

MGU-BVOC (HONOURS) DEGREE EXAMINATION

Second semester

MG2MDCBTX100-IT FOR BUSINESS

B.VOC Business Accounting and Taxation

Duration: 1 hours

Max.Marks:35

PART A

Very short Answer.

Answer any 10 questions.

Each question carries 1 mark.

1. What does CPU stand for?
2. Give two examples of operating system
3. Mention any two components of an Information System
4. Name the two main types of software
5. How can you add Word Art in word Document?
6. What is the Ribbon in MS Word?
7. How to add page number in MS Word?
8. Can MS Word be used without an internet connection?
9. Mention any two shortcuts used in MS Word.
10. What is the use of the TRIM function?
11. Write the formula for finding the sum of numbers in Excel.
12. What does the IF function do in Excel?

(1x10=10)

PART B

Short Essay Questions

Answer any 3 questions

Each question carries 5 marks.

13. What are the functions of the Control Unit (CU) in a CPU?
14. What are the main functions of the Insert tab?
15. How to insert rows, columns and chart in Excel?
16. List the main steps involved in performing a Mail Merge.

(5x3=15)

PART C

Long Essay Questions

Answer any 1 question.

Each question carries 10 marks.

17.Explain the purpose and functions of the Mailings tab. How is Mail Merge performed in MS Word?

18.Write an elaborate note on ICT, their advantages and disadvantages.
(1x10=10)

B VOC (HONOURS) BUSINESS ACCOUNTING AND TAXATION

MG2MPCBFC100 - FINANCIAL SERVICES

Time 2 Hours

Max Marks 70

PART A

Answer any 10 questions each carries 1 marks

1. What is financial services?
2. What is portfolio management?
3. Define merchant banking?
4. What are advisory services?
5. Discuss the nature of financial services
6. Explain issue management
7. What is stock broking?
8. Explain investment nurturing
9. What is securitization?
10. Define leasing
11. What is ICRA?
12. What is credit rating?

(10 *1 =10)

Part B

ANSWER ANY 6 QUESTIONS EACH QUESTION CARRIES 5 MARKS

13. Discuss the scope of financial services?
14. Explain the growth of merchant banking in India
15. What is venture capital?
16. Explain the features of venture capital financing
17. What are the main types of venture capital funds?
18. Explain the features of credit rating
19. Explain CRISIL. State its working
20. Differentiate between financial leasing and operating leasing (6*5 = 30)

PART C

ANSWER ANY 2 QUESTIONS EACH CARRIES 15 MARKS

21. What are the factors affecting investment decision
22. What are the major venture capital funds and their schemes
23. What are the major functions of merchant banks?
24. What are the various kinds of factoring services? (2 *15 =30)

B.VOC. (HONOURS) BUSINESS ACCOUNTING AND TAXATION

MG2SDCBTX100 - PRINCIPLES OF MANAGEMENT

Time: 2 Hours

Max. Marks 70

Part A

Answer any 12 questions

Each question carry 1 marks

1. List out the skills of manager.
2. What do you mean by management by exception?
3. State the steps in decision making process.
4. What do you mean by forecasting?
5. Define organising.
6. Write down the two types of span of control.
7. What do you mean by delegation of authority?
8. State the process of manpower planning.
9. Define Recruitment.
10. What do you mean by training and development?
11. What do you mean by leadership?
12. Bring out the importance of leadership,
13. Define planning
14. Define controlling
15. What do you mean by selection?

(12×1=12)

Part B

Answer any 4 questions

Each question carries 7 marks

13. Explain briefly about the classification of management functions.
15. What do you mean by MBO? Explain the steps in MBO.
16. Explain why informal communication is known as grapevine communication.
18. Distinguish between job description and job specification.
20. Compare the theory of Maslow and Herzberg.

21. Explain Managerial Grid by Blake and Mounon.

(4×7=28)

Part C

Answer any 2 questions.

Each question carries 15 marks.

23. Discuss the objective of planning. Briefly discuss the steps involved in the planning process.

24. What do you mean by group dynamics? What are the benefits of group dynamics?

25. Discuss the nature and process of control. State any two controlling techniques.

(2×15=30)