PRINCIPLES OF MANAGEMENT

(For those who joined in July 2007 and after)

Time : Three hours   Maximum : 100 marks

SECTION A — (4 × 10 = 40 marks)

Answer any FOUR questions.

Each question carries 10 marks.

1. Explain the nature and scope of management.

2. What are the different types of skills required by a manager?

3. Anlayze the contributions of F.W. Taylor.

4. Why is planning so important for the success of an organisation? Explain.

5. What is hierarchy of objectives? Explain with illustration?

6. Under what circumstances should authority be delegated?

7. Explain the various methods of forecasting manpower needs.

8. Are financial incentives good motivators? Give reasons for your answer.

SECTION B — (3 × 20 = 60 marks)

Answer any THREE questions.

Each questions carry 20 marks.

9. Discuss the primary functions of management.

10. State the principles propounded by Henry Fayol vis-a-vis Modern management thought.

11. Describe the various types of organisational structure.

12. Explain the various performance appraisal methods.

13. Explain the leadership styles.

14. Discuss the essentials of good control system.

MANAGERIAL ECONOMICS

(Also Common to B.B.A. Computer Application)

(For those who joined in July 2006 and after)

Time : Three hours   Maximum : 100 marks

SECTION A — (4 × 10 = 40 marks)

Answer any FOUR questions.

All questions carry equal marks.

1.   Explain the scarcity definition of economics.

2.   Describe the importance of elasticity of supply.

3.   What is opportunity costs? Explain with illustration.

4.   What are the causes for 'Decreasing Return to Scale'?

5.   What is a market according to Economic Theory?

6.   Explain how the valuation of stock will affect the profit.

7. What should be the anti-inflationary measures?

8. What are the uses of National Income Statistics?

SECTION B — (3 × 20 = 60 marks)

Answer any THREE questions.

All questions carry equal marks.

9. Critically examine the theory of wealth and welfare of economics.

10. Explain in full the Tremd Projection method of forecasting demand.

11. How is price and output determined under monopoly?

12. Describe the characteristics and effects of Business Cycle.

13. Explain the essential functions of a modern central bank and its economic significance.

14. What are the difficulties in the computation of National Income? Explain.

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ACCOUNTING AND FINANCIAL MANAGEMENT

(For those who joined in 2007 and after)

Time : Three hours   Maximum : 100 marks

SECTION A — (4 × 10 = 40 marks)

Answer any FOUR questions.

1.   Explain the different categories in which the accounting transactions can be classified. Also state the rule of debit and credit in this connection.

2.   What are the chief advantages of funds flow statement? Also describe its limitations.

3.   What do you understand by Budgeting? Mention the type of budget that management of a big industrial concern would normally prepare.

4.   Explain the different types of Direct Material Cost Variance with suitable examples.

5. Compute cash from operations from the following figures

(a) Profit for the year 1993 is a sum of Rs.10000 after providing for depreciation of Rs. 2,000

(b) The current assets for the business for the year ending 31 Dec. 1992 and 1993 are as follows :

Particulars	31 Dec. 1992 (Rs.)	31 Dec. 1993 (Rs.)
Sundry Debtors	10,000	12,000
Provision for doubtful debts	1,000	1,200
Bills receivable	4,000	3,000
Bills payable	5,000	6,000
Sundry creditors	8,000	9,000
Inventories	5,000	8,000
Short term investments	10,000	12,000
Outstanding expenses	1,000	1,500
Prepaid expenses	2,000	1,000
Accrued income	3,000	4,000
Income received in advance	2,000	1,000

6. From the following data prepare statements of cost according to both absorption costing and marginal costing systems.

	Product A	Product B	Product C
Sales	30000	60000	80000
Direct material	12000	25000	36000
Direct Labour	8000	10000	14000
Factory overheads :			
Fixed	6000	8000	6000
Variable	2000	3000	5000
Administration			
overheads Fixed	1000	2000	2000
Selling overheads :			
Fixed	2000	2000	3000
Variable	1000	3000	3000

7. Each of the following project requires a cash outlay of Rs. 10,000. You are required to suggest which project should be accepted if the standard pay–back period is 5 years.

Cash inflows

Year	Project X	Project Y	Project Z
1	2500	4000	1000
2	2500	3000	2000

	Cash inflows		
Year	Project X	Project Y	Project Z
3	2500	2000	3000
4	2500	1000	4000
5	2500	–	–

8. Prepare a production budget for three months ended March 31, 1998 for a factory producing four products, on the basis of the following information.

Type of Product	Estimated Stock On Jan. 1, 1998	Estimated Sales During Jan–Mar. 1998	Desired Closing Stock on Mar. 31, 1998
	Units	Units	Units
A	2000	10000	3000
B	3000	15000	5000
C	4000	13000	3000
D	3000	12000	2000

[P.T.O.]

Answer any THREE questions.

9. Explain the role of ratio analysis in the interpretation of financial statements. Examine the limitations of ratio analysis.

10. What is a cost sheet? Give a pro forma of a cost sheet with imaginary figures.

11. What do you mean by an appropriate capital structure? What should generally be the features of an appropriate capital structure?

12. From the following information regarding a standard product, compute

   (a) Price

   (b) Usage and

   (c) Mix variance.

	Standard			Actual		
	Quantity (Kilos)	Unit price (Rs.)	Total (Rs.)	Quantity (Kilos)	Unit price (Rs.)	Total (Rs.)
Material A	4	1.00	4.00	2	3.50	7.00
Material B	2	2.00	4.00	1	2.00	2.00
Material C	2	4.00	8.00	3	3.00	9.00
Material D	8	2.00	16.00	6	3.00	18.00

13. Following are the details regarding the capital structure of a company.

Type of Capital	Book Value	Market Value	Specific Cost
Debentures	40000	38000	5%
Preference capital	10000	11000	8%
Equity capital	60000	120000	13%
Retained earnings	20000	–	9%
	130000	169000	

You are required to determine the weighted average cost of capital using ;

(a) Book value as weights,

(b) Market value as weights. Do you think, there can be situation where weighted average cost of capital would be the same irrespective of the weights used?

14. Following are the details regarding three companies A Ltd. B Ltd. and C Ltd.

A Ltd	B Ltd	C Ltd
r = 15%	r = 5%	r = 10%
Ke = 10%	Ke = 10%	Ke10%
E = Rs. 8	E = Rs. 8	E = Rs. 8

Calculate the value of an equityshare of each of these companies applying Walter's formula when dividend payment ratio (D/P ratio) is

(a) 50%

(b) 75%,

(c) 25%

What conclusion do you draw?

FUNDAMENTALS OF COMPUTERS

(For those who joined in July 2007 and after)

Time : Three hours　　　　　　　　Maximum : 100 marks

SECTION A — (4 × 10 = 40 marks)

Answer any FOUR questions.

Each question carries 10 marks.

1. Write down the characteristics of computer.

2. Explain the process and implementation of numerical computing.

3. (a) Give the five types of data that are stored and processed by computers.

   (b) Explain the representation of characters in computers.

4. (a) List the subsystems of a computer.

   (b) Explain the CPU and ALU.

5.   Name the various input devices of a computer and explain the keyboard in detail.

6.   What are the functions of an operating system?

7.   Explain the time sharing and UNIX operating systems.

8.   Explain the various types of communication and its need.

SECTION B — (3 × 20 = 60 marks)

Answer any THREE questions.

Each question carries 20 marks.

9.   (a)   Briefly explain the various computer generation.

       (b)   Explain the different types of computers.

10.   What is high-level language? Explain some popular high-level languages and its applicability.

11.   List the various types of printers and explain their performances.

12.   (a)   Give some of the major facilities provided by a modern operating system.

       (b)   Explain the multiprogramming and personal computer operating systems.

13. Explain the various network topologies and their characteristics.

14. Explain the following :

    (a) Communication protocol with various layers.

    (b) Components, capabilities, need and key features of Internet.

MS-OFFICE

(For those who joined in July 2007 and after)

Time : Three hours   Maximum : 100 marks

SECTION A — (4 × 10 = 40 marks)

Answer any FOUR questions.

Each question carries 10 marks.

1.   (a)   Define MS-Office and list its contents.

       (b)   What are the various menus used in word?

2.   How to select, move and copy text in word? Explain.

3.   How to create and format a table in word?

4.   Explain how one can work with pictures, charts and graphs.

5.   What is MS-Excel? Give some common applications and its features.

6. How one can format numbers and text in a worksheet? Explain.

7. How will you print by changing the format and layout of the worksheet?

8. How will you create and view the database in MS-access?

SECTION B — (3 × 20 = 60 marks)

Answer any THREE questions.

Each question carries 20 marks.

9. How do you create, save, import and export files?

10. How will you insert page breaks, page numbers, Book marks, symbols and Dates in a word text?

11. Define worksheet. How will you create, open and save work books?

12. Write short notes on the following :

(a) Speeding up a printable job

(b) Chart sheet

(c) Database

(d) Normalization.

13. (a) What is table? How can you create the table using the table wizard?

(b) How will you create a form using form wizard?

14. What is Report? How will you create a report with the report wizard?