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RND223SOMCA

J & K BOARD OF TECHNICAL EDUCATION

Semester: 3rd

Subject: Book Keeping & Accountancy- I

Time : 3 Hrs

Session: ND22

Branch: OMCA

Scheme: New

M.M.: 100

Note:- Attempt any five Questions. All Questions carry equal marks.

- Q1. What is accounting. Explain significance and need of accountancy? (20)
- Q2. What is double entry system of book keeping? Explain with the help of format & entries of journal? (20)
- Q3. Prepare Two Column Cash Book from the following transactions and balance the book on 31st Jan., 2014:-

2014	
Jan. 1	Cash in hand ₹ 50,000; Bank overdraft ₹ 1, 90,000.
Jan. 2	Purchased goods from Rajesh Kumar of the list price of ₹ 50,000 at 5% trade discount and payment made by cheque.
Jan. 6	Goods sold for ₹ 80,000 and payment received by cheque. Cheque deposited into Bank on same day.
Jan. 10	Goods purchased for cash ₹ 19,800.
Jan. 15	Furniture sold for ₹ 1, 77,000 and payment received by cheque & cheque deposited into Bank on same day.
Jan. 18	Salaries paid ₹ 4,500.
Jan. 21	Settled the amount due to Ram ₹ 2,000 by paying cash ₹ 1,910.
Jan. 22	Cash received from Jai ₹ 14,780 in full settlement of his account of ₹ 15,000.
Jan. 23	Paid Life Insurance premium ₹ 1,500.
Jan. 31	Deposited with bank the entire balance after retaining ₹ 7,000 cash in hand.

- Q4. What do you mean by errors? How do we rectify errors? (20)
- Q5. What is bank reconciliation statement? Distinguish between bank pass book and cash book? (20)
- Q6. Salman is a sole proprietor having a provisions store? Following are the transactions during the month of January, 2018. (20)
- Commenced business with cash 80,000
 - Deposited cash with bank 40,000
 - Purchased goods by paying cash 5,000

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J & K BOARD OF TECHNICAL EDUCATIONSemester: 3rd

Subject: Computer Based Accountancy-I

Time : 3 Hrs

Session: ND22

Branch: OMCA

Scheme: New

M.M.: 100

Note:- Attempt any five Questions. All Questions carry equal marks.

- Q1. Explain latest version of tally? What are the features of tally 7.2, 9.0, ERP? (20)
- Q2. Why Tally is important for entrepreneur? What are the uses of Tally? (20)
- Q3. Explain invoicing on computer with the help of formats of creating vouchers and bills? (20)
- Q4. Explain TDS and TCS with the help of illustrative invoicing? (20)
- Q5. What is ledger in accounting? How we post different entries of accounting in computer? (Explain with illustrative examples)? (20)
- Q6. Explain different subsidiary books? What is the procedure of preparation of cash book on computer with the help of example? (20)
- Q7. Explain types of cash book –simple cash book, double cash book and triple cash book? (20)
- Q8. What is trial balance? How trial balance prepared on computer? (20)
- Q9. What are bank reconciliation statements? (20)
- Q10. Explain petty cash book? Explain with the help of format and illustrative entries of petty cash book? (20)

c) Make sentences of your own to show the difference in homophones: (4)

i) feet/feat ii) Alter/Alter iii) Days/Daze iv) Gait/Gate

d) Correct the incorrect sentences: (4)

i) He is both gentle as well as noble.

ii) She comes from a good family.

iii) He walked all the way by foot.

iv) She is suffering from strong fever.

e) Use the following phrases in sentences of your own so as to bring out their meaning clearly: (4)

i) at any cost ii) By heart iii) on time iv) part and parcel

Q3. Translate the following sentences from English to Hindi or Urdu: (10)

a) Ram swims in the stream.

b) I feel at home here.

c) I am not on speaking terms with him.

d) The colour of your coat is fast.

e) I have eaten to my fill.

f) His joys knew no bounds.

g) Please queue here

h) Oranges are sold by the dozen.

i) His health has broken down.

j) He has given up smoking.

Q4. Do any two: (5x2=10)

a) What are essentials of effective communication.

b) What is assertiveness in communication. Discuss its advantages and barriers.

c) How is it important to have good presentation skills.

Q5. Read the following passage and answer the questions that follow: (10)

Happiness, after all, is, an inner state of mind. It is little dependent on outside environment. Happiness has very little to do, for instance, with whether you are rich or not. Some of the most miserable person I have come across in my life are the rich people. It is true that poverty makes one miserable in a very acute way. But my point is that it is not wealth but coordination of one's thought and action which removes inner conflicts. It is in that way that integration of personality is achieved. We were engaged, as you know, in a very great movement in India. Because that movement was intimately concerned with the freedom of India, I was led to wonder what exactly India is. I knew, of course, the geography of India. I knew many other odd facts about India, too. I was not prepared to accept it on faith that because I was led to wonder what exactly India is. I knew, of course, the geography of India. I knew many other odd facts about India, too. I was not prepared to accept it on faith that

because I was born in India, therefore, India was my world. That is the kind of folly in which the people are engaged.

1. What is happiness?
2. Has happiness anything to do with riches or poverty?
3. What is required to remove inner conflicts?
4. What great movement were we engaged in India?
5. What folly is generally committed by the people?

Q6. Write a paragraph on any one of the following

1. Happiest Childhood memory.
2. Computer that changed our lives.
3. Time Management practice
4. Hobbies and Leisure.

d) Purchased goods from Lipton & Co. On credit 10,000

e) Sold goods to Joy and received cash 11,000

f) Paid salaries by cash 5,000

g) Paid Lipton & Co. by cheque for the purchases made on 4th Jan.

h) Bought furniture by cash 4,000

i) Paid electricity charges by cash 1,000

j) Bank paid insurance premium on furniture as per standing instructions 300

(20)

Q7. Make ledger of the above question (No. 6)?

(20)

Q8. Make an illustrative format of petty cash book?

(20)

Q9. Prepare Sales book and Purchases book of M/s Deendayal from the following transactions:-

2016	
June 7	Purchased from Arora & Co., Nai Sarak 10 Chairs @ ₹ 200 each 1 Table for ₹ 600 Trade discount 10%
June 10	Sold to Sudha Furniture Co., Agra 2 Almirahs @ ₹ 2,000 each Less : 15%
June 12	Sold to Meera Mart for cash 10 Tables @ ₹ 1,000 each
June 15	Purchased from Hira Lal & Sons for cash 15 Chairs @ ₹ 350 each
June 16	Purchased from Fateh Chand & Co., Delhi 5 Chairs @ ₹ 180 each
June 25	Sold to Ravi Sharma, Delhi 2 Dining Tables @ ₹ 6,000 each Less : 10%

Q10. Explain accounting terms. (Any5)?

(20)

(20)

J & K BOARD OF TECHNICAL EDUCATION**Semester: 3rd****Subject: Secretarial Practices****Time : 3 Hrs****Branch: OMCA****Scheme: New****Session: ND22****M.M.: 100****Note:- Attempt any five Questions. All Questions carry equal marks.**

- Q1. What is secretary and how many types of secretary? Explain qualification of various types of secretary? (20)
- Q2. What are the role, duties and responsibilities of personal secretary? (20)
- Q3. Explain the qualities of personal secretary? (20)
- Q4. What is the purposes of meetings? Explain with the help of conducting format of mock meeting? (20)
- Q5. Define-Notice, Agenda, Proxy, Quorum and Motion? (20)
- Q6. What are the minutes and resolution of the meetings? (20)
- Q7. Explain Responsibilities of secretarial staff-prior, during and after the meeting to make necessary arrangements? (20)
- Q8. What are sources of information-telephone directories, Encyclopaedia, Post office guide, travel information-air, road, and sea on Internet? (20)
- Q9. Explain-TA/DA, leave, pensionary benefits, medical allowances and GPF? (20)
- Q10. Explain service matter pertaining to confirmation, seniority, promotion, and resignation of the employee? (20)

J & K BOARD OF TECHNICAL EDUCATION

RND223SOMCA

Semester: 3rd

Subject: Organizational Behaviour & Personality Development

Time : 3 Hrs

Session: ND22

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Branch: OMCA

Scheme: New

M.M.: 100

Note:- Attempt any five Questions. All Questions carry equal marks.

- Q1. What do you mean by organizational behaviour? Discuss its features also? (20)
- Q2. Explain attitude and what are the factors affecting attitude formation? (20)
- Q3. Discuss Group Dynamics? What are the main components of group dynamics? (20)
- Q4. What is time management? What are the techniques for managing time? (20)
- Q5. What is the importance of organizational development? (20)
- Q6. Explain the objectives and functions of Human Resource management? (20)
- Q7. What do you mean by stress? Explain causes of stress? (20)
- Q8. What are the main features of personality? Explain techniques for personality development? (20)
- Q9. What are the techniques of managing stress? (20)
- Q10. Explain the importance of personality development? (20)

J & K BOARD OF TECHNICAL EDUCATION

Semester: 3rd

Subject: English & Communication Skills-III

Time : 3 Hrs

Session: ND22

Branch: OMCA

Scheme: New

M.M.: 100

Note:- Attempt all Question.

Q1. (a) Answer any four questions

(5×4=20)

- i) Draw a character sketch of the Postmaster.
- ii) What is the theme of the story Mrs Packletide's Tiger.
- iii) Give brief summary of Captain Patch.
- iv) Who is Ivan Dmitrich in Chekhov's "The lottery Ticket".
- v) What are the two ways in which we can work without expecting anything in return.
- vi) 'Please' and 'Thank you' are the small changes with which we pay our way as social beings. Explain.
- vii) What does Nehru want the young people to have in them.
- viii) Give a character sketch of Delinquent Chacha.

(b) Answer any four questions

(5×4=20)

- i) Comment on the theme of 'How Soon Hath Time'.
- ii) Describe the character of The Village Preacher by Oliver Goldsmith.
- iii) What are the moral values given in the poem If.
- iv) What lesson do you learn from the poem on his blindness.
- v) Give the brief summary of parting.

Q2. Grammar

(4×5=20)

a) Change the voice:

(4)

- i) He plants a mango tree.
- ii) Milk tastes sweet.
- ii) The wood cutter cuts down the tree.
- iv) The singer was singing an old melody.

b) Rewrite into indirect speech:

(4)

- i) I said, "Leave me"
- ii) Tom asked, "Do you want to sit here?"
- iii) The man said, "Please, bring me a chair.
- iv) Father said, "Man is the only animal that cooks his food."

J & K BOARD OF TECHNICAL EDUCATION**Semester: 3rd****Subject: Stenography (English)-III****Time : 3 Hrs****Session: ND22****Branch: OMCA****Scheme: New****M.M.: 100****Note:- Attempt any five Questions. All Questions carry equal marks.**

- Q1.** What do mean by Aspirate. How upward H, downward Tick II, and Dot II used? Give examples of each? (20)
- Q2.** Explain upward and downward R with the help of vowel preceding And following R? (20)
- Q3.** What are compound consonants? Explain with the help of examples? (20)
- Q4.** Explain Halving principle with the help of halving for T & Half-length II? (20)
- Q5.** Explain halving principle for stroke M,N, L and R with certain examples? (20)
- Q6.** Explain doubling principle with examples? (20)
- Q7.** What are Diphones? Explain the use of Diphones? (20)
- Q8.** Make outlines of the following prefixes- commission, consul, welcoming, recognize, by consent, introduce, introspection, magnitude, transfer, self-made? (20)
- Q9.** Make outline of the following suffixes-remembering, surprising, prancing, feasibility, novelty, imprisonment, preferment, instrumentally, friendship, and leadership? (20)
- Q10.** Make outline of the following grammalogues -dear sir, I am surprised, by all means, anything, in our opinion, at all costs, last year, just now, gold, has to be there? (20)