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G.T.N. ARTS COLLEGE (AUTONOMOUS)

DINDIGUL – 624 005

(Affiliated to Madurai Kamaraj University)

(Accredited by NAAC with 'B' Grade)

END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme : B.C.A

Date : 04.02.2022

Course Code: 17CBBA51

Time: 10 am – 1 pm

Course Title : Knowledge Management

Max Marks :75

SECTION – A

[5 X 2 = 10]

Answer ALL the Questions.

1. Define Knowledge Management.
2. What is the difference between information and knowledge?
3. Define Management Structure.
4. What are the characteristics of knowledge based organization?
5. What is Tacit Knowledge?

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

6. a) What are the significances of knowledge management?

[OR]

b) List out the need of knowledge management.

7. a) Write the importance of sharing in organizational creation.

[OR]

b) Write about networks in KM process.

8. a) What are the various approaches in an organisational knowledge management?

[OR]

b) Explain about the organizational culture.

9. a) What do you mean by human resource information system?

[OR]

b) What are the dimensions of knowledge management?

10. a) What are the challenges for HRM in KBO?

[OR]

b) Write about intellectual capital.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

11. Explain the steps involved in developing the knowledge management framework.
12. Explain about human resource drivers.
13. List out the organizational knowledge management strategies.
14. Write about the requirements of an effective knowledge management system.
15. What are the new roles of HR manager in the emerging KBO?

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 28.02.2022

Course Code: 17UBAA11

Time: 10 am – 1 pm

Course Title : Managerial Economics

Max. Marks : 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. This Adam smith's major work "An enquiry into the nature and causes of wealth of nations" published in _____.
[a] 1756 [b] 1766
[c] 1776 [d] 1786
2. The term economics derived from _____.
[a] Latin word [b] Russian Word
[c] Greek word [d] American word
3. The Law of Demand state that's when _____.
[a] income rises, demand raises [b] price rises, demand rises
[c] price falls, demand raises [d] price and income rise, and demand rises
4. The concept of elasticity of demand in economic theory was introduced by _____.
[a] Wick sell [b] Alfred Marshall
[c] J. S. Mill [d] A. C. Pigou
5. The localization of industries means concentration of _____.
[a] industries [b] same industries
[c] one particular industry [d] factories

6. Factors of production are classified into _____.
- [a] four [b] two
[c] three [d] five
7. Which of the following is called physical capital?
- [a] Skill [b] Intellectual
[c] Raw material [d] All of the above
8. The capital formulation position in under developed countries is _____.
- [a] lower rate [b] higher rate
[c] absence [d] all of the above
9. There is a single seller of a commodity which has no close substitute _____.
- [a] pure oligopoly [b] pure Monopoly
[c] monopoly [d] duopoly
10. Which of the following is the work of E. H. Chamberlin?
- [a] Monopoly [b] Kinked demand curve
[c] Monopolistic competition [d] Duopoly

SECTION – B [5 X 7 = 35]
Answer ALL the Questions.

11. a) Explain the scope of economics.
[OR]
b) What are the characteristics of human wants?
12. a).List out the types of price elasticity of demand.
[OR]
b) Why does demand curve slope downward from left to right?
13. a) Enumerate the advantages of localization of industries.
[OR]
b) List out the advantages of division of labour.

14. a) List out the kinds of price discrimination.
[OR]
b) Explain about the concept of Joint demand and joint supply.
15. a) List out the importance of National Income estimation.
[OR]
b) Explain the different phases of Trade Cycle.

SECTION – C [3 X 10 = 30]
Answer Any THREE Questions.

16. Critically examine the Indifference Curve analysis with suitable illustrations.
17. Discuss the Law of Returns to scale with a suitable diagram.
18. Describe the different cost concepts in the firm.
19. How can determine the price and output under monopoly?
20. Discuss the different methods of estimation in National Income.

19. Compute 3 Yearly, 5 Yearly, and 7 Yearly moving averages for the following data by using the method of moving Averages.

Year	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Productive in million (tons)	18	26	28	22	17	14	23	30	29	25	24	20

20. Discuss about the various components of time series analysis.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 18.02.2022

Course Code: 17UBAA31

Time: 10 am – 1 pm

Course Title : Business Statistics

Max. Marks : 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

- Statistics may be called the science of counting' is the definition given by _____.
 [a] Croxton [b] A. L. Bowley
 [c] Boddingtons [d] Webster
- The analysis of time series and regression analysis plays an important role in _____.
 [a] state affairs [b] tabulation
 [c] forecasting [d] ANOVA
- Which of the following is one dimensional diagram?
 [a] Bar diagram [b] Pie diagram
 [c] Cylinder [d] Histogram
- The best measure of central tendency is _____.
 [a] Weighted Mean [b] Geometric Mean
 [c] Arithmetic Mean [d] Harmonic Mean
- Which of the following is a relative measure of dispersion?
 [a] Variance [b] Coefficient of variance
 [c] Standard Deviation [d] Mode

6. The Degree of Association between two variables is called _____.
 [a] Correlation [b] Regression
 [c] Kurtosis [d] All of the above
7. Commodities which show considerable price fluctuations could be best measure by _____.
 [a] Cyclical [b] Trend
 [c] Seasonal [d] Unseasonal
8. The most important factor causing seasonal variations are _____.
 [a] Growth of population [b] Weather and social customs
 [c] depression in business [d] Growth of food
9. Given the regression Co-efficient, we can find _____.
 [a] M.D [b] S.D
 [c] C.V [d] A.M
10. The regression lines cut each other at the point of _____.
 [a] average of X and Y [b] average of X only
 [c] average of Y only [d] the median of X and Y

SECTION – B [5 X 7 = 35]
Answer ALL the Questions.

11. a) Write a short note on graphical presentation.
 [OR]
 b) Bring out the importance of statistics.
12. a) Given the following frequency distribution, calculate the Arithmetic mean:
- | | | | | | | | |
|--------------------|---|----|----|----|----|----|----|
| Mark | : | 64 | 63 | 62 | 61 | 60 | 59 |
| Number of Students | : | 8 | 18 | 12 | 9 | 7 | 6 |

[OR]

- b) What are the Merits of Median?

13. a) List out the types of correlation.
 [OR]
 b) Calculate Spearman's rank correlation coefficient from the following data
- | | | | | | | | | | | |
|----|---|---|---|---|----|---|---|---|----|---|
| X: | 8 | 7 | 2 | 1 | 4 | 3 | 5 | 6 | 10 | 9 |
| Y: | 6 | 5 | 3 | 4 | 10 | 9 | 8 | 7 | 2 | 1 |
14. a) Distinguish between regression and correlation analysis.
 [OR]
 b) List out the benefits of regression analysis.
15. a) Enumerate the various uses of correlation analysis
 [OR]
 b) Fit a straight line trend for the following data by using the method of semi averages:
- | | | | | | | | |
|--------|------|------|------|------|------|------|------|
| Year: | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2020 |
| Sales: | 40 | 50 | 90 | 110 | 220 | 230 | 450 |

SECTION – C [3 X 10 = 30]
Answer Any THREE Questions.

16. Enumerate the advantages and disadvantages of primary and secondary data.
17. The below table gives the marks obtained by 10 B.Com students in statistics examination. Calculate Standard Deviation
- | | | | | | | | | | | | |
|---------|---|----|----|----|----|----|----|----|----|----|----|
| Numbers | : | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Marks | : | 43 | 48 | 65 | 57 | 31 | 60 | 37 | 48 | 78 | 59 |
18. Find out the two regression equations from the data given below:
- | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|
| X: | 48 | 50 | 53 | 49 | 51 | 55 | 53 | 49 |
| Y: | 36 | 32 | 33 | 38 | 37 | 31 | 35 | 30 |

15. a) if $A = \begin{bmatrix} 1 & 2 & 2 \\ 2 & 1 & 2 \\ 2 & 2 & 1 \end{bmatrix}$, show that $A^2 - 4A - 5I = 0$

[OR]

b) Find the inverse of the matrix $\begin{bmatrix} 2 & 4 & -1 \\ 3 & 1 & 2 \\ 1 & 3 & -3 \end{bmatrix}$

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. In a class consisting of 120 students, 30 students take income tax subject, 40 students take accountancy subject and 45 students take costing subject, 15 students take both income tax subject and accountancy subject, 20 students take income tax subject and costing subject, 12 students take accountancy subject and costing subject, 8 students take all the three subjects. Find out

- How many of them are not take any of these subjects?
- How many of them take only one subject?
- How many of them take two subjects?

Show using Venn Diagram.

17. Show that the points (-2,1), (1,0) (4,3) and (1,2) form a parallelogram.

18. Find the maximum and minimum values of $2x^3 + 3x^2 - 12x - 6$.

19. The banker's gain on a bill due after 6 months at 12% p.a is Rs.36/-. Find

- True discount
- Banker's discount and
- Face value of the bill

20. Solve the system of equations $x - y = 3$, $2x + 3y + 4z = 17$ and $y + 2z = 7$.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Course Code:17UBAA41

Course Title :Business Mathematics

Date: 10.02.2022

Time: 2 pm – 5 pm

Max. Marks :75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. If there are 3 elements in a set A, then the number of subsets for the set A is _____.

- | | |
|--------|-------|
| [a] 3 | [b] 9 |
| [c] 27 | [d] 8 |

2. If $U = \{0,1,2,3,4,5\}$, $A = \{0,1,2\}$, $B = \{2,4\}$ then $(A \cup B)'$ is _____.

- | | |
|-----------|---------|
| [a] {3,5} | [b] {3} |
| [c] {5} | [d] {2} |

3. The volume of sales at which sales equal to expenses incurred is called as _____.

- | | |
|---------------------|-----------------------|
| [a] Breakeven point | [b] Equilibrium point |
| [c] Marginal point | [d] Cut-off Point |

4. The distance measured along the X-axis is to the right of the origin is taken as _____.

- | | |
|--------------|-----------------------------------|
| [a] Zero | [b] Positive |
| [c] Negative | [d] Neither positive nor negative |

5. The differential co-efficient of x^7 is _____.

[a] $7x^6$ [b] x^6

[c] $7x^8$ [d] x^8

6. The maximum value of the function $f(x) = \frac{1}{x}$ for $x > 0$ is _____.

[a] 1 [b] 0

[c] - 1 [d] ∞

7. The simple interest on Rs.50,000 at 10% p.a. for 10 years is_____.

[a] Rs. 25,000 [b] Rs. 30,000

[c] Rs. 50,000 [d] Rs. 5,000

8. The relations between True Discount (TD), Banker's Discount (BD) and Banker's Gain (BG) is given by _____.

[a] $TD = BD + BG$ [b] $BG = TD - BD$

[c] $TD = BD - BG$ [d] $BD = TD - BG$

9. The number of elements in the square matrix of order 3 x 3 is equal to _____.

[a] 6 [b] 3

[c] 12 [d] 9

10. The determinant of the Matrix $A = \begin{bmatrix} 3 & 5 \\ 2 & 1 \end{bmatrix}$ is _____.

[a] 7 [b] -7

[c] 11 [d] -11

SECTION – B [5 X 7 = 35]
Answer ALL the Questions.

11. a) If $A = \{1,2,3,4\}$, $B = \{3,4,5,6\}$ and $U = \{0,1,2,3,4,5,6,7,8,9\}$ then

verify that a) $A - B = A \cap B' = B' - A'$ and

b) $(A - B) \cup (B - A) = (A \cup B) - (A \cap B)$.

[OR]

b) Draw the Venn-diagrams to show that

$A \cap (B \cup C) = (A \cap B) \cup (A \cap C)$.

12. a) A company expects fixed cost to be Rs.30,000 and variable cost to be Rs.42,000 when the sales will be Rs.60,000. Find the relations between sales and expenses. Find breakeven point, What will be the profit when the sale is Rs.1,20,000/-.

[OR]

b) Find the distance between the following pair of points

1) (2,3) , (1,3)

2) (0,-2) , (-1,0).

13. a) If $y = \frac{5}{2}x^2 - \frac{7}{5}x^5 + 3x^{-3}$ find $\frac{dy}{dx}$.

[OR]

b) Differentiate $x^7 e^x$ with respect to x.

14. a) Find the rate of interest when Rs.500 amounts to Rs.800 in 10 years compound interest being added quarterly.

[OR]

b) A person invested a sum of Rs.25,000 at 12% p.a compounded quarterly for one year. Find out the effective rate of interest.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Course Code: 17UBAC11

Course Title: Principles of Management

Date: 25.02.2022

Time: 10 am – 1 pm

Max. Marks : 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. The _____ skill is the ability of the manager to think in abstract to analyse the forces working in a situation and assess the situation.
[a] conceptual [b] technical
[c] human relations [d] supervisory
2. _____ concepts are applied in both business and non-business organisations.
[a] Personnel [b] Principle
[c] Management [d] Functional
3. _____ is a technique that uses both past experiences and present assumptions about the future to predict what will occur.
[a] Planning [b] Forecasting
[c] Executing [d] Decision making
4. The _____ decisions are those that are non-repetitive and unusual in nature.
[a] programmed [b] routine
[c] group [d] non-programmed

5. Departmentation by _____, is the most widely used basis for organising activities.

- [a] product [b] functional
[c] customer [d] process

6. _____ organisation is otherwise called as military organisation.

- [a] Functional [b] Line and Staff
[c] Line [d] Committee

7. _____ is the process of entrusting part of the work by the superior to his subordinates.

- [a] Decentralisation [b] Centralisation
[c] Direction [d] Delegation

8. _____ is the process of hiring eligible candidates in the organisation or company for specific positions.

- [a] Staffing [b] Training
[c] Control [d] Motivating

9. Drucker belongs to _____ management.

- [a] bureaucratic [b] empirical school of
[c] social system of [d] human behaviour of

10. _____ is well known for his famous Hawthorne Studies.

- [a] Douglas McGregor [b] Abraham Maslow
[c] Mary Parkar Follet [d] Elton Mayo

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) List out the nature of management.

[OR]

b) Explain about the levels of management.

12. a) Bring out the limitations of Planning.

[OR]

b) Enumerate the process of MBO.

13. a) What are the factors influencing span?

[OR]

b) Explain about the process of departmentation.

14. a) List out the steps in control.

[OR]

b) Explain the principles of direction.

15. a) Discuss the contribution of chaster I Barnard.

[OR]

b) Write a note on the Empirical school of management thought.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Describe the functions of management.

17. Discuss the steps involved in the process of decision making.

18. Explain the types of organisational structure.

19. Explain the Maslow's theory of motivation.

20. Describe the principles formulated by Hendry Fayol.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 26.02.2022

Course Code: 17UBAC12

Time: 10 am – 1 pm

Course Title : Financial Accounting

Max. Marks : 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. The return of goods by a customer should be debited to _____ a/c.
[a] customers [b] goods
[c] sales returns [d] purchases
2. Outstanding salaries are shown as _____.
[a] an Expenditure [b] a Liability
[c] an asset [d] a contingent Liability
3. Any difference in Trial Balance is normally transferred to ____ a/c.
[a] suspense [b] capital
[c] sundry expenses [d] journal
4. Loss by theft is debited to _____ a/c.
[a] manufacturing [b] profit and loss
[c] trading [d] ledger
5. Computers of a firm should be classified as ____ assets.
[a] fixed [b] current
[c] liquid [d] intangible

6. Expenditure incurred as advertising is a _____ expenditure.
- [a] capital [b] revenue
[c] wasteful [d] useful
7. Depreciation means _____ in value.
- [a] decrease [b] increase
[c] no change [d] stable
8. Sinking fund method is also known as _____ method.
- [a] depletion [b] annuity
[c] depreciation Fund [d] revaluation
9. Income and Expenditure a/c is prepared by _____ concerns.
- [a] trading [b] non - Trading
[c] manufacturing [d] business
10. Entrance fees are generally _____.
- [a] capitalised [b] taken as income
[c] treated as Liability [d] taken as expense

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) State the Accounting Conventions.

[OR]

- b) Journalise the following transactions:

1. Purchased goods for cash Rs.10,000
2. Sold goods for cash Rs.500
3. Sold goods to Jane for cash Rs.3,000
4. Paid salary of Rs.8,000
5. Paid freight on goods purchased Rs.300
6. Received Rs.800 from Kamal
7. Received Rs.600 from Kamal as interest

12. a) The bank overdraft of Rajini on 31-12-2013 as per cash book is Rs.9,000. From the following particulars, prepare bank reconciliation statement:

1. Unpresented cheque	Rs. 3,000
2. Uncleared cheque	Rs. 1,700
3. Bank interest debited in the pass book only	Rs. 500
4. Bill collected and credited in the pass book only	Rs. 800
5. Cheque of Renu dishonoured	Rs. 500
6. Cheques issued to Sekar entered in the cash column of Cash book	Rs. 300

[OR]

- b) Prepare Purchase returns book and Sales returns book from the following data:

	Rs.
2017, Aug.1 Purchased goods returned to Senthil	205
3 Received goods returned by Natarajan	300
5 Goods returned to Kannan	500
7 Sales returns of Rs.1,260 by Mathavan	
15 Returned defective goods to Rajan	1,280
18 Damaged goods returned by Murali	1,120
23 Outward returns to Kanagasabai	275
29 Inward returns by Swaminathan	750
30 Returned inferior goods to Sankar	890
31 Selvan returned goods to us	1,330

13. a) The sundry debtors on 31st Dec. 2015 are Rs. 40,000. On analysis, it is found that debtors for Rs. 36,000 are good. The debtors for Rs.3,000 are doubtful and are estimated to realise $\frac{2}{3}$ rd of the amount and the debtors for Rs. 1,000 are bad. Make a provision for doubtful debts.

Show the Journal, Profit & Loss a/c and Balance sheet.

[OR]

b) Write short notes on Capital Expenditure and Revenue Expenditure with examples.

14. a) Distinction between Straight Line Method and Written Down Value Method.

[OR]

b) What are the objectives of providing depreciation?

15. a) How do you incorporate the following in Tanjore turf Balance sheet for the year 31.3.2019?

Medal Distribution fund	Rs. 98,400
Interest on the fund investments	Rs. 28,900
Medals distributed	Rs. 28,700
Medal distribution fund investments	Rs. 98,000

[OR]

b) Find out the amount of salaries to be debited to income and expenditure account for 2019 from the following details given below:

Payments made for salaries during 2019	Rs. 48,000
Outstanding salary as on 31-12-2018	Rs. 2,000
Outstanding salary as on 31-12-2019	Rs. 3,200
Prepaid salary as on 31-12-2018	Rs. 1,200
Prepaid salary as on 31-12-2019	Rs. 1,600

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Explain about the Accounting Concepts.

17. From the under mentioned balances, prepare a Trial Balance as on 31.3.2017.

	Rs.		Rs.
Opening stock	35,000	Machinery	60,000
Salaries	20,000	Sundry creditors	24,000
Sundry Debtors	50,000	Purchases	1,20,000
Wages	16,000	Cash	1,200
Sales	2,01,200	Furniture	15,000
Rent	10,000	Bills receivable	20,000
Capital	1,00,000	Bills payable	22,000

18. After considering the following adjustment with the trial balance as on 31.12.2016 prepare Trading, Profit and Loss Account for the year ended 31.12.2016 and Balance sheet as on that date:

1. Stock on hand at 31.12.2016 Rs. 4,900
2. Outstanding salaries Rs.300
3. Prepaid rent Rs.200 and Insurance Rs.90
4. Depreciate Machinery at 10%

Trial Balance as on 31.12.2016

Debit Balance	Rs.	Credit Balance	Rs.
Purchases	15,000	Capital	40,000
Salaries	2,000	Sales	25,000
Rent	1,500	Creditors	1,000
Insurance	300		
Drawings	5,000		
Machinery	28,000		
Bank	4,500		
Cash	2,000		
Opening stock	5,200		
Debtors	2,500		
	66,000		66,000

19. Discuss about the causes of Depreciation.

20. Prepare Receipts and Payments a/c of a club for the year ended 31st

Dec.2019 from the following particulars:

	Rs.		Rs.
Opening Balance of cash	4,00,000	Rent paid	1,200
Receipt of entrance fees	8,000	Payment for Purchase of Cricket balls	500
Subscription received for 2019	16,000	Payment for purchase of Cricket bats	1,600
Previous year's subscription received	1,600	Payment for stationery in cash	100
Paid salaries	2,000		
Paid for Miscellaneous Expenses	200		

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 17.02.2022

Course Code: 17UBAC22

Time: 2 pm - 5 pm

Course Title: Cost Accounting

Max. Marks: 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

- _____ is the process of determining the cost of doing something.
[a] Accounting [b] Costing
[c] Financing [d] Marketing
- _____ is a record card used by store keeper for all items of materials and goods in his store.
[a] Store ledger [b] Inventory control
[c] Bin card [d] Base stock method
- Wage sheet is prepared by _____.
[a] Time – keeping department [b] Pay Roll department
[c] Personnel department [d] Production department
- The total of all direct expenses is known as _____.
[a] Prime cost [b] Work Cost
[c] Factory cost [d] Total Cost

5. In manufacturing industries, the most important element of cost is _____.

- [a] Material [b] Labour
[c] Fixed overhead [d] Flexible overhead

6. Time and motion study is conducted by _____.

- [a] Time – keeping department [b] Pay roll department
[c] Personnel department [d] Production department

7. Lighting expenses in a factory is included in _____.

- [a] Administration overhead [b] Works overhead
[c] Selling overhead [d] Distribution overhead

8. Variable cost change _____ with change in output.

- [a] Indirectly [b] Proportionately
[c] Directly [d] Inversely

9. Job costing is suitable for _____.

- [a] Specific order concerns [b] Mass production concerns
[c] Cement industry [d] Processing unit

10. Under ABC analysis ‘C’ stands for _____.

- [a] High value items [b] Less value items
[c] More no. of items [d] Less no of items

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) Explain the various advantages of cost accounting.

[OR]

b) Discuss the characteristics of a good costing system.

12. Find out the economic order quantity (EOQ) from the following particulars:

Annual usage : 6,000 Units

Cost of Material per unit : Rs. 20

Cost of placing and Receiving one order Rs.60 annual carrying cost of one unit 10% of inventory value

[OR]

b) A truck load of materials of different grades was purchased for Rs.2,25,000 Materials are sorted into the following grades whose market price is shown against each of them.

	Units	Selling price per unit
Grade I	25,000	6.00
Grade II	15,000	5.00
Grade III	10,000	2.50

Find out the purchase rate per unit of each grade of the material assuming that all the grades yield same rate of profit

13. a) Modern printers undertook tow jobs during the 1st week of June 2007. The following details are available.

	Job 110 (Rs.)	Job 120 (Rs.)
Materials supplied	4,000	2,000
Wages	900	600
Direct expenses	200	100
Material Transfer from Job 120 to 110	200	200
Material returned to stores	-	100

Find the cost of each job and profit or loss if any, assuming that job 120 is completed and invoiced to the customer at Rs.3,000.

[OR]

b) A radio manufacturer makes 2 models-3 band set and two in one. From following particulars, Prepare a statement showing cost and profit per model per unit sold. There is no opening or closing stocks.

	3 Bank (Rs.)	Two in one (Rs.)
Material	27,300	1,08,680
Labour	15,600	62,920

14. a) Explain the causes of labour turnover and its effects.

[OR]

b) From the following particulars, calculate the earnings of different workers under Taylor's differential piece rate system

Standard time per unit : 6 Minutes

Normal Rate : Rs.5 per hour

Differential piece rates:

80% of piece rate below the standard

120% of piece rate at or above the standard

In a day of 8 hours, the production by different workers is as under:

Amar: 70 units; Badekhan: 80 units;

Chaplin: 90 units; Dharm Singh: 100 units

15. a) What do you mean by work uncertified and incomplete contracts? Explain how the profits are determined in the case of incomplete Contracts.

[OR]

b) The financial books of a company show a net profit of Rs.2,57,510 for the year ending 31st December. The cost accounts show a net profit of Rs.3,44,800 for the same corresponding period. The following facts are brought to light.

SECTION – C [3 X 10 = 30]

Answer Any THREE Questions.

16. What are the characteristics of good money?

17. What are the differences between cost accounting and financial accounting?

18. Draw a stores ledger card recording the following transactions under FIFO method

- 2010 July 1. Opening stock 2,000 unit at Rs.10 each
5. Received 1,000 units at Rs.11 each
6. Issued 500 units
10. Received 5,000 units at Rs.12 each
12. Received back 50 units out of the issue made on 6th July.

14. Issued 600 units

18. Return to supplier 100 units out of goods received on 5th

19. Received back 100 units out of the issue made on 14th July

20. Issued 150 units

25. Received 500 units at Rs.14 each

28. Issued 300 units

The stock verification report reveals that there was a shortage of 10 units on 18th July and another shortage of 15 units on 26th July.

19. The modern company is divided into four departments - A, B, C are producing departments and D is a service department. The actual costs for a period are as follows:

	Rs.
Rent	1,000
Repairs to plant	600
Depreciation on plant	450
Employer's liability for insurance	150
Supervision	1,000
Fire insurance in respect of stock	500
Power	900
Light	120

The following information is available in respect of the 4 departments.

Particulars	Dept. A	Dept. B	Dept. C	Dept. D
Area (sq. metres)	1,500	1,100	900	500
No. of employees	20	15	10	5
Total wages (Rs.)	6,000	4,000	3,000	2,000
Value of plant (Rs.)	24,000	18,000	12,000	6,000
Value of stock (Rs.)	15,000	9,000	6,000	---
H.P. of plant	24	18	12	6

Apportion the costs of the various departments on the most equitable basis.

20. What are the objectives of Credit Control?

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

DINDIGUL – 624 005

(Affiliated to Madurai Kamaraj University)

(Accredited by NAAC with 'B' Grade)

END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 14.02.2022

Course Code: 17UBAC31

Time: 10 am – 1 pm

Course Title : Business Law - I

Max. Marks : 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

- _____ is a legal agreement that defines and governs the rights and duties.
[a] Contract [b] Offer
[c] Acceptance [d] Mistake
- Indian Contract Act was came into effect on _____.
[a] 1882 [b] 1872
[c] 1862 [d] 1852
- A necessary element of a legally binding contract _____.
[a] Contract [b] Offer
[c] Acceptance [d] Mistake
- Getting into a contract with a person or a company on false grounds by making statements that are not in accordance with the facts is _____.
[a] Consent [b] Fraud
[c] Mistake [d] Misrepresentation
- _____ refers to an agreement exists between two parties who have not previously had obligations to each other.
[a] Quasi contract [b] Void contract
[c] Voidable contract [d] Contingent contract

6. Remedy granted by the court that prohibits the commission of a wrong threatened is _____.

- [a] Contract
- [b] Injunction
- [c] Agreement
- [d] Influence

7. A collateral promise to answer for the debt or obligation of another is called as _____.

- [a] Contract
- [b] Agreement
- [c] Guarantee
- [d] Warrantee

8. Breaking an agreement, set between parties is known as _____.

- [a] Bailment
- [b] Cancellation
- [c] Retirement
- [d] Termination

9. A contract of sale is an agreement between _____.

- [a] seller and buyer
- [b] seller and seller
- [c] buyer and buyer
- [d] customer and consumer

10. Either not been paid full or buyer has failed to meet maturity of bills of exchange _____.

- [a] Seller
- [b] Unpaid Seller
- [c] Buyer
- [d] Customer

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) What are the types of contract?

[OR]

b) List out the essential elements of a contract.

12. a) Explain the term No consideration, No contract.

[OR]

b) Enumerate types of misrepresentation.

13. a) Explain remedies for breach of contract.

[OR]

b) Write short notes on punishment and bring out its types.

14. a) List out the rights of bailor and bailee.

[OR]

b) Explain about the central elements involved in the delegation of authority.

15. a) Elucidate essentials of contract of sale.

[OR]

b) Enumerate the Rights and Duties of Buyer and Seller.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Explain about the formation contract with its types.

17. Describe the common types of fraud.

18. Enumerate performance of contract.

19. Explain Classification of agents in detail.

20. Elaborately explain the types of warranties.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 15.02.2022

Course Code: 17UBAC32

Time: 10 am – 1 pm

Course Title : Entrepreneurship

Max. Marks : 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. _____ entrepreneurs who introduce new goods, inaugurates new method of production, discovers new market and reorganizes the enterprise.
[a] Innovative [b] Imitative
[c] Fabian [d] Drone
2. Social and economic development of a nation is the result of _____.
[a] entrepreneur [b] planning
[c] operation [d] government
3. Entrepreneurial Development Programme provides _____.
[a] self-employment [b] education and Training
[c] skill increment [d] all of the above.
4. National Alliance of Young Entrepreneurs (NAYE) sponsored an Entrepreneurial Development scheme with Bank of India in _____.
[a] January 1920 [b] August 1920
[c] January 1972 [d] August 1972

5. A provisional SSI registration certificate is valid for a period of _____.
 [a] Four years [b] Three years
 [c] Two years [d] One year
6. A business arrangement where one party allows another party to use a business name and sell its products or services is known as _____.
 [a] a cooperative [b] a franchise
 [c] an owner-manager business [d] a limited company
7. _____ is primarily concerned with the identification, qualification and evaluation of the project resources.
 [a] Techno-Economic analysis [b] Feasibility analysis
 [c] Input analysis [d] Financial analysis
8. _____ implies the availability or otherwise of plant and machinery and technical know how to produce the product.
 [a] Economic viability [b] Financial feasibility
 [c] Technical Feasibility [d] Managerial competence
9. DIC is headed by General Manager in the rank of _____.
 [a] Joint Director of Industries [b] Assistant Director of industries
 [c] Non-departmental officer [d] Departmental officer
10. Which of the following is a function of SIDBI?
 [a] Extension of seed capital [b] Discounting of bills
 [c] Providing factoring services [d] All the above

SECTION – B [5 X 7 = 35]
Answer ALL the Questions.

11. a) What are the qualities of successful entrepreneurs?
 [OR]
 b) Elucidate the role of entrepreneurship in economic development of a country.

12. a) What are the objectives of entrepreneurship development programmes?
 [OR]
 b) What are the problems and constraints faced by women entrepreneur?
13. a) State different steps in starting SSI.
 [OR]
 b) Differentiate Partnership with Joint Stock Company.
14. a) What are the stages of project formulation?
 [OR]
 b) Explain input and financial analysis and its importance.
15. a) Explain the functions of DIC.
 [OR]
 b) What are the remedial measures to overcome sickness in small units?

SECTION – C [3 X 10 = 30]

Answer Any THREE Questions.

16. What is the difference between Entrepreneur and Manager?
17. Discuss the various problems in entrepreneurship development programme.
18. Explain different forms of ownership of business.
19. What are the contents of project report? Explain.
20. Discuss the major causes of sickness in small scale industries.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 16.02.2022

Course Code: 17UBAC33

Time: 10 am – 1 pm

Course Title: Banking Law and Practice

Max. Marks :75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

- _____ is a person who has some sort of an account, either deposit or current account or some relation with a banker.
[a] Agent [b] Customer
[c] Banker [d] Trustee
- The right of the creditor to retain the goods belonging to the debtor until the amount due is paid to the creditor is called _____.
[a] lien [b] set-off
[c] appropriation [d] claim
- No interest is unusually allowed on _____ accounts.
[a] fixed deposit [b] recurring deposit
[c] current [d] savings
- The _____ book is an authenticated copy of customer's account in the books of a accounts of the banker.
[a] pass [b] cheque
[c] debit [d] credit

5. A _____ contains an unconditional promise to pay money by the debtor to the creditor.

- [a] Bill of exchange [b] Acceptance
[c] Promissory note [d] Order

6. Which one is material alternation?

- [a] Alternation of the date of cheque
[b] Crossing a cheque
[c] Qualifying an acceptance
[d] Conversion of a blank endorsement into an endorsement in full

7. When a banker undertakes to collect cheques and bills, he is called _____ banker.

- [a] paying [b] protecting
[c] agent [d] collecting

8. A _____ is one who holds the instrument free from any defect of the title of prior parties.

- [a] payment in due course [b] holder in due course
[c] holder for value [d] negligence

9. _____ loans are granted on the personal security of the borrower.

- [a] Secured [b] Unsecured
[c] Finance [d] Hire purchase

10. _____ loans granted for a fixed period exceeding one year and is repayable as per schedule of prepayment.

- [a] Demand [b] Term
[c] Bridge [d] Overdraft

SECTION – B **[5 X 7 = 35]**
Answer ALL the Questions.

11. a) Explain the general obligation of a banker towards customer.

[OR]

b) Under what circumstance banker can exercise lien.

12. a) Discuss the consequences of wrong entries into the passbook.

[OR]

b) What precautions should a banker take in opening the account in the name of a minor?

13. a) List out the essential features of a cheque.

[OR]

b) Explain the kinds of crossing.

14. a) Elucidate the duties of collecting banker.

[OR]

b) Under what circumstances a paying banker can dishonour cheque.

15. a) Explain the methods of creating a charge on assets or securities.

[OR]

b) Discuss the types of loans and advances.

SECTION – C **[3 X 10 = 30]**
Answer Any THREE Questions.

16. Explain the general relations between banker and customer.

17. Describe the steps involved in pending account with a banker.

18. Discuss the various kinds of endorsement.

19. Discuss the legal protection given to a paying banker by the Negotiable Instruments Act.

20. Describe the cannons of good banking security.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 17.02.2022

Course Code: 17UBAC34

Time: 10 am – 1 pm

Course Title : Computer Applications in Business - I Max. Marks : 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. Computer is an _____ device.

[a] electronic

[b] electric

[c] powered

[d] automated

2. Physical components of computer is _____.

[a] software

[b] hardware

[c] RAM

[d] ROM

3. The driver of the computer is _____.

[a] CPU

[b] monitor

[c] processor

[d] printer

4. Specific order from a user to the computer's operating system is _____.

[a] application

[b] interface

[c] system

[d] command

5. Short cut key to COPY is _____.

[a] Ctrl + C

[b] Ctrl + X

[c] Ctrl + V

[d] Ctrl + Z

6. Short cut key to CUT is _____.

[a] Ctrl + C

[b] Ctrl + X

[c] Ctrl + V

[d] Ctrl + Z

7. Changes from Portrait to Landscape can be done by using _____.

[a] Page Layout and Margin

[b] Page Layout and Size

[c] Page Layout and Orientation

[d] Insert and Blank Page

8. Short cut to Refresh is _____.

[a] F2

[b] F3

[c] F4

[d] F5

9. In Excel, columns are named in _____.

[a] numbers

[b] alphabets

[c] alpha numerical

[d] special Cases

10. Inserting new column and row in Excel is _____.

[a] impossible

[b] possible

[c] only Deletion

[d] only Alteration

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) Explain types of computers.

[OR]

b) List out and explain any ten output devices.

12. a) Explain system software with suitable example.

[OR]

b) Enumerate features of DOS.

13. a) Bring out the functions of windows.

[OR]

b) List out components of control panel with suitable explanation.

14. a) Enumerate features of MS Word.

[OR]

b) Elucidate advantages of mail merge.

15. a) Draw a Pictorial representation of Excel Sheet and explain its functions.

[OR]

b) Explain types of charts and its advantages.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Explain classification of generations of computers.

17. Describe application software.

18. Enumerate types of folders.

19. Elucidate types of views in word.

20. Brief worksheet with its classifications.

Reg. No:

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Course Code: 17UBAC41

Course Title: Business Law - II

Date: 05.02.2022

Time: 2 pm – 5 pm

Max. Marks: 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. The objects of Factories Act are to regulate the _____ of work in manufacturing establishments.
[a] conditions [b] doing
[c] production [d] sale
2. Conciliation officers are appointed for the settlement of _____ disputes.
[a] factory [b] industrial
[c] establishments [d] banking
3. The term standing orders mean _____ relating to matters set out in the schedule to the act.
[a] rules [b] by laws
[c] order [d] command
4. ----- act was passed with a view to constitute the statutory terms of employment between the industrial establishments and their employees.
[a] Industrial Dispute Act 1947
[b] The Employee's State Insurance Act 1948
[c] The Payment of Wages Act 1936
[d] The Industrial Employment Act 1946

5. _____ act came into force on 16th September 1972.
 [a] The Payment of Bonus Act [b] The Payment of Gratuity Act
 [c] The Payment of Wages Act [d] The Hire Purchase Act
6. According to the Maternity Benefit Act, the child includes _____ child.
 [a] orphan [b] abundant
 [c] still-born [d] poor
7. Disablement means loss of _____ to work.
 [a] strength [b] health
 [c] work [d] capacity
8. The term _____ means an untoward event which is not expected by the injured workman.
 [a] accident [b] disablement
 [c] personal injury [d] none of these
9. Fraud disqualifies a workman from getting _____.
 [a] salary [b] bonus
 [c] coolie [d] wage
10. _____ training means a course of training to be undergone in pursuance of contract.
 [a] Apprenticeship [b] Scholarship
 [c] Friendship [d] Ownership

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) Explain the rules regarding Annual leave with wages under the Factories Act 1948.
 [OR]
 b) What are the various authorities constituted by the government for investigation and Settlement of Industrial Disputes?
12. a) Discuss the procedure for the submission and certification of standing order.

[OR]

--2--

- b) Explain the rules regarding amalgamation and dissolution of a trade union.
13. a) State the provisions regarding the forfeiture of gratuity payable to an employee.
 [OR]
 b) Explain the employee's pension scheme.
14. a) Discuss the rules "arising out of and in the course of employment" as used in the Workmen's Compensation Act.
 [OR]
 b) State the provisions regarding distribution of compensation under the Workmen's Compensation Act.
15. a) Discuss the obligations of an apprentice employee under the contract of apprenticeship.
 [OR]
 b) What are the legal provisions relating to state commission under the Consumer Protection Act 1986?

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Explain the provisions regarding the health of workers under the Factories Act 1948.
17. Elucidate the procedure for registration of a Trade union under the Trade Union Act 1926.
18. State the provisions for fixing and revising of wages.
19. How is the amount of compensation payable to an injured workman calculated under the Workmen's Compensation Act?
20. State the conditions for eligibility for bonus and disqualifies from receiving bonus.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 07.02.2022

Course Code: 17UBAC42

Time: 2 pm – 5 pm

Course Title: Organisational Behaviour

Max. Marks: 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. The concept of organization man was introduced by

[a] Henri fayol

[b] F.W.Taylor

[c] William white

[d] Blake and Mountain

2. Behaviour is the response to change in_____.

[a] Stimuli

[c] Organism

[b] Psychology

[d] Contract

3. ____ stage is characterised by conflict, confrontation, concern and criticism.

[a] Forming

[b] Storming

[c] Norming

[d] Performing

4. The last stage in the informal group is _____.

[a] Storming

[b] Norming

[c] Adjourning

[d] Forming

5. Job rotation reduces_____.
- [a] Work [c] Satisfaction
[b] Monotony [d] Frustration
6. Conflicts that support the goals of the group and improve its performance are _____ conflicts
- [a] functional [b] inter-group
[c] intra group [d] inter-organisational
7. _____ is the physical problem.
- [a] Increased heart beat [b] Anger
[c] Depression [d] All
8. Which of the following are sources of stress?
- [a] Individual stress [c] Organizational stress
[b] Group stress [d] All the above
9. _____ changes occur when forces compel organisation to implement change without delay.
- [a] Reactive [b] Proactive
[c] Active [d] Passive
10. Who is the father of change process?
- [a] Kurt lewin [b] Flippo
[c] Likert [d] Robert blake

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) State briefly the objectives of organization behaviour.
- [OR]**
- b) Explain the importance of studying organizational behaviour.

12. a) What are the reasons for the formation of groups?
- [OR]**
- b) State the process of group decision making.
13. a) Write a note on nature of motivation.
- [OR]**
- b) List out the factors affecting employees' morale.
14. a) State the nature of stress.
- [OR]**
- b) Explain the organizational factors causing stress.
15. a) Explain the measures that can be adopted to overcome resistance by employees.
- [OR]**
- b) State the objectives of organizational development.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Explain the various organizational behaviour models.
17. State the different stages of group development.
18. Discuss the ways to manage conflict in the workplace.
19. Explain the different approaches to managing stress.
20. Explain the merits and demerits of the organisational development.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 07.02.2022

Course Code: 17UBAC42

Time: 2 pm – 5 pm

Course Title: Organisational Behaviour

Max. Marks: 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. The concept of organization man was introduced by

[a] Henri fayol

[b] F.W.Taylor

[c] William white

[d] Blake and Mountain

2. Behaviour is the response to change in_____.

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[c] Organism

[b] Psychology

[d] Contract

3. ____ stage is characterised by conflict, confrontation, concern and criticism.

[a] Forming

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[c] Norming

[d] Performing

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[b] Norming

[c] Adjourning

[d] Forming

5. Job rotation reduces_____.
- [a] Work [c] Satisfaction
[b] Monotony [d] Frustration
6. Conflicts that support the goals of the group and improve its performance are _____ conflicts
- [a] functional [b] inter-group
[c] intra group [d] inter-organisational
7. _____ is the physical problem.
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8. Which of the following are sources of stress?
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[b] Group stress [d] All the above
9. _____ changes occur when forces compel organisation to implement change without delay.
- [a] Reactive [b] Proactive
[c] Active [d] Passive
10. Who is the father of change process?
- [a] Kurt lewin [b] Flippo
[c] Likert [d] Robert blake

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) State briefly the objectives of organization behaviour.
- [OR]**
- b) Explain the importance of studying organizational behaviour.

12. a) What are the reasons for the formation of groups?
- [OR]**
- b) State the process of group decision making.
13. a) Write a note on nature of motivation.
- [OR]**
- b) List out the factors affecting employees' morale.
14. a) State the nature of stress.
- [OR]**
- b) Explain the organizational factors causing stress.
15. a) Explain the measures that can be adopted to overcome resistance by employees.
- [OR]**
- b) State the objectives of organizational development.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Explain the various organizational behaviour models.
17. State the different stages of group development.
18. Discuss the ways to manage conflict in the workplace.
19. Explain the different approaches to managing stress.
20. Explain the merits and demerits of the organisational development.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 08.02.2022

Course Code: 17UBAC43

Time: 2 pm – 5 pm

Course Title: Marketing Management

Max. Marks: 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. _____ is a deliberate attempt to totally kill the demand for goods and services.

[a] Re-marketing

[b] De-marketing

[c] Counter marketing

[d] Meta-marketing

2. _____ is the person who uses the product finally.

[a] Customer

[b] Consumer

[c] Buyer

[d] Seller

3. All the products manufactured by the company may have the same name of the company is called _____.

[a] umbrella brand

[b] family brand

[c] private brand

[d] individual brand

4. Packages of entire product line closely resembles one another is _____.

[a] family packaging

[b] multiple packaging

[c] reuse packaging

[d] ecological packaging

5. It involves adding a percentage of the cost to arrive at the price.

- [a] Target return pricing [b] Going rate pricing
[c] Sealed bid pricing [d] Mark-up pricing

6. _____ is an organized network or a system to connect producers and consumers.

- [a] Advertisement [b] Sales promotion
[c] Distribution channel [d] Corporate channel

7. _____ is process of audio – visual effect.

- [a] Selling [b] Awareness
[c] Advertisement [d] Marketing

8. Which one of the following is not an outdoor media?

- [a] Film advertising [b] Posters
[c] Sandwich-man [d] Electric signs

9. _____ is the instruction to educate the consumers in the manner of using the product.

- [a] Sampling [b] Announcement
[c] Demonstration [d] Contest

10. The process of increasing volume of sales is _____ promotion.

- [a] advertisement [b] sales
[c] buying [d] purchase

SECTION – B **[5 X 7 = 35]**

Answer ALL the Questions.

11. a) Describe the concept of marketing mix and explain the various elements of marketing mix.

[OR]

b) Define marketing and also discuss the features of marketing.

12. a) Define branding and also sort down the functions of branding.

[OR]

b) Write down the merits and the content in product labeling.

13. a) Enumerate the methods of pricing.

[OR]

b) Explain contract types and pricing models.

14. a) Sort down the various kinds of advertising with suitable example.

[OR]

b) What are the advantages of advertising?

15. a) Narrate the types of digital marketing in promoting sales.

[OR]

b) Enumerate inbound and outbound marketing.

SECTION – C **[3 X 10 = 30]**

Answer Any THREE Questions.

16. Explain the various stages involved in the consumer buying process.

17. Explain product life cycle with suitable diagrammatic presentation.

18. Enumerate factors affecting the choice of channels of distribution.

19. What are the qualities of a good advertisement copy?

20. Describe about the sales promotion strategies.

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

DINDIGUL – 624 005

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 09.02.2022

Course Code:17UBAC44

Time: 2 pm – 5 pm

Course Title : Computer Applications in Business - II Max. Marks :75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. Which tab is not available on left panel when we open a presentation?

[a] Outline

[b] Slide

[c] Notes

[d] All the above

2. Which of the following section does not exist in a slide layout?

[a] titles

[b] Lists

[c] Charts

[d] Animation

3. Microsoft Access is a _____.

[a] Network Database Model

[b] RDBMS

[c] ORDBMS

[d] OODBMS

4. Which of the following is not a type of Microsoft access database object?

[a] Macros

[b] Modules

[c] Worksheets

[d] Tables

5. A program that is used to view websites is called a _____.
- [a] Browser [b] Web viewer
[c] Spreadsheet [d] Word processor
6. Which of the following is not a type of broadband internet connection?
- [a] Satellite [b] DSL
[c] Dialup [d] Cable
7. Which of the following describes e-commerce?
- [a] Doing business electronically [b] Doing business
[c] Sale of goods [d] All the above
8. Which of the following is not one of the major types of e-commerce?
- [a] C2B [b] B2C
[c] B2B [d] C2C
9. _____ are payment instruments whose validity requires reference to the issuer.
- [a] Cash [b] Cheque
[c] Card [d] None
10. _____ is equivalent to a business document, such as a purchase order.
- [a] Transaction Set [b] Data segments
[c] Data elements [d] None of the above

SECTION – B [5 X 7 = 35]

Answer ALL the Questions.

11. a) What are the features of MS-Power Point?
- [OR]
- b) How to add animation in MS-Power Point?

12. a) What is Database? and Explain the elements of database objects.

[OR]

- b) What are the types of Query?

13. a) Discuss the advantages of internet.

[OR]

- b) Describe the frame tags in detail.

14. a) What are the categories of E-Commerce?

[OR]

- b) What are the different configurations for the flow of goods and money in E-Commerce models.

15. a) What are the properties of E-Cash?

[OR]

- b) What are the advantages of EDI?

SECTION – C [3 X 10 = 30]

Answer Any THREE Questions.

16. Explain in detail about the types of views in MS-Power Point.
17. What are the types of data available in MS-Access?
18. Discuss in detail about Internet Explorer.
19. What are the benefits of E-Commerce?
20. What are the types of Electronic Payment System?

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Course Code: 17UBAC51

Course Title : Operations Management

Date: 05.02.2022

Time: 10 am – 1 pm

Max. Marks :75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. A _____ is something which is offered to customers to satisfy their needs or wants.

[a] process

[b] price

[c] promotion

[d] product

2. The competitive advantage in the production function can be achieving through_____.

[a] high wastages

[b] more cost

[c] higher quality

[d] lowest quality

3. _____ determines the starting time and finishing time for each operation.

[a] Routing

[b] Loading

[c] Scheduling

[d] Controlling

4. The other name of product layout is _____ layout.

[a] functional

[b] line

[c] static

[d] hybrid

5. _____ records graphically or diagrammatically, in sequence the movements connects with a process.

- [a] Process chart [b] Route chart
[c] Flow chart [d] Handling chart

6. In ship manufacturing, the type of layout preferred is _____.

- [a] product layout [b] process layout
[c] fixed position layout [d] combination layout

7. Chances of accidents are more in _____ manufacturing system.

- [a] continuous [b] intermittent
[c] hybrid [d] job shop

8. Production cost is less in _____ manufacturing system.

- [a] continuous [b] intermittent
[c] hybrid [d] job shop

9. The function of _____ involves the decision when, what, how, and why to produce goods.

- [a] production planning [b] production control
[c] method analysis [d] quality control

10. _____ family is primarily concerned with quality management.

- [a] ISO 9004 [b] ISO 14000
[c] ISO 9000 [d] ISO 14001

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) State the advantages of continuous production system.

[OR]

b) Explain the types of intermittent production.

12. a) What are the objectives of plant location?

[OR]

b) Enumerate the disadvantages of product layout.

13. a) Mention the benefits of work study.

[OR]

b) Explain the method study symbols.

14. a) Materials management as a Science or an Art. Explain.

[OR]

b) Describe the weaknesses of EOQ formulae.

15. a) State the importance of material handling.

[OR]

b) Discuss the advantages of Quality Control System.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. What are the characteristics of continuous production system?

17. Enumerate the objectives of plant layout.

18. Distinguish between methods study and work measurement.

19. Explain the inventory models.

20. What are the factors influencing the selection of material handling system?

SECTION – C [3 X 10 = 30]
Answer Any THREE Questions.

16. Discuss the importance and the role of human resource manager.
17. Analyse the various steps involved in human resource planning.
18. Enumerate the various methods of training.
19. Explain the causes for poor industrial relations and developing sound industrial relations.
20. Discuss the modern methods of performance appraisal.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 07.02.2022

Course Code: 17UBAC52

Time: 10 am – 1 pm

Course Title : Human Resource Management

Max. Marks :75

SECTION – A [10 X 1 = 10]

Answer ALL the Questions.
Choose the Correct Answer.

1. _____ is the process of motivating, activating, leading and supervising people.
[a] Planning [b] Directing
[c] Controlling [d] Coordinating
2. The _____ aspect is concerned with working conditions and amenities such as canteen, transport etc .
[a] labour [b] welfare
[c] industrial relations [d] industrial revolution
3. _____ is the process of estimating the present and future manpower requirement of the organisation.
[a] Selection [b] Recruitment
[c] Human Resource Planning [d] Placement
4. The data collected through _____ is used to prepare job description and job specification.
[a] wage survey [b] job analysis
[c] job evaluation [d] performance appraisal

5. _____ is the process of welcoming an employee when he first joins a company and giving him a basic information to start work.

- [a] Placement [b] Induction
[c] Training [d] Promotion

6. _____ is the act of increasing the knowledge and skills of an employee for doing a particular job.

- [a] Selection [b] Induction
[c] Training [d] Transfer

7. _____ establish and foster sound relationship between workers and management by safeguarding their interest.

- [a] Industrial Peace [b] Industrial Democracy
[c] Industrial Relations [d] Industrial Conflict

8. _____ ensures that jobs are fairly compensated in comparison to similar jobs in the labour market.

- [a] External Equity [b] Internal equity
[c] Individual Worth [d] Cost of Living

9. _____ is useful in analysing training and development needs.

- [a] Performance Appraisal [b] Training
[c] Coaching [d] Feedback

10. _____ are formed at plant level with equal number of representatives from employers and employees.

- [a] Board Representation [b] Joint Management Councils
[c] Works Committee [d] Co-Partnership

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) Discuss the various functions of Human Resource Management.

[OR]

b) What are the objectives of Human Resource Management.

12. a) List out the procedure involved in job evaluation.

[OR]

b) Enumerate the importance of Human Resource Planning.

13. a) Bring out the factors that influence recruitment.

[OR]

b) Explain in brief the steps involved in selection procedure.

14. a) Elucidate the objectives of wage and salary administration.

[OR]

b) Explain the procedure that the management applies to deal with the employees grievances.

15. a) Evaluate the various steps involved in performance appraisal process.

[OR]

b) Describe the objectives of workers participation in management.

18. Can you elaborate on the factors influencing working capital of a firm?

19. A firm's after-tax cost of capital of the specific sources is as follows:

- Cost of Debt – 4.77%
- Cost of Preference shares – 10.53%
- Cost of equity capital – 14.59%
- Cost of retained earnings – 14.00%

The following is the capital structure:

Source	Amount (Rs.)
Debt	3,00,000
Preference capital	2,00,000
Equity capital	4,00,000
Retained earnings	1,00,000
Total	10,00,000

Calculate the weighted average cost of capital using book value weights.

20. From the following information, calculate the NPV of the two projects and suggest which of the two projects should be accepted assuming a discount rate of 10%.

	Project X	Project Y
Initial investment	Rs.20,000	Rs.30,000
Estimated life	5 years	5 years
Scrap value	Rs. 1,000	Rs. 2,000

The profit before depreciation and after taxes is as follows:

	Year 1	Year 2	Year 3	Year 4	Year 5
Project X (Rs.)	5,000	10,000	10,000	3,000	2,000
Project Y (Rs.)	20,000	10,000	5,000	3,000	2,000
PV factor @ 10%	0.909	0.826	0.751	0.683	0.621

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 08.02.2022

Course Code: 17UBAC53

Time: 10 am – 1 pm

Course Title : Financial Management

Max. Marks :75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. Maintaining financial records, preparing reports, etc was ----- role of the Financial manager.
 - [a] New
 - [b] Traditional
 - [c] Cost - controlling
 - [d] Executive
2. Declaration of return to shareholders for the amount invested as shares is a ----- decision.
 - [a] finance
 - [b] investment
 - [c] dividend
 - [d] cash management
3. ----- is an ownership security.
 - [a] Asset
 - [b] Equity shares
 - [c] Preference Shares
 - [d] Debentures
4. Reinvesting the profits of a business is called as ----- .
 - [a] regular investments
 - [b] periodic investments
 - [c] retained earnings
 - [d] dividend
5. ----- is an advantage of adequate working capital.
 - [a] Creating and maintaining goodwill of the firm
 - [b] Resulting in idle funds that could otherwise earn profit
 - [c] Creating low liquidity position
 - [d] Borrowing at higher rates of interest

6. If Current assets is Rs. 10,00,000 and Current liabilities is Rs. 7,00,000 then working capital is -----

- [a] Rs.17,00,000 [b] Rs. 7,00,000
[c] Rs.3,00,000 [d] Rs. 5,00,000

7. A firm can follow strict credit only if its products have -----

- [a] no demand [b] high demand
[c] low demand [d] high supply

8. ----- is the period for which credit is extended.

- [a] Credit period [b] Credit standard
[c] Credit policy [d] Credit terms

9. The pay back period shows the _____.

- [a] recovery period of money [b] time value of money
[c] cash outflow [d] cash inflow

10. Which of these is not a determinant of dividend policy?

- [a] Stability of dividends [b] Interest rate
[c] Availability of liquid cash [d] Location of company

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) Elucidate the objectives of firm.

[OR]

b) Are the modern financial functions different? Support your answer with your viewpoints.

12. a) Distinguish between Operating Leverage and Financial Leverage.

[OR]

b) The following data are available for X Ltd:

- Selling price per unit - Rs. 120
Variable cost per unit – Rs. 70
Total Fixed cost -Rs. 2,00,000

(i) What is the operating leverage when X Ltd produces and sells 6,000 units.

(ii) What is the percentage change that will occur in the EBIT of X Ltd, if output increases by 5%.

13. a) Write in short about cash and the factors that determine the cash needs of a firm.

[OR]

b) Briefly explain the different types of working capital.

14. a) A company issues 10% irredeemable debentures of Rs.1,00,000. The company is in 55% tax bracket. Calculate the cost of debt (after tax) if the debentures are issued (i) at par and (ii) at 10% premium.

[OR]

b) A firm is considering an expenditure of Rs. 60 lakhs for expanding its operations. The relevant information is as follows:

No. of existing equity shares – 10 lakhs

Net earnings – Rs. 90 lakhs

Market value of existing share – Rs. 60.

Compute the cost of existing equity share capital and of new equity capital assuming that new shares will be issued at a price of Rs. 52 per share and the costs of new issue will be Rs. 2 per share.

15. a) Explain the important steps in capital budgeting process.

[OR]

b) A project costs Rs. 10,00,000 and yields an annual cash inflow of Rs.2,00,000 for 10 years. Calculate the pay-back period.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Explain the role of Treasurer and Controller in finance function.

17. Explain the advantages and disadvantages of

- (i) Preference shares and (ii) Equity shares

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. What is research? Explain its types.
17. Explain the types of sampling.
18. Discuss the various methods of data collection.
19. What is Hypothesis? Explain its characteristics.
20. Discuss the different steps in writing report.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 09.02.2022

Course Code: 17UBAC54

Time: 10 am – 1 pm

Course Title : Research Methodology

Max Marks :75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. Which of the following is not the characteristic of a researcher?
 - [a] He is industrious and persistent on the trial of discovery
 - [b] He is a specialist rather than a generalist
 - [c] He is objective
 - [d] He is not versatile in his interest and even in his native abilities
2. Research is _____.
 - [a] searching again and again
 - [b] finding solution to any problem
 - [c] working in a scientific way to search for truth of any problem
 - [d] none of the above
3. Which of the following is a non-probability sample?
 - [a] Quota sample
 - [b] Simple random sample
 - [c] Purposive sample
 - [d] (a) and (c) both

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Discuss the nature and characteristics of service marketing.
17. What are the marketing strategies for service firms?
18. Explain AIDA theory related to service marketing.
19. List out the guidelines of physical evidence in service marketing.
20. Highlight the new trends of tourism marketing in India.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 10.02.2022

Course Code: 17UBAE51

Time: 10 am – 1 pm

Course Title : Services Marketing

Max. Marks : 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. Services are characterized by all of the following characteristics except for _____.
[a] intangibility [b] homogeneity
[c] perishability [d] inseparability
2. Of the four unique service characteristics that distinguish goods from services, one that is the primary source of the other three characteristics is _____.
[a] intangibility [b] inseparability
[c] perishability [d] heterogeneity
3. Distinct characteristic of services is _____.
[a] intangibility [b] inseparability
[c] variability [d] perishability

4. A _____ is a form of product that consists of activities, benefits, or satisfactions offered for sale that are essentially intangible and do not result in the ownership of anything.

- [a] service [b] demand
[c] need [d] physical object

5. _____ describes the employees skills in serving the client.

- [a] Internal marketing [b] External marketing
[c] Relationship marketing [d] Interactive marketing

6. The intangibility of services has implications for the choice of _____.

- [a] brand elements [b] location
[c] price [d] product features

7. Customer satisfaction can be defined by comparing _____.

- [a] predicted service and perceived service
[b] predicted service and desired service
[c] desired service and perceived service
[d] adequate service and perceived service

8. Which pricing strategies encourage the customer to expand his/her dealings with the service provider?

- [a] Relationship pricing [b] Price bundling
[c] Benefit-driven pricing [d] Efficiency pricing

9. The plan for differentiating the firm from its competitors in consumers' eyes is referred to as the firms _____.

- [a] communication mix [b] positioning strategy
[c] publicity [d] target marketing

10. Among many services, the demand for medical services tends to be _____.

- [a] inelastic [b] elastic
[c] substitute demand [d] price cross elastic demand

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) What are the different types of services?

[OR]

b) List out the growth of services marketing.

12. a) Explain the pricing objective of services.

[OR]

b) Give short notes on physical evidence in service marketing.

13. a) What are the process involved in advertising ?

[OR]

b) State the role of people in service.

14. a) What is the role of physical evidence in service marketing?

[OR]

b) How do you identify the gaps in service quality?

15. a) What do you mean by marketing of services?

[OR]

b) List out the major players involved in the hospitality service marketing.

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 10.02.2022

Course Code: 17UBAE52

Time: 10 am – 1 pm

Course Title : Customer Relationship Management Max. Marks :75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. Customer Relationship Management is about _____.
[a] acquiring the right customer [b] instituting the best processes
[c] motivating employees [d] all of the above
2. CRM technology can help in _____.
[a] design direct marketing efforts [b] develop new pricing models
[c] processing transactions faster [d] all of the above
3. A _____ is an organized collection of detailed information about individual customers or prospects that is accessible, actionable and current for marketing purposes such as lead generation and others.
[a] customer database [b] customer mailing list
[c] business database [d] employees database
4. _____ uses sophisticated mathematical and statistical techniques such as neural networking and cluster analysis.
[a] Data mining [b] Data survey
[c] CRM [d] Data warehousing

5. The marketing messages committed to customers wishes is a part of _____.
 [a] permission marketing [b] activity marketing
 [c] supplier marketing [d] customer marketing
6. The main drawback of CRM is _____.
 [a] implementing CRM before creating a customer strategy
 [b] rolling out CRM before changing the organization to match
 [c] stalking, not wooing, customers
 [d] all of the above
7. The method used to assess real cost of providing services to an individual customer is _____.
 [a] cost based accounting [b] activity based accounting
 [c] turnover based accounting [d] price based accounting
8. _____ is any occasion on which the brand or product is used by end customers.
 [a] Customer touch point [b] Retailers touch point
 [c] Company touch point [d] Manufactures touch point
9. _____ is the study of how individuals, groups and organizations select, buy, use and dispose of goods, services, ideas or experiences to satisfy their needs and wants.
 [a] Consumer behavior [b] Product cycle
 [c] Purchase behavior [d] Management behaviour
10. A consumer buying behavior is influenced by _____.
 [a] cultural and social factors [b] personal factors
 [c] both (a) and (b) [d] consumer act

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) List out in detail the various stages of customer loyalty.
 [OR]
 b) Elucidate the measures to improve customer relationship.
12. a) Describe role of cross selling and up selling strategies in CRM.
 [OR]
 b) How can you improve customer retention?
13. a) Explain how ERP help CRM.
 [OR]
 b) Define SCM and Point out its benefits.
14. a) Differentiate between data warehousing and data mining.
 [OR]
 b) Describe analytical CRM and its key features.
15. a) What are the steps followed in CRM implementation?
 [OR]
 b) Describe strategies for handling and resolving conflicts with clients.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Explain key components of a good service level agreement.
17. Describe customer profitability and value modelling in CRM.
18. Briefly explain the advantages and disadvantages of e-CRM.
19. Explain in detail ethical and legal use of data in CRM.
20. Differentiate between In-house and Out sourced approach.

b) Explain the benefits of Internal and external communication.

ஆ) உள்புற மற்றும் வெளிப்புற தகவல் தொடர்புகளின் நன்மைகளை விளக்கவும்.

15. a) Bring out the relationship of an office with other departments in an organization

அ) ஒரு நிறுவனத்தில் மற்ற துறைகளுக்குள் உள்ள தொடர்பை விவரி.

[OR]

b) Discuss the different kinds of communications.

ஆ) பல்வேறு வகையான தகவல் தொடர்பு முறைகளைப் பற்றி

விவாதிக்கவும்.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Discuss the functions of modern office manager.

நவீன அலுவலக மேலாளரின் செயல்பாடுகளை விவரிக்கவும்

17. Discuss the different methods of communication with illustration.

தொடர்பு கொள்ளும் வெவ்வேறு முறைகளைப் பற்றி எடுத்து காட்டுகளுடன் விவாதிக்கவும்.

18. Explain the features of various office communication equipments.

பல்வேறு அலுவலக தொடர்பு சாதனங்களின் அம்சங்களை விளக்கவும்.

19. Discuss the merits and demerits of centralized office correspondence.

மையப்படுத்தப்பட்ட அலுவலக கடிதப் பரிமாற்றத்தின் சிறப்புகள் மற்றும் குறைபாடுகளைப் பற்றி விளக்கமாக தெரிவிக்கவும்

20. Explain the various knowledge and skill required for an office supervisor.

அலுவலக மேற்பார்வையாளருக்கு தேவையான பல்வேறு அறிவு மற்றும் திறனை விளக்குக.

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A /B.B.A. (AM)/ B.Com.(B&I)

Date: 14.02.2022

Course Code: 17UBAL21/19UAML21/19UBIL21

Time: 2 pm – 5pm

Course Title : அலுவலக மேலாண்மை

Max. Marks :75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. “Middle Office” deals with -----.

[a] Use of computer technology for office work

[b] Tasks pertaining to operating the company

[c] Welcoming guests

[d] The financial matters

“மத்திய அலுவலகம்” ----- உடன் தொடர்புடையது.

[அ] அலுவலக வேலைக்கு கணினி தொழில்நுட்பத்தைப் பயன்படுத்துதல்

[ஆ] நிறுவனத்தை இயக்குவது தொடர்பான பணிகள்

[இ] விருந்தினர்களை வரவேற்பது

[ஈ] நிதி விஷயங்கள்

2. What is the most likely tool of choice for more complex layout projects?

[a] Cutouts

[b] Magnetic boards

[c] Plastic models

[d] Computer aided design

மிகவும் சிக்கலான தளவமைப்பு திட்டங்களுக்கான தேர்வுக்கான கருவி எது?

[அ] கட்டாவுட்கள்

[ஆ] காந்தப் பலகைகள்

[இ] பிளாஸ்டிக் மாதிரிகள்

[ஈ] கணினி உதவி வடிவமைப்பு

3. Which machine is used for affixing postage stamps on envelope?

[a] Duplicating machine

[b] Tabulating machine

[c] Franking machine

[d] Addressing machine

உறை மீது தபால் தலைகளை இணைக்க எந்த இயந்திரம் பயன்படுத்தப்படுகிறது?

[அ] நகல் இயந்திரம்

[ஆ] அட்டவணை இயந்திரம்

[இ] .பிராங்கிங் இயந்திரம்

[ஈ] முகவரி இயந்திரம்

4. The general purpose of a form is to make _____ operation easy.

- [a] analytical [b] standardisation
[c] clerical [d] logical

ஒரு படிவத்தின் பொதுவான நோக்கம் ----- செயல்பாடுகளை எளிதாக்குவதாகும்.

- [அ] பகுப்பாய்வு [ஆ] தரப்படுத்தல்
[இ] எழுத்தர் [ஈ] தர்க்கரீதியான

5. Where do the companies with a large number of middle-management level workers place those workers?

- [a] Open-plan office [b] Cubical farms
[c] Incubator office [d] Traditional office

அதிக எண்ணிக்கையிலான நடுத்தர நிர்வாக நிலை தொழிலாளர்களைக் கொண்ட நிறுவனங்கள் எங்கே அந்த தொழிலாளர்களை வைக்கும்?

- [அ] திறந்த-திட்ட அலுவலகம் [ஆ] க்யூபிகல் பண்ணைகள்
[இ] இன்குபேட்டர் அலுவலகம் [ஈ] பாரம்பரிய அலுவலகம்

6. Purchase and sales records include _____.

- [a] insurance policies [b] marketing research
[c] price list [d] record of employee's attitude

இங்கு கொள்முதல் மற்றும் விற்பனை பதிவுகளில் ----- அடங்கும்.

- [அ] காப்பீட்டுக் கொள்கைகள் [ஆ] சந்தைப்படுத்தல் ஆராய்ச்சி
[இ] விலை பட்டியல் [ஈ] ஊழியர்களின் அணுகுமுறையின் பதிவு

7. What are the raw materials needed for office work?

- [a] Office Forms [b] Paper Fasteners
[c] Stationery [d] Typewriters

அலுவலக வேலைக்கு தேவையான மூலப்பொருட்கள் யாவை?

- [அ] அலுவலக படிவங்கள் [ஆ] காகிதக் கட்டுபவர்கள்
[இ] எழுதுபொருள் [ஈ] தட்டச்சுப்பொறிகள்

8. A good filing system ensures _____.

- [a] Systematic Organisation [b] Simplicity
[c] Accuracy [d] All of the above

ஒரு நல்ல தாக்கல் முறை ----- உறுதி செய்கிறது.

- [அ] முறையான அமைப்பை [ஆ] எளிமையை
[இ] துல்லியத்தை [ஈ] மேலே உள்ள அனைத்தும்

9. A Secretary's duties include -----

- [a] Supervision [b] Mediator
[c] Appointment and Selection [d] All the above

ஒரு செயலாளரின் கடமைகளில் ----- அடங்கும்.

- [அ] மேற்பார்வை [ஆ] மத்தியஸ்தம்
[இ] நியமனம் மற்றும் தேர்வு [ஈ] மேலே உள்ள அனைத்தும்

10. The arrangements of office furniture and equipment within the available floor space is called _____.

- [a] furnishing [b] cubical farms
[c] accommodation [d] layout

கிடைக்கக்கூடிய தரை இடத்திற்குள் அலுவலக தளவாடங்கள் மற்றும் உபகரணங்களின் ஏற்பாடு ----- என அழைக்கப்படுகிறது.

- [அ] அலங்கரித்தல் [ஆ] க்யூபிகல் பண்ணைகள்
[இ] தங்குமிடம் [ஈ] தளவமைப்பு

SECTION – B [5 X 7 = 35]

Answer ALL the Questions.

11. a) What did you mean by modern office?

அ) நவீன அலுவலகம் என்றால் என்ன?

[OR]

b) What is meant by filing? Explain the features of a good filing system.

ஆ) தாக்கல் செய்வதன் பொருள் என்ன? ஒரு நல்ல தாக்கல் முறையின் அம்சங்களை விளக்குக.

12. a) Discuss the principles of office layout.

அ) அலுவலக திட்டக் கோட்பாடுகளை ஆராய்க.

[OR]

b) Distinguish between centralization and decentralization.

ஆ) ஒருமுகப்படுத்துதல் மற்றும் ஒருமுகப்படுத்தாமையின் வித்தியாசங்களை விளக்குக.

13. a) Explain the merits and demerits of indexing.

அ) குறியீட்டு முறையின் சிறப்புகள் மற்றும் குறைபாடுகளை விளக்குங்கள்

[OR]

b) What factors one has to keep in mind while selecting office furniture?

ஆ) அலுவலக தளவாடங்களைத் தேர்ந்தெடுக்கும் பொழுது என்னென்ன காரணிகளை மனதில் கொள்ள வேண்டும்?

14. a) Describe the benefits of postal services.

அ) அஞ்சல் சேவைகளின் முக்கியத்தை விரிவாக விளக்கவும்.

[OR]

Reg. No:

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

DINDIGUL – 624 005

(Affiliated to Madurai Kamaraj University)

(Accredited by NAAC with 'B' Grade)

END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.Sc. IT

Date: 22.02.2022

Course Code: 17UBAN11

Time: 10 am – 1 pm

Course Title: Basics of Retail Marketing

Max. Marks: 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. _____ is the activity involved in the selling of goods to ultimate consumers for personal or household consumption
[a] Marketing [b] Selling
[c] Retailing [d] Financing
2. Retail stores owned and operated by individuals on behalf of and licensed by a big supporting organisation is _____.
[a] convenience store [b] franchise
[c] specialty store [d] super market
3. Retailer creates place utility for goods through their _____.
[a] transport [b] storage
[c] insurance [d] advertisement
4. The store format which is more spacious _____.
[a] super Store [b] compact Super Store
[c] metro store [d] express store

5. Market _____ is dividing your total market into smaller groups based on common characteristics.

- [a] targeting [b] segmentation
[c] dimension [d] controlling

6. _____ marketing requires a total change in the attitude of the society for its welfare.

- [a] Direct [b] Social
[c] Online [d] Green

7. _____ is the design in which a store's interior is set up.

- [a] Store planning [b] Store method
[c] Store workout [d] Store layout

8. The interior retail store arrangement of departments or grouping of merchandise is _____.

- [a] layout [b] location
[c] organisation [d] structure

9. Retailer has to plan for _____.

- [a] merchandise [b] inventory control
[c] logistics development [d] all the above

10. The retail _____ is the store package that the retailer presents to the shopper.

- [a] method [b] value
[c] format [d] location

SECTION – B
Answer ALL the Questions.

[5 X 7 = 35]

11. a) Explain the importance of retailing.

[OR]

b) What are the key drivers for growth and retail in India?

12. a) What are the elements in retail marketing environment?

[OR]

b) 'External forces in retail marketing environment affect the retailer'.
Do you agree? Discuss.

13. a) State the importance of market segmentation in retailing.

[OR]

b) Explain the criteria for effective segmentation.

14. a) What are factors to be considered while taking an retailing location decision?

[OR]

b) State the factors affecting store layout.

15. a) State the need for building a sustainable competitive advantage in retail.

[OR]

b) Give brief note on retail 'EST' model.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Explain the recent scenario of retailing in Indian and global level.

17. Describe the environmental factors influencing the retailing.

18. Elaborate about the various dimensions of retail segmentation.

19. Explain the types of retail stores location.

20. Discuss in detail about retail models.

[OR]

b) You are travelling by train. You want to reach Mahabaleswarar temple from Egmore. Write a dialogue asking directions to reach Mahabaleswarar temple from Egmore.

15. a) Bring out the major elements of communication process in English.

[OR]

b) Oral communication and its application in communication.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Write an essay on vowels.

17. Attempt an essay on stress and its role in speech sounds.

18. Imagine yourself as a secretary of the college union. You have sought permission to go on a trip to Mysore with your students and your professor has accepted that. Propose a vote of thanks to your department.

19. It rains heavily. You are inside a store and you need to pick up an auto to drop you at your station. You notice someone with an umbrella inside the store. Write a dialogue asking for that umbrella to go out in rain.

20. Enumerate the barriers of effective communication.

Reg. No:

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

DINDIGUL – 624 005

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(Accredited by NAAC with 'B' Grade)

END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 02.03.2022

Course Code: 17UBAS31

Time: 10 am – 1 pm

Course Title : Communicative Skills

Max. Marks : 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. Fill in the blanks with correct phonetic symbol choosing an option cut

k__t.

[a] / ^ /

[b] / u /

[c] / i /

[d] / a /

2. Transcribe the given word: Walk

[a] / w^ k /

[b] / wɔ:k /

[c] / wi:k /

[d] / wɜ:k /

3. Find out the antonym of the underlined word by adding prefix or suffix to it. She **persuades** her friend.

[a] dissuades

[b] pre-persuades

[c] post persuades

[d] anti – persuades

4. In the given sentence one word is underlined. Find the exact word to replace the word or phrase. Razona's mansion is **enormous**

[a] small

[b] well-built

[c] very large

[d] too small

5. Identify the underlined word and state its word making.

There is always a **demand for** doctors during pandemic situation.

[a] noun + verb

[b] verb + preposition

[c] verb + adjective

[d] noun + noun

6. Introducing any special invitee or chief guest to audience is done in _____ speech.

- [a] welcome speech [b] introductory speech
[c] persuasive speech [d] commomorative speech

7. Complete the dialogue:

Daddy: Do you mind admitting my son in the hostel?

Warden: _____.

Daddy: Thank you.

- [a] Definitely [b] I'm afraid. I cant
[c] owing to..... I [d] Sorry....I...

8. "That's right" is used in _____ situation.

- [a] parting [b] greeting
[c] encouragement [d] denouncement

9. Which of the following should not be avoided in effective communication.

- [a] Noise [b] Planning
[c] Semantic problems [d] Stress

10. _____ are problems arising from expression.

- [a] Cultural barriers [b] Semantic problems
[c] Wrong assumption [d] Assumption

SECTION – B [5 X 7 = 35]

Answer ALL the Questions.

11. a) Transcribe the given words phonetically

1. heard 2. park 3. feel 4. boot
5. fork 6. media 7. duck

[OR]

b) Explain English Vowel symbols with examples and by drawing a chart.

12. a) Write a Welcome speech to your Department Association Meeting inviting the dignitaries to the occasion.

[OR]

b) Draft a farewell speech to your retiring professor highlighting his achievements.

13. a) Choose correct antonyms for the bold words:.

1. The detectives found the evidence very **illuminating**

- [a] delightful [b] unclear [c] sad

2. I found the Briyani **mouth-watering**

- [a] tasty [b] spicy [c] odourless

3. My uncle used to own a very **vicious** dog

- [a] gentle [b] cruel [c] friendly

4. The edges of the furniture were **smooth**.

- [a] silky [b] rough [c] spiky

5. The doctor was very **concerned** about the patient.

- [a] careful [b] indifferent [c] worried

6. The high pressure in the bogs **preserved** the specimen.

- [a] destroyed [b] saved [c] coloured

7. The young girl **obeyed** everything her grandmother told her.

- [a] agreed with [b] ignored [c] liked

[OR]

b) Match correct synonym for the following words:

A

B

- | | |
|---------------|--------------|
| 1. stuck | 1. picked up |
| 2. adopted | 2. fixed |
| 3. accused | 3. depth |
| 4. surface | 4. charged |
| 5. rely | 5. ability |
| 6. charged | 6. depend on |
| 7. competence | 7. accused |

14. a) Complete the dialogue:

Customer: _____ I'm not able to take out any money. _____ you _____ check the machine?

Attendant: Sure, _____ you just step aside? _____ take a look at it. Well it seems to be all right. _____ Insert your card and try _____?

[OR]

b) You are travelling by train. You want to reach Mahabaleswarar temple from Egmore. Write a dialogue asking directions to reach Mahabaleswarar temple from Egmore.

15. a) Bring out the major elements of communication process in English.

[OR]

b) Oral communication and its application in communication.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Write an essay on vowels.

17. Attempt an essay on stress and its role in speech sounds.

18. Imagine yourself as a secretary of the college union. You have sought permission to go on a trip to Mysore with your students and your professor has accepted that. Propose a vote of thanks to your department.

19. It rains heavily. You are inside a store and you need to pick up an auto to drop you at your station. You notice someone with an umbrella inside the store. Write a dialogue asking for that umbrella to go out in rain.

20. Enumerate the barriers of effective communication.

Reg. No:

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

DINDIGUL – 624 005

(Affiliated to Madurai Kamaraj University)

(Accredited by NAAC with 'B' Grade)

END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 02.03.2022

Course Code: 17UBAS31

Time: 10 am – 1 pm

Course Title : Communicative Skills

Max. Marks : 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. Fill in the blanks with correct phonetic symbol choosing an option cut

k__t.

[a] / ^ /

[b] / u /

[c] / i /

[d] / a /

2. Transcribe the given word: Walk

[a] / w^ k /

[b] / wɔ:k /

[c] / wi:k /

[d] / wɜ:k /

3. Find out the antonym of the underlined word by adding prefix or suffix to it. She **persuades** her friend.

[a] dissuades

[b] pre-persuades

[c] post persuades

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4. In the given sentence one word is underlined. Find the exact word to replace the word or phrase. Razona's mansion is **enormous**

[a] small

[b] well-built

[c] very large

[d] too small

5. Identify the underlined word and state its word making.

There is always a **demand for** doctors during pandemic situation.

[a] noun + verb

[b] verb + preposition

[c] verb + adjective

[d] noun + noun

6. Introducing any special invitee or chief guest to audience is done in _____ speech.

- [a] welcome speech [b] introductory speech
[c] persuasive speech [d] commomorative speech

7. Complete the dialogue:

Daddy: Do you mind admitting my son in the hostel?

Warden: _____.

Daddy: Thank you.

- [a] Definitely [b] I'm afraid. I cant
[c] owing to..... I [d] Sorry....I...

8. "That's right" is used in _____ situation.

- [a] parting [b] greeting
[c] encouragement [d] denouncement

9. Which of the following should not be avoided in effective communication.

- [a] Noise [b] Planning
[c] Semantic problems [d] Stress

10. _____ are problems arising from expression.

- [a] Cultural barriers [b] Semantic problems
[c] Wrong assumption [d] Assumption

SECTION – B [5 X 7 = 35]

Answer ALL the Questions.

11. a) Transcribe the given words phonetically

1. heard 2. park 3. feel 4. boot
5. fork 6. media 7. duck

[OR]

b) Explain English Vowel symbols with examples and by drawing a chart.

12. a) Write a Welcome speech to your Department Association Meeting inviting the dignitaries to the occasion.

[OR]

b) Draft a farewell speech to your retiring professor highlighting his achievements.

13. a) Choose correct antonyms for the bold words:.

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- [a] delightful [b] unclear [c] sad

2. I found the Briyani **mouth-watering**

- [a] tasty [b] spicy [c] odourless

3. My uncle used to own a very **vicious** dog

- [a] gentle [b] cruel [c] friendly

4. The edges of the furniture were **smooth**.

- [a] silky [b] rough [c] spiky

5. The doctor was very **concerned** about the patient.

- [a] careful [b] indifferent [c] worried

6. The high pressure in the bogs **preserved** the specimen.

- [a] destroyed [b] saved [c] coloured

7. The young girl **obeyed** everything her grandmother told her.

- [a] agreed with [b] ignored [c] liked

[OR]

b) Match correct synonym for the following words:

A

B

- | | |
|---------------|--------------|
| 1. stuck | 1. picked up |
| 2. adopted | 2. fixed |
| 3. accused | 3. depth |
| 4. surface | 4. charged |
| 5. rely | 5. ability |
| 6. charged | 6. depend on |
| 7. competence | 7. accused |

14. a) Complete the dialogue:

Customer: _____ I'm not able to take out any money. _____ you _____ check the machine?

Attendant: Sure, _____ you just step aside? _____ take a look at it. Well it seems to be all right. _____ Insert your card and try _____?

Reg. No:

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

DINDIGUL – 624 005

(Affiliated to Madurai Kamaraj University)

(Accredited by NAAC with 'B' Grade)

END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 11.02.2022

Course Code: 17UBAS41

Time: 2 pm – 5 pm

Course Title: Personality Development

Max. Marks: 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. A _____ behaviour needs to be observed.
[a] personal [b] individual
[c] person [d] group
2. _____ has been suggested as one of the single best predict of turnover.
[a] Productivity [b] Tenure
[c] Experience [d] Influence
3. Which of the following is not biographical characteristic?
[a] Age [b] Gender
[c] Intelligence [d] Tenure
4. Leadership is _____ influencing the individual behaviour.
[a] personal factor [b] environmental factor
[c] psychological factor [d] organisational factor

5. _____ is a positive emotion.
 [a] Anger [b] Love
 [c] Fear [d] Frustration
6. The term yoga in Sanskrit means _____.
 [a] to unite [b] to yoke
 [c] to join [d] to relax
7. Every individual is _____ by the personality.
 [a] intellectual [b] specific
 [c] unique [d] systematic
8. _____ implies physical and mental traits of an individual.
 [a] Socialization [b] Motivation
 [c] Personality [d] None of these
9. Perceptual distortions are caused by _____.
 [a] attribution [b] halo effect
 [c] contrast effect [d] all the above
10. Which of the following is not a step in perceptual process?
 [a] Object [b] Selection
 [c] Perception [d] Response

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) Explain the determinants of individual behaviour.
[OR]
 b) Write a note on the main types of personalities.

12. a) Write a short note on assumption of Rational Economic Man.
[OR]
 b) Explain the Erikson Eight life stages.
13. a) State the importance of physical exercises.
[OR]
 b) Is yoga “tool of development of individual personality”? Explain it.
14. a) Mention the primary traits of personality.
[OR]
 b) Differentiate Introverts and Extroverts.
15. a) How to measure personality?
[OR]
 b) Mention the importance of Perception.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Discuss the theories of personality.
17. Describe the different models of a man.
18. Explain Meditation and its types.
19. Examine the Freud’s approach to personality development.
20. Elucidate the factors that influence the perceptual set.

Reg. No:

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

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END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.B.A.

Date: 11.02.2022

Course Code: 17UBAS51

Time: 10 am – 1 pm

Course Title : Interview Techniques

Max. Marks : 75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. The purpose of interview is_____.

[a] to employ

[b] to disturb

[c] to select

[d] present one self

2. Body language is_____.

[a] structured

[b] faked

[c] involuntary

[d] voluntary

3. _____ is the process of looking at oneself in order to assess aspects that are important to one's identity.

[a] Interview

[b] Skill

[c] Attitude

[d] Self-assessment

4. In which points must be kept in mind when presenting for an interview_____.

[a] sense of time

[b] appearance

[c] body language

[d] all the above

5. _____ is the state of being prompt.
- [a] Punctuality [b] Attitude
[c] Tension [d] Agreement
6. Which of these are extremely important during a job interview?
- [a] Eye contact [b] First impression
[c] Your dress [d] All the above
7. _____ is a conversation where questions are asked and answers are given.
- [a] Dress code [b] Body language
[c] Interview [d] Attitude
8. Which one is a Do's in interview etiquette?
- [a] Dress too casually [b] Lie about abilities to get job
[c] Be confident [d] Too excessive in gesture
9. _____ should be avoided in the interview.
- [a] Be natural [b] Shifting in lethargic posture
[c] Eye contact [d] Listening well the question
10. _____ is settled way of thinking or feeling about something.
- [a] Emotion [b] Behaviour
[c] Attitude [d] Development

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) What are the features of observational interview?
- [OR]
- b) Briefly explain the various elements of an interview.

12. a) State the factors to be considered in choosing a job applying.
- [OR]
- b) How do you arrange a certificate for an interview?
13. a) State the punctuality creates a good impression.
- [OR]
- b) What are the qualities to be followed during interview?
14. a) List out some don'ts in answering questions in interview.
- [OR]
- b) Write some sample questions and answers that are commonly asked.
15. a) How can one develop positive mental attitudes?
- [OR]
- b) How to assess for negative attitudes?

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Discuss the personal traits and body language in an interview.
17. Enumerate the various sources of self-assessment.
18. Explain the dress code to be followed in an interview by both men and women.
19. Describe post interview behaviour of candidates.
20. Elucidate the various components of attitude.

14. a) நியமனக் கடிதத்தை எழுதும் போது கவனத்தில் கொள்ள வேண்டிய முக்கிய கருத்துக்கள் யாவை?
What are the points to be remembered while drafting appointment letter?

[OR]

- b) சுய விவர அறிக்கை நீவிர் வரைக.
Draft your Bio-data.

15. a) சட்டப்பூர்வ அறிக்கை பற்றி குறிப்பு வரைக.
Write a note on statutory report

[OR]

- b) வணிக அறிக்கையின் வகைகளை குறிப்பிடுக.
State the types of business report.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. தகவல் தொடர்பின் முக்கியத் தடைகளை விவரி.
Describe the important barriers of communication.
17. வணிகக் கடிதத்தின் பல்வேறு பகுதிகளைக் குறித்து விவரி.
Explain the difference parts of business letter.
18. நடப்புக் கணக்கு தொடங்குவது தொடர்பாக வங்கியருக்கு கடிதம் ஒன்றினை வரைக.
Write a letter to a banker for opening a current account.
19. இறுதி நியமனக் கடிதம் ஒன்றினை வரைக.
Draft a final order of appointment.
20. அறிக்கையின் முக்கிய புள்ளி விவரங்களை விவரி.
Explain the essential points of a good report.

Reg. No:

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

DINDIGUL – 624 005

(Affiliated to Madurai Kamaraj University)

(Accredited by NAAC with 'B' Grade)

END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: B.Com /B.Com(CA)/BBA/

Date : 23.02.2022

B.Com B&I/BBA Aviation

Course Code: 17UCOL11/17UCCL11/17UBAL11

Time: 10 am -1 pm

/19UBIL11/19UAML11

Course Title : வணிக கடிதத் தொடர்புகள்

Max Marks :75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. கடிதம் எழுதுவது என்பது ஒரு -----.
- [a] அறிவியல் [b] கலை
[c] கலை மற்றும் அறிவியல் [d] அனைத்தும்
- Letter writing is an -----.
- [a] Art [b] Science
[c] Arts and Science [d] All the above
2. ஒரு நபரிடமிருந்து மற்றொரு நபருக்கு தகவல் மற்றும் புரிதலை அனுப்பும் செயல்முறை ----- ஆகும்.
- [a] தகவல் [b] விளம்பரம்
[c] கலந்தாய்வு [d] கடிதம்
- refers to the process of passing information and understanding from one person to another.
- [a] Communication [b] Advertisement
[c] Interaction [d] Correspondence
3. இணையதளம் என்பது ___ பல்வேறு அமைப்புகளை கொண்டது.
- [a] சிறிய அளவு [b] அமைப்பு
[c] வியாபாரம் [d] தனிநபர்
- Internet is ----- various network.
- [a] Smaller them [b] Network of
[c] business of [d] Personnel of

4. வணிக கடிதம் எழுதுவதற்கு உகந்த தாளின் நிறம் -----.
- [a] வெள்ளை [b] மஞ்சள்
[c] நீலம் [d] கருப்பு
- The colour of the paper used for writing business letter is _____.
- [a] White [b] Yellow
[c] Blue [d] Black
5. மேலதிகாரிக்கு எழுதக்கூடிய கடிதத்தின் வணக்க முடிவு_____ ஆகும்.
- [a] தங்கள் பிரியமுள்ள [b] தங்கள் உண்மையுள்ள
[c] தங்கள் கீழ்ப்படிந்துள்ள [d] அனைத்தும்
- The salutation used in a letter to higher officials will be _____.
- [a] Yours Sincerely [b] Yours faithfully
[c] Yours Obediently [d] All the above
6. வசூல் கடிதத்தின் முதல் படிநிலை என்பது _____
- [a] நினைவூட்டல் [b] தகுதி விளக்கம்
[c] எச்சரிக்கை செய்தல் [d] சட்ட நடவடிக்கை
- The first stage of Collection letter is _____.
- [a] Reminder [b] Status enquiry
[c] Warning [d] Legal action
7. தன்னிலை புள்ளி விபரம் தேவைப்படும் கடிதம் ----- ஆகும்.
- [a] பணிக் கடிதம் [b] விண்ணப்பக் கடிதம்
[c] சுற்றறிக்கை கடிதம் [d] வசூல் கடிதம்
- Bio data is used while writing _____ letter.
- [a] Appointment [b] Application
[c] Circular [d] Collection
8. இதில் எது வித்தியாசமானது?
- [a] தன விபரம் [b] தற்குறிப்பு
[c] கல்வி விபரம் [d] சுருக்கம்
- Choice the odd man out
- [a] Bio-data [b] Resume
[c] Curriculum vitae [d] Summary
9. அறிக்கை என்ற சொல் _____ மொழியிலிருந்து கொணரப்பட்டது.
- [a] இலத்தீன் [b] பிரெஞ்சு
[c] அமெரிக்கா [d] கிரேக்கம்
- The term report is derived from _____ language.
- [a] Latin [b] French
[c] American [d] Greek

10. தணிக்கையாளர் அறிக்கை என்பது _____ அறிக்கை.
- [a] வாய்மொழி [b] சட்டமுறை
[c] முறையற்ற [d] சிறப்பு
- Auditor report is a _____ report.
- [a] Oral [b] Statutory
[c] Informal [d] Special

SECTION – B [5 X 7 = 35]
Answer ALL the Questions.

11. a) தகவல் தொடர்பின் கூறுகளை விவரி.
Explain the process of Communication.
[OR]
- b) தொலை மாநாட்டின் நன்மைகளை விவரி.
Discuss the advantages of video conference.
12. a) வணிகக் கடிதப் போக்குவரத்தில் வணக்க முடிவின்
அவசியத்தை பற்றி எழுதுக.
Write about the need of complimentary close in Business
Correspondence.
[OR]
- b) வணிகக் கடிதத்தின் இயல்புகள் யாவை?
What are the essentials of a business letter?
13. a) விற்பனைக் கடிதம் வரையும்போது கவனிக்க வேண்டிய முக்கிய
அம்சங்களை விவரி.
What points would you take into consideration while drafting a Sales
letter.
[OR]
- b) சரியான நேரத்தில் பொருளை அனுப்பாததற்காக ஆணையை
நிராகரித்து கடிதம் வரைக.
Write a letter to cancel the order for non-delivery of goods in time.

15. a) Write short notes on biodiversity at national level.
அ) தேசிய அளவிலான பல்லுயிர்ப்பெருக்கம் குறித்து சிறுகுறிப்பு எழுதுக.

[OR]

- b) Comment on in situ conservation of biodiversity.
ஆ) உள்பராமரிப்பு உத்தி மூலம் பல்லுயிர்ப்பெருக்க பாதுகாப்பு பற்றி விளக்குக.

SECTION – C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Discuss in detail about the components of environment.
சுற்றுச்சூழலின் அங்கங்கள் குறித்து விரிவாக விவாதிக்கவும்.
17. Describe the various types of ecological pyramids.
வெவ்வேறு வகையான சூழலியல் பிரமிடுகளை விவரிக்கவும்.
18. Write an essay on non-conventional energy resources with example.
மரபு சாராஆற்றல் வளங்கள் பற்றி எடுத்துக்காட்டுடன் ஒரு கட்டுரை எழுதுக.
19. Explain the causes and consequences of air pollution.
காற்று மாசுபடுதலின் காரணிகளையும் அவற்றின் பின்விளைவுகளையும் விளக்குக.
20. Give an elaborate account of values of biodiversity.
பல்லுயிர்ப்பெருக்கத்தின் மதிப்புகள் பற்றி விரிவான தொகுப்பு தருக.

Reg. No:

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

DINDIGUL – 624 005

(Affiliated to Madurai Kamaraj University)

(Accredited by NAAC with 'B' Grade)

END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: All UG Final Years

Date: 03.02.2022

Course Code: 17UESV51/19UESV51

Time: 10 am – 1 pm

Course Title : Environmental Science

Max. Marks :75

SECTION – A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. Ozone layer is found in _____ layer of atmosphere.
[a] Thermosphere [b] Troposphere
[c] Stratosphere [d] Exosphere
வளிமண்டலத்தின் _____ அடுக்கில் ஒசோன் படலம் காணப்படுகிறது.
[அ] அயனமண்டலம் [ஆ] அடிவளிமண்டலம்
[இ] மீவளிமண்டலம் [ஈ] புறவளிமண்டலம்
2. Which one of the following is NOT a greenhouse gas?
[a] Methane [b] Hydrogen
[c] Carbon-di-oxide [d] Nitrogen dioxide
பின்வருவனவற்றுள் எது பசுமை இல்லவாயு அல்ல?
[அ] மீத்தேன் [ஆ] ஹைட்ரஜன்
[இ] கார்பன்டை ஆக்சைடு [ஈ] நைட்ரஜன் டை ஆக்சைடு
3. _____ is an example for primary consumer.
[a] green plants [b] lion
[c] fungi [d] elephant
முதல்நிலை நுகர்வோருக்கு _____ எடுத்துக்காட்டாகும்.
[அ] பச்சைத்தாவரங்கள் [ஆ] சிங்கம்
[இ] பூஞ்சை [ஈ] யானை

4. The largest ecosystem on the earth is _____.
- [a] marine ecosystem [b] forest ecosystem
[c] desert ecosystem [d] agro ecosystem
- பூமியிலுள்ள மிகப்பெரிய சூழலியல் மண்டலம் _____.
- [அ] கடல் சூழலியல் மண்டலம் [ஆ] காற்றுச் சூழலியல் மண்டலம்
[இ] பாலைவனச் சூழலியல் மண்டலம் [ஈ] வேளாண் சூழலியல் மண்டலம்
5. _____ is an example for renewable energy source.
- [a] solar energy [b] fossil fuels
[c] coal [d] natural gas
- புதுப்பிக்கக்கூடிய ஆற்றல் வளங்களுக்கு _____ எடுத்துக்காட்டாகும்.
- [அ] சூரிய ஆற்றல் [ஆ] படிம எரிபொருட்கள்
[இ] நிலக்கரி [ஈ] இயற்கை எரிவாயு
6. _____ is released from tanneries.
- [a] Mercury [b] Nickel
[c] Chromium [d] Selenium
- தோல் தொழிற்சாலையிலிருந்து வெளியேற்றப்படுவது _____.
- [அ] பாதரசம் [ஆ] நிக்கல்
[இ] குரோமியம் [ஈ] செலீனியம்
7. _____ is NOT the use of forest resources.
- [a] production of oxygen [b] forest fire
[c] soil conservation [d] wildlife habitat
- _____ காட்டுவளங்களின் பயன் அல்ல.
- [அ] ஆக்சிஜன் உற்பத்தி [ஆ] காட்டுத்தீ
[இ] மண் பாதுகாப்பு [ஈ] வன உயிரின வாழிடம்
8. The largest noise a man can hear without much discomfort is about _____.
- [a] 180 dB [b] 120 dB
[c] 60 dB [d] 80 dB
- அசௌகரியமில்லாமல் ஒரு மனிதனால் கேட்கக்கூடிய ஒலியின் அதிக அளவு _____.
- [அ] 180 dB [ஆ] 120 dB
[ஆ] 60 dB [ஈ] 80 dB
9. _____ is an example for biodiversity hotspot in India.
- [a] eastern ghats [b] western ghats
[c] Thar desert [d] Indian ocean

- இந்தியாவிலுள்ள உயிர்ப்பன்மய சிறப்பிடத்திற்கு _____ எடுத்துக்காட்டாகும்.
- [அ] கிழக்குதொடர்ச்சி மலை [ஆ] மேற்குதொடர்ச்சி மலை
[இ] தார் பாலைவனம் [ஈ] இந்தியப்பெருங்கடல்
10. Nilgiris is a _____.
- [a] national park [b] sanctuary
[c] zoological park [d] biosphere reserve
- நீலகிரி ஒரு _____.
- [அ] தேசியப் பூங்கா [ஆ] சரணாலயம்
[இ] விலங்கியல் பூங்கா [ஈ] உயிர்வளச் செழுமைப் பகுதி

SECTION – B

[5 X 7 = 35]

Answer ALL the Questions.

11. a) Give an account of lithosphere.
அ) நிலமண்டலம் பற்றி ஒரு தொகுப்பு தருக.
[OR]
- b) Comment on acid rain.
ஆ) அமிலமழை பற்றி விளக்குக.
12. a) Enlist the functions of an ecosystem.
அ) சூழலியல் மண்டலத்தின் வேலைகளைப் பட்டியலிடுக.
[OR]
- b) Write briefly about food web.
ஆ) உணவுவலை பற்றி சுருக்கமாக எழுதுக.
13. a) Demonstrate the conventional energy resources.
அ) மரபுசார்ந்த ஆற்றல் வளங்களை விளக்குக.
[OR]
- b) Write an account of liquid wastes.
ஆ) திரவக்கழிவுகள் பற்றி தொகுத்து எழுதுக.
14. a) Highlight the importance of mineral resources.
அ) கனிமவளங்களின் முக்கியத்துவத்தை எடுத்துரைக்க.
[OR]
- b) Write an account of sustainable development.
ஆ) நீடித்த வளர்ச்சி குறித்து தொகுத்து எழுதுக.

Reg. No:

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

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END SEMESTER EXAMINATIONS - NOVEMBER 2021

Programme: All Final Year Students

Date: 04.03.2022

Course Code: 17UVEV61

Time: 2 pm - 5 pm

Course Title : Value Education

Max. Marks: 75

SECTION - A

[10 X 1 = 10]

Answer ALL the Questions.

Choose the Correct Answer.

1. Taking care of personal possessions and public property for proper use is called ___ values.

[a] Physical

[b] Mental

[c] Social

[d] Material

முறையான பயன்பாட்டிற்காக தனிப்பட்ட உடைமைகள் மற்றும் பொது சொத்துக்களை கவனித்துக் கொள்வது ----- மதிப்புகள் என்று அழைக்கப்படுகிறது.

[அ] உடல்

[ஆ] மன

[இ] சமூக

[ஈ] பொருள்

2. ___ means feeling of pity for the suffering of others.

[a] Compassion

[b] Forgiveness

[c] Honesty

[d] Courage

----- என்பது மற்றவர்களின் துன்பங்களுக்காக பரிதாபப்படுவதாகும்.

[அ] இரக்கம்

[ஆ] மன்னிப்பு

[இ] நேர்மை

[ஈ] தைரியம்

3. ___ is the householder's stage in the life of a Hindu.

[a] Brahmacharya

[b] Grihastha

[c] Vanaprastha

[d] Sanyasa

b) Write a note on socio-political awareness.

ஆ) சமூக - அரசியல் விழிப்புணர்வு குறித்து ஒரு குறிப்பு எழுதுக.

14. a) Explain the term 'Honesty'.

அ) 'நேர்மை' என்ற வார்த்தையை விளக்குக.

[OR]

b) Why should we respect others? Explain.

ஆ) நாம் ஏன் மற்றவர்களை மதிக்க வேண்டும்? விளக்குக.

15. a) Explain the important values created by family.

அ) குடும்பத்தால் உருவாக்கப்பட்ட முக்கியமான மதிப்புகளை விளக்குக.

[OR]

b) Explain the role of mass media in value formation.

ஆ) மதிப்பு உருவாக்கத்தில் ஊடகங்களின் பங்கை பற்றி விளக்குக.

SECTION - C

[3 X 10 = 30]

Answer Any THREE Questions.

16. Explain the need for value education in detail.

மதிப்புக்கல்வியின் அவசியத்தைப் பற்றி விரிவாக விளக்குக.

17. Discuss about moral values of Hinduism and Karma yoga.

இந்து மதம் மற்றும் கர்ம யோகத்தின் தார்மீக மதிப்புகளை பற்றி விவாதிக்கவும்.

18. Write about Secularism and Socialism.

மதசார்பின்மை மற்றும் பொது உடைமை பற்றி எழுதுக.

19. Discuss the various aspects of team spirit and competence development

கூட்டு முயற்சி மற்றும் திறன் வளர்ச்சியின் பல்வேறு அம்சங்களைப் பற்றி விவாதிக்கவும்.

20. Describe how values can be promoted through educational institutions.

கல்வி நிறுவனங்கள் மூலம் மதிப்புகளை எவ்வாறு மேம்படுத்தலாம் என்பதை விவரிக்கவும்.

----- என்பது ஒரு இந்துவின் வாழ்க்கையில் வீட்டு உரிமையாளரின் நிலையாகும்.

- [அ] பிரம்மச்சாரியா [ஆ] கிரிஹஸ்தா
[இ] வனப்பிரஸ்தா [ஈ] சன்யாசா

4. Who is the founder of Buddhism?

- [a] Muhammad [b] Jesus Christ
[c] Gandhiji [d] Siddhartha

புத்த மதத்தை நிறுவிய யார்?

- [அ] முகம்மது [ஆ] இயேசு கிறிஸ்து
[இ] காந்திஜி [ஈ] சித்தார்த்தா

5. ____ is a government of the people, by the people and for the people.

- [a] Secularism [b] Socialism
[c] Democracy [d] Gender Justice

----- என்பது மக்களால், மக்களுக்காக அமைக்கப்பட்ட அரசாங்கமாகும்.

- [அ] மதச்சார்பின்மை [ஆ] பொது உடைமை
[இ] ஜனநாயகம் [ஈ] பாலின நீதி

6. There are ____ fundamental rights in our constitutions.

- [a] five [b] six
[c] seven [d] eight

நம் அரசியலமைப்புகளில் ----- அடிப்படை உரிமைகள் உள்ளன.

- [அ] ஐந்து [ஆ] ஆறு
[இ] ஏழு [ஈ] எட்டு

7. The term commitment implies _____.

- [a] Dependability [b] Caring
[c] Loyalty [d] All the above

அர்ப்பணிப்பு என்ற சொல் ----- ஐ குறிக்கிறது.

- [அ] சார்புநிலை [ஆ] கவனித்தல்
[இ] விசுவாசம் [ஈ] மேலே உள்ள அனைத்தும்

8. ____ is described as an account-giving relationship between individuals.

- [a] Accountability [b] Team spirit
[c] Competence [d] Transparency

----- என்பது தனிநபர்களுக்கிடையே கணக்கு கொடுக்கும் உறவாக விவரிக்கப்படுகிறது.

- [அ] பொறுப்புணர்ச்சி [ஆ] கூட்டு முயற்சி
[இ] திறமை [ஈ] வெளிப்படைத்தன்மை

9. Which of the following is the traditional Indian family type?

- [a] Nuclear family [b] Extended family
[c] Large Joint family [d] All of the above

பின்வருவனவற்றில் பாரம்பரிய இந்திய குடும்ப வகை எது?

- [அ] தனிக்குடும்பம் [ஆ] நீட்டிக்கப்பட்ட குடும்பம்
[இ] பெரிய கூட்டுக்குடும்பம் [ஈ] அனைத்தும்

10. ____ helps us to know the current affairs.

- [a] Peer groups [b] Media
[c] Family [d] Society

நடப்பு விவகாரங்களை அறிய ----- நமக்கு உதவுகிறது.

- [அ] நட்பு வட்டங்கள் [ஆ] ஊடகங்கள்
[இ] குடும்பம் [ஈ] சமூகம்

SECTION – B [5 X 7 = 35]

Answer ALL the Questions.

11. a) What are the classification of values?

அ) மதிப்புகளின் வகைபாடுகள் யாவை?

[OR]

b) What is self discipline? Explain.

ஆ) சுய ஒழுக்கம் என்றால் என்ன? விளக்குக.

12. a) Explain the noble eight fold path in Buddhism.

அ) புத்த மதத்தில் உன்னதமான எட்டு மடங்கு பாதையை விளக்குக.

[OR]

b) What are the main values of Sikhism?

ஆ) சீக்கிய மதத்தின் முக்கிய மதிப்புகள் யாவை?

13. a) Explain about democracy.

அ) ஜனநாயகம் பற்றி விளக்குக.

[OR]

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

DINDIGUL – 624 005

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END SEMESTER EXAMINATIONS - NOVEMBER 2021

Programme :B.Sc., (IT)

Course Code: 20CBBA31

Course Title : Total Quality Management

Date : 05.02.2022

Time : 10 am – 12 pm

Max Marks :30

SECTION – A

[5 X 3 = 15]

Answer ALL the Questions.

1. a) Define total quality management.
[OR]
b) List out the principles of total quality management.
2. a) Briefly explain PDSA cycle.
[OR]
b) Write a short note on continuous process improvement.
3. a) Define bench marking.
[OR]
b) List out the objectives of bench marking.
4. a) What is quality function deployment?
[OR]
b) What are the four phases of quality function deployment?
5. a) Discuss the need for ISO.
[OR]
b) List the ISO 9000 series.

SECTION – B

[3 X 5 = 15]

Answer Any THREE Questions.

6. What are the benefits of maintaining the quality control department?
7. Discuss about the seven tools for improving quality.
8. Elaborately discuss about six sigma principles.
9. Discuss about the importance of quality function deployment.
10. Explain about documentations needed for ISO Standards.



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**G.T.N. ARTS COLLEGE SELF FINANCE
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END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Course Code : 20UBAA11

Course Title : Managerial Economics

Date : 21.02.2022

Time : 10:00 AM - 1:00 PM

Max. Marks : 60

Q. No.	SECTION - A (10 * 1 = 10 Marks) Answer ALL Questions	CO(s)	K - Level
1.	_____ is a subject which deals with the application of economic theory to business management. 1. Business statistics 2. Managerial economics 3. Business accounting 4. Company law	CO1	K1
2.	_____ is a predication or estimation of a future situation. 1. Market survey 2. Consumer survey 3. Forecast 4. Costing	CO1	K2
3.	Responsiveness of demand to change in prices of related commodities is called as _____. 1. Price elasticity 2. Income elasticity 3. Cross elasticity 4. Advertising elasticity	CO2	K1
4.	When other things remaining the same, the quantity of a commodity purchased is dependent upon its _____. 1. Production 2. Internal factors 3. Price 4. Manufacturing cost	CO2	K2
5.	Leontief isoquant is also called as _____. 1. Linear isoquant 2. Linear programming isoquant 3. Convex isoquant 4. Input-Output isoquant	CO3	K1
6.	When output increases in the same proportion to the increases in inputs, it exhibits ____ returns to scale. 1. Constant 2. Increasing 3. Decreasing 4. Negative	CO3	K2
7.	_____ is one where the product produced by the competing firms is homogeneous. 1. Perfect oligopoly 2. Collusive oligopoly 3. Syndicated oligopoly 4. Partial oligopoly	CO4	K1
8.	Under perfect competition the MC curve should cut the MR curve from below at _____. 1. AR=MR 2. Equilibrium point 3. AC=MC 4. MC>MR	CO4	K2

9.	_____ is the lowest stage of a business cycle.	CO5	K1
	1.Recession		2.Prosperty
	3.Recovery		4.Depression
10.	Country's public works increase the demand for _____.	CO5	K2
	1.FMCG		2.Capital goods
	3.Non Durable goods		4.Petrol
Q. No.	SECTION - B (5 * 4 = 20 Marks)	CO(s)	K -
	Answer ALL Questions		Level
11. (a)	List the characteristics of managerial economics.	CO1	K1
	[OR]		
(b)	List the role of managerial economist in internal operations.	CO1	K1
12. (a)	Explain the law of diminishing marginal utility.	CO2	K2
	[OR]		
(b)	Relate the applications of law of equi-marginal utility in business.	CO2	K2
13. (a)	Infer the factors of production.	CO3	K2
	[OR]		
(b)	Explain the terms "Total product" and "Marginal Product" in the context of production function.	CO3	K2
14. (a)	Compare pure competitive market with perfect competitive market conditions.	CO4	K2
	[OR]		
(b)	Explain three degrees of price discrimination in brief.	CO4	K2
15. (a)	Outline the characteristics of business cycle.	CO5	K2
	[OR]		
(b)	Summarize the criticisms faced by pure monetary theory of R.G. Hawthrey.	CO5	K2
Q. No.	SECTION - C (3 * 10 = 30 Marks)	CO(s)	K -
	Answer any of 3		Level
16.	Illustrate scarcity definition of Lionel Robbins with its merits and defects.	CO1	K2
17.	Summarize the exceptions to the law of demand in detail.	CO2	K2
18.	Illustrate the factors which causes diseconomies of scale.	CO3	K2
19.	Classify the methods of pricing for a product.	CO4	K2
20.	Relate the four phases of business cycle with a textile firm.	CO5	K2

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END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Course Code : 20UBAA21

Course Title : Money and Banking

Date : 10.02.2022

Time : 2:00 PM - 5:00 PM

Max. Marks : 60

Q. No.	SECTION - A (10 * 1 = 10 Marks) Answer ALL Questions	CO(s)	K - Level
1.	Who stressed the importance of near money? 1.AM Varma 2.Prof. Walker 3.Gurley and Shaw 4.Skinner	CO1	K1
2.	_____ money is money paid in discharge of debts. 1.Commodity 2.Metallic 3.Legal tender 4.Bank	CO1	K2
3.	The continuous flow of money payments and money receipts in a nation's economy is called _____. 1.Money flow 2.Circular flow of money 3.Fund flow 4.Increased Production	CO2	K1
4.	In capitalistic economy, all incomes are in the form of _____. 1.Money 2.Loans 3.BoE 4.DD	CO2	K2
5.	"Deflation is that state of economy where the value of money is rising or the prices are falling" said _____. 1.Crowther 2.Hawtrey 3.Karl Mark 4.Keynes	CO3	K1
6.	Deflation leads to _____ to debtors. 1.Loss 2.Gain 3.Increase in wealth 4.Ability	CO3	K2
7.	_____ is a deposit made for a fixed period of time. 1.Current deposit 2.Demand deposit 3.Fixed deposit 4.Saving deposit	CO4	K2
8.	Cheque facility is not available for _____. 1.NGOs 2.Education Trust 3.Current a/c 4.Non Banking Institutions	CO4	K2
9.	Cheap money policy was suggested by Keynes as the remedy for _____. 1.NGOs 2.Education Trust 3.Current a/c 4.Non Banking Institutions	CO5	K1

1.Unemployment

2.Increase Tax

3.Limit Fund

4.Overflow of fund

10. Infer the unorganized part of Indian money market _____. CO5 K2

1.RBI

2.SBI

3.Commercial banks

4.Village money lender

Q. No. **SECTION - B (5 * 4 = 20 Marks)** **CO(s)** **K -**
Answer ALL Questions **Level**

11. (a) List the disadvantages of barter system. CO1 K1

[OR]

(b) Define bank money and Near money. CO1 K1

12. (a) Spell the significance of money in modern days. CO2 K1

[OR]

(b) Label the diagram of the saving and investment and the circular flow of money. CO2 K1

13. (a) Summarize the factors causing a decrease in supply. CO3 K2

[OR]

(b) Infer the features of trade cycle. CO3 K2

14. (a) What are the general utility functions of a commercial bank? CO4 K1

[OR]

(b) Tell about diversification in banking after nationalization. CO4 K1

15. (a) Identify the nature of money market. CO5 K3

[OR]

(b) Organize the limitations of Indian money market. CO5 K3

Q. No. **SECTION - C (3 * 10 = 30 Marks)** **CO(s)** **K -**
Answer any of 3 **Level**

16. Define barter system and name the defects of the barter system. CO1 K1

17. Illustrate the circular flow of money and its assumptions. CO2 K2

18. Explain the types of inflation. CO3 K2

19. Summarize the factors determining the cash reserve ratio. CO4 K2

20. Identify the role of central banking in an underdeveloped money market. CO5 K3



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END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Course Code : 20UBAC11

Course Title : Management Principles and Practices

Date : 18.02.2022

Time : 10:00 AM - 1:00 PM

Max. Marks : 60

Q. No.	SECTION - A (10 * 1 = 10 Marks) Answer ALL Questions	CO(s)	K - Level
1.	_____function of management establish the link between the various activities performed by different departments of organisation. 1.Planning 3.Directing 2.Organising 4.Coordinating	CO1	K1
2.	_____is the chain of superiors ranging from the highest to the lowest level in the organization. 1.Centralization 3.Order 2.Scalar Chain 4.Esprit de corps	CO1	K2
3.	_____is the process of selecting a particular option among alternatives. 1.Strategy 3.Decision-making 2.Authority 4.Policy	CO2	K1
4.	A _____serves as a valuable guide to those individuals who have to make certain important decisions in the course of accomplishment of the business objectives. 1.Vision 3.Mission 2.Policy 4.Rules	CO2	K2
5.	The classical theory explains the organization concept through _____elements. 1.6 3.4 2.8 4.2	CO3	K1
6.	_____is the duty or obligation of a subordinate, to whom some work has been assigned by a superior, to perform the task required. 1.Authority 3.Power 2.Responsibility 4.Right	CO3	K2
7.	_____ is a face to face oral examination of a candidate by an employer. 1.Personality test 3.Proficiency test 2.Aptitude test 4.Interview	CO4	K1
8.	Recognition is a _____factor according to two factor theory. 1.Maintenance 2.Intrinsic	CO4	K2

	3.Extrinsic	4.Hygiene		
9.	_____ is the process of guiding the people in their work and ensuring that they do it in the possible manner.		CO5	K1
	1.Planning	2.Organising		
	3.Directing	4.Controlling		
10.	_____ is the continuing process of measuring the actual results of the operations of an organization in relation to the results which were planned.		CO5	K2
	1.Planning	2.Organising		
	3.Directing	4.Controlling		
Q. No.	SECTION - B (5 * 4 = 20 Marks)		CO(s)	K -
	Answer ALL Questions			Level
11. (a)	Find the activities involved in controlling.		CO1	K1
	[OR]			
(b)	Define the “work study” according to the principles of F.W.Taylor.		CO1	K1
12. (a)	Match the concept of planning with forecasting.		CO2	K1
	[OR]			
(b)	Tell about long term planning.		CO2	K1
13. (a)	List out the importance of organization.		CO3	K1
	[OR]			
(b)	Spell the reasons for doing creation of accountability in the process of delegation of authority.		CO3	K1
14. (a)	Summarize the importance of staffing.		CO4	K2
	[OR]			
(b)	Explain about hygiene factors involved in motivation.		CO4	K2
15. (a)	Show the activities involved in the directing process.		CO5	K2
	[OR]			
(b)	Outline the functions of a leader.		CO5	K2
Q. No.	SECTION - C (3 * 10 = 30 Marks)		CO(s)	K -
	Answer any of 3			Level
16.	Explain the techniques of scientific management.		CO1	K2
17.	Outline the importance of planning.		CO2	K2
18.	Explain the types of delegation of authority.		CO3	K2
19.	Classify the various external sources of recruitment.		CO4	K2
20.	Explain the various stages involved in control process.		CO5	K2

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END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Course Code : 20UBAC12

Course Title : Financial Accounting

Date : 02.03.2022

Time : 10:00 AM - 1:00 PM

Max. Marks : 60

Q. No.	SECTION - A (10 * 1 = 10 Marks) Answer ALL Questions	CO(s)	K - Level
1.	Which represents the excess of asset over liabilities? 1. Debt 2. Nominal 3. Capital 4. Net asset	CO1	K1
2.	The liability of the firm are Rs 3000; the capital of the proprietor is Rs 7000. Calculate the total assets _____. 1. 7000 2. 10,000 3. 4000 4. 30000	CO1	K2
3.	The suffix "c/d" denotes _____. 1. Cash debit 2. Carried down 3. Count down 4. Credit or debit	CO2	K1
4.	The word "petty" is a _____ word. 1. French 2. Greek 3. Latin 4. Hindi	CO2	K2
5.	When a claim against a debtor becomes irrecoverable, it is called as _____. 1. Accrued debt 2. Doubtful debts 3. Bad Debt 4. Bank Rupt	CO3	K1
6.	Assets = Liabilities + _____. 1. Expenses 2. Returns 3. Profit 4. Capital	CO3	K2
7.	Which of the following is capital receipt? 1. Rent Receipt 2. Life Membership 3. Entrance Fees 4. Sports Expenses	CO4	K1
8.	Information that is used by investors for expecting future earnings is recorded in _____. 1. Annual Report 2. Five Years Report 3. Exchange Report 4. Stock Report	CO4	K2
9.	Consignment account is a _____ a/c.	CO5	K1

- 1.Personal
3.Real
2.Nominal
4.Dummy

10. Drawee means a person who _____ . CO5 K2
1.Makes the order 2.Accepts it
3.Takes the payment on due date 4.Creditor

- Q. No.** **SECTION - B (5 * 4 = 20 Marks)** **CO(s)** **K -**
Answer ALL Questions **Level**
11. (a) Total assets of Mr. A on 31st December, 2002 were Rs.1,00,000.His liabilities were: CO1 K1
Creditors Rs. 10,000, Bank over draft Rs.8000, Bills payable Rs.9000 and outstanding
salaries Rs.4000.Find his capital as on that date.
- [OR]**
- (b) What is the purpose of preparing a trail balance? CO1 K1
12. (a) Mr.Raj started business with Rs.50,000 on 5th April,2006. Enter the following transactions CO2 K1
in cash book:

2006, April	Particulars	RS
7	Paid rent advance to land lord	15,000
8	Paid for stationery	500
10	Purchased goods for cash	12,000
11	Purchased office furniture	4,000
12	Cash sale made	7,000
17	Cash as advance received from sugan	3,000
19	Goods sold to sugan on credit	10,000
20	Paid to Shankar & Co. as advance for the goods supplied	5,000
21	Purchased goods from Shankar & Co on credit	20,000
22	Paid for furnishing for the shop	2000
25	Sales return from sugan	500
27	Goods purchased from Shankar & Co was returned to them	2,000
29	Paid wages	2,000
29	Drawn cash for the personal purpose	2,000

- [OR]**
- (b) Prepare sales Return Book from the following particularss CO2 K1

2004 Particulars

Aug 4 Returned to us by Mehta & Co 250 bags coffee @Rs.120

Aug 11 Returned by Kavin & Brothers ,200 tea @Rs.90 per tea

Aug 21 Returned by Rajvir coffee 50 tins of ghee @ Rs.1200 per tin

13. (a) Estimate the closing stock: CO3 K2

Sales	Rs.3,00,000
Purchase	Rs.2,50,000
Carriage Inward	Rs.3,500
Opening stock	Rs.25,000
Wages	Rs.5,000
Rate of gross profit on cost	20%

[OR]

(b) Based on the information ,infer the opening balance of bills payable: CO3 K2

Particulars	Rs
Bills Payable issued	40,000
Bills Payable paid	25,000
Bills Payable dishonoured	15,000
Bills Payable as on 31 st Dec.	50,000

14. (a) Compute the amount to be posted to income and expenditure account for the year ended 31st December 2006: CO4 K2

Receipts and payments account shows that subscriptions received are Rs. 9000. This account of subscriptions includes Rs.800 outstanding in the previous year and Rs.1000 for the next year Rs.2000 is still outstanding for the current year.

[OR]

(b) Show the following items recorded in the books of accounts: CO4 K2

Prize Fund in the books of accounts Rs.50, 000.

Prizes paid during the year Rs.12,000.

Expenses incurred towards matches conducted Rs.5,000.

15. (a) Keshav of Bhopal sent 100 electronic gadgets, which cost Rs.9000 each to santhosh of Chennai on consignment basis. Keshav paid freight of Rs.12, 000, Cartage Rs.3000 & insurance Rs.4000.In Chennai santhosh has spent Rs 1000 as cartage, loading and unloading Rs 500.The goods have been kept in a godown at a monthly rent of Rs.1000 per month. At the end of accounting period, 20 gadgets remained unsold. The selling price of the gadget is Rs.10,000 at Chennai. Calculate the value of stock unsold. CO5 K3

[OR]

(b) Classify the important terms used in consignment accounts. CO5 K3

Q. No. **SECTION - C (3 * 10 = 30 Marks)** **CO(s)** **K -**
Answer any of 3 **Level**

16. Journalise the following business transactions in the books of Mr.Krishnakumar. CO1 K2
 Mr.Krishnakumar Started his business with a capital of Rs.10, 00,000.
 Opened a current account with a bank by depositing Rs.1,00,000.

Purchased raw materials for Rs.1,00,000.
 Bought machinery for Rs.1,50,000.
 Sold goods to Mr.James for Rs.10,000.
 Ready cash sales Rs.5000.
 Travelling expenses paid Rs.2000 in cash.
 Commission received for Rs.3000.
 Salaries paid to employees for Rs.10,000 by cheque.
 Rent paid Rs.5000.

17. The petty cashier of a concern received Rs.200 in 1st of June 2005 to meet the petty expenses for this month. Open the relevant accounts in the Petty Cash Book. Also, show how it appears in the journal. CO2 K2

June	Particulars	Rs.
2	Postage	20
4	Carriage	15
5	Auto Change	40
6	File and Papers	17.20
6	Conveyance	10
8	Photocopy	8.50
12	Cleaning powder	12
14	Snacks and Tea	17.50
15	Electric bulb	12
19	Courier	16
24	Tips to peon	10
27	Local call	6

18. Make adjustments from the information given below while preparing P & L Account. CO3 K2

Particulars	Dr	Cr
	Rs	Rs
Loan @15% p.a		20,000
Interest on loan	2000	
Deposit @14% p.a	15,000	

Interest on deposit 1000

19. From the following particulars, prepare Income and Expenditure Statement:

CO4 K2

S no	Particulars	Rs
1	Fees collected ,including Rs.80,000 on account of the previous year	3,80,000
2	Fees for the year outstanding	10,000
3	Salary paid, including Rs.3000 on account of the previous year	28,000
4	Salary outstanding at the end of the year	1000
5	Entertainment Expenses	3000
6	Tournament Expenses	12,000
7	Meeting Expenses	18,000
8	Travelling Expenses	6000
9	Purchase of books and periodicals, including Rs.19,000 for purchase of books	29,000
10	Rent	10,000
11	Postage Expenses	15,000
12	Printing and Stationery	4000
13	Donations received	20,000

20. Classify three methods of preparing accounts of joint venture.

CO5 K3

Reg. No.:

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**G.T.N. ARTS COLLEGE SELF FINANCE
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END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Course Code : 20UBAC12

Course Title : Financial Accounting

Date : 02.03.2022

Time : 10:00 AM - 1:00 PM

Max. Marks : 60

Q. No.	SECTION - A (10 * 1 = 10 Marks) Answer ALL Questions	CO(s)	K - Level
1.	Which represents the excess of asset over liabilities? 1. Debt 2. Nominal 3. Capital 4. Net asset	CO1	K1
2.	The liability of the firm are Rs 3000; the capital of the proprietor is Rs 7000. Calculate the total assets _____. 1. 7000 2. 10,000 3. 4000 4. 30000	CO1	K2
3.	The suffix "c/d" denotes _____. 1. Cash debit 2. Carried down 3. Count down 4. Credit or debit	CO2	K1
4.	The word "petty" is a _____ word. 1. French 2. Greek 3. Latin 4. Hindi	CO2	K2
5.	When a claim against a debtor becomes irrecoverable, it is called as _____. 1. Accrued debt 2. Doubtful debts 3. Bad Debt 4. Bank Rupt	CO3	K1
6.	Assets = Liabilities + _____. 1. Expenses 2. Returns 3. Profit 4. Capital	CO3	K2
7.	Which of the following is capital receipt? 1. Rent Receipt 2. Life Membership 3. Entrance Fees 4. Sports Expenses	CO4	K1
8.	Information that is used by investors for expecting future earnings is recorded in _____. 1. Annual Report 2. Five Years Report 3. Exchange Report 4. Stock Report	CO4	K2
9.	Consignment account is a _____ a/c.	CO5	K1

- | | |
|------------|-----------|
| 1.Personal | 2.Nominal |
| 3.Real | 4.Dummy |

10. Drawee means a person who _____.
- | | | | |
|---------------------------------|--------------|-----|----|
| 1.Makes the order | 2.Accepts it | CO5 | K2 |
| 3.Takes the payment on due date | 4.Creditor | | |

- | | | | |
|---------------|---|--------------|----------------------|
| Q. No. | SECTION - B (5 * 4 = 20 Marks)
Answer ALL Questions | CO(s) | K -
Level |
| 11. (a) | Total assets of Mr. A on 31 st December, 2002 were Rs.1,00,000.His liabilities were: Creditors Rs. 10,000, Bank over draft Rs.8000, Bills payable Rs.9000 and outstanding salaries Rs.4000.Find his capital as on that date. | CO1 | K1 |
| [OR] | | | |
| (b) | What is the purpose of preparing a trail balance? | CO1 | K1 |
| 12. (a) | Mr.Raj started business with Rs.50,000 on 5th April,2006. Enter the following transactions in cash book: | CO2 | K1 |

2006, April	Particulars	RS
7	Paid rent advance to land lord	15,000
8	Paid for stationery	500
10	Purchased goods for cash	12,000
11	Purchased office furniture	4,000
12	Cash sale made	7,000
17	Cash as advance received from sugan	3,000
19	Goods sold to sugan on credit	10,000
20	Paid to Shankar & Co. as advance for the goods supplied	5,000
21	Purchased goods from Shankar & Co on credit	20,000
22	Paid for furnishing for the shop	2000
25	Sales return from sugan	500
27	Goods purchased from Shankar & Co was returned to them	2,000
29	Paid wages	2,000
29	Drawn cash for the personal purpose	2,000

- | | | | |
|-------------|---|-----|----|
| [OR] | | | |
| (b) | Prepare sales Return Book from the following particularss | CO2 | K1 |

2004 Particulars

Aug 4 Returned to us by Mehta & Co 250 bags coffee @Rs.120

Aug 11 Returned by Kavin & Brothers ,200 tea @Rs.90 per tea

Aug 21 Returned by Rajvir coffee 50 tins of ghee @ Rs.1200 per tin

13. (a) Estimate the closing stock: CO3 K2

Sales	Rs.3,00,000
Purchase	Rs.2,50,000
Carriage Inward	Rs.3,500
Opening stock	Rs.25,000
Wages	Rs.5,000
Rate of gross profit on cost	20%

[OR]

(b) Based on the information ,infer the opening balance of bills payable: CO3 K2

Particulars	Rs
Bills Payable issued	40,000
Bills Payable paid	25,000
Bills Payable dishonoured	15,000
Bills Payable as on 31 st Dec.	50,000

14. (a) Compute the amount to be posted to income and expenditure account for the year ended 31st December 2006: CO4 K2

Receipts and payments account shows that subscriptions received are Rs. 9000. This account of subscriptions includes Rs.800 outstanding in the previous year and Rs.1000 for the next year Rs.2000 is still outstanding for the current year.

[OR]

(b) Show the following items recorded in the books of accounts: CO4 K2

Prize Fund in the books of accounts Rs.50, 000.

Prizes paid during the year Rs.12,000.

Expenses incurred towards matches conducted Rs.5,000.

15. (a) Keshav of Bhopal sent 100 electronic gadgets, which cost Rs.9000 each to santhosh of Chennai on consignment basis. Keshav paid freight of Rs.12, 000, Cartage Rs.3000 & insurance Rs.4000.In Chennai santhosh has spent Rs 1000 as cartage, loading and unloading Rs 500.The goods have been kept in a godown at a monthly rent of Rs.1000 per month. At the end of accounting period, 20 gadgets remained unsold. The selling price of the gadget is Rs.10,000 at Chennai. Calculate the value of stock unsold. CO5 K3

[OR]

(b) Classify the important terms used in consignment accounts. CO5 K3

Q. No. **SECTION - C (3 * 10 = 30 Marks)** **CO(s)** **K -**
Answer any of 3 **Level**

16. Journalise the following business transactions in the books of Mr.Krishnakumar. CO1 K2
 Mr.Krishnakumar Started his business with a capital of Rs.10, 00,000.
 Opened a current account with a bank by depositing Rs.1,00,000.

Purchased raw materials for Rs.1,00,000.
 Bought machinery for Rs.1,50,000.
 Sold goods to Mr.James for Rs.10,000.
 Ready cash sales Rs.5000.
 Travelling expenses paid Rs.2000 in cash.
 Commission received for Rs.3000.
 Salaries paid to employees for Rs.10,000 by cheque.
 Rent paid Rs.5000.

17. The petty cashier of a concern received Rs.200 in 1st of June 2005 to meet the petty expenses for this month. Open the relevant accounts in the Petty Cash Book. Also, show how it appears in the journal. CO2 K2

June	Particulars	Rs.
2	Postage	20
4	Carriage	15
5	Auto Change	40
6	File and Papers	17.20
6	Conveyance	10
8	Photocopy	8.50
12	Cleaning powder	12
14	Snacks and Tea	17.50
15	Electric bulb	12
19	Courier	16
24	Tips to peon	10
27	Local call	6

18. Make adjustments from the information given below while preparing P & L Account. CO3 K2

Particulars	Dr	Cr
	Rs	Rs
Loan @15% p.a		20,000
Interest on loan	2000	
Deposit @14% p.a	15,000	

Reg. No.:

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END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Course Code : 20UBAC21

Course Title : Business Environment

Date : 08.02.2022

Time : 2:00 PM - 5:00 PM

Max. Marks : 60

Q. No.	SECTION - A (10 * 1 = 10 Marks) Answer ALL Questions	CO(s)	K - Level
1.	Vision, mission and _____ of a company provide a roadmap that guides its philosophies, priorities and policies. 1.Principles 2.Objectives 3.Plans 4.Strategies	CO1	K1
2.	Powerful _____ are able to exert pressure to drive down prices, or increase the required quality for the same price, and therefore reduce profits in an industry. 1.Suppliers 2.Customers 3.Investors 4.Marketing Executives	CO1	K2
3.	Which of the following is a disadvantage of social responsibility? 1.Possession of resources 2.Ethical obligation 3.Public image 4.Violation of profit maximization	CO2	K1
4.	Under section _____ of the consumer protection act 1986, three tier judiciary has been established to redress the consumer grievances. 1.3 2.4 3.9 4.5	CO2	K2
5.	_____ said, "As the Bhagavad Gita says, every man must do his duty-which means if you are a wealthy man, you must do your duty by your wealth, and his dharma is to provide for general welfare. If political action is involved in this, I don't see why I should fight shy of it". 1.Edwin M Epstein 2.G.D.Birla 3.JRD Tata 4.Ambedkar	CO3	K1
6.	_____ is the rate at which the commercial banks can borrow from RBI. 1.CRR 2.Repo Rate 3.SLR 4.Revise Repo Rate	CO3	K2
7.	FEMA (Foreign Exchange Management Act) was introduced in _____. 1.July 1991 2.July 1989 3.July 1983 4.July 1990	CO4	K1
8.	Denationalization is also called as _____.	CO4	K2

	1.Deprivatization	2.Leasing		
	3.Contracting	4.Repurchasing		
9.	Central meaning of socialism is _____.		CO5	K1
	1.Partnership	2.Cooperative		
	3.Sole proprietorship	4.Common Ownership		
10.	Maximum number of members is _____ in a co-operative credit society.		CO5	K2
	1.50	2.150		
	3.100	4.200		
Q. No.	SECTION - B (5 * 4 = 20 Marks)		CO(s)	K -
	Answer ALL Questions			Level
11. (a)	List out the objectives of business environment.		CO1	K1
	[OR]			
(b)	List out the techniques used for an environmental analysis.		CO1	K1
12. (a)	List out the arguments in favor of social responsibilities of business.		CO2	K1
	[OR]			
(b)	Describe the need of consumerism in India		CO2	K1
13. (a)	Summarize the responsibilities of government towards business		CO3	K2
	[OR]			
(b)	Outline the differences between monetary and fiscal policy		CO3	K2
14. (a)	Outline the functions of stock exchange		CO4	K2
	[OR]			
(b)	Summarize the objectives of privatization		CO4	K2
15. (a)	Identify and Explain the characteristics of capitalism		CO5	K3
	[OR]			
(b)	Emphasize the objectives of public sector enterprises		CO5	K3
Q. No.	SECTION - C (3 * 10 = 30 Marks)		CO(s)	K -
	Answer any of 3			Level
16.	Name the stages of environmental analysis and Explain.		CO1	K1
17.	Describe the interface between the business and culture		CO2	K1
18.	Outline the techniques of fiscal policy		CO3	K2
19.	Summarize the impact of liberalization on Indian economy		CO4	K2
20.	Highlight the contributions of private sector in Indian economy		CO5	K3

Reg. No.:

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END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Course Code : 20UBAC22

Course Title : Cost Accounting

Date : 09.02.2022

Time : 2:00 PM - 5:00 PM

Max. Marks : 60

Q. No.	SECTION - A (10 * 1 = 10 Marks) Answer ALL Questions	CO(s)	K - Level
1.	Data required for the fixation of selling price is provided by _____. 1.Management System 2.Cost tally system 3.Cost Accounting system 4.Financial Counting System	CO1	K1
2.	Cost accounting mainly helps the management in _____. 1.Earning profit 2.Providing information to management 3.Fixing prices of the products 4.Selling price	CO1	K2
3.	Fragments of materials that are left from certain type of manufacture are called _____. 1.Scrap 2.Waste 3.Defectives 4.Spoilage	CO2	K1
4.	Portion of production which can be rectified at some extra cost of re-operation is called _____. 1.Scrap 2.Waste 3.Defectives 4.Spoilage	CO2	K2
5.	A document used for time keeping is _____. 1.Job card 2.Time card 3.Daily time sheet 4.Standard time	CO3	K1
6.	In which of the following plans, time wages are not guaranteed? 1.Halsey 2.Rowan 3.Taylor 4.Gantt	CO3	K2
7.	Differential cost is the difference in _____. 1.Fixed costs for two levels of output 2.Variable costs for two levels of production 3.Total costs for two levels of output 4.Fixed cost and revenue	CO4	K1
8.	Toy manufacturing industry should use _____.	CO4	K2

1. Unit costing

2. Process costing

3. Batch costing

4. Multiple costing

9. A cost incurred in one processing department that is transferred to the next processing department is called as _____.

1. Transferred in cost

2. Split cost

3. Carry over cost

4. Conversion cost

10. Which business will be suitable for process costing? CO5 K2

1. plane manufacturer

2. Construction company

3. Sugar refining

4. Printing press

Q. No.**SECTION - B (5 * 4 = 20 Marks)****CO(s)****K -****Answer ALL Questions****Level**

11. (a) Show the flow chart of elements of cost. CO1 K1

[OR]

(b) What are the importances of cost audit? CO1 K1

12. (a) Find the weighted average rate CO2 K1

Date	Receipts Quantity	Rate	Issue quantity
2/3/82	200	2.0	
10/3/82	300	2.40	
15/3/82			250
18/3/82	250	2.60	
20/3/82			200

[OR]

(b) Relate ABC analysis CO2 K1

Item no	Cost	Demand
1	5	48000
2	11	2000
3	15	300
4	8	800
5	7	4800
6	16	1200
7	20	18000

8	4	300
9	9	5000
10	12	500

13. (a) Apply the Standard output per day of hours in 16 units. Actual output of a worker for 8 hours is 20 units. Rate per hour is Rs 2.50. Calculate the wages payable to the worker according to the Emerson Efficiency plan. CO3 K3

[OR]

- (b) Make use of the following information, find out the machine hour rate for Machine: CO3 K3
 Cost of Machine Rs.11000
 Scrap value Rs 680
 Repairs for working life Rs 1500
 Standing Expenses for 4 week period Rs 1600
 Effective working life 10000 hours
 Power :6 units per hour @5 paise per unit
 Operating hours during 4 week period 120 hours
 There are 40 machines in number in the workshop, each bearing equal overhead charges.

14. (a) Discover the price that company should quote for a refrigerator. It is estimated that Rs 1000 in material and Rs 700 in labour will be required for one refrigerator. Absorb factory overheads on the basis of labour and admin overhead on the basis of work cost. A profit of 12 1/2 on selling price is required. CO4 K2

[OR]

- (b) Infer a consolidated completed job account showing the profit made or loss incurred on the contract. CO4 K2

Raw materials	90,000
Wages	1,00,000
Chargeable expenses	10,000
Materials transferred to work in progress	2,000
Materials returned to stores	1,000

Factory overhead is 80% of wages and office overhead 25% of factory cost
 The value of the executed Rs.4,10,000

15. (a) Identify the process cost accounting showing the cost of the output and the cost per unit at each stage of manufacture. CO5 K3
 The operations in each separate process are completed daily.
 The value at which units are to be charged to processes B and C is the cost per unit of the processes A and A plus B respectively

	A	B	C
--	---	---	---

Direct Wages	Rs 640	Rs 1200	RS 2925
Machinery Expenses	Rs 360	Rs 300	RS 360
Factory Overhead	Rs 200	Rs 225	RS 240
Raw Materials Consumed	Rs 2400	-	-
Production	37000 Units	-	-
Wastage	1000 Units	1500 Units	500 Units
Opening Stock	-	4000 Units	16500 Units
Closing Stock	-	1000 Units	5500 Units

[OR]

- (b) Identify the principles of process costing and give examples of industries in which process costing is applied. CO5 K3

Q. No. **SECTION - C (3 * 10 = 30 Marks)** **CO(s)** **K -**
Answer any of 3 **Level**

16. Find the following components : Prime Cost, Factory Cost , Cost of Production and Total Cost. CO1 K1

Direct materials	57,000	Factory rent and rates	2,500
Direct wages	28,500	Salesmen salaries	2,500
Office rent and rates	500	Plant repairs and maintenance	1,000
Factory heating and lighting	400	Plant depreciation	1,250
Factory manager's salary	2000	Office salaries	1,600
Director's remuneration	1,500	Telephone and postage	200
Printing and stationery	100	Legal charges	150
Advertisement	1,500		
		Sales	1,16,000
Showroom rent	500		

17. Illustrate a store ledger account with FIFO & LIFO. Prepare a comparative statement of profit. CO2 K2

Jan 1 Opening balance 10 units @Rs 30
 Jan 10 Purchase 10 units @Rs 33
 Jan 12 Issued 10 units
 Jan 31 Closing balance 10 units
 Feb 3 Purchase 10 units @Rs 36
 Feb 12 Issued 10 units
 Feb 28 Purchase 10 units @Rs 40

Sales during these two months are Rs 1000.

18. Discover the wages payable to the worker according to “Emerson efficiency plan”. Standard output per day of hours is 16 units. Actual output of a worker for 8 hours is 20 units. Rate per hour is Rs.2.50. CO3 K4

19. Make use of the following particulars : CO4 K3
 Cost of material Rs.6,00,000 ; Direct wages Rs.5,00,000 ;factory overhead Rs 3,00,000 ;administrative overhead Rs.3,36,000; selling overhead Rs.Rs.2,24,000; distribution overhead Rs.1,40,000and profit Rs.4,20,000

Expenses incurred materials Rs.8000 and Wages Rs.5000

If factory over head is increased by 20% distribution overhead decreased by 10% ,selling and admin have gone up by 12 ½ % .At what price the product should be sold?

Factory over head is based on direct wages and other overheads are based on factory cost.

20. Examine a Process Cost Account, Normal Cost Account and Abnormal Gain or Loss Account CO5 K4

The product of a company passes through 3 distinct process. The following information is obtained from the accounts for the month ending January 31, 2008.

Particulars	Process – A	Process – B	Process – C
Direct Material	7800	5940	8886
Direct Wages	6000	9000	12000
Production Overhead	6000	9000	12000

3000 units @ Rs. 3 each were introduced to process – I. There was no stock of materials or work in progress. The output of each process passes directly to the next process and finally to finished stock A/c.

The following additional data is obtained :

Process	Output	Percentage of Normal Loss to Input	Value of Scrap per unit (Rs.)
Process – I	2850	5%	2

Process – II	2520	10%	4
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Process – III	2250	15%	5
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END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Date : 07.02.2022

Course Code : 20UBAC31

Time : 10:00 AM - 1:00 PM

Course Title : Commercial Legislation

Max. Marks : 60

Q. No.	SECTION - A (10 * 1 = 10 Marks) Answer ALL Questions	CO(s)	K - Level
1.	‘A’ lends Rs. 5000/- to ‘B’ for a year. After one year A’s right to recover the money from ‘B’ is a _____.	CO1	K1
	1.Right in personam 2.Civil right 3.Moral right 4.Right in rem		
2.	‘A’ promised to marry ‘B’. Later on ‘B’ died. The contract of Marriage _____.	CO1	K2
	1.Is void from the beginning 2.Becomes void 3.Is void 4.Is illegal		
3.	Communication of offer is complete when it comes to the knowledge of _____.	CO2	K1
	1.The person to whom it is made 2.The offeror 3.The state government 4.The central government		
4.	An executory consideration _____.	CO2	K2
	1.Is an outstanding consideration on both the parties 2.Consists of a promise in future 3.Is a promise for a promise 4.An executed consideration.		
5.	Performance of a contract means _____.	CO3	K1
	1.Fulfilling all the obligations by promise 2.Fulfilling all the obligations by the promisor 3.Performing all the promises and obligations by all the parties 4.Fulfilling all the obligations by promise and promisor		
6.	The remedies available to a person suffering from the breach of contract is _____.	CO3	K2
	1.Suit for damages 2.Suit for infuction 3.Quantum merit 4.Infunction suit		
7.	A contract of insurance is also a _____.	CO4	K1
	1.Contract of indemnity 2.Voidable 3.Material alteration in terms 4.Quantum merit		
8.	Which of the following is not a right of the agent?	CO4	K2
	1.Right of lein 2.Right to be indemnified		

	3.Right to remuneration	4.Right to make secret profit		
9.	Delivery of goods under sale of Goods Act means _____.		CO5	K1
	1.Voluntary transfer of possession	2.Voluntary transfer of ownership		
	3.Involuntary transfer of possession	4.Involuntary transfer of ownership		
10.	The goods sold to the buyer should be delivered at _____.		CO5	K2
	1.The specified place	2.The place of seller's choice		
	3.The place of buyer's choice	4.Both sellers and buyers choice		
Q. No.	SECTION - B (5 * 4 = 20 Marks)		CO(s)	K -
	Answer ALL Questions			Level
11. (a)	Define the term "contract".		CO1	K1
	[OR]			
(b)	Define illegal agreement.		CO1	K1
12. (a)	What are the legal rules as to proposal?		CO2	K1
	[OR]			
(b)	State your comment on "A stranger to contract cannot sue".		CO2	K1
13. (a)	Show the difference between actual performance with attempted performance of contract.		CO3	K1
	[OR]			
(b)	Define the term 'Quasi contract'.		CO3	K1
14. (a)	What are the rights of an Indemnity holder?		CO4	K1
	[OR]			
(b)	List out the rights and duties of bailee.		CO4	K1
15. (a)	What are the ways does a sale differs from hire purchase?		CO5	K1
	[OR]			
(b)	What is an unpaid seller's lien?		CO5	K1
Q. No.	SECTION - C (3 * 10 = 30 Marks)		CO(s)	K -
	Answer any of 3			Level
16.	Classify various types of contracts.		CO1	K2
17.	Explain your views on the following statement "An acceptance to an offer is just like a lighted match to a train of gun powder"		CO2	K2
18.	Illustrate the doctrine of 'Supervening impossibility' under Indian law.		CO3	K2
19.	Summarize the rights and duties of the Indemnified and indemnifier.		CO4	K2
20.	Explain about the implied conditions and warranties under the sale of Goods Act.		CO5	K2

Reg. No.:

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END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Course Code : 20UBAC32

Course Title : Entrepreneurship

Date : 08.02.2022

Time : 10:00 AM - 1:00 PM

Max. Marks : 60

Q. No.	SECTION - A (10 * 1 = 10 Marks) Answer ALL Questions	CO(s)	K - Level
1.	When an enterprise is launched by married couple, they are called _____. 1.Netpreneurs 2.Copreneurs 3.Intrapreneurs 4.Couple-preneurs	CO1	K1
2.	Entrepreneurship emerging in rural area is called _____. 1.Rural entrepreneurship 2.Urban entrepreneurship 3.Partnership 4.Women entrepreneurship	CO1	K2
3.	EDP is required to help _____. 1.First Generation entrepreneur 2.Women entrepreneur 3.Modern entrepreneur 4.Social entrepreneur	CO2	K1
4.	The most important aspect of pre training phase is the _____ of potential entrepreneurs. 1.Evaluating 2.Identification 3.Selection 4.Recruitment	CO2	K2
5.	The first step in starting up of new enterprise is to find out a _____. 1.Business idea 2.Seasonal demand 3.Managerial requirements 4.Services	CO3	K1
6.	_____ is economical and social in nature. 1.Project objective 2.Project Idea 3.Project Identification 4.Project selection	CO3	K2
7.	The social feasibility analysis of a project is mainly concerned with the interest of _____. 1.Economic 2.Nation 3.Society 4.Region	CO4	K1
8.	_____ Provides marketing support to small scale units. 1.SIDCO 2.NPC 3.SISI 4.NSIC	CO4	K2
9.	The IRBI can obtain _____ loans from Government.	CO5	K1

- 1.Mortgage
2.Interest free
3.Equity
4.Speculation
10. Born sickness is the sickness since _____ of the organization.
- 1.Inception
2.End
3.Termination
4.Middle

CO5 K2

Q. No.	SECTION - B (5 * 4 = 20 Marks) Answer ALL Questions	CO(s)	K - Level
11. (a)	State the functions of entrepreneur.	CO1	K1
	[OR]		
(b)	What are the problems of rural entrepreneurship?	CO1	K1
12. (a)	Mention the types of women entrepreneur.	CO2	K1
	[OR]		
(b)	List out the objectives of entrepreneurship development programme.	CO2	K1
13. (a)	Summarize the objectives of small scale industry.	CO3	K2
	[OR]		
(b)	Describe the process of decision making in project identification.	CO3	K2
14. (a)	Describe the steps involved in Project Appraisal.	CO4	K2
	[OR]		
(b)	Outline the functions of SIDCO.	CO4	K2
15. (a)	Outline the effect of sickness in industries.	CO5	K2
	[OR]		
(b)	Outline the internal causes of industrial sickness.	CO5	K2
Q. No.	SECTION - C (3 * 10 = 30 Marks) Answer any of 3	CO(s)	K - Level
16.	Explain the different types of entrepreneur.	CO1	K2
17.	Outline the measures to promote women entrepreneurs in india.	CO2	K2
18.	Sum up the benefits of sole proprietorship.	CO3	K2
19.	Identify the functions of District industries centre.	CO4	K3
20.	Emphasize the merits and demerits of industrial sickness.	CO5	K2



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**G.T.N. ARTS COLLEGE SELF FINANCE
(AUTONOMOUS)**

(Affiliated to Madurai Kamaraj University || Accredited with 'B' Grade by NAAC)

END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Course Code : 20UBAC33

Course Title : Banking Law and Practice

Date : 09.02.2022

Time : 10:00 AM - 1:00 PM

Max. Marks : 60

Q. No.	SECTION - A (10 * 1 = 10 Marks) Answer ALL Questions	CO(s)	K - Level
1.	If a customer has furnished the banker's name to a third person for reference is called _____. 1. Implied consent 2. Express consent 3. Discloser 4. Garnishee order	CO1	K1
2.	A _____ may disclose the state of his customer's account in order to protect his own interest legally. 1. Banker 2. Customer 3. Beneficiary 4. Principal	CO1	K2
3.	Which type of deposit is a time deposit? 1. Fixed deposit 2. Recurring deposit 3. Joint account 4. NRI account	CO2	K1
4.	An attorney is a person appointed by a document called _____. 1. Power of attorney 2. Credit document 3. Partner's letter 4. Government order	CO2	K2
5.	Which among the one is not suitable for Bill of Exchange? 1. Drawer 2. Payee 3. Acceptor 4. Invoice writer	CO3	K1
6.	If the cheque is declined by the bank because of insufficient amount, then it is called as _____. 1. Bounced cheque 2. Honoured cheque 3. Order cheque 4. Open cheque	CO3	K2
7.	Unsecured loan is also called as _____. 1. Clean loan 2. Jewellery loan 3. Housing loan 4. Personal loan	CO4	K1
8.	The mode creating charge on immovable properties is called as _____. 1. Mortgage 2. Hypothecation 3. Lien 4. Pledge	CO4	K2
9.	Full form of MPIN is _____.	CO5	K1

1.Mobile Payment In Numbers

2.Metro Payment Interface Number

3.Master Personal ID

4.Mobile banking Personal
Identification Number

10. While depositing money in ATM (cash depositor), _____.will not be checked by the machine. CO5 K2

1.Micro Lettering

2.Watermark

3.Latent Image

4.Printed date

Q. No. **SECTION - B (5 * 4 = 20 Marks)** **CO(s)** **K -**
Answer ALL Questions **Level**

11. (a) Define banking company as per the Banking Regulation Act. CO1 K1

[OR]

(b) When a banker cannot exercise his right of lien? CO1 K1

12. (a) List out the salient features of savings bank account. CO2 K1

[OR]

(b) Define "Over Draft" CO2 K1

13. (a) Extend the parties involved in promissory note. CO3 K2

[OR]

(b) Illustrate the characteristics of cheque. CO3 K2

14. (a) Construct the features of secured loans. CO4 K3

[OR]

(b) Experiment with the drawbacks of advances against the security of land and building. CO4 K3

15. (a) Identify the difference between debit card and credit card. CO5 K3

[OR]

(b) Identify the objectives of E-Banking. CO5 K3

Q. No. **SECTION - C (3 * 10 = 30 Marks)** **CO(s)** **K -**
Answer any of 3 **Level**

16. Summarize subsidiary relationship between a banker and customer. CO1 K2

17. Explain the precautions should be taken by banker while dealing with a partnership firm. CO2 K2

18. Classify the types of cheque. CO3 K2

19. Identify the precautions taken by banker to give unsecured loans. CO4 K3

20. Identify the banking tasks and non-transactional tasks of internet banking. CO5 K3

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END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Course Code : 20UBAC34

Course Title : Computer Literacy for Managers - Theory

Date : 10.02.2022

Time : 10:00 AM - 1:00 PM

Max. Marks : 60

Q. No.	SECTION - A (10 * 1 = 10 Marks) Answer ALL Questions	CO(s)	K - Level
1.	A process is a _____. 1.Singlethread of execution. 2.Program in the execution 3.Program in the memory 4.Task	CO1	K2
2.	Drawing a horizontal line in the centre of the text is called as _____. 1.Strikethrough 2.Strike out 3.Cross through 4.Cross in	CO2	K2
3.	_____insert an excel file into a word document. 1.Hyperlinked placed in a word table 2.Linked 3.Embedded 4.Use the word Menu Bar and Tool Bar	CO3	K1
4.	_____option is not available in Paste Special dialog box. 1.Add 2.Subtract 3.Divide 4.SQRT	CO3	K2
5.	_____ is not a feature of MS PowerPoint. 1.Scan a virus 2.Zoom 3.Background color 4.Slide show	CO4	K1
6.	_____ is defined by the handout master. 1.Slide formatting 2.Layout of audience handout notes 3.Handout content formatting for Microsoft word export 4.Layout of present handout notes	CO4	K2
7.	In a valid email address the user name and domain name are separated by _____. 1.# 2.@ 3.& 4.%	CO5	K1
8.	First generation computer was based on _____. 1.LSI 2.Transistor 3.Vacuum Tubes 4.VLSI	CO1	K1

9. _____ is the default line spacing between the paragraphs. CO2 K1
 1.1.0 2.1.10
 3.1.15 4.1.5
10. The first part of your email address before the '@' is called your _____. CO5 K2
 1.Domain name 2.Username
 3.Profile name 4.Password

Q. No. **SECTION - B (5 * 4 = 20 Marks)** **CO(s)** **K -**
Answer ALL Questions **Level**

11. (a) List out macros in MS Word. CO1 K1
 [OR]
 (b) Define - Microsoft Word Reference. CO1 K1
12. (a) Rewrite the steps involved in changing the name of the file or folder. CO2 K2
 [OR]
 (b) Discuss the short cut keys for creating Hyperlink. CO2 K2
13. (a) Discuss about Excel Charts. CO3 K2
 [OR]
 (b) Interpret data type in MS-Excel. CO3 K2
14. (a) Identify the process behind the clipboard. CO4 K2
 [OR]
 (b) Interpret the uses of themes in slides. CO4 K2
15. (a) Differentiate hotspot and tethering in your view. CO5 K2
 [OR]
 (b) Show the advantages and need of ERP. CO5 K2

Q. No. **SECTION - C (3 * 10 = 30 Marks)** **CO(s)** **K -**
Answer any of 3 **Level**

16. Differentiate between RAM & ROM CO1 K2
17. Compute the use of XML mapping panel in MS word 2017 with an application of your own. CO2 K3
18. Report the importance of Excel documentation and explain the use of Proofing Command. CO3 K3
19. Determine how the Design menu improves the visualization of presentation. CO4 K3
20. Record the process of e-mail in detail. CO5 K3

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END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Course Code : 20UBAL11

Course Title : Vanika Thagaval Thodarbugal

Date : 14.02.2022

Time : 10:00 AM - 1:00 PM

Max. Marks : 60

Q. No.	SECTION - A (10 * 1 = 10 Marks) Answer ALL Questions	CO(s)	K - Level
1.	எழுத்து பூர்வமான தகவல் தொடர்பு என்பது _____ எனப்படும். 1.முறையானது 2.முறையற்றது 3.வாய்மொழி 4.குறியாக்கம்	CO1	K1
2.	முறைசாரா தகவல் பரிமாற்றத்திற்கு இன்னொரு பெயர் _____ தகவல் பரிமாற்றம் எனப்படும். 1.திராட்சை கொடி 2.பக்கவாட்டு 3.காட்சி 4.கிடைமட்ட	CO1	K2
3.	வணிக கடிதங்கள் உடனடி விளைவுகளை ஏற்படுத்துகின்றன _____ 1.சுவாரசியமான 2.சுருக்கமான 3.சாதாரண 4.முறை சாரா	CO2	K1
4.	நல்ல வணிகக்கடிதம் _____ சிறப்புகளை கொண்டு இருக்க வேண்டும். 1.சரிமை 2.முழுமை 3.தெளிவு 4.இன்முகம்	CO2	K2
5.	வேலைக்கான கடிதம் _____ கடிதம் ஆகும். 1.ஆணை 2.விசாரணை 3.விண்ணப்ப 4.சரிகட்டல்	CO3	K1
6.	குறிப்புகள் பற்றிய விவரங்களை எங்கே கொடுக்க வேண்டும். 1.கடிதத்தின் ஆரம்பம் 2.கையெழுத்து நிரலுக்கு கீழே 3.கடிதத்தின் வலது பக்கம் 4.கடிதத்தின் முதன்மை உடல்	CO3	K2
7.	தெருவில் விளக்கு எரியாததை பற்றி மாநகராட்சிக்கு எழுதப்படும் கடிதங்கள் _____ கடிதங்கள் ஆகும். 1.சுற்றறிக்கை 2.வங்கி 3.புகார் 4.விற்பனை	CO4	K1

8.	_____ கடிதங்கள் வியாபாரத்தில் உயர்வு தாழ்வுகளை நிர்ணயிக்க கூடியது.	CO4	K2
	1.வியாபார		
	2.சுற்றறிக்கை		
	3.வங்கி		
	4.காப்பீடு		
9.	ஒரு அறிக்கையில் முழு தகவல்களையும் எது வழங்குகிறது?	CO5	K1
	1.சுருக்கம்		
	2.உள்ளடக்க அட்டவணை		
	3.அறிக்கையின் பிரதான அமைப்பு		
	4.சட்டமுறை அறிக்கை		
10.	கீழ்க்கண்டவற்றுள் எது பருவ அறிக்கைகளுக்கு எடுத்துக்காட்டாகும்?	CO5	K2
	1.இயக்குநர்களின் வாராந்திர அறிக்கை		
	2.இயக்குநர்களின் வருடாந்திர அறிக்கை		
	3.இயக்குநர்களின் மாதாந்திர அறிக்கை		
	4.இயக்குநர்களின் நாட்கள் அறிக்கை		
Q. No.	SECTION - B (5 * 4 = 20 Marks)	CO(s)	K -
	Answer ALL Questions		Level
11. (a)	தகவல் தொடர்பின் தேவைகளைக் குறிப்பிடுக.	CO1	K1
	[OR]		
(b)	வாய்மொழி தகவல் தொடர்பின் நன்மைகள் யாவை?	CO1	K1
12. (a)	வணிகக் கடித தொடர்பின் முக்கியத்துவத்தை பற்றி கூறுக.	CO2	K1
	[OR]		
(b)	நீ என்ற போக்கை பற்றி எழுதுக.	CO2	K1
13. (a)	விண்ணப்பக் கடிதத்தின் வகைகளை எழுதுக.	CO3	K1
	[OR]		
(b)	விண்ணப்பக் கடிதம் எழுதும்போது தவிர்க்க வேண்டியவை எவை?	CO3	K1
14. (a)	வசூல் கடிதம் ஒன்று எவ்வாறு வரையப்பட வேண்டும் என்பதை பற்றி நிறுவுக.	CO4	K3
	[OR]		
(b)	முகவரி மாற்றம் தொடர்பான சுற்றறிக்கைக் கடிதம் ஒன்று வரைக.	CO4	K3
15. (a)	மேலாண்மைத் தகவல் முறையின் தேவையை விவரி.	CO5	K2
	[OR]		
(b)	அறிக்கை ஒன்றின் தயாரிப்பில் அடங்கும் கட்டங்களை விவரி.	CO5	K2
Q. No.	SECTION - C (3 * 10 = 30 Marks)	CO(s)	K -
	Answer any of 3		Level
16.	தகவல் தொடர்பு நடைமுறையில் உள்ள பல்வேறு கட்டங்கள் யாவை?	CO1	K1
17.	வணிகக் கடிதங்களின் பணிகளை விளக்குக.	CO2	K2
18.	வேலை வாய்ப்புள்ள நிறுவனங்களை நீ எவ்வாறு அறிவாய்?	CO3	K2
19.	விலைப் புள்ளிகளில் பயன்படுத்தப்படும் பல்வேறு கூறுகளை ஆராய்க.	CO4	K3
20.	அறிக்கைகளின் வகைப்பாடுகளை விவரி.	CO5	K2

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

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END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Course Code : 20UBAL21

Course Title : Aluvalaga Melanmai

Date : 03.02.2022

Time : 2:00 PM - 5:00 PM

Max. Marks : 60

Q. No.	SECTION - A (10 * 1 = 10 Marks) Answer ALL Questions	CO(s)	K - Level
1.	மேலாண்மை என்ற பதம் பெறப்பட்ட பிரெஞ்சு வார்த்தையின் பொருளானது இதனை நிர்வகித்தல் _____ 1.ஒட்டகம் 2.எருது 3.குதிரை 4.வீடு	CO1	K1
2.	அலுவலகப் பணி அடிப்படையில் ஒரு நிறுவனத்தின் சார்ந்ததாகும். 1.பதிவேடுகளை 2.எழுத்தார்களை 3.கணக்காளர்களை 4.மேலாளர்களை	CO1	K2
3.	அலுவலக இடதேர்வின் போது நாம் ஆராயவேண்டிய காரணிகளின் எண்ணிக்கை _____ ஆகும். 1.ஐந்து 2.நான்கு 3.ஆறு 4.முன்று	CO2	K1
4.	தனிப்பட்ட ஓர் துறையின் நடைமுறை மற்றும் அமைப்பு, உட்புற கொள்கைகள் போன்றவைகளை கையாளும் கையேடு _____ ஆகும். 1.அஞ்சல் வழி கையேடு 2.துறை சார்ந்த செயல்முறை கையேடு 3.தகவல் தொடர்பு கையேடு 4.கோப்பிடுதல் கையேடு	CO2	K2
5.	பின்வருவனவற்றுள் எது உள்வரும் கடிதங்களை கையாளும் முறை _____ 1.கடித உறைகளை திறத்தல் 2. பேட்டிகாணல் 3.தகவல் தருதல் 4.அறிக்கை	CO3	K1
6.	வாய்மொழித் தகவல் தொடர்புக்கான உதாரணம் _____ 1.பேசு குழல் 2.ஆணைகள் 3.அஞ்சல் 4.அறிக்கை	CO3	K2
7.	கோப்பிடல் என்பது _____ என்ற சொல்லிலிருந்து உண்டான ஒரு சொல். 1.கோப்பு 2.இணைதல்	CO4	K1

	3. கோர்த்தல்	4. திறன்		
8.	ஒன்றுக்கு மேற்பட்ட ஆவணங்கள் தேவைப்படுகிற போது _____ பயன்படுத்தப்படுகிறது.		CO4	K2
	1. படிப்பெருக்கிகள்	2. தட்டச்சு		
	3. சொற் பதிவு கருவி	4. கணக்கிடும் கருவி		
9.	கூட்டுறவு சங்கத்தால் சமர்ப்பிக்கப்படும் அறிக்கை எனப்படுவது _____		CO5	K1
	1. முறையான அறிக்கை	2. முறைசாரா அறிக்கை		
	3. (1) மற்றும் (2)	4. தனி நிறும அறிக்கை		
10.	கம்பெனி ஒன்றின் சட்டமுறைக் கூட்டத்தில் சமர்ப்பிக்கப்படும் அறிக்கை _____		CO5	K2
	1. சட்டமுறையற்ற அறிக்கை	2. தனிநபர் அறிக்கை		
	3. சட்டமுறை அறிக்கை	4. குழு அறிக்கை		
Q. No.	SECTION - B (5 * 4 = 20 Marks) Answer ALL Questions		CO(s)	K - Level
11. (a)	அலுவலக மேலாண்மையின் கூறுகள் யாவை?		CO1	K1
	[OR]			
(b)	அமைப்புமுறை கோட்பாடுகளை பற்றி எழுதுக.		CO1	K1
12. (a)	அலுவலக முறைகளின் சிறப்பியல்புகளை பற்றி கூறுக.		CO2	K2
	[OR]			
(b)	அலுவலக இடத் தேர்வு பற்றி விளக்குக.		CO2	K2
13. (a)	அஞ்சல்களின் வகைகள் யாவை?		CO3	K1
	[OR]			
(b)	அஞ்சல் துறையில் அஞ்சல் பணிக்கென பயன்படுத்தப்படும் பல்வேறு இயந்திரங்களை பற்றி கூறுக.		CO3	K1
14. (a)	பரவலாக்கப்பட்ட கோப்பீட்டு முறையின் தீமைகளைப்பற்றி எழுதுக.		CO4	K1
	[OR]			
(b)	அலுவலகக் கருவிகளை பயன்படுத்துவதன் நோக்கங்கள் யாவை?		CO4	K1
15. (a)	அலுவலக அறிக்கையின் நோக்கங்களை விவரி		CO5	K3
	[OR]			
(b)	அலுவலக அறிக்கையின் முக்கியத்துவத்தை விவரி		CO5	K3
Q. No.	SECTION - C (3 * 10 = 30 Marks) Answer any of 3		CO(s)	K - Level
16.	அலுவலக பணிகளை பரவலாக்குதலின் நன்மை தீமைகளை விவரி		CO1	K1
17.	அலுவலக முறையின் நன்மை தீமைகளை விளக்குக.		CO2	K2
18.	கடிதப் போக்குவரத்தை தயாரித்தல் பற்றி விளக்குக.		CO3	K2
19.	மையக் கோப்பீட்டு முறையின் நன்மை தீமைகளை விளக்குக.		CO4	K2

20.

அலுவலக அறிக்கையின் பயன்களையும் , தீமைகளையும்
விளக்குக .

CO5 K3

Reg. No.:

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**G.T.N. ARTS COLLEGE SELF FINANCE
(AUTONOMOUS)**

(Affiliated to Madurai Kamaraj University || Accredited with 'B' Grade by NAAC)

END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.Com. (Computer Applications)

Date : 17.02.2022

Course Code : 20UBAN11

Time : 10:00 AM - 12:00 PM

Course Title : Basics of Retail Marketing

Max. Marks : 30

Q. No.	SECTION - A (5 * 3 = 15 Marks) Answer ALL Questions	CO(s)	K - Level
1. (a)	Define retailing in your words with suitable examples.	CO1	K1
	[OR]		
(b)	What is called as impulse purchase?	CO1	K1
2. (a)	Tell about “evaluating alternatives” for purchase.	CO2	K1
	[OR]		
(b)	How perceptions influence buying behavior of a customer?	CO2	K1
3. (a)	Explain about stores staffing and scheduling.	CO3	K1
	[OR]		
(b)	Tell the characteristics of need based customers.	CO3	K1
4. (a)	What is break-even price?	CO4	K1
	[OR]		
(b)	Label the objectives of advertising.	CO4	K1
5. (a)	List the strategies involved in brand positioning.	CO5	K1
	[OR]		
(b)	List the rights of the buyers of the product and service.	CO5	K1
Q. No.	SECTION - B (3 * 5 = 15 Marks) Answer any of 3	CO(s)	K - Level
6.	Explain the role of marketing in retail?	CO1	K2
7.	Infer the psychological factors influencing consumer behavior.	CO2	K2
8.	Illustrate the role of marketing in retail operations.	CO3	K2
9.	Summarize the elements of retail promotion mix.	CO4	K2
10.	Illustrate the characteristics of a successful brand.	CO5	K2

Reg. No.:

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**G.T.N. ARTS COLLEGE SELF FINANCE
(AUTONOMOUS)**

(Affiliated to Madurai Kamaraj University || Accredited with 'B' Grade by NAAC)

END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.Com.

Course Code : 20UBAN21

Course Title : Personality Development

Date : 07.02.2022

Time : 2:00 PM - 4:00 PM

Max. Marks : 30

Q. No.	SECTION - A (5 * 3 = 15 Marks) Answer ALL Questions	CO(s)	K - Level
1. (a)	How family and social factors affect the personality?	CO1	K1
	[OR]		
(b)	Tell about "Surface traits" and "Source traits".	CO1	K1
2. (a)	Explain the term "Perception".	CO2	K2
	[OR]		
(b)	Outline the external factors that influence the selection of stimuli in the process of perception.	CO2	K2
3. (a)	Define instrumental values and list any 4 of them.	CO3	K1
	[OR]		
(b)	Define neutral attitude. Mention any 4 of them.	CO3	K1
4. (a)	What an individual should do for an effective time management?	CO4	K1
	[OR]		
(b)	List the advantages of democratic leadership style.	CO4	K1
5. (a)	Outline the characteristics of group discussion.	CO5	K2
	[OR]		
(b)	Outline the things to remember while concluding the group discussion.	CO5	K2
Q. No.	SECTION - B (3 * 5 = 15 Marks) Answer any of 3	CO(s)	K - Level
6.	Tell about "Immaturity - Maturity" continuum given by Argyris.	CO1	K1
7.	Organize the strategies for improving perceptual skills.	CO2	K3
8.	Illustrate the importance of values.	CO3	K2
9.	Outline the role of a leader.	CO4	K2
10.	Illustrate about the phases of group discussion.	CO5	K2

Reg. No.:

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**G.T.N. ARTS COLLEGE SELF FINANCE
(AUTONOMOUS)**

(Affiliated to Madurai Kamaraj University || Accredited with 'B' Grade by NAAC)

END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.Com.

Course Code : 20UBAN21

Course Title : Personality Development

Date : 07.02.2022

Time : 2:00 PM - 4:00 PM

Max. Marks : 30

Q. No.	SECTION - A (5 * 3 = 15 Marks) Answer ALL Questions	CO(s)	K - Level
1. (a)	How family and social factors affect the personality?	CO1	K1
	[OR]		
(b)	Tell about "Surface traits" and "Source traits".	CO1	K1
2. (a)	Explain the term "Perception".	CO2	K2
	[OR]		
(b)	Outline the external factors that influence the selection of stimuli in the process of perception.	CO2	K2
3. (a)	Define instrumental values and list any 4 of them.	CO3	K1
	[OR]		
(b)	Define neutral attitude. Mention any 4 of them.	CO3	K1
4. (a)	What an individual should do for an effective time management?	CO4	K1
	[OR]		
(b)	List the advantages of democratic leadership style.	CO4	K1
5. (a)	Outline the characteristics of group discussion.	CO5	K2
	[OR]		
(b)	Outline the things to remember while concluding the group discussion.	CO5	K2
Q. No.	SECTION - B (3 * 5 = 15 Marks) Answer any of 3	CO(s)	K - Level
6.	Tell about "Immaturity - Maturity" continuum given by Argyris.	CO1	K1
7.	Organize the strategies for improving perceptual skills.	CO2	K3
8.	Illustrate the importance of values.	CO3	K2
9.	Outline the role of a leader.	CO4	K2
10.	Illustrate about the phases of group discussion.	CO5	K2

Reg. No.:

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**G.T.N. ARTS COLLEGE SELF FINANCE
(AUTONOMOUS)**

(Affiliated to Madurai Kamaraj University || Accredited with 'B' Grade by NAAC)

END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.B.A.

Course Code : 20UBAS31

Course Title : Personality Development

Date : 12.02.2022

Time : 10:00 AM - 12:00 PM

Max. Marks : 60

Q. No.	SECTION - A (5 * 3 = 15 Marks) Answer ALL Questions	CO(s)	K - Level
1. (a)	Describe the personality type theory.	CO1	K1
	[OR]		
(b)	Describe social learning theory.	CO1	K1
2. (a)	What is a SWOT analysis?	CO2	K1
	[OR]		
(b)	Describe the steps involved in goal setting process.	CO2	K1
3. (a)	What are the components of attitude?	CO3	K1
	[OR]		
(b)	Find the concept of Guttman Scale.	CO3	K1
4. (a)	Infer the five S's of meeting.	CO4	K2
	[OR]		
(b)	Summarize don'ts of table etiquette.	CO4	K2
5. (a)	Summarize the importance of negotiation skills.	CO5	K2
	[OR]		
(b)	Discuss about the advantages of negotiation.	CO5	K2
Q. No.	SECTION - B (3 * 5 = 15 Marks) Answer any of 3	CO(s)	K - Level
6.	Infer about big five personality traits.	CO1	K2
7.	Infer about "How to do a SWOT analysis to know about ourselves?"	CO2	K2
8.	Explain about attitude survey.	CO3	K2
9.	Discuss about table etiquettes in multi-cultural environment.	CO4	K2
10.	Infer the factors affecting negotiation skills.	CO5	K2

Reg. No.:

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G.T.N. ARTS COLLEGE AIDED (AUTONOMOUS)

(Affiliated to Madurai Kamaraj University || Accredited with 'B' Grade by NAAC)

END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.A. History

Course Code : 20UEGS21

Course Title : Environment and Gender Studies

Date : 05.02.2022

Time : 2:00 PM - 4:00 PM

Max. Marks : 30

Q. No.	SECTION - A (5 * 3 = 15 Marks) Answer ALL Questions	CO(s)	K - Level
1. (a)	Illustrate the Environmental impacts of petroleum products. பெட்ரோலிய பொருட்களின் சுற்றுச்சூழல் பாதிப்புகளை வெளிகொணர்.	CO3	K2
	[OR]		
(b)	Outline Geothermal Energy. புவிவெப்ப ஆற்றலை கோடிட்டுக் காட்டுக.	CO3	K2
2. (a)	Compare Renewable energy resources and Non – Renewable energy resources. புதுப்பிக்கத்தக்க எரிசக்தி வளங்களையும் புதுப்பிக்க முடியாத ஆற்றல் வளங்களையும் ஒப்பிட்டு	CO4	K2
	[OR]		
(b)	What is Environmental pollution? State its causes. சுற்றுச்சூழல் மாசுபாடு என்றால் என்ன? அதன்காரணங்களைக் கூறுக	CO4	K2
3. (a)	Explain the role of hormones and genes in Gender identification. பாலின தீர்மானத்தில் ஹார்மோன்கள் மற்றும் மரபணுக்களின் பங்கு என்ன?	CO5	K2
	[OR]		
(b)	Write down three ways to liberate the LGBTQ+ in your country. உங்கள் நாட்டில் LGBTQ + ஐ விடுவிக்க மூன்று வழிகளை எழுதுக.	CO5	K2
4. (a)	Write a short note on the need of public awareness about environment? சுற்றுச்சூழல் விழிப்புணர்வு ஏற்படுத்துவதன் அவசியத்தை பற்றி சிறு குறிப்பு வரைக	CO1	K1
	[OR]		
(b)	Write a note on biological environment. உயிரியல் சூழல் குறித்து குறிப்பு எழுதுக	CO1	K1
5. (a)	Explain energy flow from one trophic level to another trophic level. ஒரு வெப்பமண்டல மட்டத்திலிருந்து மற்றொரு வெப்பமண்டல நிலைக்கு ஆற்றல் ஓட்டத்தை விளக்கு	CO2	K1
	[OR]		
(b)	Explain the abiotic components of an Eco system. சுற்றுச்சூழல் அமைப்பில் உயிரற்ற காரணிகளை விளக்குக	CO2	K1
Q. No.	SECTION - B (3 * 5 = 15 Marks) Answer any of 3	CO(s)	K - Level
6.	Discuss the scope of environment. சுற்றுச்சூழலின் நோக்கத்தைப் பற்றி விவாதிக்கவும்.	CO1	K2
7.	Briefly explain living components. வாழும் கூறுகளை சுருக்கமாக விளக்கவும்.	CO2	K2
8.	Write a note on agricultural waste. விவசாய கழிவுகள் பற்றிய குறிப்பு எழுதவும்.	CO3	K3
9.	Bring out the effects of depletion of natural resources. இயற்கை வளங்களின் வீழ்ச்சியின் விளைவுகளை வெளி கொணர்	CO4	K2
10.	Explain the following terms. 1. Gender identity 2. Gender roles 3. Gender discrimination	CO5	K3

4. Gender inequality

பின்வரும் விதிமுறைகளை விளக்குங்கள்.

1. பாலின அடையாளம்
2. பாலின பாத்திரங்கள்
3. பாலின பாகுபாடு
4. பாலின சமத்துவமின்மை

Reg. No:

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

(Affiliated to Madurai Kamaraj University) || (Accredited by NAAC with 'B' Grade)

END SEMESTER EXAMINATION – NOVEMBER 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme: BBA/B.Com/B.Com (CA)

Date: 11.02.2022

Course Code: 20UMAA32

Time: 10am – 1pm

Course Title : BUSINESS STATISTICS

Max. Marks : 60

Qn. No.	SECTION – A Answer ALL the Questions	[10 x 1 = 10]	CO(s)	K – Level
1.	When an investigator uses the data which has already been collected by others, such data is called _____. [a] primary data [b] collected data [c] processed data [d] secondary data		CO1	K1
2.	Which one of the following sample survey is popular? [a] Stratified Sample [b] Cluster Sample [c] Multi-Stage Sampling [d] Quota sampling		CO1	K1
3.	Which one of the following curve that helps to locate median graphically? [a] Ogive [b] circle [c] ellipse [d] parabola		CO2	K1
4.	In volume diagram, the three dimensions which are taken into account are _____. [a] length, weight, breadth [b] height, weight, breadth [c] length, height, breadth [d] length, weight, height		CO2	K1
5.	The value which occurs with maximum frequency is _____. [a] mode [b] mean [c] median [d] both [a] and [b]		CO3	K1
6.	The second quartile is also known as _____. [a] median [b] upper quartile [c] lower quartile [d] mean		CO3	K1
7.	The formula of coefficient of correlation is _____. [a] $\frac{\sum xy}{\sqrt{\sum x \sum y^2}}$ [b] $\frac{\sum xy}{\sqrt{\sum x^2 \sum y^2}}$ [c] $\frac{\sum xy}{\sqrt{\sum x^2 \sum y}}$ [d] $\frac{\sum xy}{\sqrt{\sum x \sum y}}$		CO4	K1
8.	If the values of two variables move in the same direction then which of the following is true? [a] The correlation is non-linear [b] The correlation is linear [c] The correlation is negative [d] The correlation is positive		CO4	K1

9.	How can we denote the quantity of a commodity consumed is purchased in the base year? [a] p_0 [b] p_1 [c] q_0 [d] q_1	CO5	K1																																																		
10.	Fisher's method of calculating the index number is based on the _____. [a] Geometric mean [b] Arithmetic mean [c] Harmonic mean [d] None of the above	CO5	K1																																																		
Qn. No.	SECTION – B Answer ALL the Questions	[5 x 4 = 20]	CO(s) K – Level																																																		
11.a)	What are the characteristics of a good questionnaire?	CO1	K2																																																		
[OR]																																																					
b)	The following are the weights in kg of 50 college students. Construct a frequency table. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>42</td><td>42</td><td>46</td><td>54</td><td>41</td><td>37</td><td>54</td><td>44</td><td>38</td><td>45</td></tr> <tr><td>47</td><td>50</td><td>58</td><td>49</td><td>51</td><td>42</td><td>46</td><td>37</td><td>42</td><td>39</td></tr> <tr><td>54</td><td>39</td><td>51</td><td>58</td><td>47</td><td>51</td><td>43</td><td>48</td><td>49</td><td>48</td></tr> <tr><td>49</td><td>41</td><td>41</td><td>40</td><td>58</td><td>49</td><td>49</td><td>59</td><td>57</td><td>52</td></tr> <tr><td>56</td><td>38</td><td>45</td><td>52</td><td>46</td><td>40</td><td>51</td><td>41</td><td>51</td><td>41</td></tr> </table>	42	42	46	54	41	37	54	44	38	45	47	50	58	49	51	42	46	37	42	39	54	39	51	58	47	51	43	48	49	48	49	41	41	40	58	49	49	59	57	52	56	38	45	52	46	40	51	41	51	41	CO1	K2
42	42	46	54	41	37	54	44	38	45																																												
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49	41	41	40	58	49	49	59	57	52																																												
56	38	45	52	46	40	51	41	51	41																																												
12.a)	Construct a histogram and frequency curve for the following frequency distribution. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>x</td><td>41-</td><td>46-</td><td>51-</td><td>56-</td><td>61-</td><td>66-</td><td>71-</td><td>76-</td></tr> <tr><td></td><td>45</td><td>50</td><td>55</td><td>60</td><td>65</td><td>70</td><td>75</td><td>80</td></tr> <tr><td>f</td><td>4</td><td>5</td><td>9</td><td>6</td><td>11</td><td>5</td><td>7</td><td>3</td></tr> </table>	x	41-	46-	51-	56-	61-	66-	71-	76-		45	50	55	60	65	70	75	80	f	4	5	9	6	11	5	7	3	CO2	K2																							
x	41-	46-	51-	56-	61-	66-	71-	76-																																													
	45	50	55	60	65	70	75	80																																													
f	4	5	9	6	11	5	7	3																																													
[OR]																																																					
b)	Represent the following data by using a simple bar diagram. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Year</th><th>Production (in tonnes)</th><th>Year</th><th>Production (in tonnes)</th></tr> </thead> <tbody> <tr><td>1974</td><td>45</td><td>1978</td><td>49</td></tr> <tr><td>1975</td><td>40</td><td>1979</td><td>42</td></tr> <tr><td>1976</td><td>44</td><td>1980</td><td>55</td></tr> <tr><td>1977</td><td>41</td><td>1981</td><td>50</td></tr> </tbody> </table>	Year	Production (in tonnes)	Year	Production (in tonnes)	1974	45	1978	49	1975	40	1979	42	1976	44	1980	55	1977	41	1981	50	CO2	K2																														
Year	Production (in tonnes)	Year	Production (in tonnes)																																																		
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1976	44	1980	55																																																		
1977	41	1981	50																																																		

13.a)	Find upper quartile and lower quartile from the following data. <table border="1" data-bbox="387 159 1023 342"> <tr> <td>Daily wages(Rs)</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> <td>30</td> </tr> <tr> <td>No. of persons</td> <td>7</td> <td>12</td> <td>37</td> <td>25</td> <td>22</td> <td>11</td> </tr> </table>	Daily wages(Rs)	5	10	15	20	25	30	No. of persons	7	12	37	25	22	11	CO3	K2								
Daily wages(Rs)	5	10	15	20	25	30																			
No. of persons	7	12	37	25	22	11																			
[OR]																									
b)	Find mean deviation about the mean for the following data 14,12,18,16,20,25,22,30,24,29.	CO3	K2																						
14.a)	Calculate the Bowley's measure of skewness for the following data. <table border="1" data-bbox="501 524 962 1256"> <thead> <tr> <th>Payment of commission</th> <th>No. of Salesmen</th> </tr> </thead> <tbody> <tr><td>100-120</td><td>4</td></tr> <tr><td>120-140</td><td>10</td></tr> <tr><td>140-160</td><td>16</td></tr> <tr><td>160-180</td><td>29</td></tr> <tr><td>180-200</td><td>52</td></tr> <tr><td>200-220</td><td>80</td></tr> <tr><td>220-240</td><td>42</td></tr> <tr><td>240-260</td><td>23</td></tr> <tr><td>260-280</td><td>17</td></tr> <tr><td>280-300</td><td>7</td></tr> </tbody> </table>	Payment of commission	No. of Salesmen	100-120	4	120-140	10	140-160	16	160-180	29	180-200	52	200-220	80	220-240	42	240-260	23	260-280	17	280-300	7	CO4	K3
Payment of commission	No. of Salesmen																								
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280-300	7																								
[OR]																									
b)	Calculate the coefficient of correlation between X and Y from the following data. <table border="1" data-bbox="394 1379 1069 1505"> <tr> <td>X</td> <td>65</td> <td>66</td> <td>67</td> <td>67</td> <td>69</td> <td>70</td> <td>72</td> </tr> <tr> <td>Y</td> <td>67</td> <td>68</td> <td>65</td> <td>68</td> <td>72</td> <td>69</td> <td>71</td> </tr> </table>	X	65	66	67	67	69	70	72	Y	67	68	65	68	72	69	71	CO4	K3						
X	65	66	67	67	69	70	72																		
Y	67	68	65	68	72	69	71																		
15.a)	Calculate the index number by simple Aggregate method for the year 1982 based on 1981. <table border="1" data-bbox="379 1603 1082 2024"> <thead> <tr> <th rowspan="2">Commodity</th> <th colspan="2">Price in Rupees</th> </tr> <tr> <th>1981</th> <th>1982</th> </tr> </thead> <tbody> <tr><td>Rice</td><td>35</td><td>40</td></tr> <tr><td>Wheat</td><td>30</td><td>40</td></tr> <tr><td>Pulses</td><td>25</td><td>35</td></tr> <tr><td>Oil</td><td>15</td><td>25</td></tr> <tr><td>Milk</td><td>40</td><td>50</td></tr> </tbody> </table>	Commodity	Price in Rupees		1981	1982	Rice	35	40	Wheat	30	40	Pulses	25	35	Oil	15	25	Milk	40	50	CO5	K3		
Commodity	Price in Rupees																								
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Milk	40	50																							

		[OR]							
b)	Calculate the cost of living index number from the following data				CO5	K3			
		Base year price	Current year price	weights					
	Food	30	47	4					
	Fuel	8	12	2					
	Cloths	14	18	3					
	Rent	22	15	2					
	Miscellaneous	25	30	1					
Qn. No.	SECTION – C [3 x 10 = 30] Answer ALL the Questions				CO(s)	K – Level			
16.	Explain the different types of classification.				CO1	K2			
17.	Draw a circular diagram from the following data.				CO2	K2			
	Types of commodity	Expenditure in Rupees							
		Family A	Family B						
	Food	300	500						
	Rice	200	350						
	Clothes	125	250						
	Education	110	225						
	Miscellaneous	75	125						
	Savings	90	150						
18.	Compute the mean deviation about the mean for the following data.				CO3	K3			
	Scores	4 - 5	6- 7	8- 9			10- 11	12- 13	14- 15
	Frequenc y	4	10	20			15	8	3

19.	<p>In order to find the coefficient of correlation between two variables x and y from 12 pairs of observations, the following calculations were made:</p> $\sum x = 30 \quad \sum y = 5 \quad \sum x^2 = 670 \quad \sum y^2 = 285 \quad \sum xy = 334$ <p>On subsequent verifications, it was found that the pair $(x=11, y=4)$ was copied wrongly, the correct value being $(x=10, y=14)$. Find the correct value of the correlation coefficient.</p>	CO4	K3																						
20.	<p>From the following data of wholesale prices of wheat.</p> <p>Construct (i) Chain base index (ii) Fixed base index by taking 1963 as origin.</p> <table border="1" data-bbox="228 752 1169 938"> <tr> <td>Year</td> <td>1963</td> <td>1964</td> <td>1965</td> <td>1966</td> <td>1967</td> <td>1968</td> <td>1969</td> <td>1970</td> <td>1971</td> <td>1972</td> </tr> <tr> <td>Price (In Rs)</td> <td>50</td> <td>60</td> <td>62</td> <td>65</td> <td>70</td> <td>78</td> <td>82</td> <td>84</td> <td>88</td> <td>90</td> </tr> </table>	Year	1963	1964	1965	1966	1967	1968	1969	1970	1971	1972	Price (In Rs)	50	60	62	65	70	78	82	84	88	90	CO5	K3
Year	1963	1964	1965	1966	1967	1968	1969	1970	1971	1972															
Price (In Rs)	50	60	62	65	70	78	82	84	88	90															

Reg. No:

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G.T.N. ARTS COLLEGE (AUTONOMOUS)

DINDIGUL – 624 005

(Affiliated to Madurai Kamaraj University)

(Accredited by NAAC with 'B' Grade)

END SEMESTER EXAMINATIONS – NOVEMBER 2021

Programme: All Second Year UG

Course Code: 20USSS31

Course Title: Soft Skills - I

Date: 12.02.2022

Time: 2 pm – 4 pm

Max. Marks: 50

SECTION – A

[5 X 4 = 20]

Answer any FIVE Questions.

1. Differentiate between soft skills and hard skills.
2. Define positive self talk.
3. What is a goal? Give some examples for goal setting.
4. How to achieve goals with commitment?
5. Describe the Time Stealers.
6. Define Emotional Intelligence.
7. How would an able leader manage a crisis in his/her organization?
8. What is social consciousness?

SECTION – B

[3 X 10 = 30]

Answer Any THREE Questions.

9. Write an essay on Soft Skills competencies.
10. List the useful guidelines for goal setting.
11. Explain the strategies for effective time management.

12. Elucidate the qualities of a leader.

13. What is environmental consciousness? and How do social entrepreneurs help the environment?

Reg. No.:

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G.T.N. ARTS COLLEGE AIDED (AUTONOMOUS)

(Affiliated to Madurai Kamaraj University || Accredited with 'B' Grade by NAAC)

END SEMESTER EXAMINATION - NOVEMBER - 2021

(UNDER OUTCOME BASED EDUCATION (OBE) PATTERN)

Programme : B.Com

Course Code : 20UVEV11

Course Title : Value Education

Date : 16.02.2022

Time : 10:00 AM - 12:00 PM

Max. Marks : 30

Q. No.	SECTION - A (5 * 3 = 15 Marks) Answer ALL Questions	CO(s)	K - Level
1. (a)	Identify the Philosophy of Values. மதிப்புகளின் தத்துவத்தைக் கூறுக.	CO1	K1
	[OR]		
(b)	Write a note on Self-initiative. சுய முயற்சியைப் பற்றிக் குறிப்பு எழுதுக.	CO1	K1
2. (a)	Write any three importance of 'Courage in Sikhism'. தேரீயத்தை வளர்ப்பதற்கு சீக்கியம் குறிப்பிடும் மூன்று முக்கியக் காரணிகளைக் குறிப்பிடுக.	CO2	K1
	[OR]		
(b)	List out the actions that students should follow for religious harmony. சமய நல்லிணக்கத்திற்கு மாணவர்கள் ஆற்ற வேண்டியவற்றைப் பட்டியலிடுக	CO2	K1
3. (a)	Explain the term "Society". சமூகம் - விளக்குக.	CO3	K2
	[OR]		
(b)	Outline the role of Human Rights Council. மனித உரிமைகள் பேரவையின் பங்கைக் கோடிட்டுக் காட்டுக.	CO3	K2
4. (a)	Define "Honesty". "நேர்மை" வரையறு.	CO4	K2
	[OR]		
(b)	Explain Transparency. வெளிப்படைத் தன்மை அல்லது துலாம்பரத்தன்மையை விளக்குக.	CO4	K2
5. (a)	Classify the Role model. முன்மாதிரியை வகைப்படுத்துக.	CO5	K2
	[OR]		
(b)	Classify Mass Media. வெகுஜன ஊடகங்களை வகைப்படுத்துக.	CO5	K2
Q. No.	SECTION - B (3 * 5 = 15 Marks) Answer any of 3	CO(s)	K - Level
6.	Describe Courage and anyone of its theories. தேரீயம் மற்றும் அதன் கோட்பாடுகளுள் ஏதேனும் ஒன்றினை விவரிக்க.	CO1	K2

- | | | | |
|-----|---|-----|----|
| 7. | Explain the practices in Sikhism.
சீக்கிய மதத்தின் நடைமுறைகளை விளக்குக | CO2 | K2 |
| 8. | Illustrate the Forms of Democracy.
ஜனநாயகத்தின் வடிவங்களைக் கட்டமைக்க. | CO3 | K3 |
| 9. | How to build your willingness to learn in professional.
தொழில்சார்ந்த துறைகளைக் கற்றுக்கொள்ளும் விருப்பத்தை உருவாக்கும் முறைகளை விரித்துரைக்க | CO4 | K2 |
| 10. | Illustrate the importance to maintain individual Dignity.
தனிமனித கண்ணியத்தைப் பேணுவதன் முக்கியத்துவத்தை ஆய்க. | CO5 | K3 |
