

a. A state of being busyb. A state of being lazyc. A state of being sadd. A state of being angry

#### S.V.K.P & Dr. K.S. RAJU ARTS & SCIENCE COLLEGE (Autonomous)

Accredited by NAAC with "A" Grade, Recognized by UGC as "College with Potential for Excellence"
ISO Certified Institution (with 3 ISO Certificates)

(Affiliated to ADIKAVI NANNAYA UNIVERSITY - Recognized by Govt. of Andhra Pradesh)

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### I B.Com (General & Computer Applications & I B.C.A End Semester Examinations

Semester - I

(w.e.f 2023 – 2024 Admitted Batch)

Subject: (Major Core Paper - 1)

FUNDAMENTAL OF COMMERCE Paper Code: 23BCC11
Time: 3 Hours

Max. 70 Marks

## SECTION - A Choose the correct answer for the following (MCQs): $30 \times 1 = 30 Marks$ **1.** Commerce is the component of ..... a. Industries b. Trade c. Business d. Government services **2.** Imports and Exports are the kinds of ...... a. Home trade b. Foreign trade c. Wholesale trade d. Retail trade 3. The Balance of Payments is calculated using the ...... accounting system a. Entrances with a single door b. Two entry c. In cash d. Accrual accounting 4. ...... Transactions are unrelated foreign exchange transactions in the Balance of Payments account. a. The capital account b. Receivables & Payables c. Convenient d. Self-sufficient **5.** WTO stands for.... a. World Tariff Organization b. World Tax Organization c. World Trade Organization d. World Trade mark Organization **6.** Business is defined as .....

7.	Micro Economics is also called as
	a. Demand Theory
	b. Price Theory
	c. Supply Theory
	d. Rent Theory
8.	The ratio of the relative change in demand and price variable is called
	a. Income elasticity of demand
	b. Price elasticity of demand
	c. Cross elasticity of demand
	d. None of the above
9.	Whatever the change in price, the quantity of demand will remain same in
	a. Unitary elastic demand
	b. Perfectly elastic demand
	c. Perfectly inelastic demand
	d. Relatively inelastic demand
10.	In which type of market there will be large number of buyer and large number of sellers?
	a. Monopoly
	b. Oligopoly
	c. Perfect competition
	d. Duopoly
11.	Common methods used to measure the National Income are
	a. 2
	b. 3
	c. 4
	d. 5
12	Under Point Method the formula value of elasticity of demand is
	a. PA/PB
	b. PB/PA
	c. OX/OY
	d. OY/OX
	e. Price / Demand
13	The process of recording financial data upto trial balance is called
15.	a. Classifying
	b. Summarizing
	~
	c. Analysing
11	d. Book keeping  The proprietor of the hypiness is treated as another for conital introduced by him due to the
14.	The proprietor of the business is treated as creditor for capital introduced by him due to the
	concept.
	a. Money measurement
	b. Dual aspect
	c. Business entity
<b>1</b> =	d. Going concern
15.	Consistency with reference to application of accounting procedures means
	a. All companies in the same industry should use identical accounting procedures
	b. Income and assets have not been overcastted

c. Accounting methods and procedures shall be followed uniform basis year after year

d. Any accounting method can be followed as per convenience.
<b>16.</b> Small items like pencils, pens, files etc. are written off within a year according to
concept.
a. Materiality
b. Conservatism
c. Consistency
d. Realisation
<b>17.</b> According accrual concept, which of the following is not true?
a. Revenue – expenditure = profit
b. Revenue – profit = expenditure
c. Sales + gross profit = revenue
d. Revenue = profit + expenditure
<b>18.</b> Profit and loss is calculated at the stage of
a. Recording
b. Posting
c. Classifying
d. Summarizing
19. Income Tax Act was came to force on
a. 1st April, 1961
b. 1st April, 1962
c. 1st April, 1963
d. 1st April, 1960
20. In the period of twelve months starting from 1st April to 31st March next year assessed to
compute the tax is called as
a. Financial year
b. Previous year
c. Assessment year
d. Business year
21. A kind of tax where in 'incidence' and 'impact' is on two different persons is
a. Direct tax
b. Indirect tax
c. Income tax
d. None of the above
22. The financial year immediately preceding the assessment year is called
a. Assessment year
b. Previous year
c. Financial year
d. Calendar year
23. The system of levying taxes on the profits earned by corporations or businesses is
called
a. Personal tax
b. Gift tax
c. Corporate tax
d. Wealth tax

**24.** GST means....

a. Goods and Service Transportation

b. Goods and Service Transaction	
c. Goods and Service Tax	
d. Goods and Service Transmission	
<b>25.</b> Word Press belongs to which system?	
a. Programming Language	
b. OS	
c. ÇMS	
d. LMS	
26. The 4Ps of marketing is defined by Philip Kottler (SMM) are	
a. Price, Product, Place, Promotion	
b. Price, Performance, Place, Promotion	
c. Price, Product, Place, Positioning	
d. Price, Product. Place, Person	
<b>27.</b> Which of the social network is considered the most popular for	or social media marketing?
a. Twitter	Ü
b. Face book	
c. Linked in	
d. Whats app	
<b>28.</b> Which is of the following is a type of digital marketing activit	v?
a. Email marketing	J
b. Social web marketing	
c. Viral marketing	
d. All of the above	
29. Content marketing aims to	
a. Drive profitable customer action	
b. Distract defined audience	
c. Lose defined audience	
d. None of the above	
<b>30.</b> What does SEO stand for?	
a. Search Engine Optimal	
b. Social Engine Optimal	
c. Search Engine Optimization	
d. Social Engine Optimization	
SECTION - B	
Fill in the Blank with suitable Words (FIB):	$10 \times 1 = 10 \text{ Marks}$
<b>31.</b> Business is an activity.	
<b>32.</b> Aids to Trade is also called as	
33. According to law of demand when price increases, demand _	·
<b>34.</b> NNP stands for	
<b>35.</b> GAAP stands for	
<b>36.</b> A person who owns a business alone is called	_
37 imposed on the income earned by a person dur	ing the previous year.
38. Tax imposed on specific goods that are produced domesticall	y is called
39. WordPress.org provides you can use to a	create a beautiful website,
blog or app.	

40.	Social networks are o	rgani	zed	primarily around	
201		. 8		SECTION - C	
Answe	r the following quest	ions	in c	one / two sentences (VSQ):	$10 \times 1 = 10 \text{ Marks}$
	What is trade?	ions.	(	ine ferro semences (v s &).	10 // 10 1/141110
	What is an extractive	indu	strv	?	
	Cross demand?		)		
	What is National Inco	me?			
	What is an Accountin		cle?		
	What is Book-keeping				
	What is Customs Dut				
	Who is a Person?	,			
49.	What is web design?				
	What is Email market	ing?			
		Ü			
				SECTION - D	
Match	the following items (	MC):			$10 \times 1 = 10 \text{ Marks}$
51.	Export trade	(	)	A. Shifting the information from jour	ırnal to ledger
<b>52.</b>	Micro Economics	(	)	B. Book of first entry	
53.	Substitution goods	(	)	C. Selling goods to other countries	
<b>54.</b>	Marginal utility	(	)	D. Content is usually published on a	n website
55.	Journal	(	)	E. The total aggregate income from a	all sources
56.	Posting	(	`	F. The additional utility by taking ar	n additional
		(	)	number of unit	
57.	Assessment	(	)	G. Study if individual item	
58.	Gross total income	(	)	H. Tea and Coffee	
59.	Content creation	(	)	I. Interaction and Communication	
60.	Engagement	(	)	J. Computation of taxable income ar	nd tax liability
				SECTION - E	
Select 7	True or False for the f	ollov	vin	g (T/F):	10 x 1 = 10 Marks
61.	Industry created form	ı utili	ty.		
62.	Retailer is the link bet	weer	n ma	anufacturer and wholesaler.	
63.	Giffen paradox is an e	excep	tion	n to law of demand.	
64.	In perfect competition	ı pric	e w	rill be determined by the seller.	
65.	Transactions will be re	ecord	led	in journal in chronological order.	
				concept, the no distinction between	en the proprietor and the
	business.		-		

- business. **67.** Income tax is an indirect tax.
- 68. Central Board of Direct Taxes administers direct taxes in India
- **69.** Post pages in WordPress are static pages.
- **70.** Emails containing videos have high open rates & click through rates.

### S.V.K. P. & Dr. K.S. RAJU ARTS & SCIENCE COLLEGE (A), PENUGONDA

#### FIRST SEMESTER END EXAMINATIONS

# Common for I B.COM HONOURS (General & Computer Applications) & I B.C.A PAPER: BUSINESS ORGANIZATION (23BCC12/23BCA12)

(w.e.f 2023 -24 Admitted Batch)

#### **MODEL PAPER**

Time: 3 Hours	M	ax. 70 N	Marks
	SECTION - A		
Choose the correct Answer for the follo	wing		
Multiple Choice Questions [MCQs]	_	1 = 30 1	Marks
1. Non- Economic activities are taken up	p to:	(	)
a. Satisfy Human wants	b. Satisfy Social Needs		
c. Earn Profits	d. Increase profits		
2. Primary aim of a Business is to:		(	)
a. Help its Employees	b. Help Society		
c. Earn Profits	d. Increase Business		
3. Commerce is related to:		(	)
a. Production of Goods	b. Provision to Service		
c. Exchange of Goods	d. Manufacturing Goods		
4. Which activity does not require inves	stments	(	)
a. Profession	b. Employment	,	•
c. Social Work	d. Trading		
5. Which of the following is a service In	idustry	(	)
a. Construction	b. Mining	•	•
c. Financing	d. Genetic		
6. Organization is the process of:		(	)
a. Arranging Various Inputs	b. Defining Authorities & Responsibility	7	•
c. Increasing Managerial Efficiency	d. Increasing effectiveness		
7. An arrangement of machinery and eq	G	(	)
a. Plant Location	b. Plant Layout	•	•
c. Plant arrangement	d. Plant Analysis		
8. Sole Proprietorship Business can be S	•	(	)
a. One Person	b. Two Persons	,	•
c. Seven persons	d. Three Persons		
9. The Maximum number of members i	n a Private Company Can be:	(	)
a. 20	b. 100	•	•
c. 200	d. No Limit		
10. Who are the real Owners of a Comp	any:	(	)
a. Shareholders	b. Managing Directors	`	,
c. Board of Directors	d. Lending Institutions		
11. Main Motive of a Co-Operative Org	e e e e e e e e e e e e e e e e e e e	(	)
a. Earn Profits	b. Increase Sales	`	,
c. Serve the Members	d. Expand Business		
12. Maximum Membership of a Co-Ope	-	(	)
a 200	b. 500	`	,

c. No Limit	d. 1000		
13. Location of Plant is a decision take at t	the time of:	(	)
a. Establishment of a Unit	b. Selecting a product	•	
c. Planning Marketing activities	d. Arranging of Finances		
14. Plant Layout is Important because it h	as:	(	)
a. Short term Consequences	b. Long Term Consequences	•	
c. Immediate Consequences	d. Medium term Consequences		
15. Plant Layout must Consider the availa	bility of:	(	)
a. Space	b. Resources	•	
c. Materials	d. Outside factors		
16. Size of a Business Unit is related to:		(	)
a. Capacity	b. Investments		
c. Many factors	d. Outside factors		
17. The Point at which average cost is min	nimum is called:	(	)
a. Marginal Point	b. Optimum Point		
c. Average Point	d. Balancing Point		
18. Industry refers to :		(	)
a. Aggregation of Forms	b. Aggregation of Production Facility		
c. Aggregation of Financial measures	d. Federation of Industries		
19. Business Combinations are prompted	to:	(	)
a. Save resources	b. Eliminate Competition		
c. Eliminate Risks	d. Eliminate Competitors		
20. Rationalization aims to bring reforms:	•	(	)
a. In a Business Unit	b. In Industry		
c. In a Consumer dealings	d. In Cost Structure		
21. Industrial Combination done for :		(	)
a. Eliminating wasteful Competition	b. For establishing equilibrium		
c. Reaping the benefit of large scale	d. All of the above		
22. Sugar Syndicate is an example of :		(	)
a. Horizontal	b. Lateral		
c. Vertical	d. Diagonal		
23. Example of Combination are :		(	)
a. Amalgamation	b. Merger		
c. Holding	d. All of the above		
24. It is Voluntary and Non- profit organi	zation of Trade, Commerce and Industry:	(	)
a. Trade	b. Association		
c. Federation	d. None		
25. PC Stands for:		(	)
a. Private Computer	b. Portable Computer		
c. Personal Computer	d. None of these		
26. Component of Computer System		(	)
a. Processing Unit	b. Input Unit		
c. Output Unit	d. All of These		
27. IP stands for:		(	)
a. Internet programming	b. Internet Protocol		
c. Internal protocol	d. internal programming		

a. LAN		,	,
W. 1777 A	b. MAN		
c. VAN	d. None of these		
29. Online Business on the	internet is referred to as:	(	)
a. E-Commerce	b. Chatting		
c. Transaction	d. Surfing		
30. What does ISP stands fo	or:	(	)
a. Intranet Service provid	der b. Internet Service Provider		
c. Indian Service Provide	er d. International Service Provider		
	SECTION - B		
Fill in the Blanks [FIB] with	h suitable Words 10	X 1 = 10 M	Iarks
<b>31.</b> Business means exchang	ge of goods and Services for Mutual		
32. Organization refers to th	ne way the work is		
<b>33</b> . A Sole Trader has	Liability.		
<b>34.</b> A Partner who does not	take part in Business is called	_	
<b>35.</b> A good plant layout cau	ses Minimum delays.		
<b>36.</b> Manufacturing Process a	also Plant Layout decis	ion.	
37. Combinations happens t	o achieve common		
<b>38.</b> Rationalization is Conce	rned with efficient methods of		
<b>39</b> is the Science	and art of transforming messages to make them secu	re and	
immune to attacks.	0 0		
	is known as		
Answer the following ques	SECTION - C		
41. What are Human Activite 42. Define Commerce? 43. Who is a nominal Partne 44. Give any 4 features of Jo 45. Discuss the process of Lo 46. Name the factors influed 47. What is the meaning of I 48. What do you meant by I 49. What is DNS?	Stions. Short Answer Questions [VSQ]:  ties?  er?  int Stock Company?  ocation?  ncing the Layout?  Business Combination?	) x 1 = 10 M	<b>1arks</b>
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One / Two sentences Very (1) 41. What are Human Activity 42. Define Commerce? 43. Who is a nominal Partner 44. Give any 4 features of Jo 45. Discuss the process of Lo 46. Name the factors influent 47. What is the meaning of Io 48. What do you meant by Io 49. What is DNS? 50. What is Fire wall?  Match the following items 51. Business 52. Association 53. Vacuum Tubes	Short Answer Questions [VSQ]: 10 ties?  er? int Stock Company? ocation? ncing the Layout? Business Combination? Rationalization?  SECTION -D  [MC]: 10 X 1 = 10 M  ( ) a. Third Generation  ( ) b. Exchange for Goods & Services		<b>Iark</b> s
One / Two sentences Very 9 41. What are Human Activit 42. Define Commerce? 43. Who is a nominal Partne 44. Give any 4 features of Jo 45. Discuss the process of Lo 46. Name the factors influe 47. What is the meaning of I 48. What do you meant by I	Short Answer Questions [VSQ]: 10 ties?  er? int Stock Company? ocation? ncing the Layout? Business Combination? Rationalization?  SECTION -D  [MC]: 10 X 1 = 10 M  ( ) a. Third Generation  ( ) b. Exchange for Goods & Services  ( ) c. No Sharing of Profits and Losses		<b>Iarks</b>
One / Two sentences Very (1). What are Human Activities. Define Commerce? (2). Who is a nominal Partner (3). Who is a nominal Partner (4). Give any 4 features of Jo (5). Discuss the process of Lo (6). Name the factors influent (7). What is the meaning of Io (8). What is the meaning of Io (8). What is DNS? (6). What is Fire wall? (6). What is Fire wall? (6). What is Fire wall? (6). Association (6). Association (6). Vacuum Tubes (6). Plant Location	Short Answer Questions [VSQ]: 10 ties?  er? int Stock Company? ocation? ncing the Layout? Business Combination? Rationalization?  SECTION -D  [MC]: 10 X 1 = 10 N  ( ) a. Third Generation  ( ) b. Exchange for Goods & Services  ( ) c. No Sharing of Profits and Losses  ( ) d. An Artificial Person  ( ) e. An Optimum Arrangement of Facilities	<b>Aark</b> s	<b>Iark</b> s

<b>57.</b> Integrated Circuits	(	) g. Chamber of Commerce
<b>58.</b> Plant Layout	(	) h. Merger & Amalgamation
<b>59.</b> Commerce	(	) i. first Generation
<b>60.</b> Joint Stock Company	(	) j. An Economic Activity

#### **SECTION - E**

### Select True or False (T/F) for the following:

10 X 1 = 10 Marks

- 61. A profession does not involve any Risk
- **62.** Profit earning is the main aim of Business?
- **63.** Registration of firm is compulsory under Partnership Act?
- **64.** A Public Company can be started with minimum members are 7?
- **65.** Plant Layout is the arrangement of Machines in a Factory.
- **66.** Nature of Manufacturing Process does not affect Plant Layout.
- **67.** Business Combination is a method of Economic Organization.
- **68.** Rationalization brings more amenities to workers.
- **69.** HTTP is a Markup Language
- 70. Cyber criminals only target large companies

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#### S.V.K.P. & Dr. K.S. RAJU ARTS & SCIENCE COLLEGE (A), PENUGONDA

Second Semester End Examinations, April, 2024

# I B.Com. (Honors) Common for General & Computer Applications FINANCIAL ACCOUNTING (MAJOR2) 23BCC21

(W.e.f. 2023-24 Admitted Batch) (CBCS PATTERN)

Time: 3 hours Max. Marks: 70

#### PART-I

Answer any FIVE of the following by selecting at least TWO from each section  $5 \times 10 = 50 \text{ M}$ 

#### **SECTION - A**

- 1. Define Accounting? Explain the Main Objectives and Functions of Accounting.
- 2. Record the following transaction in Three Column Cash Book.

2023		Rs.
April 1	Cash in Hand	25,000
	Cash at Bank	55,000
2	Cash Sales	40,000
5	Purchased Furniture, Issued a Cheque	15,000
10	Rent paid through Cheque	5,000
15	Paid Salaries	4,000
18	Cash Received from Sreenu	15,000
	Discount Allowed	500
22	Purchased Goods from Raju on Credit	5,000
25	Issued Cheque to Venkat	5,800
27	Withdrawn Cash from Bank for personal Use	200
30	Cheque Received from Giri	1,300
	(Deposited into Bank)	

3. From the Trial Balance of Mubarak, Prepare Trading, Profit and Loss Account and Balance Sheet as on 31-12-2023.

<b>Debit Balances</b>	Total	Credit Balances	Total
Purchases	1,25,000	Sales	1,75,000
Returns	1,000	Returns	4,700
Rent	2,500	Rent	500
Stock	15,000	Creditors	25,000
Debtors	30,000	Discount	1,000
Salaries	22,500	Capital	63,800
Wages	10,800		
Machinery	20,000		
Cash	29,400		
Insurance	2,500		
Discount	5,000		
Drawings	6,300		
	2,70,000		2,70,000

#### **Adjustments:**

1.	Closing Stock	Rs. 20,000
2.	Outstanding Rent	Rs. 500
3.	Prepaid Insurance	Rs. 500.
4.	Bad Debts	Rs. 1,000
5.	Depreciation on Mad	chinery - 5%.

4. From the following Trial Balance of Sri Venkateswara Enterprises, Prepare Final Accounts for the year ending 31-03-2024.

Debit Balance	Total	<b>Credit Balance</b>	Total
Opening Stock	1,000	Capital	20,000
Purchases	4,000	Reserve For Bad debts	200
Sales Returns	500	Sales	6,000
Carriage Inwards	600	Creditors	600
Wages	700		
Salaries	1,000		
Interest	300		
Trade Expenses	400		
Debtors	8,000		
Bad debts	300		
Business Premises	6,000		
Bills Receivables	4,000		
	26,800		26,800

#### **Adjustments:**

- 1). Closing Stock Rs. 4,000
- 2). Prepaid Salaries Rs. 300
- 3). Bad debts Rs. 500
- 4). Create Reserve for Bad debts @5%
- 5). Depreciation on Premises 5%
- 5. What is meant by Depreciation? And discus the various methods of Depreciation.

#### **SECTION - B**

- **6.** On 01-04-2006, Krishna Teja Purchased a Machine for Rs. 38,000 and spent Rs.2,000 for erection. He purchased another Machine for Rs. 20,000 on 01-07-2007. The Machine purchase on 01-04-2006 was sold for Rs.25,000 on 30-06-2008 and purchased another Machine for Rs. 30,000 on 30-06-2008. Depreciation charged at 10% under Fixed Installment Method. Prepare the Machinery Account up to 31.12.2008, assuming that the books of accounts are closed on 31st December every year.
- 7. What is Consignment? And Explain features of Consignment.
- **8.** Sony Company Sends 200 Television Sets to Godavari Agency at Chennai. Each Television costs at Rs.3,000. The Consignor paid freight Charges Rs.20,000. The Consignee received the consignment Goods and accepted a Bill for Rs. 1,00,000 as an

Advance. As per Account Sales 180 Television sets were sold at Rs. 4,000 each. His Expenditure was Rs. 7,500 sales and promotion. Consignee entitled to get 5 % Commission on Gross Sales. He sends a Bank draft for the amount due. Prepare necessary Accounts in the Books of Consignor.

- 9. Difference between Joint Venture and Consignment.
- 10. Dhoni and Yuvaraj under took a contract Jointly for the construction of a school Building. Contract Price Rs. 2,00,000 payable by installments in cash. Dhoni and Yuvaraj contributed Rs. 50,000 and Rs.30,000 respectively and deposited in a Joint Bank Account opened for this purpose. They are to share profits and losses equally. They paid wages Rs. 50,000, Purchased Materials Rs. 1,05,000 and spent on Plant Rs.25,000. The Contract was completed and the price duly received. The Joint Venture Account was closed by Dhoni taking over plant at Rs.16,000 and unused stock taken over by Yuvaraj for Rs.10,000. Prepare Ledger Accounts assuming both have settled their accounts.

#### **PART-II**

Answer any **FIVE** of the following.

5 X 4 = 20 Marks

11. From the following transactions Prepare Subsidiary Books.

	<u> </u>	
2024		Rs.
Jan 01	Goods Purchased from Rohit	7,500
Jan 05	Goods Returned to Rohit	500
Jan 06	Goods Purchased from Rahul	4,000
Jan 10	Goods Sold by Jadeja to us	4,000
Jan 16	Goods returns to Jadeja	600
Jan 22	Purchased Goods from Virat	2,000

12. Journalize the following transactions.

2022		Rs.
March 01	Business Commenced with Cash	2,50,000
March 05	Cash Deposited into Bank	50,000
March 10	Purchases	75,000
March 15	Sold Goods to Sumathi	45,000
March 20	Furniture Purchased	30,000

- 13. Format of Trading Account.
- 14. Explain the features of Final Accounts.
- 15. Causes of Depreciation
- 16. Vijay purchased a Machine for Rs. 4,00,000 on 01-01-2020 Assuming annual Depreciation is 10%. Under Diminishing Balance Method. He closes his Books on 31st December every Year. Prepare Machinery Account for 3 years.
- 17. Briefly Explain about Normal Loss and Abnormal Losses.
- 18. Explain the features of Joint Venture.

#### S.V.K. P. & Dr. K.S. RAJU ARTS & SCIENCE COLLEGE (A), PENUGONDA

# SECOND SEMESTER END EXAMINATIONS I B.COM HONOURS (General)

# PAPER: BUSINESS MANAGEMENT (23BCG22)

(w.e.f 2023 -24 Admitted Batch)
MODEL PAPER

Time: 3 Hours Max. 70 Marks

#### **PART-I**

Answer any FIVE questions choosing at least two from each section. Each question carries 10Marks 5 x 10=50 Marks

#### **SECTION - A**

- 1. Explain the need and importance of Management.
- **2.** What is Scientific Management? What are its elements?
- 3. What do you mean by Planning? What are its advantages and limitations?
- **4.** What are the limitations of Communication?
- **5.** Explain the meaning of various forms of Organizations.

#### **SECTION - B**

- **6.** Explain in detail the factors influencing the Span of Management.
- 7. Explain the Principles of Management.
- **8.** Explain the different approaches in Leadership Styles.
- **9.** "Planning is meaningless without control and control is aimless without planning" Examine critically.
- **10.** Explain the various techniques of Co-ordination.

#### . PART-II

Answer any FIVE questions. Each question carries 4 marks.

5x4=20 Marks

- 11. "Managers are born, not made" Comment.
- **12.** What are the characteristics of management?
- 13. Explain briefly about the characteristics of MBO
- **14.** What are the limitations of decentralization?
- **15.** State the benefits of functional organisation structure.
- **16.** Discuss the significance of direction.
- 17. What are the qualities of good leader?
- **18.** Explain the process of control.

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