, 24, 21, 18, 15. Find median.
10. If median is 24, mean is 20 then find mode (Z)

Questions with Two Marks

1. What are measures of central tendency?
2. Write merits of arithmetic mean.
3. Write types of mean.
4. Write demerits of arithmetic mean.
5. Find the mean from the following data:

Serial No.	1	2	3	4	5	6	7	8
Wages in rupees	35	30	45	40	38	44	32	34

6. Calculate median from the following data:

Marks	17	32	35	32	15	21	42	11	10	18
-------	----	----	----	----	----	----	----	----	----	----

7. Write two properties of arithmetic mean.

Questions with Four Marks

1. What are the essential features of a good average?
2. Find out the missing frequency in the following distribution, If mode=24 and number of families is 100.

Expenditure (in Rs).	0-10	10-20	20-30	30-40	40-50
Families	14	?	27	?	15

3. Calculate mode from the following data.

Marks	0-10	10-20	20-30	30-40	40-50	50-60	60-70	70-80
students	2	18	30	45	35	20	6	4

Questions with Six Marks

1. What is meant by central Tendency? What are various methods to calculate them?
Explain any one method.

UNIT-II

MEASURES OF DISPERSION AND SKEWNESS

Questions with One Marks

1. Define dispersion.
2. What is range?
3. Write the method of range.
4. What is mean deviation?
5. What is the formula for calculating the mean deviation from mean?
6. What is Lorenz curve.
7. Which are the various types of mean deviation.
8. Give any one property of standard deviation.
9. What is the relation between MD and QD.
10. What do you mean by positive skewness.
11. What do you mean by negative skewness.
12. What do you mean by zero skewness.

Questions with Two Marks

1. Write types of measures of dispersion.
2. Write importance of range.
3. Find out range and co-efficient of range.

Sr. No	1	2	3	4	5	6	7	8	9
X	98	110	106	115	126	122	102	107	117

4. Write various types of mean deviation.
5. Write any four merits of standard deviation.
6. Give difference between mean deviation and standard deviation.
7. Calculate standard deviation of first 20 natural numbers.
8. What are absolute measures and relative measures of skewness.

Questions with Four Marks

1. Describe objectives of measures of dispersion.
2. Write merits of range.
3. Write demerits of range.
4. Define
 - (i) Range
 - (ii) Inter quartile Range
 - (iii) Percentile range
 - (iv) Decile Range
5. Write features of a good measures of dispersion.
6. Write merits of mean deviation.
7. Describe features of standard deviation.
8. What is meant by mean deviation? What are its main characteristics?
9. Explain the characteristics of co-efficient of skewness as given by Bowely.
10. Explain difference between dispersion and skewness.

Questions with Six Marks

1. Define dispersion. Write properties of a good measures of dispersion.
2. Which are the various measures of dispersion based on quartiles. Write formulas for calculating them. Write their merits.
3. What do you know about decile range and percentile range? Write their merits.
4. What is skewness? Which are various tests of skewness.
5. Discuss in detail Bowley's measures of skewness.

UNIT-III
INDEX NUMBERS

Questions with One Marks

1. Define index numbers.
2. Write formula for the construction of price index numbers used under simple aggregative method.
3. Write any one weighted aggregative method for constructing price index numbers.
4. What are fixed base index numbers?
5. What are chain base index numbers?
6. Why fisher's method is called ideal index number method?
7. In which conditions this formula is used?

$$Z = 3M - 2 X \square$$

Questions with Two Marks

1. What is time reversal test?
2. What is factor reversal test?
3. What are the uses of cost of living index numbers?
4. Why index numbers are called economic barometers of a country?

Questions with Four Marks

1. Explain the types of index numbers.
2. Describe various difficulties in the construction of index numbers.
3. List various features of Index numbers.
4. Distinguish between FBI and CBI give formulas for their conversion, mutually.
5. What points must be taken into consideration while constructing an index number.
Explain?
6. What are the limitations of index numbers?
7. Write advantages of Index numbers.

Questions with Six Marks

1. Explain the methods of constructing index numbers.
2. What is index number? Explain the importance of Index numbers.
3. Define index numbers? Explain their features.
4. Explain the importance of index numbers.

5. From the following data find laspeyre's methods and fisher's method of index numbers.

Products	Base Year		Current Year	
	Price	Value	Price	Value
A	8	40	12	60
B	10	50	15	75
C	12	60	18	90
D	7	35	10	50

UNIT-IV

CORRELATION AND REGRESSION ANALYSIS

Questions with One Marks

1. What is correlation?
2. Give one example of positive correlation.
3. Write the formula of Karl Pearson's co-efficient of correlation.
4. If $r=0.8$ and Probable Error is $.06$. Find N
5. What is the Karl Pearson's co-efficient of correlation if $\Sigma XY = 40$, $N = 100$, $\Sigma x^2 = 80$ and $\Sigma y^2 = 20$.
6. Define regression.
7. What is simple regression analysis?
8. What are regression equations?
9. Can there be only one regression equation in simple regression analysis.
10. What is regression co-efficient?
11. If b_{xy} is negative then what is the value of b_{yx} .

Questions with Two Marks

1. Write the degrees of correlation.
2. Explain the uses or significance of correlation.
3. Give two merits and demerits of graphic method of finding out correlation between two variables.
4. Define probable error and standard error.
5. If $N = 10$ and $\Sigma D^2 = 280$, what is the co-efficient of correlation?
6. What are the assumptions of Karl Pearson's co-efficient of correlation?
7. When $b_{xy} = -0.45$ and $b_{yx} = -0.2$, then what will be the value of co-efficient of correlation?

Questions with Four Marks

1. Describe the types of correlation.
2. If the number of observations is 21 and number of concurrent deviations is 18 then calculate the co-efficient of correlation with concurrent deviation method.
3. Find out r_{xy} and σ_y , if $x=0.85Y$ and $y=0.89X$ and $\sigma_x=3$.

4. Explain various types of regression.
5. Write features of regression co-efficient.
6. What are the limitations of regression analysis?
7. In a correlation study the following values are obtained.

	X	Y
Mean	65	67
S.D.	2.5	3.5

Correlation co-efficient 0.8. Find co-variance of X and Y.

8. Discuss the properties of regression co-efficient.

Questions with Six Marks

1. Define correlation. Explain in detail the properties of correlation co-efficient.
2. Compare the Spearman's and Karl Pearson's co-efficient of correlation.
3. Find out rank correlation from the following.

X	56	66	49	55	64	68	46	50
Y	40	70	50	60	80	75	49	62

4. Calculate Karl Pearson's co-efficient of correlation between X and Y.

X	26	28	30	30	31	32	38	49	54	60	62	60
Y	20	22	26	25	24	28	30	49	48	50	56	48

5. Define correlation and regression. Bring out similarities between the two.
6. Calculate b_{yx} , b_{xy} and 'r' from the following data.

Age of Husband X	14	15	16	17	18	19	20	21	22	23
Age of wife Y	13	13	14	14	14	15	15	16	17	18

7. Define regression. What is its importance?

UNIT-V

NATIONAL INCOME AND RELATED AGGREGATES

Questions with One Marks

1. Who is the chief architect of modern macro economics?
2. What was the main focus of study of classical school of thought?
3. Give one difference between open and closed economy
4. Name the various sectors of an economy.
5. Is 'Theory of Employment' a part of micro economics or macro economics?
6. The National income estimation is the responsibility of _____
7. $NNP_{FC} = NNP_{MP} - \text{_____}$
8. What is green GNP?
9. What is GDP deflator?
10. What is circular flow of Income?
11. How is net indirect taxes calculated?
12. Calculate personal disposable income

Rs (In Crore)

- | | |
|---------------------------|--------|
| (a) Personal income | 30,000 |
| (b) Personal Direct taxes | 3000 |
| (c) Fees and fines | 500 |

13. Give two examples of normal resident of a country.

Questions with Two Marks

1. How is Micro and Macro economics interdependent on each other?
2. Differentiate between Micro and Macro Economics
3. Differentiate between real flow and monetary flow.
4. What are the different phases of circular flow of income?
5. Give two examples of stock and flow concepts.
6. Give two examples each of leakages and injections in an economy.
7. Differentiate between Private Income and Personal Income
8. Calculate NNP_{FC} , if

GDP _{MP} Rs 5000 crore	Net factor income from abroad Rs700 crore
Indirect taxes Rs 1500 crore	
Subsidies Rs 500 crore	Consumption of fixed capital Rs 500 crore
	Rs (In crore)

9. Calculate GNP_{MP} if
- | | |
|--|-------|
| (a) Gross domestic capital formation | 595 |
| (b) Net exports | (-60) |
| (c) Private final consumption expenditure | 265 |
| (d) Net factors income from abroad | (-40) |
| (e) Net change in stocks | 12 |
| (d) Net factor income from abroad | (-40) |
| (e) Net change in stocks | 12 |
| (f) Government final consumption expenditure | 49 |

10. Calculate (a) Depreciation and (b) NDP_{FC}

	Rs(In crore)		Rs(In crore)
GNP _{FC}	5,000	GNP _{MP}	45,000
NDP _{MP}	60,000	Indirect tax	5,000
NNP _{MP}	30,000		

11. Explain two sector model of circular flow of income.
12. What is triple identity?
13. What is domestic territory of India?
14. What are Normal residents of India?
15. What is the difference between national income at current prices and constant prices?
16. What is the difference between factor income and transfer income?
17. Differentiate between personal disposable and national disposable income.

Questions with Four Marks

1. What is meant by national income? What are the problem involved in estimating National Income?
2. Explain three sector model of circular flow of income.
3. Differentiate between personal income and private income.
4. Differentiate between national income and private income.
5. From the following data, calculate

Rs (In crore)

- (a) Net indirect taxes 140
- (b) consumption of fixed capital 136
- (c) Wages and salaries 1750
- (d) Rent 150
- (e) Profits 300
- (f) Interest 250
- (g) Royalty 50
- (h) Net factor income from abroad (-50)
- (i) Employer's contribution to social security 350

6. From the following data, calculate

- (a) GNP_{MP}
- (b) Private Income
- (c) Personal Income

Items	Rs (In crores)
1. GDP_{FC}	30,000
2. Income from domestic sector accruing to private sector	5000
3. Net current transfers from Govt.	1000
4. Net other current transfers from abroad	170
5. Net Indirect taxes	2200
6. NFIA	-700
7. Savings of private corporate sector	160
8. Corporation tax	150

7. Explain the problem of Double counting in National Income.
8. Explain in detail compensation of Employees.
9. What are the constituents of gross domestic capital formation? Explain them.

Questions with Six Marks

1. What is value added method of measuring National Income? Explain its precautions.
2. What is Income method of measuring National Income? Explain its precautions.
3. What is Expenditure method of measuring National Income? Explain its precautions.
4. Explain four sector model of circular flow of Income.
5. Explain the importance of National Income.

UNIT-VI

DETERMINATION OF INCOME & EMPLOYMENT

Questions with One Marks

1. What is AD?
2. What is AS?
3. $AD = \text{_____} + I$
4. AS curve form an angle of _____ to the origin.
5. Name the components of AD.
6. What is psychological law of consumption?
7. Why autonomous consumption never starts from zero or origin.
8. $MPC = \frac{\Delta C}{\text{_____}}$
?
9. $MPC + \text{_____} = 1$
10. Give two formulas for calculating multipliers.
11. What is excess demand?
12. What is deficient demand?
13. Give one difference between inflationary gap and deflationary gap.
14. Why autonomous investment is important.
15. What is investment multiplier?

Questions with Two Marks

1. “While saving is a virtue at the micro level. It may not be so at the macro level” why?
2. How is propensity to save not a virtue and propensity to consume a virtue?
3. Give differences between deficient demand and excess demand.
4. What are the causes of deficient demand?
5. If MPC is 0.8, find out K and MPS?
6. What are Trade cycles or cyclical fluctuations?
7. What are the causes of excess demand?
8. State whether the following statement are true or false if false, rectify them.
 - (a) Investment multiplier is directly related with MPS
 - (b) Multiplier ranges between 1 to ∞

9. If in an economy the $MPC = 0.8$ and investment increases by 1000 crores, calculate the total increase in National Income.
10. Explain marginal efficiency of capital.
11. What are the features of investment multiplier?
12. Differentiate between under full employment and overfull employment.
13. Differentiate between induced and autonomous investment.
14. Algebraically derive the relationship between APC and APS.
15. Algebraically derive the relationship between MPC and MPS.
16. Explain classical concept of AD.
17. Explain Keynesian concept of AD.
18. What is the relationship between rate of interest and investment?
19. If $MEC > \text{Rate of Interest}$? Will the entrepreneur invest in the business?

Questions with Four Marks

1. What is APC? Explain with schedule and diagram.
2. What is MPC? Explain with schedule and diagram.
3. What is APS? Explain with schedule and diagram.
4. What is MPS? Explain with schedule and diagram.
5. Explain different types of consumption curves.
6. Explain with schedule and diagram the consumption function.
7. What are the important features of propensity to consume and propensity to save?
8. What is investment? What are the determinants of investment?
9. With the help of schedule explain the working of multiplier.
10. Derive the relationship between K and MPC algebraically.
11. Derive the relationship between K and MPS algebraically.
12. What is inflationary gap? Explain the various measures to control excess demand.
13. What is deflationary Gap? Explain the various measures to control deficient demand.
14. Find C at given levels of income of autonomous consumption (minimum consumption) is 50 and MPC is 0.5 at different income levels of Rs 0, 100, 200, 300, 400, 500.
15. What are the features of APC?
16. Explain different types of unemployment, which may prevail in an economy?

Questions with Six Marks

1. How can the problems of deficient demand and excess demand be solved through monetary policy and fiscal policy? Discuss
2. Explain the relationship between aggregate supply and general price level with classical and Keynesian approach.
3. What is Full Employment? Explain the concept with the help of suitable diagram.
4. Explain full employment equilibrium with AD, AS, S & I approach.
5. Explain with the help of the diagram that equilibrium of employment and income is not necessary to be determined at full employment.
6. What is multiplier? Explain its features. Explain the forward and backward action of multiplier with diagram's

UNIT-VII
MONEY AND BANKING

Questions with One Marks

1. Why an apex bank is needed in every economy?
2. Who is the lender of last resort?
3. Name two banks which were established under the banking regulation act 1949 or name two private sector banks.
4. In monetary terminology, what is called the “monetary base” or “high powered money.”
 - (i) The total assets of RBI
 - (ii) The total liability of RBI
 - (iii) The total debt of the Government
 - (iv) The total foreign exchange of RBI
5. Name the bank which has monopoly of note issue
6. A Bank reserves consist of its vault cash and its deposits in the central banks (True/False)
7. The process by which RBI or any central Bank protects the economy against adverse economic shocks is known as _____
8. What is Net Banking?
9. $M_1 = \text{Currency held by public (c)} + \text{_____} + \text{other deposit with RBI (OD)}$
10. Name two sources of Money supply
11. Money facilitates the borrowing and lending transactions Identify the functions of money
12. What is Bank Money?
13. What is Near Money?
14. What is intrinsic value of money?
15. What is legal tender money?
16. What is Barter system of exchange?

Questions with Two Marks

1. What is credit creation?
2. Differentiate between limited legal tender money and unlimited legal tender money.
3. Write a short note on Indian Monetary system.
4. Explain the concept of discounting of bills of exchange.
5. Differentiate between cash credit and bank overdraft.

6. What is rationing of credit?
7. What is the significance of 'store of value' function of money?
8. Explain the problem of double coincidences of wants faced under barter system. How has money solved it?

Questions with Four Marks

1. What are the merits and demerits of money?
2. Define money. How was it evolved?
3. Define money supply. Explain different measures of money supply used by RBI in India.
4. What are the qualities of a good money?
5. Explain the types of money.
6. Give suggestions to reform the problems of Indian banks.
7. Differentiate between fixed deposit and recurring deposit.
8. What facilities are being provided by modern banks? Explain
9. Explain the various types of loans granted by commercial banks.
10. What are the various types of deposit account that can be opened in a bank?

Questions with Six Marks

1. What is Barter system of exchange? What are its drawbacks?
2. What is Money? Explain the functions of money
3. What is central Bank? Discuss its functions.
4. Explain various credit control measures adopted by central bank.
5. Discuss the trends prevalent in India concerning modernisation of banks in detail.
6. What is meant by commercial banks? Explain its functions.

UNIT-VIII

GOVERNMENT BUDGET AND THE ECONOMY

Questions with One Marks

1. Define Budget.
2. What is Government Budget?
3. What is balanced budget?
4. What is unbalanced budget?
5. What is plan expenditure?
6. What is non plan expenditure?
7. What is meant by budget of saving?
8. Give two examples of direct tax.
9. Give two examples of Indirect tax.
10. What do you mean by revenue deficit?

Questions with Two Marks

1. What is the difference between tax revenue and non-tax revenue?
2. What do you mean by Revenue budget and capital budget?
3. Differentiate between specific tax and value added tax.
4. What do you understand by primary deficit? Discuss.
5. What is difference between balanced budget and unbalanced budget?

Questions with Four Marks

1. Distinguish between direct taxes and indirect taxes.
2. What is meant by revenue receipts and capital receipt?
3. Discuss Budget expenditure in detail.
4. What is non-tax revenue? Which are various sources of non-tax revenue to the government?
5. What is the difference between fiscal deficit and revenue deficit?

Questions with Six Marks

1. Discuss the structure of Budget.
2. Discuss various types of budget deficit? Give measures to control this.
3. What is tax? Explain its different types.
4. What is government budget? Discuss its objectives in detail.

UNIT-IX BALANCE OF PAYMENT

Questions with One Marks

1. Define foreign exchange rate.
2. What is foreign currency?
3. What is forward market?
4. What is spot market?
5. What is balance of payment?
6. What are visible items under balance of payment?
7. Which items are included in the balance of payments on current account?
8. Which items are included in the balance of payments on capital account?
9. When does a country have surplus in its BOP?
10. What are accommodating items?

Questions with Two Marks

1. Write merits of fixed exchange rate.
2. What is meant by managed floating?
3. What do you understand by the concept of dirty floating?
4. When BOT is equal to Rs.300 crores of deficit and the value of exports is Rs. 500 crores. What is the value of imports.
5. The value of exports is Rs 4000 crores and value of imports is Rs 9000 crores. Calculate balance of trade.

Questions with Four Marks

1. Write a note, on. 'Wider Bands' and “crawling peg.”
2. Explain why demand for foreign exchange is made and which various sources of supply of foreign exchange.
3. How is flexible exchange rate determined? Explain with diagram.
4. Write features of balance of payment.
5. Distinguish between balance of Trade and Balance of payment. Given examples.

Questions with Six Marks

1. What is meant by foreign exchange rate? Explain its different types in detail.
2. What is flexible exchange rate? Explain merits and demerits of flexible exchange rate.
3. What is fixed exchange rate? Discuss merits and demerits of it.
4. Describe the structure of balance of payment.
5. Explain the methods of correcting disequilibrium in BOP.
6. Explain causes of disequilibrium in BOP.

SAMPLE PAPER
BUSINESS ECONOMICS AND QUANTITATIVE METHODS
XII (COMMERCE)

TIME: 3 hrs.

MAX. MARKS: 65

SECTION-A

1. **Answer each of the following questions in 1-15 words:**

- a. If $\Sigma X = 2500$ and $X^2 = 50$ then what will be the value of N?
(1)
- b. Write one primary function of money? (1)
- c. Write Fisher's formula for price index No? (1)
- d. Write two items which are included in balance of payments? (1)
- e. Write the name of two direct taxes. (1)

SECTION-B

(Answer each of the following questions in 5-10 lines)

2. **Write two merits of mode.** (2)
3. **Discuss any four uses of Index number.** (2)
4. **Distinguish between private income and personal income.** (2)
5. **What is GDP_{MP} ?** (2)
6. **Relationship between MPC and MPS.** (2)
7. **Discuss the merits of scatter diagram method of correlation.** (2)
8. **In a group of 15 students 6 students have failed following are the marks of 9 students – 21,24,30,27,27,24,21,18,15. Find median** (2)

SECTION-C

(Attempt any 7 questions and answer each question in 15-20 lines)

9. **Find out median from the following data:** (4)

Variable	17	25	45	20	24	32	10
Frequency	100	125	128	111	127	118	115

10. Calculate Karl Pearson's coefficient of skewness for the following data: (4)

Marks	Less than 20	40	60	80	100
No. of students	18	40	70	90	100

11. Prepare the quantity index from the following data with base 2004, for the year 2005 and 2006 using simple aggregative method. (4)

Commodities	Production (in million of tonnes)		
	2004	2005	2006
A	5	6	8
B	7	9	10
C	8	9	12
D	10	12	15

12. With the help of the following information calculate the following: (4)

- (a) Net National Product at factor cost and
(b) Personal Income

Items	Rs (Crores)
Net domestic Product at factor cost	54,000
Net factor Income from abroad	200
Income from property and enterprises earned by govt. administrative department	1300
Interest on National Debt	600
Corporation Tax	800
Direct tax paid by house hold	1,200

13. Find Regression equation Yon X and estimate the value of Y when X = 65 (4)

X	50	60	50	60	80	50	80	40	70
Y	30	60	40	50	60	30	70	50	60

14. What are the measures of monetary policy. (4)
15. Explain the working of multiplier with diagram. (4)
16. What is the difference between balance of payments and balance of trade (4)
17. Explain secondary functions of money? (4)

SECTION-D

Answer following questions each question in 3-5 pages.

18. Find out Rank correlation from the following: (6)

X	56	66	49	55	64	68	46	50
Y	40	70	50	60	80	75	49	62

OR

Calculate standard deviation and mean from the following data (6)

Age	0-9	10-19	20-29	30-39	40-49	50-59	60-69	70-79	80-89
No of persons	6	15	33	39	45	27	18	10	7

19. How will you measure national income by expenditure method? (6)

OR

What is meant by commercial banks? Explain its functions (6)

20. Calculate laspeyre's and fisher's ideal price index numbers from the following data: (6)

Items	Base Year		Current Year	
	Price per unit (Rs)	Value	Price per unit (Rs.)	Value
A	20	160	40	240
B	50	500	60	300
C	40	600	50	500
D	20	400	20	300

OR

What is government budget? Discuss its objectives in detail. (6)

XII (COMMERCE)
FUNDAMENTALS OF E-BUSINESS

XII (COMMERCE)

FUNDAMENTAL OF E-BUSINESS

UNIT-I

FUNDAMENTAL OF INFORMATIONTECHNOLOGY

Questions with One Marks

1. Define information technology?
2. What is meant by software?
3. What is e-mail.
4. What is world wide web?
5. Expand (i) ISP (ii) URL
6. What is meant by search engine?
7. What do you mean by output devices?
8. What is Bluetooth?
9. What is Pen drive?
10. What is multimedia?
11. What do you mean by website?
12. What do you mean by viruses?

Questions with Two Marks

1. Name four common ISPs.
2. Explain any four features of DOS.
3. What do you know about internet Domains?
4. What is the use of light pen?
5. What are the functions of output devices?
6. Discuss batch processing systems.
7. What are the limitations of e-mail ?(any four)
8. What are the types of software?
9. What is utility software?
10. Are internet and www the same things?
11. What are the categories of multimedia?
12. How is an application software useful for a computer system?
13. What is the use of word processor programme?

14. What are the types of software?

Questions with Four Marks

1. Write advantages of e-mail. (any eight)
2. Define web browser. Explain any two web browser.
3. What do you mean by hardware? Explain any four hardware components.
4. Write any four functions of operating systems.
5. What are the different multimedia devices.
6. Explain features of computer?
7. What are the functions of input unit in the computer?
8. What is the importance of computers for students.
9. Differentiate: system software and application software.
10. What are utility programmes. Explain.

Questions with Six Marks

1. What is internet? How does it work? What are the different connecting devices? Which are needed for internet?
2. What is an operating system? What are various types of operating system?
3. What is the utility of information technology in various fields?
4. Explain all types of computers.
5. What do you mean by computer memory? Explain the types of computer memory.

UNIT-II

INTRODUCTION OF ELECTRONIC COMMERCE

Questions with One Marks

1. What do you mean by B2B?
2. What do you mean by EDI?
3. Define e-commerce
4. What is the meaning of E-Governance?
5. What is violation of copyright
6. Under which act cyber crime are dealt in India.

Questions with Two Marks

1. Write elements of E-commerce?
2. What are proxy services?
3. What do you mean by on-line trading?
4. Explain working of e-commerce.
5. What are security threats?
6. Enlist any four factors which drive e-commerce in India.

Questions with Four Marks

1. What is the history of e-commerce?
2. Write applications of e-commerce?
3. Write features of e-commerce.
4. Write scope of e-commerce.
5. Explain precautions for secure e-commerce.
6. Explain the problems of e-commerce in India.

Questions with Six Marks

1. Give difference between E-commerce and traditional commerce.
2. Write limitations of e-commerce.
3. Define e-commerce. Explain its need and importance.
4. What is the meaning of e-commerce? Explain various types of e-commerce?
5. Explain opportunities of e-commerce in India.
6. What is the future of e-commerce in India?

UNIT-III
E-PAYMENT

Questions with One Marks

1. What do you mean by E-payment?
2. Full form of ATM.
3. What is PIN?
4. Up to what limit smart card can be used.
5. Which bank can issue digi cash in the world?

Questions with Two Marks

1. What is credit card?
2. Explain cyber cash.
3. Explain digi cash.
4. Explain Net cash.
5. What do you mean by smart card?
6. Explain benefits of e-cheque.

Questions with Four Marks

1. Explain working of e-cash.
2. What do you understand by prepaid payment system. Explain its features.
3. what are the positive and negative effects of Debit card.
4. Explain working of net cash and write its advantages.

Questions with Six Marks

1. Explain the types of e-payment system.
2. What is EPS. What are its major benefits.
3. Define plastic cards. What are the types of cards being used as the channel of e-payment.
Explain the advantages of using e-payment modes.

UNIT-IV
SECURITY

Questions with One Marks

1. What is Encryption?
2. What is key?
3. What is decryption?
4. What do you mean by Hackers?
5. Define digital signatures.

Questions with Two Marks

1. What are firewalls?
2. What is biometric security?
3. What do you mean by cryptography?
4. What is confidentiality?

Questions with Four Marks

1. What do you mean by Proxy server? Explain its benefits.
2. Write precautions for secure e-commerce.
3. Define the breach of security? Define areas of internet security.

Questions with Six Marks

1. What is internet security? What are the various steps of securing different types of data in e-transactions?
2. What do you mean by digital signature? What are the requirements of digital signature?

UNIT-V
E-BANKING

Questions with One Marks

1. What is traditional banking?
2. What is Tele Banking?
3. What does EFT stands for?
4. What is electronic credit clearing?

Questions with Two Marks

1. Write features of e-banking.
2. What is meant by mobile banking?
3. What is Electronic cheque?

Questions with Four Marks

1. What are the advantages of e-banking?
2. Define e-Banking. Differentiate traditional banking and e-banking.
3. Explain process of e-banking.

Questions with Six Marks

1. What is the importance and limitations of e-banking?
2. What is e-banking? What are the services of e-banking?
3. Write in detail about the status of e-banking in India.

UNIT-VI
E-TRADING

Questions with One Marks

1. What is meant by E-trading?
2. How many depositories are there in India?
3. What is BOLT?
4. What is Dematerialisation?

Questions with Two Marks

1. What do you mean by depository services?
2. Explain briefly operational aspect of E-trading.

Questions with Four Marks

1. Give any four differences between e-trading and traditional trading.
2. Write advantages of e-trading.
3. Write the present status of e-trading in India.

Questions with Six Marks

1. Write the important services of e-trading.
2. Give the limitations of e-trading? How much success has e-trading gained?
3. What is online trading? What are the safety and payment issues involved with regard to on-line trading?

UNIT-VII
E-MARKETING

Questions with One Marks

1. What is e-marketing?
2. What are 4 P's?
3. What is automation?

Questions with Two Marks

1. Explain disadvantages of e-marketing.
2. What is market research?
3. Role of computers in e-marketing.

Questions with Four Marks

1. Explain features of e-marketing
2. Explain the status of e-marketing in India.
3. What is difference between e-marketing and traditional marketing.

Questions with Six Marks

1. Define e-marketing. Explain the various advantages of e-marketing.
2. Explain in detail 4 P's of E-marketing.

SAMPLE PAPER
FUNDAMENTALS OF E-BUSINESS
XII (COMMERCE)

TIME: 3 hrs.

MAX. MARKS: 50

SECTION-A

1. Answer each of the following questions in 1-15 words:

- (a) Define information technology? (1)
- (b) What is e-mail? (1)
- (c) What do you mean by viruses? (1)
- (d) What is the meaning of E-governance? (1)
- (e) What is tele banking? (1)
- (f) What are 4 P's? (1)

SECTION-B

(Answer each of the following questions in 5-10 lines)

- 2. What are the functions of output devices? (2)
- 3. What is the utility of software? (2)
- 4. Write elements of e-commerce. (2)
- 5. Explain net cash. (2)
- 6. Write features of e-banking. (2)
- 7. Explain disadvantages of e-marketing. (2)

SECTION-C

(Attempt any 7 questions and answer each in 15-20 lines)

- 8. What is the importance of computers for students? (4)
- 9. Differentiate! System software and application software. (4)
- 10. Write scope of e-commerce. (4)
- 11. Explain working of Net cash and write its advantages. (4)
- 12. Write precautions for secure e-commerce. (4)
- 13. Explain process of E-Banking. (4)
- 14. What are the advantages of e-banking? (4)

SECTION-D

Answer following questions each in 3-5 pages.

15. What is the utility of information technology in various fields? (6)

OR

What is the future of e-commerce in India? (6)

16. What is e-banking? What are the services of e-banking? (6)

OR

Write the important services of e-trading. (6)