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SCANNER™ Appendix

CS Foundation Programme (New Syllabus) Dec - 2009

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PAPER'S

Paper - 1 : English and Business Communication

Chapter - 1 : Essentials of Good English

2009 - Dec [2] (a) Attempt the following as directed against each :

- (i) He returned back all the books he borrowed from the library. (*Omit unnecessary word(s).*)
- (ii) Dr. Sinha is an authority _____ Network Security. (*Fill in the blank space using the correct preposition.*)
- (iii) Let us pray for the soul of the _____ (*Fill in the blank space choosing the correct word - diseased/deceased - to convey the correct meaning.*)
- (iv) See that you will come for the meeting in time. (*Correct the sentence.*)
- (v) Did I ever ask you to do it ? (*Change into assertive sentence.*)
- (vi) Light travels faster than anything else. (*Use positive degree.*)
- (vii) When they were challenged they ran away. (*Change into simple sentence.*)
- (viii) He requested them to let him go. (*Change into direct speech.*)
- (ix) His action is quite justified. (*Change into negative sentence.*)
- (x) You failed to sign your cheque. (*Change into negative sentence.*)

(1 mark each)

- (b) Choose the most appropriate answer from the given options in respect of the following :
- (i) Member of a race or tribe that has no fixed location but wanders from place to place is called —
 - (a) Ransack
 - (b) Malinger
 - (c) Nomad
 - (d) Connoisseur.
 - (ii) A fair-weather friend is a friend —
 - (a) Who comes to your rescue in difficulties
 - (b) Who deserts you in difficulties
 - (c) Who is always eager to help you
 - (d) Who is a friend of your friend.
 - (iii) Which one of the following is a function of the colon (:) —
 - (a) To separate two or more independent clauses
 - (b) To introduce quotations or direct speech
 - (c) To form a word when a noun and verb are combined
 - (d) To emphasize contrasts.
 - (iv) The word 'abandon' means —
 - (a) Leave
 - (b) Detest
 - (c) Bundle
 - (d) Silly.
 - (v) The antonym of the word 'accord' is —
 - (a) Reject
 - (b) Discord
 - (c) Disagree
 - (d) Decrease.

(1 mark each)

2009 - Dec [3] (a) Make sentences of your own using the following words/phrases/idioms to bring out their meanings :

- (i) To come off with flying colours
- (ii) To get into hot water
- (iii) To cry over spilt milk
- (iv) *In toto*
- (v) A bone of contention.

(1 mark each)

(b) Words have different meanings in different contexts/ situations. Make sentences of your own using **any five** of the following words to bring out their two different meanings :

- (i) Even
- (ii) Soil
- (iii) Quarter

- (iv) Cover
- (v) Run
- (vi) List. (2 marks each)

Chapter - 2 : Essay Writing

2009 - Dec [1] (a) Write an essay of about 300 words on *any one* of the following :

- (i) Tourism and employment
- (ii) Computers in modern business
- (iii) Infrastructure and economy
- (iv) Business process outsourcing. (10 marks)

Chapter - 3 : Precis Writing

2009 - Dec [1](b) Make a precis of the following passage in about *one-third* of its length and suggest a suitable title (Use precis-sheet given at the end of answer book):

Development banks in India-at both national and State levels-have been operating under a considerable financial strain particularly in recent years, in view of their burgeoning financial needs, also the new responsibilities entrusted to them. In their bid to surmount this problem they have been making frantic efforts to mobilise more resources from external sources, giving no adequate attention to the planning of resources as related to their needs.

As a matter of fact, resource planning must precede the mobilisation of resources. In resource planning, the management has to take decisions on the quantum of funds and the pattern of fund requirements. The former is reflected in capitalisation and the latter in the capital structure. The success of a development bank hinges in a great measure on how carefully and prudently resource planning has been done. By making precise estimates of current and future fund requirements and choosing an appropriate capital structure, the management can utilise the resources to the optimal level and avoid wastage and thus reduce the cost of operation and improve its profitability. Considerable care must be exercised while making the estimates. Faulty resource planning may entail the problem of inadequacy or redundancy of capital. Both these situations should be avoided, for they adversely affect the operational efficiency of the financial institutions. Likewise, a prudent plan is a guide in deciding about the optimal capital structure of the institution.

While determining the proportionate share of different forms of financing in the total capitalisation, the management has to ensure that it pays the minimum cost and incurs the least risk. A slight carelessness on the part of the management in this respect is likely to impair the financial health of the institution for a long time to come.

(291 words)

(8 + 2 =10 marks)

Chapter - 4 : Business Communication

2009 - Dec [4] (a) State, with reasons in brief, whether the following statements are correct or incorrect. Attempt *any five* :

- (i) Culture is communication and communication is culture.
- (ii) The words in themselves carry the meaning.
- (iii) The words 'okay', 'you know' and 'hai' the non-word vocalisers, are fillers.
- (iv) Your voice is like a musical instrument.
- (v) Raising an eyebrow does not signify anything.
- (vi) Communication takes many forms.
- (vii) Silence is not always golden. (2 marks each)

Chapter - 5 : Personnel and Miscellaneous

2009 - Dec [5] Attempt the following:

- (i) Draft a show-cause notice to Ajay, working as an Accountant in your company, as to why disciplinary action should not be taken against him for divulging sensitive information to the correspondent of a newspaper. (5 marks)
- (ii) Re-structure the following resume appropriately and provide necessary information, wherever required :

RESUME
CHHUGAN TOSHNIWAL
25, KHB Colony
BAGALKOT, Karnataka

Personal

Age : 37

Married

One child, age 5

5ft. 11 in. tall

Interests : tennis, fishing, reading

Active in sports

Weight : 66 kg

Membership : Rotary club, South Karnataka Dev. Club

Experience

2005-2008, Research Analyst, Dharwad University,

2001-2005, Sales Associate, Cadila, Ahmedabad, Gujarat

1999-2001, Food server, McDonalds, Kota, Rajasthan

Education

2005-2008 Dharwad University, BBA degree, major in marketing, 24 semester hours in marketing and psychology courses, 4.0 grade-point average.

2001-2002 Class X, Gujarat Board.

References

Ms. Geetha Reddy	Prof. Bhagwati Prasad	
David Bros.	Dharwad University	
Hubli, Karnataka	Dharwad	(5 marks)

2009 - Dec [6] Attempt the following :

- (iv) Write a letter to one of your business associates congratulating them on their winning the best exporter's award (body of the letter only).
(5 marks)

Chapter - 6 : Purchase Correspondence

2009 - Dec [4] OR (b) On behalf of Laxmi Textiles, Lucknow, write a letter to your supplier pointing out the poor quality of cloth sent by them which has caused loss to your organisation. Ask for reimbursement of the loss.

(10 marks)

2009 - Dec [5] Attempt the following:

- (iii) The Executive Engineer (Electricals) of Kandla Port Trust wants to invite maintenance offers for three 25T and two 16T cranes along with 16 and 9 cubic meter grab. The estimated cost is Rs. 7.00 crore All details and tender documents can be downloaded from their website www.kandlaport.gov.in. Draft a tender notice (No: 84/09) inviting tenders.
(5 marks)

Chapter - 9 : Secretarial Correspondence

2009 - Dec [5] Attempt the following:

- (iv) Recently, you had applied for 500 shares in the Initial Public Offerings (IPO) of Paton Ltd. However, the shares have neither been credited to your demat account nor any money has been refunded. Draft a letter to the company for an urgent action (body of the letter only).
(5 marks)

Chapter - 10 : Administration and Miscellaneous

2009 - Dec [6] Attempt the following :

- (ii) As the Area Manager of Synergy Financial Services Ltd., draft a public notice announcing that Vivek is no longer in the employment of your company.
(5 marks)

Chapter - 12 : Office Orders

2009 - Dec [6] Attempt the following :

- (i) Draft an office order promoting Kushal from the position of Senior Accountant to Assistant Accounts Officer.
(5 marks)

Chapter - 14 : Inter-Departmental Communication

2009 - Dec [4] (b) As the Branch Manager of Canara Bank, Hubli, write a letter to your Head Office recommending the loan applied for by one of your customers, Modern Potteries (P) Ltd.
(10 marks)

Chapter - 15 : Press Releases

2009 - Dec [6] Attempt the following :

- (iii) The Railway Minister has complimented the Research and Analysis Department of Northern Railways which has developed an eco-friendly electronic governor that would help improve fuel efficiency of diesel-electric locomotives. This would lower the maintenance costs and reduce cost of production. Draft a press release for the same.

(5 marks)

Paper - 2A : Economics

Chapter - 1 : Nature and Scope of Economics

2009 - Dec [1] {C} (a) State, with reasons in brief, whether the following statements are correct or incorrect:

- (i) In economics, controlled experiments are possible. (2 marks)

2009 - Dec [1]{C} (b) Choose the most appropriate answer from the given options in respect of the following :

- (i) Human wants are —
 (a) Always fixed
 (b) Unlimited
 (c) Limited
 (d) Likely to decrease over time.
- (ii) In a capitalist economy, basic economic problems are primarily solved by —
 (a) Government intervention
 (b) Market mechanism
 (c) Creating unlimited resources
 (d) A mixture of government intervention and free market.

(1 marks each)

2009 - Dec [3] Attempt the following :

- (i) “Economics can be defined as a study of an economic system.” Elaborate. (5 marks)

Chapter - 2 : Demand and Supply Analysis

2009 - Dec [1] {C} (a) State, with reasons in brief, whether the following statements are correct or incorrect:

- (ii) Demand for a commodity by a consumer is not the same thing as his desire to buy it. (2 marks)

2009 - Dec [1] {C} (b) Choose the most appropriate answer from the given options in respect of the following :

- (iii) If a product is inferior, then income effect is —
 (a) Positive
 (b) Negative
 (c) Zero
 (d) Either positive or negative. (1 mark)

2009 - Dec [2](a) Distinguish between the following :

- (i) 'Cardinal utility' and 'ordinal utility',
 (ii) 'Inferior goods' and 'Giffen goods', (3 marks each)

2009 - Dec [2] (b) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figure(s) :

- (i) A consumer compares _____ from the goods purchased with the price to be paid for it.
 (vi) _____ of demand measures the responsiveness of the quantity demanded of a good to changes in its own price, other things remaining the name. (1 mark each)

Chapter - 3 : Production Costs and Revenue Analysis

2009 - Dec [1] (a) State, with reasons in brief, whether the following statements are correct or incorrect:

- (iii) In a modern economy, most of the production takes place for self-consumption. (2 marks)

2009 - Dec [1] {C} (b) Choose the most appropriate answer from the given options in respect of the following :

- (iv) Total product is maximum, when —
 (a) Marginal product is maximum
 (b) Average product is maximum
 (c) Marginal product is equal to zero
 (d) Marginal product is equal to average product.
 (v) In the short run, total cost is equal to —
 (a) Variable cost
 (b) Fixed cost
 (c) Fixed cost + variable cost
 (d) Marginal cost + average cost. (1 mark each)

2009 - Dec [2] (b) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figure(s) :

- (ii) Addition to total cost on account of the production of an additional unit is called _____. (1 mark)

2009 - Dec [3] Attempt the following :

- (ii) "Capital is a man-made productive resource." Explain.. (5 marks)

Chapter - 4 : Equilibrium of the Firm and Industry

2009 - Dec [1] {C} (b) Choose the most appropriate answer from the given options in respect of the following :

- (vi) A firm in the perfect competition faces a —
 - (a) Perfectly inelastic demand curve
 - (b) Perfectly elastic demand curve
 - (c) Perfectly inelastic supply curve
 - (d) Perfectly elastic supply curve.
- (vii) A firm maximises profits where —
 - (a) Marginal revenue = marginal cost
 - (b) Marginal revenue = average cost
 - (c) Marginal revenue = average revenue
 - (d) Marginal revenue = total cost. (1 mark each)

2009 - Dec [4] Attempt the following :

- (ii) What is 'price discrimination'? State the conditions necessary for price discrimination. (5 marks)

Chapter - 5 : Basic Characteristics of the Indian Economy

2009 - Dec [1] {C} (b) Choose the most appropriate answer from the given options in respect of the following :

- (viii) The sector of the Indian economy which provides largest employment is —
 - (a) Agriculture
 - (b) Industry
 - (c) Service
 - (d) None of the above.
- (ix) The agency that estimates national income in India is —
 - (a) Central Statistical Organisation (CSO)
 - (b) Reserve Bank of India (RBI)
 - (c) National Sample Survey Organisation (NSSO)
 - (d) Ministry of Finance, Government of India. (1 mark each)

2009 - Dec [2](a) Distinguish between the following :

- (iii) 'GDP at factor cost' and 'GDP at market price'. (3 marks)

2009 - Dec [2] (b) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figure(s) :

- (iv) The base year for the current new series of national income estimates in India is _____.
- (v) The acquisition of fixed assets and accumulation of stocks is known as _____. (1 mark each)

2009 - Dec [4] Attempt the following :

- (i) Discuss the significance of irrigation for agriculture operations in India. What are the drawbacks of irrigation system in our country? (5 marks)

Chapter - 6 : Select areas of Indian Economy

2009 - Dec [1] {C} (a) State, with reasons in brief, whether the following statements are correct or incorrect:

- (iv) A trade deficit invariably means a deficit on the current account in balance of payments. (2 marks)

2009 - Dec [2] (b) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figure(s) :

- (iii) The process of rapid industrialisation of the Indian economy began with _____ plan. (1 mark)

2009 - Dec [3] Attempt the following :

- (iii) Discuss the negative impact of high population growth on economic development. (5 marks)

Chapter - 7 : Money and Banking

2009 - Dec [1] {C} (a) State, with reasons in brief, whether the following statements are correct or incorrect:

- (v) The evolution of money is a discontinuous process. (2 marks)

2009 - Dec [1] {C} (b) Choose the most appropriate answer from the given options in respect of the following :

- (x) The Reserve Bank of India was nationalised in the year —
 (a) 1935
 (b) 1949
 (c) 1969
 (d) 1980 (1 mark)

2009 - Dec [2](a) Distinguish between the following :

- (iv) 'Primary deposits' and 'derived deposits'. (3 marks)

2009 - Dec [3] Attempt the following :

- (iv) Discuss the currency note issue function of the Central Bank. (5 marks)

2009 - Dec [4] Attempt the following :

- (iv) Explain Fisher's version of Quantity Theory of Money. (5 marks)

Chapter - 8 : Economic Reforms and Liberalization

2009 - Dec [3] Attempt the following :

- (v) State the objectives of World Trade Organisation (WTO). (5 marks)

2009 - Dec [4] Attempt the following :

- (iii) What do you mean by 'globalisation'? Mention the sources of gains from globalisation.
- (v) Discuss two immediate causes of economic crisis of 1991 in India. (5 marks each)

Paper - 2B : Statistics

Chapter - 1 : Descriptive Statistics

2009 - Dec [5] {C} (a) State, with reasons in brief, whether the following statements are correct or incorrect :

- (i) Statistics studies qualitative phenomenon. (2 marks)

2009 - Dec [5] {C} (b) Choose the most appropriate answer from the given options in respect of the following :

- (i) Statistics in plural sense refers to —
 (a) Statistical data
 (b) Statistical methods
 (c) Applied statistics
 (d) Inductive statistics. (1 mark)

2009 - Dec [6] (b) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figure(s) :

- (i) Descriptive statistics deals with _____.
 (vi) _____ is a branch of applied mathematics which specialises in data. (1 mark each)

2009 - Dec [7] (a) Discuss the usefulness of statistics in economics. (5 marks)

Chapter - 2 : Collection and Presentation of Statistical Data

2009 - Dec [5] (a) State, with reasons in brief, whether the following statements are correct or incorrect :

- (ii) Sample study is suitable for large universe. (2 marks)

2009 - Dec [5] {C} (b) Choose the most appropriate answer from the given options in respect of the following :

- (ii) A researcher would prefer primary data when —
 (a) Accuracy is very important
 (b) Adequate funds are not available
 (c) Time available to complete the study is very short
 (d) Much accuracy is not required.
 (v) The graphical representation of cumulative frequencies is termed as—
 (a) Histogram
 (b) Ogive
 (c) Frequency curve
 (d) Histogram. (1 marks each)

2009 - Dec [6] (a) Distinguish between the following :

- (i) 'Exclusive class' and 'inclusive class'.
 (ii) 'Line diagram' and 'simple bar diagram'. (3 marks each)

2009 - Dec [6] (b) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figure(s) :

- (ii) Systematic arrangement of data into rows and columns is known as _____.
(1 mark)

Chapter - 3 : Measures of Central Tendency

2009 - Dec [5] (a) State, with reasons in brief, whether the following statements are correct or incorrect :

- (iii) Geometric mean cannot be calculated if one or more observations are zero or negative.
(2 marks)

2009 - Dec [5] {C} (b) Choose the most appropriate answer from the given options in respect of the following :

- (iii) The measure of central tendency which is most affected by extreme observations is —
(a) Mean
(b) Median
(c) Geometric mean
(d) Mode.
- (ix) Out of the following which is a positional average —
(a) Arithmetic mean
(b) Geometric mean
(c) Median
(d) Harmonic mean.
(1 marks each)

2009 - Dec [6] (b) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figure(s) :

- (iii) The difference between the largest and the smallest observation is called _____.
- (v) When the value of dependent variable changes by a constant percentage, it is called _____.
(1 marks each)

2009 - Dec [7] (b) To be a good statistical average, it must meet certain requisites. Discuss.
(5 marks)

- (c) A helicopter flies around a square field, the sides of which measure 100 kms. each. The helicopter covers at a speed of 100 kms. per hour the first side, at 200 kms, per hour the second side, at 300 kms, per hour third side and 400 kms, per hour the fourth side. Find out the average speed round the square.
(5 marks)

Chapter - 4 : Measures of Dispersion

2009 - Dec [5] {C} (b) Choose the most appropriate answer from the given options in respect of the following :

- (iv) Out of the following which is not a measure of dispersion —
(a) Mean deviation
(b) Standard deviation

- (c) Harmonic mean
(d) Range. (1 mark)

2009 - Dec [6] (a) Distinguish between the following :

- (iii) 'Deciles' and 'percentiles'. (3 marks)

2009 - Dec [8] Attempt the following :

- (i) Calculate standard deviation and co-efficient of variation from the following data using step deviation method :

<i>Marks</i>	10-20	20-30	30-40	40-50	50-60	60-70
<i>No. of Student(s)</i>	2	8	15	10	4	1

(5 marks)

Chapter - 5 : Correlation Analysis

2009 - Dec [5] {C} (a) State, with reasons in brief, whether the following statements are correct or incorrect :

- (iv) Two variables having cause and effect relationship would have high correlation coefficient, but converse is not true. (2 marks)

2009 - Dec [6] (b) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figure(s) :

- (iv) Probable error is a measure to test the reliability of an observed
----- (1 mark)

2009 - Dec [8] Attempt the following :

- (iv) Calculate Karl Pearson's co-efficient of correlation for the following data regarding price and demand of sugar using 25 and 16 respectively as the assumed average price per kg. (in Rs.) and average quantity demanded (in '000 kgs.) :

<i>Price Per</i>										
<i>Kg. (Rs.)</i>	21	22	23	24	25	26	27	28	29	30
<i>Demand</i>										
<i>(in '000 Kgs.)</i>	18	19	19	16	17	16	16	15	13	11

(5 marks)

Chapter - 6 : Index Numbers and Time Series Analysis

2009 - Dec [5] {C} (a) State, with reasons in brief, whether the following statements are correct or incorrect :

- (v) Any year can be chosen as base year while constructing index numbers. (2 marks)

2009 - Dec [5] {C} (b) Choose the most appropriate answer from the given options in respect of the following :

- (vii) Study of time series enables us —
(a) To understand the past behaviour of data
(b) To forecast the future behaviour
(c) To compare the actual performance with the expected performance.
(d) All of the above.

- (viii) Time reversal test is satisfied by —
 (a) Paasche's index number
 (b) Laspeyre's index number
 (c) Fisher's index number
 (d) Walshe's index number.
- (x) Seasonal variations in the time series can be observed if the time interval between successive observations is —
 (a) Greater than one year
 (b) Equal to one year
 (c) Less than one year
 (d) None of the above. (1 mark each)

2009 - Dec [6] (a) Distinguish between the following :

- (iv) 'Quantity index numbers' and 'value index numbers'. (3 marks)

2009 - Dec [8] Attempt the following :

- (ii) Calculate the trend values by the method of moving averages for the data given below. Assume that in the given sales data, 4-yearly cyclical variations is observed :

<i>Year</i>	<i>Sales</i> (Rs. in '000)
2000	500
2001	520
2002	550
2003	470
2004	510
2005	540
2006	560
2007	570
2008	590
2009	610

(5 marks)

- (iii) From the following chain base index numbers, find the fixed base index numbers :

<i>Year Chain Base</i>	2005	2006	2007	2008	2009
<i>Index Number</i>	80	110	120	90	140

(5 marks)

Paper - 3 : Financial Accounting

Chapter - 1 : Introduction to Accounting

2009 - Dec [1] {C} (b) State, with reasons in brief, whether the following statements are true or false :

- (i) For purposes of preparing books of account, a business is treated as an entity separate from its owner or owners. (2 marks)

2009 - Dec [2](a) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figures(s) :

- (i) The recognition of the two aspects to every transaction is known as _____ concept
- (vi) A system of book-keeping in which only cash book and personal accounts of customers and suppliers are maintained is called _____ system.
- (vii) The debit balance of an account may represent either _____ or an expense or a loss. (1 mark each)

2009 - Dec [2] (b) Distinguish between the following :

- (i) 'Book keeping' and 'accounting'. (4 marks)

2009 - Dec [3] (a) Choose the most appropriate answer from the given options in respect of the following :

- (v) Trade marks account is a —
- (a) Personal account
- (b) Real account
- (c) Nominal account
- (d) None of the above. (1 mark)

Chapter - 2 : Recording of Transactions

2009 - Dec [1] {C} (b) State, with reasons in brief, whether the following statements are true or false :

- (ii) Contra entries in columnar cash book require no posting in the ledger. (1 mark)

2009 - Dec [2](a) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figures(s) :

- (viii) When an old fixed asset is sold on credit, the transaction is originally recorded in _____. (1 mark)

2009 - Dec [3](a) Choose the most appropriate answer from the given options in respect of the following :

- (i) Out of the following, which transaction is entered in journal proper —
- (a) Furniture purchased for cash
- (b) Furniture purchased on credit
- (c) Salary paid to clerk
- (d) Goods returned by a customer.
- (vi) The imprest system pertains to —
- (a) Purchases book
- (b) Sales book
- (c) Cash book
- (d) Petty cash book. (1 mark each)

2009 - Dec [3](b) Explain the following statements :

- (i) A cash book is a journal as well as a part of ledger. (4 marks)

Chapter - 3 : Preparation of Bank Reconciliation Statement

2009 - Dec [7] (b) While comparing the cash book of Mayank with the bank pass book on 30th September, 2009 you find the following :

- (i) The bank pass book showed a debit balance of Rs. 15,000.
- (ii) Bank paid insurance premium Rs. 2,000, but it was recorded as Rs. 200 only in cash book.
- (iii) Cheques issued in favour of suppliers in September, 2009 amounted to Rs. 55,000, but cheques for Rs. 50,000 only were presented for payment upto 30th September, 2009.
- (iv) Direct deposit of Rs. 10,000 in Mayank's bank account by a customer on 25th September, 2009 had not been recorded in the cash book.
- (v) Dividend collected by bank, but not recorded in cash book Rs. 1,000.
- (vi) Bank charged Rs. 300 for its services, but they were yet to be recorded in cash book.
- (vii) Cheques amounting to Rs. 78,000 were deposited with bank in the last week of September, 2009 but cheques for Rs. 51,000 only had been cleared before 1st October, 2009.

Prepare the bank reconciliation statement ascertaining bank balance/overdraft as per cash book. (8 marks)

Chapter - 4 : Rectification of Errors

2009 - Dec [3](a) Choose the most appropriate answer from the given options in respect of the following :

- (vii) White-washing charges of Rs. 10,000 were debited to building account. It is —
 - (a) Error of omission
 - (b) Error of commission
 - (c) Error of principle
 - (d) Compensating error. (1 mark)

2009 - Dec [7] (a) At the end of an accounting year, the trial balance of a concern agreed but the following errors were discovered after preparing the final accounts :

- (i) No adjustment entry was passed for an amount of Rs. 2,000 of outstanding rent.
- (ii) Purchases book was overcast by Rs. 1,000.
- (iii) Depreciation of Rs. 4,000 on machinery had been omitted to be recorded in the books.
- (iv) Rs. 600 paid for purchase of stationery had been debited to purchases account.
- (v) Sales book was overcast by Rs. 1,000

- (vi) Rs. 5,000 received in respect of book debts had been credited to sales accounts.

Show the effect of each one of the abovementioned errors on the net profit of the year to which these errors pertain. If the net profit as per profit and loss account is Rs. 3,22,000, what is the correct profit arrived at after the rectification of above errors? (8 marks)

Chapter - 5 : Preparation of Final Accounts (Non Corporate Entities)

2009 - Dec [1] {C} (a) Explain the following:

- (iii) Manufacturing account (1 mark)

2009 - Dec [1] {C} (b) State, with reasons in brief, whether the following statements are true or false :

- (iii) Heavy expenditure on advertising a new product is capital expenditure.
(iv) Trade expenses account is transferred to trading account. (2 marks each)

2009 - Dec [2] {C} (a) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figure(s) :

- (ii) The expense whose benefit expires within the year of expenditure is termed as _____ expenditure.
(iii) _____ is a process of allocation of expired cost and not of valuation of fixed assets. (1 marks each)

2009 - Dec [3] (b) Explain the following statements :

- (ii) Capital expenditure provides benefit to the firm for a number of years. (4 marks)

Chapter - 6 : Accounting for Depreciation

2009 - Dec [1] {C} (b) State, with reasons in brief, whether the following statements are true or false :

- (v) Depreciation is a charge against revenue for a particular accounting period. (2 marks)

2009 - Dec [3] (a) Choose the most appropriate answer from the given options in respect of the following :

- (ii) On 1st April, 2007, a machinery was purchased for Rs. 97,000, and Rs. 3,000 were spent on its installation. On the basis of written down value method, the amount of depreciation for the year ended 31st March, 2009 @ 10% per annum would be —
(a) Rs. 10,000
(b) Rs. 9,700
(c) Rs. 9,000
(d) Rs. 8,730.

- (viii) A certain percentage of original cost of a fixed asset is written off every year. It is the depreciation by —
- (a) Annuity method
 - (b) Depreciation fund method
 - (c) Fixed installments method
 - (d) Depletion method. (1 marks each)

2009 - Dec [5] (a) A firm purchased a plant on 1st April, 2002 for Rs. 10,00,000. The plant had an estimated useful life of 5 years. The firm used straight line method of depreciation. An extension was carried out for Rs. 2,00,000 and it was made operational from 1st April; 2004. Prepare the plant account for all the seven years assuming that the extension was capable of being used independently of existing plant and expected to last 5 years from its installation. (8 marks)

Chapter - 7 : Accounting for Bills of Exchange

2009 - Dec [1] {C} (a) Explain the following:

- (i) Date of maturity of bills of exchange and promissory notes (5 marks)

2009 - Dec [2](a) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figures(s) :

- (iv) In a trade bill there is consideration, while in _____ there is no consideration. (1 mark)

2009 - Dec [8](a) On 1st April, 2009, Rohit sold goods to Mahesh for Rs. 10,000 and drew upon him a bill for the amount at 3 months. Mahesh accepted the bill. On 4th April, 2009, Rohit got the bill discounted with his bankers @ 10% per annum. Just before the due date, Mahesh approached Rohit with a request for renewal of the bill for 3 months. Rohit agreed on the condition that the new bill was for Rs.10,310 which included Rs.310 by way of interest. Mahesh found the condition as reasonable and accepted the new bill on 4th July, 2009. On 29th September, 2009, Mahesh was declared insolvent. On 2nd November, 2009, a first and final dividend of 40 paise in a rupee was received from the insolvent's receiver.

Pass journal entries in the books of Rohit for all the abovementioned transactions. (8 marks)

Chapter - 8 : Accounts of Non-Profit Organisations

2009 - Dec [1] {C} (a) Explain the following:

- (iv) Receipts and expenditure account. (5 marks)

2009 - Dec [2] (a) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figures(s) :

- (v) Surplus or deficit revealed by income and expenditure account is transferred to _____ fund. (1 mark)

2009 - Dec [3] (a) Choose the most appropriate answer from the given options in respect of the following :

(iv) Out of following items, which one is shown in the receipts and payments account —

- (a) Outstanding salary
- (b) Depreciation
- (c) Life membership fees
- (d) Accrued subscription.

(1 mark)

2009 - Dec [8] (b) On 1st April, 2008, Bharat Sports Club received a donation of Rs. 40 lakh for holding a tournament every year. The amount was immediately invested in 6% Government Bonds acquired at par; half-yearly interest being receivable on 30th September and 31th March in each accounting year.

During the year ended 31th March, 2009, the club spent Rs. 2,58,000 by way of expenses on tournament. Gate collections in the final match of the tournament was Rs. 24,200.

Prepare the tournament fund account, tournament fund investments account and interest on tournament fund investments account for the year ended 31th March, 2009. (Ignore tax.) (8 marks)

Chapter - 9 : Single Entry Accounts

2009 - Dec [2] (b) Distinguish between the following :

- (ii) 'Double entry system' and 'single entry system'. (4 marks)

2009 - Dec [5] (b) Kapil does not keep complete records of his business transactions. His statement of affairs as on 1st April, 2008 is given below :

<i>Liabilities</i>	<i>Rs.</i>	<i>Assets</i>	<i>Rs.</i>
Sundry creditors	16,500	Cash	7,450
Outstanding expenses	3,500	Sundry debtors	25,350
Capital	50,000	Stock	30,300
		Furniture	6,900
	<u>70,000</u>		<u>70,000</u>

For the year ended 31st March, 2009, his drawings have been Rs. 15,000. Goods worth Rs. 600 have also been withdrawn by him for personal use. On 1st October, 2008, there was a transfer of his household furniture worth Rs. 2,100 to the business. On 31st March, 2009, his assets and liabilities were as under :

<i>Liabilities</i>	<i>Rs.</i>	<i>Assets</i>	<i>Rs.</i>
Sundry creditors	18,600	Cash	6,580
Outstanding expenses	4,300	Sundry debtors	36,900
		Stock	40,320
		Furniture	9,000
		Prepaid rent	400

Depreciate furniture @10% per annum, create a provision for bad debts on sundry debtors @ 5% and allow 5% interest on capital which was at the beginning. Ascertain the profit or loss for the year ended 31st March, 2009 and prepare the statement of affairs as on 31st March, 2009. (8 marks)

Chapter - 10 : Accounting for Consignments and Joint Ventures

2009 - Dec [1] {C} (a) Explain the following:

- (ii) *Del credere* commission (5 mark)

2009 - Dec [3] (a) Choose the most appropriate answer from the given options in respect of the following :

- (iii) The expense to be included proportionately while valuing unsold stock with the consignee is —
 (a) Godown rent
 (b) Advertisement expense
 (c) Selling expense
 (d) Octroi duty. (1 mark)

2009 - Dec [6](a) Kailash and Gopal entered into a joint venture for the sale of plots of land. A joint bank account was opened in which Kailash deposited Rs. 30 lakh and Gopal deposited Rs. 10 lakh. They agreed to share profits and losses in the ratio of their respective capitals.

A piece of land was purchased for Rs.29 lakh. Legal and registration fees of Rs. 3 lakh were paid. A sum of Rs. 8 lakh was spent on development of the land. The land was divided into 40 plots. 30 plots were sold @ Rs. 1.5 lakh each and 6 plots were sold @ Rs. 1.2 lakh each. The brokerage of Rs. 2.2 lakh was paid for selling the plots. The remaining plots were taken over by Gopal and Kailash at the cost price in proportion of the ratio in which they shared profits and losses. Prepare the joint venture account, joint bank account and the accounts of the two co-venturers. (8 marks)

Chapter - 11 : Partnership Accounts

2009 - Dec [2] (b) Distinguish between the following :

- (iii) 'Partners fixed capital accounts' and 'partners fluctuating capital accounts'. (4 marks)

2009 - Dec [3](b) Explain the following statements :

- (iii) Dissolution of a partnership need not necessarily lead to dissolution of the firm. (4 marks)

2009 - Dec [4] A, B, C and D shared profits and losses in the ratio of 4:3:2:1 respectively. The firm was dissolved on 31st March, 2009. The firm's balance sheet on that date was as follows :

Balance Sheet as on 31st March, 2009

<i>Liabilities</i>	<i>Rs.</i>	<i>Assets</i>	<i>Rs.</i>
Bills payable	20,000	Cash at bank	8,000
Creditors	1,20,000	Bills receivable	40,000

Capital accounts :		Debtors	1,40,000
A	80,000	Stock	92,000
C	1,20,000	Capital accounts :	
		B	40,000
		D	20,000
	<u>3,40,000</u>		<u>3,40,000</u>

Bills receivable and debtors realised 90% of their book values. Stock was sold for Rs. 78,000. Outstanding salary of Rs. 2,000 which was not shown in the above balance sheet was also paid. The realisation expenses amounted to Rs. 6,000 and were paid by D. B was insolvent and only Rs. 32,000 could be recovered from his estate. Garner vs. Murray rule was applied. Prepare realisation account and partners' capital accounts. (16 marks)

Chapter - 12 : Insurance Claims

2009 - Dec [6] (b) From the following particulars, ascertain the amount of claim under a loss of profit policy. Assume a 10% upward trend in the sales of the current year over those of the previous year :

- Indemnity period : 6 months
- Policy amount : Rs. 6 lakh
- Date of fire : 1st July, 2009
- Disruption upto 1st November, 2009
- Sales for the year ended 31st March, 2008 : Rs. 24 lakh
- Net profit for the year ended 31st March, 2008 : Rs. 2,60,000
- Insured standing charges for the year ended 31st March, 2008 : Rs. 3,40,000
- Sales from 1st July, 2008 to 30st June, 2009 : Rs. 32 lakh
- Sales from 1st July, 2009 to 1st November, 2009 : Rs. 3 lakh
- Sales from 1st July, 2008 to 1st November, 2008 : Rs. 10 lakh

(8 marks)

Paper - 4A : Elements of Business Laws

Chapter - 2 : Contract Basic Concepts

2009 - Dec [2] Distinguish between the following:

- 'Fraud' and 'innocent misrepresentation'. (5 marks)

2009 - Dec [3] Attempt the following:

- What is *quantum meruit*? (5 marks)

2009 - Dec [4] Attempt the following:

- "Without consideration a contract is void". Discuss. Briefly state its exceptions. (5 marks)

Chapter - 4 : Indemnity and Guarantee**2009 - Dec [3]** Attempt the following:

- (iv) (a) Amar advances a loan of Rs. 50,000 to Baljeet; and Sumeet promises to Amar that if Baljeet does not repay the loan, then he will do so. State who is a principal debtor, creditor and surety or guarantor in this case. (3 marks)

Chapter - 7 : Sale of Goods Act, 1930**2009 - Dec [2]** Distinguish between the following:

- (iii) 'Condition' and 'warranty'. (5 marks)

2009 - Dec [4] Attempt the following:

- (ii) Amar delivers some cotton bales to Bharat on 'sale or return basis'. Bharat, then delivers the same goods to Chandan and Chandan further delivers it to Dhruv on the same terms and conditions on which Amar delivers to Bharat. Before Dhruv could give his acceptance, goods are suddenly destroyed by fire. Who is to bear the loss under these circumstances? Give reasons in support of your answer. (5 marks)

Chapter - 8 : Negotiable Instruments Act, 1881**2009 - Dec [2]** Distinguish between the following:

- (ii) 'A bill of exchange' and 'a cheque'. (5 marks)

2009 - Dec [3] Attempt the following:

- (ii) What is 'crossing of a cheque'? Explain in brief the various methods of crossing of a cheque. (5 marks)

2009 - Dec [4] Attempt the following:

- (iv) Dhani guarantees to Mani the payment of a bill of exchange by Zora, the acceptor. The bill is dishonoured by Zora. Is Dhani liable for the payment of interest on the amount of the bill due? (5 marks)

Chapter - 10 : Elements of Company Law -I**2009 - Dec [2]** Distinguish between the following:

- (iv) 'Private company' and 'public company'. (5 marks)

2009 - Dec [3] Attempt the following:

- (iii) What is meant by 'memorandum of association'? Enumerate its clauses. (5 marks)

Chapter - 11 : Elements of Company Law -II**2009 - Dec [1] {C}** (c) State the duties of a Company Secretary which he should perform under the Income-tax Act, 1961. (5 marks)**2009 - Dec [3]** Attempt the following:

- (iv) (b) What is a 'statutory meeting'? (2 marks)

2009 - Dec [4] Attempt the following:

- (iii) Distinguish between an 'annual general meeting' and an 'extra-ordinary general meeting'. (5 marks)

Chapter - 12 : Objective Questions

2009 - Dec [1] {C} (a) State, with reasons in brief, whether the following statements are correct or incorrect. Attempt *any five*:

- (i) All contracts are agreements, but all agreements are not contracts.
- (ii) An unpaid seller has a right to withhold the delivery of the goods and right of resale also.
- (iii) As per the Indian Partnership Act, 1932, every partnership firm must be registered with the Registrar of Firms.
- (iv) Both 'promissory note' and 'bill of exchange' are two party instruments under the Negotiable Instruments Act, 1881.
- (v) Perpetual succession means that the identity of the members does not affect the legal existence and identity of a company.
- (vi) As the source of Indian law, customs having sanction are those customs which are enforced by the State.
- (vii) In a sale, the property in the goods sold passes to the buyer at the time of contract so that he becomes the owner of the goods, in real sense.

(2 marks each)

2009 - Dec [1] {C} (b) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)figure(s):

- (i) There are _____ parties to a cheque.
- (ii) A private limited company cannot have more than _____ members excluding present and ex-employees.
- (iii) A minor cannot be admitted to the partnership as a partner without the consent of _____ the partners.
- (iv) Wagering agreements are _____ agreements.
- (v) The principle _____ states that it is for the buyer to satisfy himself that the goods which he is purchasing are of the quality which he requires.

(1 mark each)

Paper - 4B : Elements of Management
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Chapter - 1 : Nature of Management and its Process

2009 - Dec [6] Distinguish between the following:

- (i) 'Scientific management' and 'modern management'. (5 marks)

Chapter - 2 : Planning -Policies and Decision-making

2009 - Dec [6] Distinguish between the following:

- (ii) 'Forecasting' and 'planning'.
- (iii) 'Rule' and 'policy'. (5 marks each)

Chapter - 4 : Organisation - II**2009 - Dec [7]** Attempt the following:

- (i) “Line organisation suffers from lack of specialisation”, Discuss. (5 marks)

Chapter - 5 : Staffing**2009 - Dec [5] {C}** (c) Explain ‘staffing functions’. (5 marks)**Chapter - 7 : Management of Change and Organisation Development****2009 - Dec [8]** Attempt the following:

- (ii) Enumerate salient features of ‘organisation development’. (5 marks)

Chapter - 8 : Directing and Communication**2009 - Dec [7]** Attempt the following:

- (ii) Elucidate the ‘principles of direction’. (5 marks)

2009 - Dec [8] Attempt the following:

- (iii) Elaborate the ‘communication process’.
- (iv) Briefly discuss ‘crosswise communication’. (5 marks each)

Chapter - 9 : Motivation, Morale and Leadership**2009 - Dec [7]** Attempt the following:

- (iv) “Leadership is situational”. Discuss. (5 marks)

Chapter - 10 : Control and its Process**2009 - Dec [7]** Attempt the following:

- (iii) State the essential elements of a good ‘control system’. (5 marks)

2009 - Dec [8] Attempt the following:

- (i) Explain in brief ‘zero based budgeting’ (ZBB). (5 marks)

Chapter - 12 : Objective Questions**2009 - Dec [5] {C}** (a) State, with reasons in brief, whether the following statements are correct or incorrect. Attempt *any five*:

- (i) Recruitment and selection are the same.
- (ii) Planning is a secondary function of management.
- (iii) Both authority and responsibility can be delegated.
- (iv) Management is concerned with policy making, whereas administration is concerned with policy implementation.
- (v) Coordination is not a once for all exercise, rather it is an ongoing activity.
- (vi) Guiding, counselling and teaching the subordinates the proper way of doing the job is the directing function of management.
- (vii) Morale is a tangible factor and not related to the conditions of an individual or group with regard to its determination, confidence and enthusiasm in the performance of duty. (2 marks each)

2009 - Dec [5] {C} (b) Re-write the following sentences after filling-in the blank spaces with appropriate word(s)/figure(s):

- (i) The word motivation has been derived from the latin term _____ which means to move.
- (ii) Henri Fayol, the French industrialist is popularly known as the _____.
- (iii) The Hierarchy of Needs Theory of motivation was propounded by _____, a psychologist.
- (iv) A leader directs and _____ members of the group, by representing the group to the outside world and out side world to the group.
- (v) Budgeting and budgets have long been used as important tool for _____ and controlling. (1 mark each)

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