UNIVERSITY PAPER

F.Y.B.F.M

SEM-II

APRIL - 2019

BFM Semester II
Paper / Subject Code: 76201 / Financial Accounting-II.

04-04-19

Q.P. Code :05947

[Time: 2 ½ Hours]   [Marks:75]

Please check whether you have got the right question paper.

N.B: 1. Solve all questions.
        2. Working Notes should form part of your answer.

Q.1 A State with reasons whether the following statements are true or false. **(ANY EIGHT)**   8
        1) A partnership firm can issue shares.
        2) Shareholders have limited liability.
        3) Bonus issue is made out of free reserve.
        4) Net block is Gross block plus accumulated depreciation.
        5) Authorized capital is disclosed only for information.
        6) Super profits is a difference between actual profit and normal profit.
        7) The partly paid share can be bought back.
        8) Own debentures cannot be held as investment.
        9) AS – 13 is applicable for accounting for investment.
        10) Business entity concept is not applicable to sole trading organization.

   B MATCH THE COLUMNS **(ANY SEVEN)**   7

Group A		Group B
1. Cost	A.	Long term investment
2. Investment for over 12 months	B.	Transfer to security premium
3. Purchase of own debentures	C.	An intangible assets
4. Premium paid	D.	Contingent Liability
5. Goodwill	E.	Acknowledgement of Debt
6. Disputed Tax Demand	F.	Reduced from share capital
7. Bonus shares	G.	Dividend at fixed Rate
8. Debentures	H.	Free shares
9. Calls in arrears	I.	One mode of redemption
10. Preference share	J.	Expenses of the business

Q.2 A Paras plastic ltd. issued 20,000 shares of Rs.100 each at a premium of RS. 10 per share.   15
        The share amount was payable as follows:
        On Application: Rs.20. On allotment: Rs.40 (Including Premium)
        On First Call: Rs.25. On final call: Rs.25.
        Applications were received for 18,000 shares and all these application were allotted shares.
        The directors made all the calls on shares. The first call money was not received on 1,000 shares and
        the second call money of 500 shares.
        The directors forfeited the shares on which the first call was not paid. Of the forfeited shares 500 shares
        were re-issued as fully paid at Rs.70. Give journal Eateries.

   B AV Ltd issues 4000 12% Debentures of Rs.100 each.   15
      You are required to pass journal entries for the issue if:
        1) They are issued at par but redeemable at 10% premium.
        2) They are issued at 10% Discount but redeemable at 5% premium
        3) They are issued at a premium of 5% but redeemable at par.
        4) They are issued at a discount of 5% but redeemable at par.
        5) They are issued at par and redeemable at par.

Q.3 A Mr. Kaushik furnishes the following details relating to his holding in 6% Government Bond: 8

1

TURN OVER

Opening Balance: Face value Rs.1,00,000, Cost Rs.95,000.

2015 March 1   100 units purchased ex-interest at Rs.98.

    July 1   Sold 200 ex- interest out of the original holding at Rs.100

    Oct 1   Purchased 50 units at Rs. 98 ex- interest.

Interest dates are 30th September and 31st March.

Mr. Kaushik closes his books on 31st December. Show the investment account for the year December 2015.

B   Sun and Moon Ltd. Has Rs.11,20,000 in equity share capital consisting of 80,000 Shares of Rs.10 each 07 fully paid and 40,000 shares of Rs.10 each, of which Rs.8 paid per share.

     It has Rs.40,000 in Capital Reserve, Rs.40,000 in Securities Premium Account, Rs.1,40,000 in Capital Redemption Reserve Account and Rs.3,00,000 in General Reserve.

By Way of bonus dividend the partly paid up shares are converted into fully paid up shares and the holders of fully paid up shares are also allotted fully paid up bonus shares in the same ratio.

Passed journal entries showing separately the two types of issues as mentioned above with the Minimum reduction in free reserve.

OR

Q.3 C   Raviraj printers Ltd. Had an authorized capital of Rs.1,00,00.000 divided into 10,00,000 equity shares of Rs.10 each.

Trial balance of the company as on 31st March 2015 was as follow:

Trial balance as on 31.03.2015

DEBIT	Rs.	CREDIT	Rs.
Premises	22,50,000	Equity share capital	47,50,000
Plant and Machinery	17,45,860	Profit and Loss A/C	1,01,200
Sundry Debtors	6,08,900	Gross Profit	10,58000
Furniture	67,500	Reserve for Bad Debts	45,000
Bad Debts	14,250	General Reserve	3,25,000
Rent, Rates & Taxes	1,41,970	Sundry Creditors	2,55,150
Advertising	97,540	Transfer fees	740
Cash in hand	47,200	Accrued wages	64,150
Cash at bank	2,05,000	Staff Benevolent Fund	89,500
Stock (31.03.2015)	7,23,200		
Directors fees	18,000		
Sundry Expenses	39,980		
Salaries	1,59,140		
Motor Lorries	4,00,000		
Disc. On Issue of Shares	75,200		
Interim Dividend	95,000		
	66,88,740		66,88,740

Prepare statement of Profit & Loss for the year ending 31st March 2015 and Balance sheet in the prescribed form as on that date after considering the following:

1) Depreciation on plant and machinery at 10% and Furniture at 5%
2) Create R.D.D at 10% on sundry Debtors.
3) Transfer Rs. 75,000 to General Reserve.
4) Write off 20% Discount on issue of shares.
5) Rent & Taxes paid in advance amounted to Rs.16,970.

Q.4 A The following is the balance sheet of Udit Ltd as on 31/12/15

15

2

TURN OVER

Liabilities	Rs.	Assets	Rs.
Share capital:		Land and Building	42,000
7,500 shares of Rs.10 each	75,000	Plant & Machinery	48,000
General Reserve	15,000,	Trade Marks	7,500
Taxation Reserve	22,500	Stock	18,000
Workmens savings account	11,250	Debtors	33,000
Profit and loss Account	12,000,	Cash at Bank	19,500
Sundry Creditors	36,750	Preliminary Expenses	4,500
	1,72,500		1,72,500

The plant and machinery is worth Rs.45,000 and land and Buildings have been valued at Rs.90,000.
Profit of the company have been as follow:

2013 Rs.30,000
2014 Rs.33,750
2015 Rs.33,750

It is the company's practice to transfer 25% of the profit to General Reserve. Find out the value of the shares on the yield basis, intrinsic value and Fair value. Similar companies give a return of 10% on the market value of their shares.

OR

B Followings is the balance sheet of Deva Ltd. as on 31ˢᵗ March 2014.   15

Liabilities	Rs.	Assets	Rs
Share Capital			
Authorised:		Fixed Assets:	
10,00,000Equity shares of Rs.10 each	1,00,00,000		
		Land and Building	30,00,000
Issued:		Plant and Machinery	30,00,000
8,00,000 Equity shares of Rs.10 each, Rs.8 paid up	64,00,000	Furniture	22,00,000
		Investments	15,00,000
General Reserve	10,00,000		
Profit and Loss account	50,00,000	Current assets	
Securities Premium	20,00,000		
		Debtors	47,00,000
11% Debentures	20,00,000	Bills Receivable	10,00,000
Bank loans	20,00,000	Bank balance	40,00,000
		stock	20,00,000
Credotors	15,00,000		
Biils payable	15,00,000		
	2,14,00,000		2,14,00,000

The company decided to buy back the maximum number of equity shares as may be permitted at a price of Rs.20 per share.

Pass Journal entries for the buy back.

15

Q.5 A   What is the need of Accounting Standards?   8

B   What are the advantage of computers?   7

OR

C   Short notes **(Any Three)**   15
  1) Own Debentures
  2) Methods of Goodwill Valuation
  3) Restrictions on Buy back of shares
  4) Right shares
  5) Share Capital

15

Duration 2 ½ Hrs

Marks: 75

N.B. (1) All questions are compulsory
       (2) Figures to the right indicate full marks.

Q1 a. Select the correct alternatives (any eight)

(8)

1. Managerial roles were made popular by _____
a. R.L Katz   b. Henri fayol   c. Max weber   d. none of these

2. Concept of POSDCORB was inititated by _____
a. Max Weber b. Luther Gullick   c. F.W.Taylor d. none of these

3. Synetics technique was developed by _____
a. Alex. L. Hosborn   b. F.W. Taylor c. Mary Follet   d. none of these

4. Policies are _____ statements.
a. Past   b. implied   c. telecasted   d. none of these

5. Line organization structure is a _____ structure.
a. Modern   b. old   c. traditional   d. outdated

6. _____ organization is a supplement to existing organisational structures.
a. Line & Staff   b. Committee c. Matrix   d. none of these

7. Planning premises are assumptions and _____
a. Policies   b. alternatives c. predictions   d. none of these

8. _____ is a network planning technique.
a. CPM   b. ROI   c. MIS   d. none of these

9. Controlling _____ deviations.'
a. Encourages   b. stops   c. brings   d. avoids

10. Control is exercised at _____ of management .
a. Operational level   b. functional level   c. strategic level   d. at all levels

b. State whether the following statements are True or False (any seven)

(7)

1. Henry Fayol is the father of Scientific Management.
2. Management is getting the work done by others.
3. MBO concept was initiated by Mary Follet.
4. Strategies are generally short term in nature.
5. Delegation means to transfer authority.
6. Traits are inborn qualities
7. Good organization structure should be flexible in nature.
8. Delphi technique is a form of individual decision making.
9. TQM is applicable to all the organizations.
10. Standing plans are on going plans.

Q2a. Explain any eight Henry Fayol's principles of management. (8)

   b. Enumerate contemporary challenges in managing business today and explain any two issues involved . (7)

OR

   c. Describe the managerial roles to be played by managers as described by Henri Mintzberg. (8)

d. Explain few features of contingency approach to management. (7)

Q3. a. Explain the types of Plan in detail (8)

   b. What is MBO? Explain its features. (7)

OR

   c. What are the types of group decision techniques? Explain any two types in detail. (8)

   d. Explain the process of planning in detail. (7)

Q4.a. Explain Matrix Organization Structure in detail. State few advantages and Disadvantages. (8)

   b. Leadership is situational. Explain (7)

OR

   c. "Co-ordination is the essence of Management". Do you agree with the statement? Justify your views. (8)

   d. Explain any two leadership styles with its advantages and disadvantages. (7)

Q5. a. Explain modern controlling techniques in detail. (8)

   b. Explain the steps in control process. (7)

OR

Q5 Write Short notes on (any 3) (15)

      1. 6 M's of management

      2. Merits of decentralization

      3. Trait leadership theory

      4. Types of control

      5. Departmentation by customers

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[Time: Two Hours thirty minutes   ]   [Marks:75]

Please check whether you have got the right question paper.

N.B: 1. All Questions are compulsory and carry equal marks

2. Use of simple calculator is allowed

3. Figure to right indicate full marks to corresponding question

Q.1   A) Choose the correct alternatives form the following: (Attempt any 8)   8

1) The following measure of dispersion considers middle 50% of observations _____

a) Range   b) Quartile deviation

c) Standard deviation   d) None of those

2) The data which are collected originally for the first time are called _____

a) Primary   b) Secondary

c) Sample   d) Characteristic

3) Any feasible solution which optimizes (minimizes or maximizes) the objective function of the LPP is called its

_____

a) Solution   b) Optimal solution

c) Non basic variables   d) Basic feasible solution

4) An optimum solution is considered the _____ among feasible solution

a) worst   b) Best

c) Ineffective   d) None of the above

5) The correlation coefficient is used to determine

a) A specific value of the y- variable given a specific value of the x- variable

b) A specific value of the x- variable given a specific value of the y- variable

c) the strength of the relationship between the x and y variables

d) None of those

6) In statistics, a population consists of _____ +

a) All people living in a country

b) All people living in the area under study

c) All subject or objects whose characteristics are being studied

d) None of the above

7) The total of all the observation divided by the number of observations is called _____

1

a) Arithmetic mean   b) Geometric mean

c) Median   d) Harmonic mean

8) Median, mode, deciles and percentiles are all considered as Measures of _____

a) Mathematical averages   b) population averages

c) sample average   d) average of position

9) The word 'Linear' means that the relationship are represented by

a) Diagonal lines   b) curved lines

c) straight lines   d) slanting lines

10) If there are extreme values present in the data, the following measure is suitable

a) Arithmetic mean   b) Median

c) Mode   d) None of these

7

B) State whether following statement are true or false   (Attempt any 7)

1) The median is less affected by extreme values than arithmetic mean.

2) The data complied through various published or unpublished sources is known as primary data.

3) The value of mode can be located graphically with the help of ogive.

4) Coefficient of correlation cannot be negative.

5) Variance is equal to the square root of the standard deviation.

6) Statistics can study both quantitative as well as qualitative data.

7) In order to solve the linear programming problem, it is required to find feasible region.

8) A measure of spread or scatter of data is called measures of dispersion.

9) Statistics cannot be used for an individual.

10)The difference between the actual and the estimated value is absolute error.

Q.2   A) Solve the following liner programming problems using graphical method   8

Minimize $Z = 6x + 7y$

Subject to $2x + 3y \geq 12$, $2x + y \geq 8$, $x \geq 0, y \geq 0$

B) Draw a multiple bar diagram   7

Year	Consumer price index number	
	Delhi	Mumbai
1992	160	182

2

1993	189	164
1994	138	143
1995	154	183
1996	148	174
1997	150	142
1998	139	152
1999	171	182

OR

P) A manufacturer has to decide on the quantities of product A and B. He must produce at least 30 units of A per week The market cannot absorb more than 20 units of B per week. The machine time required is 2 hours Per unit of A and 3 hours per unit of B. In all 100 hours are available per week the profit per unit of A is rs 8 and of B is 15 formulate the Linear Programming Problem for optimum profit.   8

Q) Prepare a frequency distributing for the following data giving the height of 30 children

125, 126, 134, 120, 144, 119, 124, 139, 121, 133, 126, 130, 148, 129, 137, 142, 127, 132, 146, 144, 118, 141, 128, 110, 136, 143, 148, 128, 142, 118   7

Q.3 A) Find the mean and standard deviation of the following grouped data Also find coefficient of variation   8

Class intervals	0-4	4-8	8-12	12-16	16-20
Frequency	2	6	10	14	18

B) Following data give the purchases made by 100 customers in a departmental store. Find the mode   7

Amount in Rs.	200-300	300-400	400-500	500-600	600-700	700-800
No. of customers	3	10	38	13	16	20

OR

P) Two groups combined together had 150 items, the mean and variance of these items are 23 and 33 respectively. If the first group had 100 item and their mean and variance were 20 and 9 respectively. Find the mean and variance of the second group.   8

3

Q.P. Code : 04889

Q) Find first and third quartiles for the following data

Age in Years	20-25	25-30	30-35	35-40	40-45	45-50	50-55
No of teacher	10	40	50	18	21	9	29

Q.4 A) Mark of 6 students in a Class work and Annual Examination are given below. Find the coefficient of correlation.

Class work	12	14	23	18	10	19
Annual Examination	68	78	85	75	70	74

B) Given the following data find the two regression equations.

Average demand = 25

Average supply = 22

Standard deviation of demand = 4

Standard deviation of supply = 5

Coefficient of correlation = 0.8

OR

P) Find the two regression equations for the following data

X	3	4	5	2	6
Y	7	10	4	20	12

Also find the value of x when y = 30

Q) Calculate the coefficient of correlation given for the following data

$\Sigma x = 20,$ $\Sigma y = 11.58,$ $\Sigma x^2 = 90$ $\Sigma y^2 = 27.03,$ $\Sigma x y = 47.13,$ $n = 5$

Q.5 A) Write functions of statistics

B) Define Secondary data. What are the sources of Secondary data?

OR

p) Write short notes on the following (Attempt any Three)

a) Concept of regression

b) Biased and Unbiased error

c) Distinguish between Graphs & Diagrams

d) Merits and Demerits of Arithmetic mean

e) Sampling techniques

4

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BFM Semester II

Paper / Subject Code: 76204 / Business Communication-II

09-04-19

Q.P. Code : 35027

[Time: 2½ Hours]   [Marks:75]

Please check that you have the correct Question Paper.

N.B: All questions are compulsory.

Q.I.   A. Fill in the blanks with suitable options: (Any 08)   [08]

1. _____are based on the Findings of a Business Report.
   (Recommendations / Terms of Reference / Appendix)
2. A _____ is a powerful means of communication within an organisation.
   (Press Release / Television / House Journal)
3. When a _____ is passed in a Meeting it becomes a Resolution.
   (Motion/ Judgment/ Declaration)
4. A _____ is a decision making body.(Conference / Symposium / Committee)
5. A Job Interview is also known as a _____ Interview. (Selection /Selector / Segregation)
6. Catalogues, price-lists and other literature may be sent by the seller in response to a Letter of
   _____ .(Order / Complaint / Inquiry)
7. AIDA stands for Attention, _____, Desire and Action. (Internet / Interest / Intranet)
8. A District Consumer Commission deals with complaints up to the value of Rs._____.
   (Twenty Thousand/ Two Lakh/ Twenty Lakh)
9. The Right to Information Act was passed in the year _____. (2005 /2006 /2007)
10. The third stage of a Selection Interview is _____.
    (Parting/ Supplying Information/Acquiring Information)

Q.I.   B Match the following: (Any 07)   [07]

1.	Dynamics	a.	Vote of Thanks
2.	Delegates	b.	Review of Subordinates' Performance
3.	Flier	c.	Videoconferencing
4.	Last Item in the Agenda	d.	Written Intimation about a Meeting.
5.	Notice	e.	Specialised Periodical Publication
6.	Newsletter	f.	Force
7.	Skype	g.	Promotional Material
8.	Feasibility Report	h.	Participants at a Conference
9.	Structured Interview	i.	Pre-planned
10.	Appraisal Interview	j.	Studies the Prospects of Starting a New Venture

Q.II. A. Define Interview. How should an interviewer prepare to conduct a Selection Interview?   [08]

B. What is a Conference? Discuss the various ways to ensure the successful organisation of a conference. [07]

OR

C. What is a Grievance Interview? Why and how should it be conducted?   [08]

D. Define Public Relations. List and explain any five methods of promoting Internal Public Relations in an organization. [07]

Q.III. A. Rashmi Shetty wants to purchase a Platinum vacuum cleaner. Write a Letter of Inquiry on her behalf to Sam Electronics, Grant Road, Mumbai inquiring about the various models, their features and prices. Use the Complete Block layout. [08]

Turn Over

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Paper / Subject Code: 76204 / Business Communication-II

Q.P. Code : 35027

2

B. You had ordered 05 cases of glassware from Crystal Stores, Mahim, Mumbai. When you received the **[07]** cases much of the glassware was chipped or broken because of poor packaging. Draft a Letter of Complaint and ask for a replacement of the damaged goods. Use the Modified Block layout.

OR

C. A Committee has been appointed by Lok Mills, Shahapur to study the causes for a huge number of staff **[08]** members leaving their jobs in the last two months. Draft an investigative Business Report on behalf of the Committee.

D. Draft the Notice and Agenda for a monthly Board meeting of Swaraj Cotton Textiles, Surat. Also draft **[07]** Resolutions for the following:
   i)   Appointment of a Director   ii)   Extension of Office Premises

Q.IV A. Draft a Sales letter to promote the sale of a Treadmill. Use the Semi Block layout. **[08]**

B. You had purchased silver jewellery worth Rs. 25,000/- through online shopping and had made an advance **[07]** payment of the entire amount as COD wasn't available. You have not got the jewellery for the past two months in spite of several requests and reminders. Draft a letter addressed to the Consumer Redressal Forum seeking refund of the entire paid amount with suitable compensation. Use the Complete Block layout.

OR

C. Draft an RTI Letter seeking information regarding your Passport that has not been delivered to you in spite **[08]** of having submitted the required documents and completing all the necessary formalities over two months ago.

D. Summarize the following passage: **[07]**

Every year, millions of tons of office paper are discarded. Despite the promise of improved computer systems and networking technologies, a paperless society has yet to materialize, and experts now believe it never will. Even so, there are ways to minimize the trillions of documents that are printed each year. Computer users should use paper and energy in a responsible manner. This requires thought and discipline. It can also make work life easier and less expensive by saving time, storage space, and money. There are three simple steps one can take. First, think before you print. Do you really need a hard copy (printed copy)? Are people asking for a hard copy when an email attachment would work just as well? If you are concerned that your electronic documents will be lost or altered, back them up and store them on removable media such as a CD or a Pen Drive. Kept in a safe place, the electronic copy will not change and will always be accessible. Third, encourage others to print wisely. When someone brings you a printed document, ask him or her to send it by email or give it to you on a removable media next time.

Q. V   Write Short Notes on the following: (Any 03) **[15]**
   1.   Advantages of Meetings
   2.   Exit Interview
   3.   Crisis Management
   4.   Functions of the Public Relations Department of an Organization
   5.   Promotional Leaflets and Fliers

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Time: 2 ½ hours   Marks: 75

Note: 1) All Questions are compulsory.
2) Figure to the right indicates full marks.

1. A Choose the correct alternatives (any eight)   (08)

(i)   Liberalisation is based on _____ ideas.
(Capitalist, Socialist, Communist)

(ii)   Economic liberalisation was adopted by Prime Minister _____.
(Mr. Manmohan Singh, Mr. Rajiv Gandhi, Mr. Narasimha Rao)

(iii) Article _____ of the Constitution abolished the practice of untouchability.
(15, 16, 17)

(iv)   The objective of Right to Freedom of Religion is to sustain the principle of
_____.
(Communalism, Regionalism, Secularism)

(v)   _____ factor is formed of all living organism.
(Biotic, Abiotic, Robotic)

(vi)   _____ directly feed on producers.
(Herbivores, Omnivores, Carnivores)

(vii) _____ arises when goal directed behaviour is blocked or thwarted.
(Frustration, Stress, Conflict)

(viii) Eustress is also known as _____.
(Positive, Negative, Neutral)

(ix)   _____ means forming close associations with trusted friends and co-workers.
(Networking, Relaxation, Social support)

(x)   Win-Win is the outcome of _____ strategy.
(Collaborating, Compromising, Smoothing)

1. B State whether the statement is True or False   (07)

(i)   The process of moving for a period of time in response of labour or climate
conditions is called asseasonal migration.

(ii)   In India, the concept of privatisation gained importance in the post reform period
since 1991.

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(iii) Magna Carta was signed in 1215.
(iv) Article 14 of Indian Constitution provides for Equality before Law.
(v) Overuse of the renewable resources for short gain may shorten a country's long term economic future.
(vi) Degradation occurs when earth's natural resources are depleted.
(vii) Stress aggravates diabetes.
(viii) Intergroup conflict occurs within an individual.
(ix) Addressors do not possess risk taking attitude.
(x) Concealers don't believe in taking risks.

2. What is liberalisation? What are the benefits and limitations of liberalisation? (15)

OR

Explain the concept of globalisation? Examine the impact of globalisation on employment.

3. Define Human Rights. What are the characteristics of human rights? (15)

OR

Briefly explain Fundamental Rights as enshrined in Indian Constitution.

4. What is environmental degradation? What are its causes? (15)

OR

Discuss the importance of ethics in an individual's development.

5. Explain various strategies for coping with conflict. (15)

OR

Write short note on (any three):

(a) Causes of migration
(b) Magna Carta
(c) Need for sustainable development
(d) Causes of stress
(e) Types of individual conflicts

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Q.P. Code :32336

[Time: 2:30 Hours]   [Marks:75]

Please check whether you have got the right question paper.

N.B: 1.   All questions are compulsory
        2.   Figures to right indicate full marks.
        3.   Draw diagram where necessary.

Q.1   A) Fill in the blanks with appropriate words: (any eight)   08

1. India has ---------- biogeographic zones.
    a) 8
    b) 9
    c) 10

2. ---------- is a set of ecosystems sharing the same climate and similar dominant communities.
    a) Lithosphere
    b) Biome
    c) Biodiversity

3. --------- is a natural thing that exists in nature but the use of it is not known to man.
    a) Endowment
    b) Resource
    c) Matter

4. Mechanization in agriculture is one of the main reasons for soil -----------.
    a) Infertility
    b) Pollution
    c) Compaction

5. Quinary sector includes --------------.
    a) Executives
    b) Clerks
    c) Farmers

6. ----------- has lead to extinction of many fishes.
    a) Breeding
    b) Rainfall
    c) Overfishing

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7. MoEF has created information system called ------------.
   a) GIS
   b) ENVIS
   c) RS

8. ISO -------- is related to environmental management.
   a) 14000
   b) 9000
   c) 16000

9. Energy ----------- is defined as saving energy but keeping the same level of service.
   a) Conservation
   b) Generation
   c) Efficiency

10. --------- audit is carried out as a management tool to solve environmental problems.
    a) Liability
    b) Technical
    c) Compliance

B) State whether the following statements are True or False: (any seven)   07

   1. Relative location is designed using specific pairing of latitude and longitude.

   2. Vegetation influences climate at micro and macro levels.

   3. Ecosystem diversity is variety of different versions of the same genes within a species.

   4. Peat is the lowest rank of coal.

   5. Gene bank is an in-situ method of conservation.

   6. Environmental audit is to inform decision makers the impact of a proposal before decision is made.

   7. Extraction of raw material is a secondary activity.

   8. India is the third largest producer of coal in the world.

   9. Energy flow in an ecosystem is multi directional.

   10. Ecology is an earth science comprising the study of solid earth.

Q.2	a)	Explain the structure and function of an ecosystem.	15
		OR	
	a)	What is environment? Discuss the abiotic components of the environment.	08
	b)	Discuss the factors responsible for loss of biodiversity.	07
Q.3	a)	What is deforestation? Explain in brief the effects of deforestation?	08
	b)	Write a note on non-renewable energy sources.	07
		OR	
	a)	Explain the method of water conservation.	08
	b)	What measures can be taken to conserve soil?	07
Q.4	a)	Give a brief account of three sector theory of economic activity.	08
	b)	What is the impact of industries on the environment?	07
		OR	
	a)	What are the environmental issues related with mining?	08
	b)	What is environment management? Discuss its features.	07

Q.5	Technology plays a vital role in environmental management. Explain.	15
	OR	
	Write short notes (any three)	15

i) Genetic Diversity
ii) Hydrological cycle
iii) Environmental Audit
iv) Greenhouse effect
v) Tidal energy

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Paper / Subject Code: 76210 / Computer Skills-I

12-04-19

Time: 2 ½ Hours   Marks: 75

Note: 1) All questions are compulsory.
        2) Figures to the right indicate full marks.
        3) Make use of diagrams wherever necessary.

1 A. Fill in the blanks (any 8)   [8 marks]

   i)   RAM stands for _____.
   ii) Third generation computers used _____ as an electronic component.
   iii) _____ is a combination of keys for copy command.
   iv) OMR stands for _____.
   v)   _____ system allows two or more users to run programs at the same time.
   vi) _____ are programs that secretly records what you do on your computer.
   vii) _____ is a computer on Internet that contains one or more websites.
   viii)   ISDN stands for _____.
   ix) _____ contains all the commands you will need to perform common tasks in MS Word.
   x)   All formulas in Excel begins with _____ sign.

1 B. State whether True or False (any 7)   [7 marks]

   i)   FTP stands for File Transfer Protocol.
   ii) First row of keyboard labeled from F1 to F12 are Numeric keys.
   iii) IP address consist of four numbers , separated by single dot (.).
   iv) CD stands for Common Disk.
   v)   Voice response system takes input from keystroke or mouse.
   vi) Linux is an application software.
   vii) WWW has its own protocol known as HHTP.
   viii)   Recycle bin stores all the temporary delete files.
   ix) A template is predesigned spreadsheet you can use to create a new workbook quickly.
   x)   HLOOKUP function in Excel, is used to find specific information that has been stored in column.

2.
(a) Explain types of computers.   [8 marks]
(b) What are different parts of computers?   [7 marks]

OR

(p) List pros and Cons of Plasma display.   [8 marks]
(q) Explain Dot matrix printer and Daisy wheel printer.   [7 marks]

3.
(a) Explain different types of operating systems.   [8 marks]
(b) Define the terms : website,web pages,web server.   [7 marks]
    Also explain types of web sites.

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OR

(p) Write necessary steps to compose an Email message. [8 marks]
(q) What are web browsers? Explain any two web browsers. [7 marks]

4.
(a) What do mean by Internet telephony ? List its benefits and
    disadvantages. [8 marks]
(b) Give solutions to the following problems.
    i)   Power button will not start computer.
    ii) All programs on the computer run slowly. [7 marks]

OR

(p) Explain the following services on Internet.
    i)   Blogs
    ii) Social Media [8 marks]

(q) Explain the following tools of MS word 2013 interface. [7 marks]
    i)   Quick access toolbar
    ii)   The Ribbon
    iii) Account access
    iv)   Ruler
    v)   Scroll bar
    vi)   Zoom control
    vii) Word count

5.
(a) Explain different types of E-commerce. [8 marks]
(b) Explain the following functions: [7 marks]
    i) AutoSum   ii) sumif   iii) IF   iv) Count
                                OR

Write short notes on (any 3) [15 marks]
    (a) Graphical User Interface
    (b) Primary memory and its types
    (c) Disk cleanup
    (d) VLOOKUP and HLOOKUP functions.
    (e) Scanners