

SURANA COLLEGE
Department of Management
III Semester BBA
Model Question Paper – I
Subject: 3.2 – Soft Skills for Business

Time: 3 Hours

Max. Marks: 70

SECTION – A

Answer any five sub-questions. Each carries two marks

(5X2 =10)

- a) What is Business Communication?
- b) What are the characteristics of brain storming?
- c) What are the features of effective business etiquettes?
- d) What do you mean by public speaking?
- e) What are the benefits of E-meetings?
- f) Define the term communication
- g) Give any four importance of communication.

SECTION – B

Answer any three questions. Each question carries five marks:

(3 X 6 = 18)

2. What is group discussion? Describe briefly the points one should bear in mind for effective participation in a group discussion?
3. How can we remove the barriers to communication? Discuss
4. Write a letter to the sales manager of Reed computer in your organisation. You are the purchase manager of your firm called java Inc electronics.
5. Discuss the reasons because of which a qualified candidate may not be successful at an interview.
6. Briefly explain the principles of effective communication.

SECTION – C

Answer any Three. Each carries fourteen marks.

(3X 14 = 42)

7. What are the qualities of a good business letter? Discuss their various types.
8. As a marketing manager of a company write a letter ordering furniture for your newly set up office.
9. Draft an office impressing upon the staff the necessity of being punctual and regular in attendance and ask the departmental managers to ensure that these instructions are followed.
10. Write a memo to an employee asking for explanation for absence from duty?
11. Draft an application for the post of lecturer for a private institution.

SURANA COLLEGE
Department of Management
III Semester BBA
Model Question Paper – II
Subject: 3.2 – Soft Skills for business

Time: 3 Hours

Max. Marks: 70

SECTION – A

1. Answer any five sub-questions. Each carries two marks (5X2 = 10)

- a) What do you mean by notices?
- b) What do you mean by minutes of a meeting?
- c) What is the importance of public speech
- d) Write your own SWOT analysis
- e) What are the features of non- verbal communication?
- f) How does communication help in business?
- g) What do you mean by quotations?

SECTION – B

Answer any Three. Each carries fourteen marks. (3X 6 = 18)

2. Write a circular of announcing the details and the orders to be followed for the Independence Day celebrations in your college.
3. What is the difference between an interviewer and interviewee?
4. What are the features of business etiquettes
5. Write down a group discussion on the topic I phone 7s
6. How to prepare for an interview.

SECTION – C

Answer any Three. Each carries fourteen marks. (3X 14 = 42)

7. Write your professional resume in the right format.
8. Mention the guidelines for writing an order letter. What should an order specify?
9. Draft a letter of showcase notice to an employee for his alleged embezzlement of company's cash.
10. Draft a public notice on K.G.Vasudev who is selling his property situated at B.M. kaval, kengeri hobli, blore south.
11. Draft an interview letter for TCI which called for the post of software engineer.

SURANA COLLEGE
Department of Management
III Semester BBA
Model Question Paper – III
Subject: 3.2 – Soft Skills for Business

Time: 3 Hours

Max. Marks: 70

SECTION – A

Answer any five sub-questions. Each carries two marks

(5X2 =10)

- a) What is meant by Memo?
- b) Give the meaning of postures?
- c) What is meant by enquiry?
- d) What is the meaning of exit interview?
- e) What are the limitations of E-meetings?
- f) What is Public speaking?
- g) What is bio data?

SECTION – B

Answer any three questions. Each question carries five marks:

(3 X 6 = 18)

2. Discuss the layout of model business letter?
3. Explain the 7c's of business communication?
4. Explain the principles of effective listening?
5. What is meeting? What are the objectives of meeting?
6. Discuss the process of career planning?

SECTION – C

Answer any Three. Each carries fourteen marks.

(3X 14 = 42)

7. What is interview? Explain the different types of interviews?
8. Explain different types of business communication?
9. M/S Soni co. has not paid balance amount of Rs30, 000 despite repeated reminders. Write a letter appealing to their credit reputation and urging them to do the needful in 2 weeks?
10. Write an apology letter as an employee, who is absent from duty for 2 days without prior approval?
Draft an application for the post of accountant in a private institution

SURANA COLLEGE
DEPT OF MANAGEMENT
SUBJECT: 3.3 - CORPORATE ACCOUNTING
MODEL PAPER-I

TIME: 3hrs

TOTAL MARKS: 70

SECTION – A

1. Answer any five sub-questions. Each carries two marks (5X2 = 10)

- a. Define Goodwill
- b. State two types of Goodwill
- c. What is adjusted average profit?
- d. What is financial statement analysis?
- e. What is Holding company?
- f. State the circumstances under which shares are valued?

SECTION – B

Answer any three questions. Each question carries six marks: (3 X 6 = 18).

2. Mr. Amar has been doing Business, intends to sell his business on 1-3-2015. From the following particulars ascertain the amount of goodwill based on 3 year purchase of average profits of last 4 years. The profits during 4 years were as follows:

2011-12-200,000 2012-13-240,000 2013-14-300,000 2014-15-360,000

At the time of acquisition of business, the buyer was employed as a manager of similar business on a salary of Rs.6, 000 per month.

3. Following is the particulars of MR.X ltd

Particulars	Amount
Equity shares of Rs.10 each	400,000
5% Debenture	100,000
Current Liabilities	130,000
Current assets	200,000
Fixed Assets	550,000
Goodwill	50,000

Compute the value of shares Under Net asset method

4. State the notes under which the following items are shown in the Balance Sheet of the company

- Preliminary Expense
- Loose tools
- Discount on issue of Shares
- Forfeiture of share
- BOD
- Provision for taxation
- Goodwill
- Loan on Mortgage

5. Briefly explain the factors determining the value of Goodwill

6. Briefly explain the factors determining the value of shares

SECTION –C

Answer any three questions. Each question carries fourteen marks: (3 X 14 = 42)

7. From the following information calculate value of goodwill under

- a. Capitalisation of super profit method
- b. Super profit method (2 years purchase of super profit)
- c. Annuity method

Mr. Karthik doing business intended to sell business to Mr. Ramesh as on 31st December 2016. The net profits of the business after providing for taxation for past 4 years is as follows

2013- 100,000 2014-200,000 2015-300,000 2016-400,000

The capital employed in the business were Rs. 40, 00,000

The closing stock of the year 2014 was overvalued by 3000

The company purchased a new Motor car which is used for the business in October 2015 for Rs.200, 000 and depreciation for the same was charge at 10 % under WDV method.

8...From the following details calculate the value of each share on yield method.

- a) 10,000 9% preference shares of Rs.100 each Rs.10,00,000
- b) 250,000 equity shares of Rs 10 each, Rs.8 paid Rs.20,00,000
- c) Expected profits per year before tax Rs.10,00,000
- d) Rate of taxation 40%
- e) Transfer to general reserve 20%
- f) Normal rate of return 15%

9. From the following Income statements of Mr. Ltd. prepare a comparative income statement and interpret
Rs. In Lakhs

Particulars	2013	2014
Net sales	600	750
Operating expenses		
Administration	20	20
Selling	30	40
Net profits	150	190
Total	800	1000
Net Sales	800	1000
Total	800	1000

10. Prepare a Balance sheet of Sowmya Ltd., from the following ledger balances as on 31-03-2013

Particulars	Amount	Particulars	Amount
Equity share capital	250,000	Land/Building	300,000
10% preference capital	200,000	Plant	150,000
Copy rights	50,000	7% Debenture	200,000
Stock	100,000	Sundry debtors	70,000
Bills payable	30,000	Underwriting commission	20,000
Unclaimed Dividend	25,000	Sundry Creditors	30,000
Marketable Securities	45,000		

11. Briefly explain the circumstances under which shares are valued

SURANA COLLEGE
DEPT OF MANAGEMENT
SUBJECT:3.3 - CORPORATE ACCOUNTING
MODEL PAPER-II

TIME: 3hrs

TOTAL MARKS: 70

SECTION – A

1. Answer any five sub-questions. Each carries two marks **(5X2 = 10)**

1. Answer any 5 questions. Each question carries 2 marks each.
- a. What is the formula for calculating adjusted average profits under weighted average method?
 - b. What is intrinsic value of share?
 - c. What is yield method of valuing shares?
 - d. What is operating expenses?
 - e. State any 4 Non-operating Expenses?
 - f. What is Holding company?
 - g. How do you treat goods distributed as free samples in the final accounts of a company?

SECTION – B

Answer any three questions. Each question carries six marks: **(3 X 6 = 18).**

2. Briefly explain the types of financial Analysis?
3. From the following particulars relating to the business of Mehta. Compute the value of the goodwill on the basis of three years purchase of super profits taking average of last 4 years.

Fixed assets	800,000
Current assets	80,000
Current liabilities	160,000
Normal rate of returns	15%

Managerial remuneration if employed elsewhere Rs.10, 000 p.a. Profits for the last 4 years were Rs.120, 000, 130,000, 140,000 and 150,000 respectively.

4. From the following information calculate the value of shares under earning capacity method.

Capital employed Rs.80, 000

Average annual profits Rs.120, 000

Normal rate of returns=12%

5. Which are the accounts to be prepared under Holding company's accounts?
6. Write a short note on how the following items are treated under company's Balance sheet
 - a. Contingent liabilities
 - b. Tax deducted at source

SECTION –C

Answer any three questions. Each question carries fourteen marks: (3 X 14 = 42)

2. Ascertain the value of goodwill of xyz co. under capitalisation of simple average method from the following information. The balance sheet as on 31st December, 2014 is as follows

Assets	Amount	Amount
Land and building		110,000
Goodwill		25,000
Plant and machinery at cost less depreciation		
Stock at cost		100,000
Debtors less provision for doubtful debts		150,000
		90,000
Total		475,000
Liabilities	Amount	Amount
Share capital		
2500 shares of Rs.100 each		250,000
Surplus account		56,650
Bank overdraft		58,350
Sundry creditors		90,000
Provision for taxation		19,500
Total		475,000

Additional information:

The company commenced operation in 2010 with a paid up capital as mentioned above. The profits earned, before providing for taxation, have been as:

2010-60,000 2011-64,000 2012-71,500 2013-78,000 2014-85,000

You may assume that income tax at the rate of 50% has been payable on these profits

The average dividend paid by the company for the four years is 10% which is taken as reasonable rate of returns on capital employed.

8. The Balance sheet of S Ltd and R Ltd., as on 31.3.2015 were given as below

Liabilities	S Ltd	R Ltd
Equity share capital	150,000	400,000
Preference share capital	120,000	160,000
Reserves	14,000	18,000
Long term Loans	115,000	130,000
Bills payable	2,000	-
Creditors	12,000	4,000
Outstanding expenses	15,000	6,000
Proposed Dividend	10,000	90,000
Assets	438,000	808,000
Land and Building	80,000	123,000
Plant and machinery	334,000	600,000
Temporary Investments	1,000	40,000
Inventories	10,000	25,000
Book Debts	4,000	8,000
Prepaid Expenses	1,000	2,000
Cash and bank Balances	8,000	10,000
Total	438,000	808,000

Compare the financial position of two companies with the help of Common size Balance sheet.

9. Following is the Balance sheet of Zeenath Ltd. as on 31.03.2011

Liabilities	Amount	Assets	Amount
Equity share capital of 10 each	16,00,000	Goodwill	200,000
Reserve fund	300,000	Other fixed assets	24,00,000
10% debenture	400,000	Current assets	400,000
Creditors	400,000		
Provision for taxes	300,000		
	30,00,000		30,00,000

On the above date, an independent valuation of goodwill and other fixed assets was made at Rs.300,000 and Rs.30,00,000 respectively. Current assets include debtors of Rs 240,000, 280,000 and 305,000 of which 20% was placed to reserve. The normal rate of return is 10%. Calculate the value of shares by net asset and yield method.

10. Sunset co. has a authorized capital of Rs500, 000 divided into 5,000 equity shares of Rs.100 each, 2500 shares were called and fully paid from the following trail balance as on 31.3.2012. Prepare the final account of the company.

Particulars	Debit	Credit
Stock(1.4.2011)	50,00	
Sales		
Purchases	300,000	
Wages	70,000	
Discount allowed	4200	
Discount received		
Insurance paid upto 30.6.2012	6720 18,500	
Salary	6,000	
Rent	8,950	
General reserve		
P/l a/c	2,400	
Printing	3,800	
Advertisement	10,500	
Bonus	38,700	
Debtors		
Creditors	80,500	
p/m	17,100	
furniture	134,700	
cash in bank		
reserves		
loan from MD	3200	
Bad debts	5,000	
Calls in arrears		
Share capital		
Total	760,270	760,270

Adjustments:

1. Stock on 31-03-2010 was valued at Rs.91, 500
2. Provide 15% depreciation on plant and 10% on furniture
3. O/s wages Rs5, 000, salaries 1,200, rent 600
4. Dividend @ 15% on paid up capital to be provided.

11. What is the procedure to be followed for preparing consolidated Balance sheet for holding company.

SURANA COLLEGE
Department of Management
III Semester BBA
Model Question Paper – III
Subject: 3.3 – Corporate Accounting

TIME: 3hrs

TOTAL MARKS: 70

SECTION – A

1. Answer any five sub-questions. Each carries two marks (5X2 = 10)

1. Answer any 5 questions. Each question carries 2 marks each.

- a. What is a report?
- b. What is sinking fund?
- c. Distinguish between reserves and provision
- d. What is trend analysis?
- e. What are super profits?
- f. What is average capital employed?
- g. What is subsidiary company?

SECTION – B

Answer any three questions. Each question carries six marks: (3 X 6 = 18).

2. From the following information prepare a comparative Income statement.

Particulars	2013	2014
Cost of goods sold	12,00,000(60% of sales)	18,00,000(75% of sales)
Operating expenses	50% of Gross profit	50 % of Gross Profit
Income tax paid	30%	30%

3. From the following particulars relating to the business of Mr. compute the value of goodwill on the basis of 3 years purchase of super profits taking the average of four years. Capital invested Rs.60,000. Market rate if interest on Investment is 15%.

Managerial remuneration of proprietor elsewhere Rs.15, 000.Profits 1997-30,000, 1998-36,000, 1999-1000 and 2000-44,000

4. From the following particulars of Vinod Ltd., Compute the value of shares under Yield method

a. Equity shares of Rs.10 Each Rs.800,000

b. Profits for the last three years Rs.75,000 , Rs.78,000 and Rs.87,000

c.20% is transferred to Reserve

d. Normal Rate of Return-10%

5. Identify whether the following items are operating or non operating expense/Income and state the reasons

a. Depreciation

b. selling

c. Distribution

d. Stationery

e. Rent paid

f. Dividend paid

g. Interest paid

h. Commission received

6. Briefly explain the tools of financial statement analysis

SECTION –C

Answer any three questions. Each question carries fourteen marks: (3 X 14 = 42)

7. From the following details of Shruvan co. calculate the value of goodwill under capitalisation of super profits method

The balance sheet as on 31st march 2015 is as follows

Assets	Amount	Amount
Fixed assets:		
Land and building	180,000	
Less: depreciation	<u>36,000</u> →	144,000
P/M	240,000	
Less: depreciation	<u>40,000</u> →	200,000
Goodwill		151,000
Investment:		
Trade investment	360,000	
Less: Provision	<u>30,000</u> →	330,000
Current assets:		
Stock		200,000
Debtors		100,000
Cash at bank		75,000
TOTAL		12,00,000
LIABILITIES	AMOUNT	AMOUNT
Share capital		
5,000 shares of Rs 100 each		500,000
Reserves and surplus		300,000
Creditors		230,000
Workmen compensation fund		25,000
Bills payable		45,000
Other liabilities		100,000
TOTAL		12,00,000

Additional information:

- The profits earned the company for past years were as under
2013-310,000 2014-273,000 2015-290,000

2. The new company expects to carry on business with its own board of directors without any additions. The director fees paid by the existing firm is Rs.9, 000 per year
3. The new co. expects a large increase in volume of business and therefore will have to take an additional office for which it will have to pay rent of Rs 12,000 per year
4. As on 31st march 2015 land and building were worth Rs.300, 000
And P/M were worth only 180,000
5. Liability for workmen compensation fund is only Rs.5,000

The expected rate of return is taken at 12%

08. Following is the summarized balance sheet of X ltd. as on 31-3-2000

Liabilities	Amount	Assets	Amount
Share capital 40,000 shares of Rs.10each	400,000	Goodwill	100,000
Reserve fund	100,000	Fixed assets	450,000
P/L a/c	35,000	Current assets	190,000
9% Debenture	100,000	Preliminary expenses	25,000
Current liabilities	130,000		
Total	765,000	Total	765,000

For the purpose of valuation of shares fixed assets were valued at 500,000 and goodwill at 150,000. There is a necessity of RBD at 10% on debtors of Rs.75,000. It is found that stock was overvalued by 9,000

The net profits for the 3 years were 69,000, 71,800 and 90,200 respectively out of this profit 20% was placed to reserve, the proposition being considered reasonable in the industry in which the company is engaged and where the normal rate of return is 10%.

Compute the value of each equity shares by assets method and yield method and calculate fair value of share.

09. Premium co.ltd had authorized capital of Rs.600,000 in equity shares of Rs.10 each.

Particulars	Debit	Credit
Calls in arrears	7,500	
Premises	300,000	
P/M	330,000	
Interim dividend	37,500	
Stock (1.1.2012)	75,000	
Furniture	7,200	

Debtors	87,000	
Goodwill	25,000	
Cash in hand	750	
Cash @ bank	39,900	
Purchases	185,000	
Preliminary expenses	5,000	
Wages	84865	
General expenses	16,835	
Freight charges	13,110	
Salaries	14,500	
Directors fees	5,725	
Bad debts	2,100	
Debenture interest paid	9,000	
Called up capital		400,000
6% debenture		300,000
P/L a/c		14,500
Bills payable		38,000
Creditors		50,000
Sales		415,000
General reserve		25,000
Bad debts provision(1.1.2012)		3,500
TOTAL	12,46,000	12,46,000

Additional information:

1. Depreciation on P/M 10%
2. Write of preliminary expenses Rs.500
3. Provide for reserve for doubtful debts @ 5% on debtors
4. Off the debtors 500 are further bad
5. Closing stock 95,000

Prepare the final a/c of the company for the year ended 31.12.2012

10. From the following information interpret the results of operations of a manufacturing concern using Trend Analysis

Particulars	2005	2006	2007	2008
Net sales	10,000	9,500	12,000	13,000
Cost of goods sold	6,000	5890	6960	7280
Gross profit	4,000	3,610	5,040	5,720
Operating expense	1,000	970	1,100	1,200

Non-operating expenses	3,000	2,640	3,940	4,520
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11. State the circumstances of valuations of goodwill and shares

SURANA COLLEGE

Department of Management

III Semester BBA

Model Question Paper – I

Subject: 3.4 – HUMAN RESOURCE MANAGEMENT

Time: 3 Hours

Max. Marks: 70

SECTION – A

1. Answer any five sub-questions. Each carries two marks (5X2 = 10)

- a) What is human resource management?
- b) What do you mean by TNC?
- c) What is stress interview?
- d) Define grievance
- e) What is monotony?
- f) What do you mean by industrial dispute?
- g) What is orientation?

SECTION – B

Answer any three questions. Each question carries six marks: (3 X 6 = 18)

2. Mention the scope & objectives of HRM.
3. Briefly discuss the selection process.
4. What are the qualities of successful HR manager?
5. Explain various types of interview.
6. What is placement? State various problems faced in placement.

SECTION –C

Answer any three questions. Each question carries fourteen marks: (3 X 14 = 42)

7. What are the roles & responsibilities of HR manager in changing environment?
8. What do you mean by right-sizing? Why there is the need for the organizations to undergo right-sizing?
9. What is HR planning? Discuss its merits & demerits.
10. What is HRD? State the factors influencing HRD.
11. Define transfer. State its merits & demerits.

SURANA COLLEGE
Department of Management
III Semester BBA
Model Question Paper – II
Subject: 3.4 – HUMAN RESOURCE MANAGEMENT

Time: 3 Hours

Max. Marks: 70

SECTION – A

1. Answer any five sub-questions. Each carries two marks (5X2 = 10)

- a) What are fringe benefits?
- b) What do you mean by personnel audit?
- c) Give the definition of HRD.
- d) What is industrial accident?
- e) What do you mean by recruitment?
- f) What do you understand by Job evaluation?
- g) What do you mean by demotion?

SECTION – B

Answer any three questions. Each question carries six marks: (3 X 6 = 18)

1. What do you mean by transfer? State various reasons for transfer.
2. Distinguish between training & development.
3. State various objectives of compensation.
4. Explain the process of H R planning.
5. Discuss various Benefits of Performance appraisal.

SECTION –C

Answer any three questions. Each question carries fourteen marks: (3 X 14 = 42)

7. Explain the impact of globalization on Human resource management.
8. Explain the various steps involved in training.
9. What is human resource development? Discuss its importance & objectives.
10. What are various sources of recruitment? State its merits & demerits.
11. Discuss various functions of human resource management.

SURANA COLLEGE
Department of Management
III Semester BBA
Model Question Paper – III
Subject: 3.4– HUMAN RESOURCE MANAGEMENT

Time: 3 Hours

Max. Marks: 70

SECTION – A

1. Answer any five sub-questions. Each carries two marks (5X2 = 10)

- h) What is human resource management?
- i) What do you mean by TNC?
- j) What is stress interview?
- k) Define grievance
- l) What is monotony?
- m) What do you mean by industrial dispute?
- n) What is orientation?

SECTION – B

Answer any three questions. Each question carries six marks: (3 X 6 = 18)

- 7. Mention the scope & objectives of HRM.
- 8. Briefly discuss the selection process.
- 9. What are the qualities of successful HR manager?
- 10. Explain various types of interview.
- 11. What is placement? State various problems faced in placement.

SECTION –C

Answer any three questions. Each question carries fourteen marks: (3 X 14 = 42)

- 12. What are the roles & responsibilities of HR manager in changing environment?
- 13. What do you mean by right-sizing? Why there is the need for the organizations to undergo right-sizing?
- 14. What is HR planning? Discuss its merits & demerits.
- 15. What is HRD? State the factors influencing HRD.
- 16. Define transfer. State its merits & demerits.

SURANA COLLEGE
DEPT OF MANAGEMENT
SUBJECT: 3.5 BUSINESS REGULATIONS
MODEL PAPER-I

TIME: 3hrs

TOTAL MARKS: 70

SECTION- A

1. Answer **any 5** of the following each question carries 2 Marks (5x2=10)
- a. What is Coercion?
 - b. What is Quasi Contract?
 - c. State two ways in which breach of Contract may occur/arise
 - d. Who is a Minor?
 - e. What is a Counter Offer?
 - f. What is Business Law ?
 - g. What is injunction?

SECTION- B

Answer **any 3** of the following question each carries 6 Marks (6x3=18)

2. Explain the exceptions to the rule “No Consideration No Contract”
3. Briefly explain the sources of Business Law.
4. State briefly the law relating to competence of parties to contract.
5. Explain breach of contract as mode of discharge of contract.
6. What are the rights of an unpaid seller ?

SECTION – C

Answer **any 3** of the following question each carries 14 marks (14x3=42)

7. Define Acceptance. What are the legal rules governing a Valid Acceptance?
8. Explain the essentials of a Valid Contract.
9. What is consideration? What are the legal rules as to valid consideration?
10. State the various ways in which a contract may be discharged.
11. Explain the remedies for breach of contract.

SURANA COLLEGE
DEPT OF MANAGEMENT
SUBJECT: 3.5 BUSINESS REGULATIONS
MODEL PAPER-II

TIME: 3hrs

TOTMARKS: 70

SECTION- A

2. Answer **any 5** of the following each question carries 2 Marks (5x2=10)

- h. What is Hazardous Substance?
- i. State any two objectives of COPRA Act 1986
- j. Name any two objectives of FEMA.
- k. Define word “ information” as per RTI Act 2005.
- l. What is Novation.
- m. What is “consensus ad idem”
- n. Define “occupier”

SECTION- B

Answer **any 3** of the following question each carries 6 Marks (6x3=18)

- 7. What are the rights of the consumer?
- 8. What are the rights of an unpaid seller?
- 9. Bring out the salient features of RTE.
- 10. List out the penalties imposed for contravention under FEMA
- 11. Distinguish between Coercion and Undue Influence.

SECTION – C

Answer **any3** of the following question each carries 14 marks (14x3=42)

- 12. Explain the constitution and function of various consumer dispute redressal agencies.
- 13. Explain the role of RBI in export of goods and services and repatriation of foreign exchange under FEMA Act 1999
- 14. Discuss the role of Central Government to prevent and control environment pollution.
- 15. Explain the nature and scope of business law.
- 16. Explain the remedies for breach of contract.

SURANA COLLEGE
Department of Management
III Semester BBA
Model QuestionPaper – III
SUBJECT: 3.5 BUSINESS REGULATIONS

TIME: 3hrs

TOTAL MARKS:70

SECTION- A

3. **Answer any 5 of the following each question carries 2 Marks** (5x2=10)
- o. What is a cross offer?
 - p. What is “Quantum Meruit”
 - q. Mention the sources of Business law.
 - r. What is Cartel?
 - s. What is Doctrine of frustration?
 - t. What is cyber law?
 - u. Explain Conditions and Warranties.

SECTION- B

Answer any 3 of the following question each carries 6 Marks (6x3=18)

- 12. Write a note on (a) Coercion (b) Undue Influence (c) fraud (d) Mistake
- 13. Distinguish between Sale and Agreement to Sale.
- 14. Discuss the scope and scheme of regulation under the Environment Protection Act 1986.
- 15. Bring out the salient features of RTE.
- 16. Write a note on carbon trading.

SECTION – C

Answer any3 of the following question each carries 14 marks (14x3=42)

- 17. Explain the main provisions of FEMA.
- 18. Who is a consumer? Who can file a complaint? Explain the constitution of Central Consumer Protection Council.
- 19. What is a valid contract? Explain different types of contract.
- 20. Discuss the scope and scheme of regulation under the Environment Protection Act 1986.

21. Explain in detail competence of parties to contract.

SURANA COLLEGE
DEPT OF MANAGEMENT
SUBJECT: 3.6: CORPORATE ENVIRONMENT
MODEL PAPER-I

TIME: 3hrs

TOTAL MARKS: 70

SECTION – A

1. Answer **any five** sub-questions. **Each** sub-question carries **two** marks: (5x2=10)
- a) Who is a Pro Term Secretary?
 - b) What do you mean by Perpetual Succession?
 - c) What is Share Warrant?
 - d) State the CSR provisions under New Companies Act.
 - e) What is Class Meeting?
 - f) Give the meaning of Dematerialization.
 - g) What is Statutory Meeting?

SECTION – B

- Answer **any three** questions. **Each** question carries **six** marks: (3x6=18)
2. State the contents of Prospectus.
 3. Explain the kinds of Share Capital.
 4. Explain the provisions of Board Meeting Under Companies Act, 1956
 5. Briefly explain the consequences of Voluntary Winding up of Company.
 6. Who is a Company Secretary? Explain the various qualifications of a Company Secretary.

SECTION – C

- Answer **any three** questions. **Each** question carries **fourteen** marks: (3x14=42)
7. What is Articles of Association? Briefly explain the contents of Articles of Association.
 8. What is Debenture? Explain the various types of Debentures.
 9. Explain the duties and liabilities of Company Secretary.
 10. Who is an Official Liquidator? Explain powers and duties of Official Liquidator.
 11. What is Extraordinary General Meeting? Explain duties of Company Secretary relating to Extraordinary General Meeting.

SURANA COLLEGE
DEPT OF MANAGEMENT
SUBJECT: 3.6: CORPORATE ENVIRONMENT
MODEL PAPER-II

TIME: 3hrs

TOTAL MARKS: 70

SECTION – A

1. Answer **any five** sub-questions. **Each** sub-question carries **two** marks: (5x2=10)
- a) What is Share Capital?
 - b) State any two rights of a Company Secretary.
 - c) What is Statement in Lieu of Prospectus?
 - d) What is Agenda of Meeting?
 - e) Give the meaning of Ordinary Resolution.
 - f) What is Table-A?
 - g) What is compulsory winding up of a company?

SECTION – B

Answer **any three** questions. **Each** question carries **six** marks: (3x6=18)

2. Define the term promoter. Briefly explain the functions of promoters.
3. Explain briefly the features of Joint Stock Company.
4. Explain the legal provisions of statutory meeting.
5. Distinguish between Memorandum of Association & Articles of Association.
6. Explain the merits and demerits of debentures.

SECTION – C

Answer **any three** questions. **Each** question carries **fourteen** marks: (3x14=42)

7. What is Annual General Meeting? Explain the legal provisions relating to annual general meeting.
8. Briefly explain the stages in formation of company.
9. What is Prospectus? Explain the legal rules relating to issue of prospectus.
10. What is promotion of a company? Briefly explain the steps involved in promotion of a company.
11. What is resolution? Explain kinds of resolutions.

SURANA COLLEGE
Department of Management
III Semester BBA
Model QuestionPaper – III
SUBJECT: 3.6: CORPORATE ENVIRONMENT

TIME: 3hrs

TOTAL MARKS: 70

SECTION – A

1. Answer **any five** sub-questions. **Each** sub-question carries **two** marks: (5x2=10)
 - a) Mention any two types of meetings held by Joint Stock Company.
 - b) What is certificate of incorporation?
 - c) State the meaning of Authorized Share Capital.
 - d) What is a Share Certificate?
 - e) Who is a Proxy?
 - f) Distinguish between redeemable and irredeemable preference shares.
 - g) Why is minimum subscription necessary?

SECTION – B

Answer **any three** questions. **Each** question carries **six** marks: (3x6=18)

2. What are the advantages of incorporation of a company?
3. Explain the procedure for alteration of object clause of Memorandum of Association.
4. Who is a Company Secretary? How is he appointed in a company?
5. Explain how a company's meeting is duly convened and constituted?
6. Briefly explain the powers of a chairman.

SECTION – C

Answer **any three** questions. **Each** question carries **fourteen** marks: (3x14=42)

7. What is reduction of share capital? Explain the methods of reducing share capital and duties of the Secretary in connection with reduction of share capital.
8. Explain the rights and duties of a promoter.
9. What is a private company? Explain the privileges of a private company.
10. Distinguish between Shares and Debenture

SURANA COLLEGE
Department of Management
III Semester BBA
Model QuestionPaper – I
Subject: 3.7 – Business Ethics

Time: 3 Hours

Max. Marks: 70

SECTION – A

1. Answer any five sub-questions. Each carries two marks (5X2 = 10)

- a) Give the meaning of ethics.
- b) What is transactional ethics?
- c) What do you mean by participatory ethics?
- d) What is humility?
- e) Give the meaning of virtue of humility.
- f) What do you mean by human resource ethics?
- g) What is culture?

SECTION – B

Answer any three questions. Each question carries six marks: (3 X 6 = 18)

2. State the advantage of ethics.
3. Give an introduction of business ethics.
4. Discuss the concept of business ethics.
5. Give brief introduction to personal ethics.
6. Discuss the concept of HR ethics.

SECTION –C

Answer any three questions. Each question carries fourteen marks: (3 X 14 = 42)

7. Discuss the Cadbury committee recommendations.
8. Explain various characteristics of business ethics.
9. Explain religious view of humility.
10. Explain the ethics in HRM.
11. Explain the role of management in ensuring workplace ethics.

SURANA COLLEGE
Department of Management
III Semester BBA
Model Question Paper – II
Subject: 3.7 – Business Ethics

Time: 3 Hours

Max. Marks: 70

SECTION – A

1. Answer any five questions. Each sub-question carries 2 marks

- a. What is transactional ethics?
- b. What do you mean by participatory ethics?
- c. Give the meaning of recongnitional ethics.
- d. Give the meaning of ethical convergence.
- e. What is code of ethics?
- f. What is crisis management?

Section – B

Answer any three questions of the following. Each question carries 6 marks.

2. Briefly explain the principles of business ethics?
3. Explain the concept of ethics.
4. State the advantage of ethics.
5. Discuss essential elements of business ethics.
6. Explain the professional Ethics.

Section – C

Answer any three questions of the following. Each question carries 14 marks

7. Explain the role of management in ensuring workplace ethics.
8. Explain ethical and unethical advertising.
9. Explain ethical issues in finance and account.
10. What are unethical issues in IT and how to prevent?
11. Explain Naresh Chandra committee report on corporate governance.

SURANA COLLEGE
Department of Management
III Semester BBA
Model QuestionPaper – III
Subject: 3.7 – Business Ethics

Time: 3 Hours

Max. Marks: 70

SECTION – A

Answer any five sub-questions. Each carries two marks

(5X2 = 10)

- a) What are ethical issues?
- b) What is ethical behaviour?
- c) What is business ethics?
- d) What is the meaning of proactive?
- e) What is purity of mind?
- f) What is workplace ethics?
- g) What is cross culture?

SECTION – B

Answer any three questions. Each question carries six marks:

(3 X 6 = 18)

2. Discuss advantages of business ethics in workplace.
3. Explain the benefits and limitations of corporate governance.
4. Explain basics of business ethics.
5. Discuss virtue of humility.
6. Discuss ethical issues in finance.

SECTION –C

Answer any three questions. Each question carries fourteen marks:

(3 X 14 = 42)

7. Discuss nature of corporate social responsibility.
8. What are the factors influencing Business Ethics?
9. What are ethical issues in IT?
10. Give brief introduction to corporate culture.
11. List out Narayan Murthy Committee recommendations. Comment