

DR.RAFIQ ZAKARIA CAMPUS-I
MAULANA AZAD COLLEGE OF ARTS, SCIENCE & COMMERCE
DEPARTMENT OF COMMERCE & MANAGEMENT SCIENCE
CLASS: B-COM III SEM SUBJECT: I.T APPLICATION IN BUSINESS-III
(Multiple Choice type Questions)

1. How many type of companies can be created in Tally?
 - (a) 2
 - (b) 3
 - (c) 4
 - (d) 5

2. Which menu appears after starting Tally for the first time?
 - (a) Gateway of Tally
 - (b) Company info
 - (c) Display
 - (d) None of these

3. Which shortcut key is pressed to go to company Info. Menu from Gateway of Tally?
 - (a) Alt+F1
 - (b) Alt+F4
 - (c) Alt+F2
 - (d) Alt+F3

4. Which key is pressed to go to Gateway of Tally from company Info. Menu ?
 - (a) Ctrl
 - (b) Alt
 - (c) Esc
 - (d) Enter

5. Which option is used in Tally to make changes in created company?
 - (a) Select Company
 - (b) Shut Company
 - (c) Alter
 - (d) None of these

6. Which option from Company Info. Menu is selected to create a new Company in Tally?
 - (a) Company Create
 - (b) Create Company
 - (c) Create
 - (d) New Company

7. Which option is selected from Company Info Menu to divide company data into two financial years?
- (a) Change Tally Valut
 - (b) Alter
 - (c) Split Company Data
 - (d) New Company
8. Which option is used to copy company's data into pendrive or CD?
- (a) Backup
 - (b) Restore
 - (c) Split Company Data
 - (d) Copy Data
9. Which option is used to place data taken in pen drive or CD to Appropriate place in Tally?
- (a) Split Data
 - (b) Backup
 - (c) Restore
 - (d) None of these
10. Which option is used to open company created in Tally ?
- (a) Create Company
 - (b) Select Company
 - (c) Shut Company
 - (d) Alter
11. Which shortcut key is used to export data of any company in Microsoft Excel spreadsheet or in any other company?
- (a) Alt+P
 - (b) Alt+O
 - (c) Alt+E
 - (d) Alt+S
12. Which shortcut key is used for Select Company in Tally?
- (a) F1
 - (b) Alt+F1
 - (c) F3
 - (d) Alt+F3
13. Which option is used to move from one company to another when more than one companies are open?
- (a) Company info
 - (b) Shut Company
 - (c) Select Company
 - (d) Company
14. Which menu is used to create new ledgers, groups and voucher types in Tally ?
- (a) Reports
 - (b) Transaction
 - (c) Masters
 - (d) Import

15. Which submenu is used for voucher entry in Tally?
(a) Voucher
(b) Account Voucher
(c) Account Info
(d) None of these
16. Salary Account comes under which head?
(a) Indirect Income
(b) Indirect Expenses
(c) Direct Income
(d) Direct Expenses
17. How many groups are pre-defined in Tally?
(a) 28
(b) 30
(c) 15
(d) 20
18. Which option is used to view list of Primary and Secondary groups in Tally?
(a) List of Account
(b) Accounts
(c) List
(d) None of these
19. Which option is used to view list of Primary and Secondary groups in Tally?
(a) List of Account
(b) Account Info
(c) List
(d) None of these
20. Which key is pressed to post entries in double entry accounting system instead of single entry system in Tally.ERP9?
(a) F11
(b) F12
(c) Alt+F11
(d) Alt+F12
21. Which voucher type is used to transfer amount from one bank to another?
(a) Contra
(b) Payment
(c) Receipt
(d) Post Dated
22. Where do we record all type of adjustment entry in Tally?
(a) Payment
(b) Receipt
(c) Contra
(d) Journal

23. We can change the Company Information from X.

- (a) Company Info > Back up
- (b) Company Info > Alter
- (c) Company Info > Split Company Data
- (d) None of these

24. Company Restore option is available in

- (a) Company Features
- (b) Configuration
- (c) Company data
- (d) None of these

25. We can modify an existing Company from

- (a) Company Info > Alter Company
- (b) Company Info > change Company
- (c) Gateway of Tally > Modify Company
- (d) None of these

26. Tally package is developed by

- (a) Peutronics
- (b) Tally Solutions
- (c) Coral Software's
- (d) Vedika Softwares

27. We can change the Company Information from

- (a).Company Info > Back up
- (b) Company Info > Alter
- (c) Company Info > Split Company Data
- (d) None of these

28. Company Restore option is available in

- (a) Company Features
- (b) Company Information
- (c) Configuration
- (d) None of these

30. In general the Financial year from shall be from

- (a) 1st April of any year
- (b) 31st March of any year
- (c) All of them are true
- (d) None of these

31. We can modify an existing Company from

- (a) Company Info > Alter
- (b) Company Info > Alter Company
- (c) Gateway of Tally > Modify Company
- (d) None of these

32. To change Current Date from Gateway of Tally press the key
- (a) F1
 - (b) F5
 - (c) F2
 - (d) F9
33. Party account can be created through
- (a) Group creation window
 - (b) Ledger creation window
 - (c) Inventory creation window
 - (d) Any one of them
34. A ledger may get declaration space for its Alias through
- (a) F12
 - (b) F11
 - (c) Alt + F1
 - (d) Alt + F2
35. F12 is known as
- (a) Company Features
 - (b) Company Configuration
 - (c) Accounting Features
 - (d) None of these
36. What is the utility of Tally Vault Password?
- (a) It will lock the period of Company
 - (b) It will lock all voucher entries for that Company
 - (c) It will not show the Company Name in the Company Select List
 - (d) None of these
37. We can show Bill wise details of Debtors and Creditors by activating
- (a) Bill by bill
 - (b) Maintain Bill wise Details
 - (c) Maintain References
 - (d) None of these
38. TDS stand for _____.
- (a) Tax deduction at source
 - (b) Tax due on source
 - (c) Tax date on source
 - (d) Tax duty on source
39. TDS report comes under _____.
- (a) Financial reports
 - (b) Day book reports
 - (c) Monthly reports
 - (d) Statutory report

40. TDS form no is _____.
- (a) 55A
 - (b) 15A
 - (c) 16A
 - (d) 20A
41. Service tax is a _____.
- (a) Direct tax
 - (b) Indirect tax
 - (c) Property tax
 - (d) Wealth tax
42. Enable service tax in tally the function key is used _____
- (a) F1
 - (b) F5
 - (c) F11
 - (d) F12
43. the rate of educational Cess _____.
- (a) 5%
 - (b) 2%
 - (c) 3%
 - (d) 4%
44. VAT stand for _____.
- (a) Value added tax
 - (b) Value assessment tax
 - (c) Value available tax
 - (d) Value avoid tax
45. Enable VAT in tally the function key is used _____
- (a) F1
 - (b) F5
 - (c) F11
 - (d) F12
46. EOQ stands for _____.
- (a) Economic order quantity
 - (b) Economic option quantity
 - (c) Economic order quality
 - (d) None of these
47. Audit is a process of _____.
- (a) Recording a transaction
 - (b) Maintaining the ledger
 - (c) Maintaining the financial reports
 - (d) Checking the books of account

48. E-VAT stand for_____

- (a) Easy VAT
- (b) Electronic VAT
- (c) Entry VAT
- (d) End VAT

49. Payroll is used for_____.

- (a) Employees salary
- (b) Maintaining record
- (c) Inventory management
- (d) Stock report

50. Inventory means_____.

- (a) Opening stock
- (b) Average stock
- (c) Closing stock
- (d) None of these

51. LIFO stand for_____.

- (a) Last in First out
- (b) Last in fresh out
- (c) Last in first on
- (d) None of these

52. Which key is used to select the Group

- (a) Ctrl+L
- (b) Ctrl+G
- (c) Ctrl+O
- (d) Ctrl+N

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CLASS: B.COM-III SEM.
SUBJECT: HUMAN RESOURCE MANAGEMENT-I
(Multiple Choice type Questions)

1. The famous study undertaken by Elton Mayo at Western Electricals Ltd. Is known as –
 - a. Scientific Study
 - b. Behavioural study
 - c. Hawthorne experiment
 - d. None of these

2. _____ is a written record of the duties, responsibilities and conditions of the job.
 - a. Job analysis
 - b. Job description
 - c. HRIS
 - d. Skill inventory

3. Recruitment precedes selection.
 - a.True
 - b.False

4. Recruitment is a negative process.
 - a. True
 - b.False

5. The HR planning at national level is generally done by _____.
 - a. Managers
 - b.Consultants
 - c.Government
 - d. Council

6. Which of the following is not an external source of recruitment?
 - a. Advertisement
 - b. Promotion
 - c. Employment agencies
 - d. All of these

7. Training is a process by which the aptitude, skills and abilities of employees to perform specific jobs are _____.
 - a. Evaluated
 - b. Decreased
 - c. Rated
 - d. Increased

8. HRM tries to meet organisational goals with _____ goals.
- Individual
 - Managerial
 - Team's
 - Profit
9. HR planning is essential because of frequent _____.
- Complaints
 - Labour turnover
 - Competition
 - Training
10. The process by which an organization determines how an organization should move from its current manpower position to its desired manpower position is –
- HR Management
 - HR Planning
 - Selection
 - Recruitment
11. The best medium to reach a large audience for the process of recruitment is –
- Casual applicants
 - Advertising
 - Employee referrals
 - Employment agencies
12. Problem solving skills are more related with-
- Appraisal
 - Networking
 - Training
 - Decision making
13. The process of integrating the employees' needs and aspirations with organisational needs is _____.
- Productivity
 - Career planning
 - Succession planning
 - None of these
14. The process by which organisation collects, maintains and reports information on people and jobs is _____.
- Employee welfare
 - HRIS
 - Productivity
 - Employee turnover

15. _____ is a formal and detailed examination of jobs.
- Job description
 - Job design
 - Job analysis
 - None of these
16. When is Job analysis done-
- When organization is established
 - New jobs are created
 - Jobs undergo radical transformation
 - All the above
17. Which of the following is not a method of collecting Job analysis data-
- Interview
 - Critical incidents
 - Advertisement
 - Job performance
18. _____ summarises the human characteristics needed for satisfactory job completion.
- Job description
 - Job specification
 - Job analysis
 - None of these
19. Job descriptions are a little more than a list of tasks.
- Yes
 - No
20. Manpower gaps are determined through-
- Job analysis
 - Performance appraisal
 - HR planning
 - None of these
21. A negative aspect of promotion from within is –
- Lower morale
 - Employee turnover
 - Idea stagnation
 - Career prospects
22. Human Resource Management function does not involve
- Recruitment
 - Selection
 - Cost control
 - Training

23. The process of developing an applicants' pool for job openings in an organization is called-
- Hiring
 - Recruitment
 - Selection
 - retention
24. Internal sources of recruitment can increase the _____ of the employees.
- Income
 - Conflicts
 - Misunderstanding
 - Morale
25. State employment exchanges are generally the main agencies of –
- Private employment
 - Public employment
 - Professional employment
 - None of these
26. strives to have right number & right kind of people at the right place & at the right time.
- Human Resource Acquisition
 - Human Resource Planning
 - Human Resource Development
 - Human Resource Management
27. Recruiting is _____.
- Selecting people
 - Offering job
 - Appointing people
 - Discovering of potential
28. Inputs to the selection process include all but_____.
- job analysis.
 - human resource planning
 - supervision.
 - job applicant
29. Which is an essential activity that helps new employees to transition to a new job environment?
- job interview
 - coaching
 - orientation
 - appraisal
30. What questions are inappropriate to ask during a job interview?
- questions about past employment experience
 - questions not directly related to job qualifications and performance
 - questions about education and training in the job field
 - questions about the ability to perform specific duties of the job

31. Which of the following best describes an interview structure where the interview takes on a conversational form, allowing the interviewer to ask random, open-ended questions?
- unstructured interview
 - structured interview
 - situational interview
 - conversational interview
32. Sources for employee recruitment can be both internal (employees outside of the organization), or external (employees within the organization).
- True
 - False
33. _____ is a reactive process
- Training and Development
 - Training
 - Development
 - Learning
34. Which of the following is not an on-the job training method?
- JIT
 - Simulations
 - Mentoring
 - Job Rotation
35. Which of the following is not an off-the job training method?
- Seminars
 - Sensitivity
 - Understudy
 - Conferences
36. What defines interviews conducted by two or more interviewers separately or in sequence
- serial or sequential interview
 - panel or board interviews
 - selection committees
 - scheduled interviews
37. Recruitment is widely viewed as a process.
- positive
 - negative
 - both positive and negative
 - none of these
38. _____ involves presenting applicants with a miniature model of a job and having them perform a task that is central to that job
- An interview
 - A written test
 - A vertically integrated interview
 - work sampling

39. If a training event includes learning to be a better listener or learning to interact effectively with team members and customers, it is attempting to teach
- technical skills
 - interpersonal skills
 - problem solving skills
 - observational skills
40. The methods used to give new or present employees the skills they need to perform their jobs are called--
- Orientation
 - training
 - development
 - appraisal
41. The first step in a training program is to
- assess the programs successes or failures
 - present the program to a small test audience
 - design the program content
 - conduct a need analysis
42. What is the final step in the training process
- assess the programs successes or failures
 - present the program to a small test audience
 - design the program content
 - conduct a needs analysis
43. _____ means having a person learn a job by actually doing it
- Practice
 - On-the-Job training
 - Socialization
 - Modeling
44. Which of the following training methods is the most popular
- On the job training
 - apprenticeship training
 - informal learning
 - job instruction training
45. The first step to ensuring success for on-the-job training programs is to
- Present the operation
 - follow up
 - do a tryout
 - prepare the learner
46. _____ is a step-by-step self-learning method
- Job instruction training
 - programmed learning
 - apprenticeship training

- d. lecturing
47. _____ is the process of assigning a specific job to every selected candidate.
- a. Orientation
 - b. Induction
 - c. Placement
 - d. Training
48. The training given to overcome the shortcomings in the behaviour and performance of old employees is called-
- a. Safety training
 - b. Refresher Training
 - c. Remedial Training
 - d. Job Training
49. Using _____ very large number of people can receive training at the same time.
- a. Vestibule
 - b. e-Learning
 - c. Classroom
 - d. None of these
50. _____ improves performance of managers at all levels in their present jobs.
- a. Training
 - b. Executive development
 - c. Promotion
 - d. Assessment Centre
51. _____ involves movement of executives from one job to another on a planned basis.
- a. Position Rotation
 - b. Project Assignment
 - c. Committee Assisgnment
 - d. None of these
52. It is a method of human interaction which involves realistic behaviour in an imaginary situation.
- a. Job rotation
 - b. Role playing
 - c. Inbasket exercise
 - d. Management games
53. The first step in a typical job analysis is to examine the overall organization. The next step is
- a. collect data on jobs
 - b. prepare job description
 - c. prepare job specification
 - d. select jobs to be analysed.

54. _____ are the resources that provide utility value to all other resources.

- a. Men
- b. Material
- c. Money
- d. Machinery

55. The term procurement stands for

- a. recruitment and selection
- b. training and development
- c. pay and benefits
- d. health and safety

56. The scope of human resource management includes

- a. Procurement
- b. development
- c. compensation
- d. All of the above

57. Human resource management is normally _____ in nature.

- a. proactive
- b. reactive
- c. combative
- d. None of the above

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CLASS: B.COM-III SEM. SUBJECT: CORPORATE ACCOUNTIN - I

(Multiple Choice type Questions)

1. Which of the following is not a feature of "Bearer Debentures"?
 - a) Name & address of the bearer not recorded in the Company's records
 - b) Debentures are transferable by mere delivery
 - c) Need to be registered with the Company Law Board
 - d) Coupons are attached to the Debentures

2. B Ltd. issued shares of Rs.10 each at a discount of 10%. Mr. C purchased 30 shares and paid Rs.2 on application but did not pay the allotment money of Rs.3. If the company forfeited his entire shares, the forfeiture account will be credited by
 - a) Rs.90
 - b) Rs.81
 - c) Rs.60
 - d) Rs.54

3. A company forfeited 2,000 shares of Rs.10 each (which were issued at par) held by Mr. John for non-payment of allotment money of Rs.4 per share. The called-up value per shares was Rs.9. On forfeiture, the amount debited to share capital will be
 - a) Rs.10,000
 - b) Rs.8,000
 - c) Rs.2,000
 - d) Rs.18,000

4. Brave Ltd. issued 60,000 shares of Rs.10 each at a discount of Re. 1 per share. The application money was Rs.2, allotment money was Rs.4, and first call was of Re.1. The amount of final call will be
 - a) Rs.3
 - b) Rs.2
 - c) Re.1
 - d) Rs.4

5. Asha Ltd. issued shares of Rs.100 each at a premium of 25%. Mamta, who has 2,000 shares of Asha Ltd., failed to pay first and final call totaling Rs.5. Premium was taken by Asha Ltd. at the time of allotment. On forfeiture of Mamta's shares, the amount to be debited to Share premium account will be
 - a) Rs.5,000
 - b) Rs.10,000
 - c) Rs.15,000
 - d) Nil

6. Jadu Ltd. reissued 2,000 shares of Rs.10 each, which were forfeited by debiting Share forfeiture account by Rs.3,000. These shares were reissued Rs.9 per share. The amount to be transferred to Capital Reserve account will be.
- Rs.3,000
 - Rs.2,000
 - Rs.1,000
 - Nil
7. Bajaj Ltd. issued 25,000 equity shares of Rs.10 each payable as Rs.2 on application, Rs.3 on allotment, Rs.2 on first call & the balance in the final call. Archit, who has 1,000 shares paid full value of shares with allotment money. The amount to be debited to bank account at the time of receipt of first call money will be.
- Rs.50,000
 - Rs.47,000
 - Rs.49,000
 - Rs.48,000
8. Light Ltd. has 10,000 5% preference shares of Rs.10 each to be redeemed after 5 years. The company forfeited 500 preference shares on which final call of Rs.2 has not received after due notice & cancelled these shares on account of redemption. Remaining shares were redeemed out of reserves of the company. The amount to be credited to capital redemption reserve will be.
- Rs.1,00,000
 - Rs.95,000
 - Rs.99,000
 - Rs.99,500
9. G Ltd. acquired assets worth Rs.75,000 from H Ltd. by issue of shares of Rs.10 at a premium of Rs.5. The number of shares to be issued by G Ltd. to settle the purchase consideration will be
- 6,000 shares
 - 7,500 shares
 - 9,375 shares
 - 5,000 shares
10. Gama Ltd. issued 10,000, 10% debentures of Rs.100 each at a discount of 10%. The entire amount is payable on application. Application were received for 12,000 debentures. The allotment of debentures was made on 10th October, 2006. The amount which should be credited to the debentures account on 10th October, 2006 will be
- Rs.12,00,000
 - Rs.10,80,000
 - Rs.9,00,000
 - Rs.10,00,000

11. Alfa Ltd. issued 20,000, 8% debentures of Rs.10 each at par. The debentures are redeemable at a premium of 20% after 5 years. The amount of loss on redemption of debentures should be:
- Rs.50,000
 - Rs.40,000
 - Rs.30,000
 - None of the above
12. Indigo Ltd. had 9000, 10% redeemable preference shares of Rs.10 each, fully paid up. The company decided to redeem these preference shares at par by the issue of sufficient number of equity shares of Rs.10 each fully paid up at a discount of 10%. The number of equity shares issued should be:
- 9,000
 - 11,000
 - 10,000
 - None of the above
13. Preference shares amounting to Rs.1,00,000 are redeemed at a premium of 5% by issue of shares amounting to Rs.50,000 at a premium of 10%. The amount to be transferred to capital redemption reserve account will be
- Rs.55,000
 - Rs.50,000
 - Rs.45,000
 - Rs.57,500
14. Brokerage on the issue of shares and debentures is a _____ expenditure:
- Revenue
 - Capital
 - Deferred Revenue
 - Partly capital partly revenue
15. Security premium is shown under which head in the Balance Sheet.
- Current Liabilities
 - Miscellaneous Expenditure
 - Reserves and Surplus
 - None of these
16. The minimum subscription as prescribed by SEBI against the entire issue is:
- 95%
 - 90%
 - 5%
 - None
17. Dividends are usually paid upon:
- Paid up capital
 - Called up capital
 - Issued capital
 - Reserve capital

18. X was issued 100 shares of Rs. 10 each at a premium of Re. 1, he paid application money and allotment money which in total amounted to Rs. 5 (excluding premium) and failed to pay the balance call money of Rs. 5. Find the maximum discount that can be given at the time reissue of shares:
- Rs. 4 per share
 - Rs. 5 per share
 - Rs. 2 per share
 - Rs. 6 per share
19. Redeemable preference shares must be redeemed within:
- 5 years
 - 10 years
 - 15 years
 - 20 years
20. When debentures are issued as collateral security, interest is paid on:
- Nominal value of debentures
 - Face value of debentures
 - Discounted value of debentures
 - No interest is paid
21. Discount on issue of debentures is a _____
- Revenue loss to be charged in the year of issue
 - Capital loss to be written off from capital reserve
 - Capital loss to be written off over the tenure of the debentures
 - Capital loss to be shown as goodwill
22. B Ltd. issued shares of Rs.10 each at a discount of 10%. Mr. C purchased 30 shares and paid Rs.2 on application and the allotment money of Rs.3. He failed to pay the call money. If the company forfeited his entire shares, the capital account will be debited by
- Rs.120
 - Rs.300
 - Rs.180
 - Rs.150
23. S Ltd. issued 2,000, 10% Preference shares of Rs.100 each at par, which are redeemable at a premium of 10%. For the purpose of redemption, the company issued sufficient Equity shares of Rs.100 each at a discount of 10% per share. At the time of redemption of Preference Shares, the amount to be transferred by the company to the Capital Redemption Reserve Account will be
- Rs.50,000
 - Rs.65,000
 - Rs.2,00,000
 - NIL

24. G Ltd. acquired assets worth Rs.8,10,000 from H Ltd. by issue of shares of Rs.100 at a discount of 10%. The number of shares to be issued by G Ltd. to settle the purchase consideration will be
- 6,000 shares
 - 7,500 shares
 - 9,000 shares
 - 5,625 shares
25. The following information pertains to X Ltd.
- Equity share capital called up Rs.5,00,000
 - Calls in arrear Rs. 40,000
 - Calls in advance Rs. 25,000
 - Proposed dividend 12%
26. The amount of dividend payable will be
- Rs.50,000
 - Rs.55,200
 - Rs.46,000
 - 43,500
27. Dividends are usually paid as a percentage of _____
- Authorized share capital
 - Net profit
 - Paid - up Capital
 - Called - up capita
28. A company forfeited 2,000 shares of Rs.10 each (which were issued at 10% discount) for non - payment of call money of Rs.4 per share. On forfeiture, the amount credited to share forfeiture will be
- Rs.10,000
 - Rs.8,000
 - Rs.12,000
 - Rs.18,000
29. That portion of Share Capital which can be called up only on the winding up of the Company is
- Authorised Capital
 - Issued Capital
 - Subscribed Capital
 - Reserve Capital
30. When shares are forfeited, the Called Up Amount on shares is debited to -
- Shares Forfeited Account
 - Capital Reserve Account
 - General Reserve Account
 - Capital Account

31. A Company issues 10,000 shares of Rs.100 each at a premium of 10% payable as – application Rs.25; Allotment Rs.50 and First and Final Call Rs.35. A holder of 100 shares did not pay the final call and his shares were forfeited. In this case, Share forfeiture Account will be credited by
- Rs.7,500
 - Rs.6,500
 - Rs.10,000
 - Rs.9,000
32. T Ltd. has issued 14% 20,000 Debentures of Rs.100 each at a discount of 10% on April 01, 2004 and the company pays interest half - yearly on June 30, and December 31 every year. On March 31, 2006, the amount shown as "interest accrued but not due" in the Balance Sheet will be
- Rs.70,000 shown along with Debentures
 - Rs.2,10,000 under current liabilities
 - Rs.1,40,000 shown along with Debentures
 - Rs.70,000 under current liabilities
33. P Ltd. issued 5,000, 12% debentures of Rs.100 each at a premium of 10%, which are redeemable after 10 years at a premium of 20%. The amount of loss on redemption of debentures to be written off every year is
- Rs.80,000
 - Rs.40,000
 - Rs.10,000
 - Rs.8,000
34. F Ltd. purchased Machinery from G Company for a book value of Rs.4,00,000. The consideration was paid by issue of 10% debentures of Rs.100 each at a discount of 20%. The debenture account was credited with
- Rs.4,00,000
 - Rs.5,00,000
 - Rs.3,20,000
 - Rs.4,80,000
35. "Proposed dividends" is shown in the Balance Sheet of a company under the head:
- Provisions
 - Reserves and Surplus
 - Current Liabilities
 - Other Liabilities
36. A company forfeited 100 equity shares of Rs. 100 each issued at premium of 50% (to be paid at the time of allotment) on which the first call money of Rs. 30 per share was not received, final call of Rs. 20 is yet to be made. These shares were subsequently reissued @ Rs. 70 per share at Rs. 80 paid up. The amount credited to capital reserve is:
- 4,000
 - 2,000
 - 3,000
 - None

37. Share Allotment Account is a:
- a) Real Account
 - b) Nominal Account
 - c) Personal Account
 - d) Company Account
38. 10,000 equity shares of Rs. 10 each were issued to public at a premium of Rs. 2 per share. Applications were received for 12,000 shares. Amount of Securities Premium Account will be:
- a) Rs. 20,000
 - b) Rs. 24,000
 - c) Rs. 4,000
 - d) Rs. 1,600
39. Asha Ltd. issued shares of Rs. 100 each at a premium of 25%. Mamta who has Rs. 2,000 shares of Asha Ltd., failed to pay first and final call totaling Rs. 5. Premium was taken at the time of allotment by the company. On forfeiture of Mamta's shares, the amount to be debited to Share Premium Account will be:
- a) Rs. 5,000
 - b) Rs. 10,000
 - c) Rs. 15,000
 - d) Nil
 - e)
40. If a company is not able to the excess amount of share within the reasonable time. The company will give them interest @:
- a) 15% p.a.
 - b) 5% p.a.
 - c) 7% p.a.
 - d) 10% p.a.
41. When debentures are issued as Collateral Security, which entry has to be passed:
- a) Debenture Suspense A/c Dr. To Debenture A/c
 - b) No Entry has to be made
 - c) Either (1) or (2)
 - d) None
42. Premium on redemption of debentures account is -----
- a) A real account
 - b) A nominal account-Income
 - c) A personal account
 - d) A nominal account-expenditure.
- 43 Capital Redemption Reserve is utilised to
- a) To redeem Preference Shares.
 - b) To redeem Debentures.
 - c) For issue of Bonus Shares
 - d) None of these

44. Debenture premium cannot be used to -----
- Write off discount on issue of Shares or Debentures
 - Write off premium on redemption of Shares or Debentures
 - Pay Dividends
 - Write off capital loss
45. As per Companies Act, "Interest accrued and due on debentures" should be shown
- Under Debentures
 - As Current Liabilities
 - As Provision
 - As a reduction of Bank balance
46. Which of the following is False with respect to debentures ?
- They can be issued for Cash
 - They can be issued for consideration other than Cash
 - They can be issued as Collateral security
 - They can be issued in lieu of dividends
47. which of the following cannot be used for the purpose of creation of Capital Redemption Reserve Account ?
- Profit & Loss account (Credit balance)
 - General Reserve account
 - Dividends equalization reserve account
 - Unclaimed dividends account
48. As per Schedule VI of the Companies Act, 1956, Forfeited shares account will be
- Added to the Paid-Up Capital
 - Deducted from the Paid-Up Capital
 - Shown as a Capital Reserve
 - Shown as a Revenue Reserve
49. The document inviting offers from Public to subscribe for Shares or Debentures or Deposits of a body Corporate is a
- Share Certificate
 - Stock invest
 - Fixed deposit receipt
 - Prospectus
50. Declared dividend should be classified in the Balance as a
- Provision
 - Current Liability
 - Reserve
 - Current Asset

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CLASS: B-COM III SEM
SUBJECT: BUSINESS REGULATORY FRAMEWORK-I
(Multiple Choice type Questions)

Tick the right answer

1. Which of the following is false? An offer to be valid must:
 - (a) Intend to create legal relations.
 - (b) Have certain & unambiguous terms.
 - (c) Contain a term the non-compliance of which would amount to acceptance.
 - (d) Be communicated to the person to whom it is made.

2. Which of the following statement is true?
 - (a) Consideration must result in a benefit to both parties.
 - (b) Past consideration is no consideration in India.
 - (c) Consideration must be adequate.
 - (d) Consideration must be something, which a promisor is not already bound to do.

3. Which of the following is not an exception to the rule – No Consideration, No Contract?
 - (a) Compensation for involuntary services.
 - (b) Love & Affection.
 - (c) Contract of Agency.
 - (d) Gift.

4. An agreement enforceable at law is a
 - (a) Enforceable acceptance
 - (b) Accepted offer
 - (c) Approved promise
 - (d) Contract

5. Every promise and every set of promises, forming the consideration for each other, is an
 - (a) Agreement
 - (b) Contract
 - (c) Offer
 - (d) Acceptance.

6. Which is correct
 - (a) Proposal + acceptance = promise
 - (b) Promise + consideration = agreement
 - (c) Agreement + enforceability = contract
 - (d) All the above.

7. A, B and C jointly promised to pay Rs. 60,000 to D. Before performance of the contract, C dies. Here, the contract
 - (a) Becomes void on C's death.
 - (b) Should be performed by A and B along with C's legal representatives.
 - (c) Should be performed by A and B alone.
 - (d) Should be renewed between A, B and D.

8. Generally, which of the following damages are not recoverable?
(a) Ordinary damages.
(b) Special damages.
(c) Remote damages.
(d) Nominal damages.
9. A mistake as to a law not in force in India has the same effect as:
(a) Mistake of fact (b) Mistake of Indian law
(c) Fraud (d) Misrepresentation
10. An agreement which is enforceable by law at the option of one or more of the parties thereon but not at the option of the other or others is a _____
(a) Valid Contract (b) Void Contract.
(c) Voidable Contract. (d) Illegal Contract.
11. When the consent of a party is not free, the contract is _____
(a) Void. (b) Voidable.
(c) Valid. (d) Illegal.
12. Ordinarily, a minor's agreement is _____
(a) Void ab initio (b) Voidable.
(c) Valid. (d) Unlawful.
13. The threat to commit suicide amounts to _____
(a) Coercion. (b) Undue Influence.
(c) Misrepresentation. (d) Fraud.
14. An agreement the object or consideration of which is unlawful, is _____
(a) Void. (b) Valid.
(c) Voidable. (d) Contingent.
15. A contingent contract is _____
(a) Void (b) Voidable
(c) Valid (d) Illegal
16. A agrees to sell his car worth Rs. 100,000 to B for Rs. 20,000 only, and A's consent was obtained by coercion. Here, the agreement is _____
(a) Void (b) Valid
(c) Voidable (d) Unlawful
17. A agrees to pay Rs. 5 lakhs to B if he (B) procures an employment for A in Income Tax Department. This agreement is _____
(a) Void (b) Valid
(c) Voidable (d) Contingent.

18. Agreement-the meaning of which is uncertain is _____
(a) Valid. (b) Void.
(c) Voidable. (d) Illegal.
19. The law of contract in India is contained in
(a) Indian Contract Act, 1862 (b) Indian Contract Act, 1962
(c) Indian Contract Act, 1872 (d) Indian Contract Act, 1972
20. A void agreement is one which is
(a) Valid but not enforceable
(b) Enforceable at the option of both the parties.
(c) Enforceable at the option of one party
(d) Not enforceable in a court of law.
21. Which of the following is false? An acceptance:
(a) Must be communicated.
(b) Must be absolute and unconditional.
(c) Must be accepted by a person having authority to accept.
(d) May be presumed from silence of offeree.
22. A proposal when accepted becomes a
(a) Promise. (b) Contract.
(c) Offer. (d) Acceptance.
23. Which of the following statement is false? Consideration:
(a) Must move at the desire of the promisor.
(b) May move from any person.
(c) Must be illusory.
(d) Must be of some value.
24. Which of the following statement is true?
(a) A contract with a minor is voidable at the option of the minor.
(b) An agreement with a minor can be ratified after he attains majority.
(c) A person who is usually of an unsound mind cannot enter into contract even when he is of a sound mind.
(d) A person who is usually of a sound mind cannot enter into contract when he is of unsound mind.
25. Which of the following statement is true?
(a) A threat to commit suicide does not amount to coercion.
(b) Undue influence involves use of physical pressure.
(c) Ignorance of law is no excuse.
(d) Silence always amounts to fraud.

26. On the valid performance of the contractual obligations by the parties, the contract
(a) Is discharged. (b) Becomes enforceable.
(c) Becomes void. (d) None of these.
27. A contract is discharged by rescission which means the
(a) Change in one or more terms of the contract.
(b) Acceptance of lesser performance.
(c) Abandonment of rights by a party.
(d) Cancellation of the existing contract.
28. Moral pressure is involved in the case of _____
(a) Coercion. (b) Undue Influence.
(c) Misrepresentation. (d) Fraud.
29. Sometimes, a party is entitled to claim compensation in proportion to the work done by him. It is possible by a suit for _____
(a) Damages (b) Injunction
(c) Quantum meruit (d) None of these.
30. A contract dependent on the happening or non-happening of future uncertain event, is a-
(a) Uncertain contract (b) Contingent contract.
(c) Void contract. (d) Voidable contract.
31. A agrees to pay Rs. One lakh to B if he brings on earth a star from sky. This is a contingent contract and _____.
(a) Illegal (b) Valid
(c) Voidable (d) Void.
32. As a general rule, an agreement made without consideration is _____
(a) Void (b) Voidable
(c) Valid (d) Unlawful
33. An agreement made with free consent to which the consideration is lawful but inadequate, is _____.
(a) Void (b) Valid
(c) Voidable (d) Unlawful
34. In case of breach of contract, which of the following remedy is available to the aggrieved party?
(a) Suit for rescission. (b) Suit for damages.
(c) Suit for specific performance. (d) All of these.
35. A contract is discharged by novation which means the
(a) Cancellation of the existing contract.
(b) Change in one or more terms of the contract.
(c) Substitution of existing contract for a new one.

- (d) none of these.
36. A bailment involves the transfer of
- (a) Title to, but not possession of, personal property.
 - (a) Title to, but not possession of, real property.
 - (c) Possession of, but not title to, personal property.
 - (b) Possession of, but not title to, real property.
37. A bailment that arises because of the actions of the parties, without any oral or written agreement, is
- (a) Illegal.
 - (b) Implied by law.
 - (c) An express bailment.
 - (d) Implied in fact.
38. Bailments implied by law often are created
- (a) Through express agreements.
 - (b) Through implied agreements.
 - (c) Through mutual agreement.
 - (d) When people find and take possession of lost or stolen property.
39. If bailed property is lost or damaged as a result of the bailee's negligence,
- (a) The bailee has no liability.
 - (b) The bailee is liable to the bailor for the value of the property.
 - (c) The bailment ends by mutual agreement.
 - (d) The bailment ends by operation of law.
40. All of the following can be the subject of a bailment *except* a(n)
- (a) Stock certificate.
 - (b) Automobile.
 - (c) Garage.
 - (d) Motorcycle.
41. The person who during the contract of bailment delivers goods is called
- (a) Bailor
 - (b) Bailee
 - (c) Both (a) and (b)
 - (d) None of above
42. In pledge bailor is called
- (a) Pawnor
 - (b) Pawnee
 - (c) Both (a) and (b)
 - (d) None of above
43. The term "Pledge" means
- (a) A thing which is given as security
 - (b) A thing which is sold out
 - (c) Both (a) and (b)
 - (d) None of above
44. As provided in section 183, any person who is of the age of majority according to the law to which he is subject and who is of sound mind may employ
- (a) Servant
 - (b) A Labour
 - (c) An agent
 - (d) None of above

45. As per-section 201, of the Contract Act an agency can be terminated by
(a) The principal revoking his authority
(b) The agent renouncing the business of the agency
(c) The completion of agency business
(d) All of above
46. An agent is bound to render proper account to ____ on demand
(a) His principal (b) Sub-agent (c) Creditor
47. The person for whom agents do any act or to represents whom is called
(a) Employer (b) Principal
(c) Managing director (d) None of above
48. An unsound person cannot become
(a) An agent (b) Principal
(c) Both (a) and (b) (d) None of above
49. Consumer Protection Act (CORPA) was implemented in-
(a) 1985 (b) 1986
(c) 1987 (d) 1988
50. Those complaints can be filed in the State Commission where the value of goods or services and the compensation claimed is-
(a) More than 20 Lakhs but less than Rs.1 crore (b) More than 1 crore
(c) Less than 20 Lakhs (d) None of these
51. Responsibility of a consumer includes
(a) Exercise rights (b) Quality conscious
(c) Insist on cash memo (d) All of these
52. Which of the following persons can perform the contract?
(a) Promisor alone.
(b) Legal representatives of promisor.
(c) Agent of the promisor.
(d) All of these.
53. The relationship of principal and agent may arise by_____.
(a) Express or implied agreement (b) Ratification
(c) Operation of law (d) All of the above

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CLASS: B.COM-III SEM.
SUBJECT: PRINCIPLES OF BUSINESS MANAGEMENT-I
(Multiple Choice type Questions)

1. Important decisions in the business are made by_____
 - a) Management
 - b) Administration
 - c) Organization
 - d) Employee

2. Management is a profession because it has _____
 - a) Specialized knowledge
 - b) Training facilities
 - c) Code of conduct
 - d) None of these

3. According to views expressed by different management authorities, management and administration are _____
 - a) Synonymous
 - b) Different
 - c) Synonymous and different
 - d) None of these

4. Management is a _____to co-ordinate group effort towards attaining the cherished goals of the business.
 - a) Activity
 - b) Process
 - c) Objective
 - d) Control

5. ----- is the basic and motivating factor of management
 - a) Human element
 - b) Capital
 - c) Direction
 - d) Control

6. Top management does _____ and _____function
 - a) Supervisory
 - b) Operative
 - c) Executive
 - d) Determination and administration

7. Which function of management involves filling, and keeping filled, the positions in the organization structure?
- a) Organizing
 - b) Planning
 - c) Staffing
 - d) Controlling
8. Administration is the involvement of _____management.
- a) Top
 - b) Low
 - c) Middle
 - d) None of the Above
9. _____deals with setting, seeking and reaching objectives.
- a) Management
 - b) Administration
 - c) Managers
 - d) Organization
10. Management has _____objectives
- a) Pre-determined
 - b) Post-determined
 - c) Both a & b
 - d) None of the above
11. Supervisory level of management is directly linked to the _____functions of the firm.
- a) Similar
 - b) Routine
 - c) Common
 - d) Planning
12. Lower level management is also known as _____management
- a) Directive
 - b) Authoritative
 - c) Supervisory
 - d) Thinking
13. _____ is the art of getting things done through others.
- a) Manager
 - b) Employee
 - c) Management
 - d) Administration

14. In an organization generally there are _____ levels of management
- a) One
 - b) Two
 - c) Four
 - d) Three
15. Henry Fayol was born in _____
- a) 1772
 - b) 1841
 - c) 1986
 - d) 1887
16. Henry Fayol spent his life as _____
- a) Doctor
 - b) A mining Engineer
 - c) Management Thinker
 - d) Civil Engineer
17. How many principles are given by Henry Fayol?
- a) 11
 - b) 12
 - c) 13
 - d) 14
18. Father of Scientific management?
- a) Henry Fayol
 - b) Peter Drucker
 - c) F.W.Taylor
 - d) Elton Mayo
19. Management principles are _____ applicable
- a) Universally
 - b) Organizationally
 - c) Both a& b
 - d) None of the above
20. Authority & _____ always co-exist.
- a) Planning
 - b) Responsibility
 - c) Organization
 - d) Level of management

21. Esprit de corps means “ union is _____”\
- a) Strength
 - b) Weakness
 - c) Team
 - d) None of the above
22. All management principal are _____important.
- a) Equally
 - b) Different
 - c) Same
 - d) None of the above
23. _____ is a systematically organized body of knowledge based on proper findings and exact principles and is capable of verification.
- a) Art
 - b) Science
 - c) Commerce
 - d) Profession
24. _____ is the bringing about a desired result through the application of skills.
- a) Science
 - b) Arts
 - c) Profession
 - d) None of the above.
25. According to _____,management is “ the art of getting things done through others”
- a) Henri Fayol
 - b) Harold Koontz
 - c) Mary Parker Follet
 - d) Peter Drucker
26. Management is _____ level function
- a) Low
 - b) High
 - c) Middle
 - d) All of the above
27. Administration is _____ level function
- a) Low
 - b) Middle
 - c) High
 - d) None of the above

28. Luther Gullick coined the word _____ to describe the functions of management.
- a) POSDCORB
 - b) POSDC
 - c) FOCCC
 - d) CORBPOSD
29. Planning is _____ of all managerial activities.
- a) Beginning
 - b) End
 - c) Beginning and end
 - d) All the above
30. Organizing involves _____
- a) Entrusting work
 - b) Granting authority
 - c) Fixing responsibility
 - d) All the above
31. Classical theory is also known as _____
- a) Structural theory of organization
 - b) Modern theory
 - c) Both a & b
 - d) None of the above
32. F.W.Taylor launched a new movement _____
- a) 1910
 - b) 1845
 - c) 1847
 - d) 1925
33. The scientific management theory is known as _____
- a) Mental Revolution
 - b) Social Revolution
 - c) Psychological Revolution
 - d) None of the above
34. Who is the Father of Administrative theory??
- a) F.W.Taylor
 - b) Henri Fayol
 - c) Elton Mayo
 - d) Max webber

35. Elton Mayo is generally recognized as the _____
- a) Scientific management theory
 - b) Classical theory
 - c) Human Relations School
 - d) None of the above
36. In which year George Elton Mayo and Fritz gave Hawthorne Experiment.
- a) 1927
 - b) 1825
 - c) 1925
 - d) 1910
37. Illumination Experiment was conducted to establish _____
- a) Establish relationship between manager and employee
 - b) Establish relationship between organization and manager
 - c) Establish relationship between output and manager
 - d) Establish relationship between output and illumination.
38. Hawthorne Experiments are classified into _____ parts
- a) Two
 - b) Four
 - c) Six
 - d) Eight
39. Taylor was born in _____ Philadelphia, U.S.A
- a) 1856
 - b) 1857
 - c) 1858
 - d) 1855
40. The concept of MBO was given by _____
- a) Peter Drucker
 - b) Elton Mayo
 - c) Henry Fayol
 - d) McGregor
41. Planning is _____
- a) Neutral process
 - b) Goal oriented
 - c) Forward looking
 - d) All of the above

42. Organizing involves _____
- a) Division of work
 - b) Grouping of identical work
 - c) Assigning work to appropriate persons
 - d) All of the above
43. Staffing involves _____ of the staff.
- a) Recruitment and selection
 - b) Training and development
 - c) Orientation and appraisal
 - d) All of the above
44. Guiding, inspiring, instructing and overseeing people towards desired goals is called _____.
- a) Staffing
 - b) Controlling
 - c) Planning
 - d) Directing.
45. Management By Objectives was introduced by _____
- a) Taylor
 - b) Elton Mayo
 - c) Peter Drucker
 - d) Maslow.
46. A process whereby superiors and subordinates jointly set goals and assess contributions of every one to the common goals is called as _____.
- a) MBE
 - b) MBO
 - c) MBS
 - d) MBP
47. MBO is a _____
- a) Technique management
 - b) Process of management
 - c) Steps in management
 - d) Procedure in management
48. MBO is suggested by Peter F. Drucker in the year _____
- a) 1951
 - b) 1952
 - c) 1953
 - d) 1954

49. Planning is looking ahead and controlling is
- Looking back
 - Looking front
 - Looking sideward
 - Looking down.
50. Scalar chain means _____
- Hierarchy levels
 - Chain of command
 - Delegation of authority
 - Span of control
51. Span of Control means _____
- Chain of command
 - The number of people working
 - Leadership quality
 - The number of people managed
52. _____ is a force to drive a person to action.
- Motivation
 - Co-ordination
 - Co-operation
 - Control
53. The ability to work with resources in a particular area of expertise _____
- Technical skills
 - Human skills
 - Conceptual skills
 - Decision making skills
54. Management is what a manager does was suggested by _____
- Elton mayo
 - George Terry
 - Louis Allen
 - None of the above
55. To manage is to forecast and plan organize to compound to co-ordinate and to control.
This definition was given by _____
- Henry Fayol
 - Peter Drucker
 - F. W. Taylor
 - Terry George

56. Management is the art and science of decision making and leadership was quoted by
- a) Harold Koontz
 - b) Donald J.Clough
 - c) Louis Allan
 - d) George Terry
57. The first man who advocated the view that the management should and can be taught is _____
- a) Harold Koontz
 - b) Henry Fayol
 - c) George Terry
 - d) None of the above
58. The first woman authority in management is _____
- a) Lillian Gilbreth
 - b) Mary Parker
 - c) White Head
 - d) Elton Mayo
59. A principle relating to the arrangement of things and people _____
- a) Order
 - b) Scalar chain
 - c) Discipline
 - d) Equity
60. The Era of Scientific management is _____
- a) 1880-1930
 - b) 1880-1931
 - c) 1880-1932
 - d) 1880-1933
61. The most popular management thinker of modern times is _____
- a) Elton Mayo
 - b) F.W. Taylor
 - c) Peter Drucker
 - d) Mary P.
62. Espirit de corps means _____
- a) Service is our motto
 - b) Buyer beware
 - c) Union is strength
 - d) Product is our strength.

63. Recruitment precedes selection.
a) True False
64. Recruitment is a negative process.
a) True False
65. The best medium to reach a large audience for the process of recruitment is –
a) Casual applicants
b) Advertising
c) Employee referrals
d) Employment agencies
66. Problem solving skills are more related with-
a) Appraisal
b) Networking
c) Training
d) Decision making
67. Manpower gaps are determined through-
a) Job analysis
b) Performance appraisal
c) HR planning
d) None of these
68. The selection of best alternative from many alternatives is known as_____.
a) selection.
b) decision-making.
c) organizing.
d) None of these
69. _____ deals with routine and repetitive problems.
a) programmed decision.
b) non-programmed decision.
c) major decision.
d) minor decision