Part A (32 x 1 = 32 marks)

Q.1] Select the correct option: 8 marks

1. One of the following is a positive motivation
   a. Promotion
   b. Punishment
   c. Fine
   d. Reprimand

2. Suspense account is shown in the
   a. Balance Sheet
   b. Trial Balance
   c. Trading account
   d. Profit-Loss account

3. Father of scientific management theory is
   a. Herzberg
   b. Henry Fayol
   c. Frederick W Taylor
   d. Peter Drucker

4. Mcclalland’s theory relates to
   a. communication
   b. leadership
c. informal groups
d. motivation

5. Father of the modern personnel management is
   a. Robert Owen
   b. James Watt
   c. Charles Babbage
   d. M R Bovlinen

6. Deferred revenue expenditure includes one of the following:
   a. Staff salaries
   b. Preliminary expenses
   c. Fuel expenses
   d. Electricity charges

7. The minimum number of persons required to form a partnership is
   a. 3
   b. 4
   c. 2
   d. 5

8. Depreciation is the decrease in the value of assets at the given date due to
   a. obsolescence
   b. accident
   c. exhaustion
   d. all of the above

**Q.2] Expand the following:**
   8 marks

   a. NIPM
   b. CSR
   c. NAFTA
   d. SEEPZ
   e. MBO
   f. TAT
   g. ILI
   h. ICI
Q.3] Fill in the blanks: 8 marks

a. If the bank statement shows the debit balance at a particular point of time it is known as __________.

b. Gross loss is the excess of cost of sales over __________

c. Cash book is one of the ________ books.

d. Journal is the _______ book in which the business transactions are recorded at first time

e. Normal retirement is a natural ________ which depends on the company policy.

f. Expenditure to acquire a fixed asset such as plant and machinery is called __________ expenditure.

g. ROI means return on __________.

h. The process of transferring the entries from journal to _______ accounts is called posting.

Q.4] State whether the following are true or false: 8 marks

a. Error of omission can be located by trial balance.

b. Error of commission can be located by trial balance.

c. Division of work is the first step in building an organizational structure.

d. Balance sheet depicts the financial position of the business on a particular date.

e. Delegation is the process of vesting decision-making power to the higher levels of the company.

f. Amortization is the process of writing off the tangible assets.

g. Behavioural theory tries to identify the desirable behaviour patterns in a leader.

h. Management by exception is way of separating tasks between staff and management.

Part B

(Answer any three) 3 x 16 = 48 marks

Q.5] Write short notes on: (any 4) 16 marks

a. Disadvantages of Committees

b. Group Discussion

c. Human Resource Management

d. Listening

e. Ledger

f. Posting

Q.6 a] Explain the steps making up the controlling process 16 marks

b) Discuss the usefulness or advantages of group working
b. Explain Maslow's theory of hierarchy of needs. 16 Marks

Q.8] a. Discuss the key characteristics of a partnership firm.
b. Explain the objectives of accounting. 16 marks

b. Discuss the path-goal theory of leadership. 16 marks

PART C (COMPULSORY) 20 Marks

Q.10] Mr. Rajendra Patel furnishes the following balances as on 31st March, 2008:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Rs</th>
<th>Particulars</th>
<th>Rs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest on Capital</td>
<td>28000</td>
<td>Salaries</td>
<td>1,28,000</td>
</tr>
<tr>
<td>Creditors</td>
<td>6,00,000</td>
<td>Capital</td>
<td>8,00,000</td>
</tr>
<tr>
<td>Discount Received</td>
<td>23000</td>
<td>Drawings</td>
<td>2,46,000</td>
</tr>
<tr>
<td>Loan</td>
<td>1,90,000</td>
<td>Machinery</td>
<td>3,25,000</td>
</tr>
<tr>
<td>Purchase Returns</td>
<td>40000</td>
<td>Bills Payable</td>
<td>20000</td>
</tr>
<tr>
<td>Sales Return</td>
<td>6000</td>
<td>Furniture</td>
<td>6,00,000</td>
</tr>
<tr>
<td>Advertisement</td>
<td>1,88,000</td>
<td>Debtors</td>
<td>5,00,000</td>
</tr>
<tr>
<td>Commission Received</td>
<td>28000</td>
<td>Bank Loan</td>
<td>2,40,000</td>
</tr>
<tr>
<td>Rent</td>
<td>10000</td>
<td>Patents</td>
<td>60000</td>
</tr>
<tr>
<td>Purchases</td>
<td>19,00,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td>33,00,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Stock</td>
<td>12,50,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You have to prepare a trial balance with the above information: