

FREE OF COST

I.S.B.N : 81-7666-280-1

SCANNER'S APPENDIX

CS Foundation

June 2005

Paper - 1

English and Business Communication

Chapter - 1 : Essentials of Good English

2005 - June [1] (a) Explain *any two* of the following :

- (i) Face value
- (ii) Demat
- (iii) BPO
- (iv) Road show. (2 marks)

(b) Give one word substitute for *any two* of the following:

- (i) Custom duties levied 'according to the value'.
- (ii) Machines, usually computer controlled, 'doing work previously done by human beings.
- (iii) An organisation of suppliers that controls the supply and price of a commodity.
- (iv) A remedy for all diseases or difficulties. (2 marks)

(c) Rewrite *any two* of the following sentences correctly:

- (i) The teacher as well as the students have reached Jaipur.
- (ii) I am living in Delhi since last thirty three years,
- (iii) My son Apoorva is the monitor of his class,
- (iv) One should mind his own business. (2 marks)

(d) Give synonym and antonym of *any two* of the following :

- (i) Able
- (ii) Cold
- (iii) Fatal
- (iv) Zenith. (2 marks)

(e) Make meaningful sentences using *any two* of the following phrases/idioms:

- (i) *ab initio*
- (ii) To set one's own house in order
- (iii) *Sine die*
- (iv) *Status quo*. (2 marks)

Chapter - 2 : Essay Writing

2005 - June [6] Write an essay of about **300 words** on *any one* of the following :

- (i) Value Added Tax (VAT)
- (ii) Subsidies and the poor
- (iii) Business ethics
- (iv) India — an economic super power in 20 years. (15 marks)

Chapter - 3 : Precis Writing

2005 - June [7] Make a *precis* of the following passage in about one-third of its length and suggest a suitable title (*Use precis-sheet given at the end of the answer book*) :

Ever since the liberalisation process was initiated by the government in 1991, Indian organisations are striving to put themselves on the world map of world class business. In the context of the revised economic policy, there is a great deal of realisation that even to exist in domestic business, an organisation should have a product or service comparable to the world class organisations or else they will have to leave the scene giving way to more competitive organisations. The liberalisation process which started with the private sector industries continues with the introduction of the Insurance Bill throwing open the insurance sector to MNCs and private sector investment. With the stand taken by a major political party on this issue, it is very obvious that it is going to be *fait accompli* that the fate of the insurance industry is like the fate of any other industry having to compete with efficient and effective organisations, both domestic and foreign. When one looks at the reality of the situation, one thing is very clear: whichever party is going to be in power, there is no other alternative for the Indian organisations but to prepare themselves to become globally competitive. In a nutshell, it is going to be an era of survival of the fittest. In the light of the above environment, organisations have realised the need for change and are initiating a lot of interventions to position themselves with products and services comparable to world class organisations. With the entry of multinational organisations, a customer has a very wide range of choice to select from and he is going to choose a product or service which is cost effective without any compromise on quality.

In the era of monopoly and control, the following formula was valid for any organisation : $\text{Cost} + \text{Profit} = \text{Selling Price}$. In the light of protection enjoyed by many organisations, whenever there was a cost escalation or when the profit was inadequate, the organisations were in the envious position to increase the price without any resistance for the inefficiency and ineffectiveness. It was a sellers' market. But with the entry of competition, the formula has changed to $\text{Selling Price} - \text{Cost} = \text{Profit}$. This formula assumes great significance and will change the fate of many organisations. The selling price is decided by the competition and the organisations will find themselves in a buyers' market. With the availability of cost effective products with superior quality, organisations cannot increase the price at their own option.

This means that there is no other alternative but to become effective by improving the productivity parameters of quality, cost, delivery and service.

(434 words)

(12+3 marks)

Chapter - 4 : Business Communication

2005 - June [2] State with reasons whether the following statements are true or false. Your answer to each statement should not exceed 30 words:

- (i) Communication requires a medium.
- (ii) Written communication is at times better than oral communication.
- (iii) Oral communication is economical.
- (iv) Communication is culture bound.
- (v) Feedback is the culmination of the communication process.
- (vi) While encoding the message, we must take into account the attributes of the receiver.
- (vii) Facts lend credibility to our communication.
- (viii) In a vertical structure, all the important decisions are taken at the bottom.
- (ix) Information never gets distorted or filtered while passing through different levels of hierarchy.
- (x) We should use 'respected sir' as salutation while addressing letter to a firm.
- (xi) Complimentary close should match the salutation.
- (xii) Brevity is the soul of business communication.
- (xiii) Every letter must contain the designation of the signatory within brackets.
- (xiv) To enable calculation of taxes by the municipal authorities, consignor must prepare an invoice.
- (xv) A memorandum, when addressed to all employees, is as good as an office circular. (1 mark each)

Chapter - 5 : Personnel and Miscellaneous

2005 - June [3] (Or) What is a *curriculum vitae* (CV)? What are the purposes of CV? What forms the content of CV? Give a specimen CV assuming that an insurance company has advertised for the recruitment of a Company Secretary.

(15 marks)

Chapter - 6 : Purchase Correspondence

2005 - June [4] Attempt the following :

- (iii) Your firm has issued a tender notice (No.TGBP/PEMC/02 dated 2nd May, 2005) for purchase of 500 KVA DG set specifying the last date of receipt of tenders as 15th June, 2005 instead of 2nd June, 2005. Draft a corrigendum for publication in the newspaper. (5 marks)

Chapter - 7 : Sales Correspondence

2005 - June [3] One of your customers has defaulted on payments and yet has placed a fresh order. Write a letter to him reminding of the payments due, and

firmly letting him know that as per the trade practice of the company, fresh orders would be executed only after the previous dues are cleared.

(15 marks)

2005 - June [4] Attempt the following :

- (i) Yahoo Bank, having head office at Manipal, Karnataka has fully computerised its branch at 1643, Thane Road, Najafgarh, New Delhi which is to be inaugurated on 23rd June, 2005 at 9.45 a.m. by Vijay Kumar, Chairman and Managing Director of the bank. The bank is soliciting gracious presence of one and all. Draft an invitation for putting it as an advertisement in Delhi newspapers. (5 marks)

Chapter - 10 : Administration and Miscellaneous

2005 - June [4] Attempt the following :

- (ii) Draft a fax message to the Branch Manager of your bank requesting him to stop payment of a certain cheque. (5 marks)
- (iv) Draft a warning notice for public information that anyone doing business with Rajesh, whose services had been terminated by the company, would be doing so at one's own risk. (5 marks)

Chapter - 11 : Memo Report

2005 - June [5] Attempt the following:

- (iv) A brief report from the Personnel Manager justifying the employees' demand for raising conveyance allowance in view of hike in the prices of petroleum products. (5 marks)

Chapter - 12 : Office Circulars

2005 - June [5] Attempt the following:

- (ii) A circular informing the employees about re-starting of the office canteen and advising them to use it only during the break. (5 marks)

Chapter - 13 : Office Orders

2005 - June [5] Attempt the following:

- (iii) "Office orders are different from memoranda." If yes, give any two distinctions (points only). Also give a specimen of an office order. (5 marks)

Chapter - 16 : Press Releases

2005 - June [5] Attempt the following:

- (i) What is a press release? How is it different from press report? (5 marks)

Paper - 2

Basic Economics and Business Environment

Chapter - 2 : Demand Analysis

2005 - June [1] {C} (b) (i) Given below is the demand schedule for a commodity. What is the nature of elasticity of demand for the commodity? Give reasons for your answer :

<i>Price</i> (Rs.)	<i>Quantity Demanded</i> (Units)	
5	12.0	
6	10.0	
8	7.5	
10	6.0	(5 marks)

2005 - June [2] (d) An investment of Rs.100 crore results in generation of additional Rs.400 crore of income in an economy. Estimate the value of marginal propensity to consume. (4 marks)

2005 - June [3] (b) Define 'income elasticity of demand'. How will the income elasticity of demand for an inferior good be different from that of a normal good? (5 marks)

Chapter - 3 : Production Costs and Revenue Analysis

2005 - June [1] {C} (b) (ii) Given below is the long-run production function. Which type of returns to scale are being shown in the table? Give reasons for your answer :

<i>Units of Inputs</i> (Labour + Capital)	<i>Units of Output</i>	
1 + 1	10	
2 + 2	30	
4 + 4	60	
8 + 8	100	
16 + 16	180	(5 marks)

2005 - June [2] (b) "Saving is necessarily equal to investment." Comment. (4 marks)

(c) Explain the properties of an isoquant curve. (4 marks)

2005 - June [3] (a) State and explain the 'law of variable proportions'. Out of the three stages in its operation, which do you think is the most relevant for the producer? (7 marks)

Chapter - 4 : Equilibrium of the Firm and Industry

2005 - June [4] (a) Distinguish between the following:

- (i) 'Perfect competition' and 'monopolistic competition'. (5 marks)

Chapter - 5 : National Income

2005 - June [4] (b) Define —

- (i) Gross Domestic Product (GDP). (2 marks)

2005 - June [5] (a) Define 'national income'. Explain the significance of national income estimates. (7 marks)

Chapter - 6 : Money and Credit

2005 - June [2] (a) Distinguish between M_1 and M_3 measures of money supply as used in India. (3 marks)

2005 - June [3] (c) What do you mean by 'open market operations' (OMO)? (3 marks)

2005 - June [4] (a) Distinguish between the following :

- (iii) 'Fisher's version' and 'Cambridge version' of quantity theory of money. (5 marks)

Chapter - 7 : Theory of Employment and Income Determination

2005 - June [4] (a) Distinguish between the following :

- (ii) 'Inflationary gap' and 'deflationary gap'. (5 marks)

Chapter - 8 : Inflation and Deflation

2005 - June [4] (b) Define —

- (ii) Stagflation. (3 marks)

Chapter - 9 : International Trade and Balance of Payments

2005 - June [5] (b) What do you mean by 'rate of exchange'? How is the rate of exchange of a currency determined? (8 marks)

Chapter - 10 : Business Environment — An Overview

2005 - June [6] (a) What do you mean by 'business environment'? State the factors that affect the economic environment of a business firm.

(8 marks)

Chapter - 11 : Indian Economy

2005 - June [6] (b) Discuss in brief the basic features of the Indian economy. (7 marks)

2005 - June [7] (a) Discuss in brief the following:

- (ii) Composition of India's national income. (3 marks)
(iii) Principal objectives of economic planning in India. (3 marks)

Chapter - 13 : Industrial Policy

2005 - June [7] (b) Explain the concept of 'balance of payments'.

(6 marks)

2005 - June [8] (a) What do you mean by 'disinvestment'? Account for the declining role of public sector in the Indian economy. (7 marks)

Chapter - 14 : Public Finance

2005 - June [7] (a) Discuss in brief the following:

- (i) Salient features of Indian tax system. (3 marks)

Chapter - 15 : India's Financial Systems & Recent Development

2005 - June [8] (b) Write notes on *any two* of the following :

- (i) Financial instruments
(ii) Financial institutions
(iii) Financial markets. (4 marks each)

Chapter - 16 : Objective Questions

2005 - June [1] {C} (a) State, with reasons in brief, whether the following statements are true or false :

- (i) The cross elasticity of demand is negative in case of substitute goods.
(ii) Under monopoly, marginal revenue is equal to average revenue.
(iii) Average fixed cost curve is a horizontal straight line indicating that the average fixed cost remains the same at all levels of output.

- (iv) Fixed wage earners suffer both in inflation and deflation.
- (v) Robbins definition of economics makes it a science of choice making. (3 marks each)

Paper - 3

Financial Accounting

Chapter - 1 : Introduction to Accounting

2005 - June [1] {C} Explain the following:

- (iv) Convention of conservatism (5 marks)

2005 - June [3] Elucidate the following statements:

- (ii) "Accounting equation holds good under all circumstances." (4 marks)

Chapter - 2 : Recording of Transactions

2005 - June [2] (a) Distinguish between the following:

- (i) 'Cash discount' and 'trade discount'. (4 marks)

2005 - June [3] Elucidate the following statements:

- (i) "Agreement of trial balance is not a conclusive proof of the accuracy of accounting records." (4 marks)

Chapter - 3 : Bank Reconciliation Statement

2005 - June [4] (a) On 31st March, 2005, the cash book of a trader showed a bank overdraft of Rs.7,640. On a comparison of the cash book with the bank pass book, the trader ascertained the following differences:

	<i>Rs.</i>
Cheques deposited with the bank, but not credited by the bank	10,000
Interest on securities collected by the bank, but not yet recorded in the cash book	1,280
Dividend collected by the bank, but not yet recorded in the cash book	1,000
Cheques issued, but not yet presented to the bank for payment	37,400
Bank charges not yet recorded in the cash book	340

From the above information, you are required to prepare the bank reconciliation statement showing balance as per pass book. Also ascertain the balance as per cash book after recording the missing items. (8 marks)

Chapter - 5 : Final Accounts

2005 - June [1] {C} Explain the following:

- (i) Contingent liabilities (5 marks)
- (iii) Closing entries (5 marks)

2005 - June [3] Elucidate the following statements:

- (iv) "Revenue earned and cost of earning revenue should be properly identified for a period." (4 marks)

Chapter - 6 : Accounting for Depreciation

2005 - June [6] (b) What is meant by 'depreciation'? Why is it necessary to provide depreciation? (4 marks)

Chapter - 7 : Inventory Valuation

2005 - June [4] (b) From the records of an oil distributing company, the following summarised information is available for the month of March, 2005:

	<i>Rs.</i>
Sales	9,45,000
General administrative expenses	25,000
Opening stock : 10,000 ltrs. @ Rs.30 per ltr.	3,00,000
Purchases : 7th March, 2005, 20,000 ltrs.@ Rs.28.50 per ltr. 21st March, 2005, 10,000 ltrs. @ Rs.30.30 per ltr.	
Closing stock : 13,000 ltrs.	

Compute the following using the first-in-first-out (FIFO) method of inventory valuation :

- (i) Value of inventory as on 31st March, 2005.
- (ii) Cost of goods sold during March, 2005.
- (iii) Profit or loss for the month of March, 2005. (8 marks)

Chapter - 8 : Accounting for Bills of Exchange

2005 - June [8] (b) On 1st December, 2004, Shyam accepted for mutual accommodation a bill drawn on him by Ram for Rs.80,000 at three months. The bill was discounted at 5% per annum and the proceeds were shared equally. On the same day and for the same purpose, Shyam received an acceptance from Ram for Rs.90,000 at three months. The bill was discounted for Rs. 1,800 as discount and the proceeds were shared as to two-thirds to Shyam and one-third to Ram.

On the due date, Shyam met his acceptance. But, Ram could not do so because he had become insolvent. On 31st March, 2005, his estate paid a first and final dividend of 50 paise in a rupee.

Pass the journal entries for all the transactions in the books of Shyam. (8 marks)

Chapter - 9 : Accounts of Non-Profit Organisations

2005 - June [7] Novel Education Society supplied the following information:

<i>Income and Expenditure Account</i>			
<i>for the year ended 31st March, 2005</i>			
<i>Expenditure</i>	<i>Rs. (in '000)</i>	<i>Income</i>	<i>Rs. (in '000)</i>
To Salaries	830	By Subscriptions	4,780
To Scholarships	4,130	By Government grant	530
To Rent 280		By Proceeds of tickets for	
To General expenses	310	entertainment	830

To Audit fees	60	By Advertisement in	
To Printing tickets and		souvenir	510
souvenir	150	By Interest on bank fixed	
To Cost of entertainment	350	deposits (for full year	
To Loss on sale of furniture		@ 6% per annum)	150
(book value, Rs.80,000)	30		
To Depreciation on furniture	60		
To Surplus, i.e., excess of			
income over expenditure	600		
	<u>6,800</u>		<u>6,800</u>

*Receipts and Payments Account
for the year ended 31st March, 2005*

<i>Receipts</i>	<i>Rs. (in '000)</i>	<i>Payments</i>	<i>Rs. (in '000)</i>
To Balance. b/f	380	By Salaries	940
To Subscriptions	4,600	By Scholarships	4,010
To Government grant	530	By Rent	260
To Sale of tickets	830	By General expenses	310
To Advertisements in	460	By Printing of tickets and	
souvenir		souvenir	120
To Interest on bank		By Cost of entertainment	350
fixed deposits	100	By Furniture	200
To Sale of furniture	50	By Balance c/f	760
	<u>6,950</u>		<u>6,950</u>

On 31st March, 2004, subscriptions due were Rs. 1,50,000, furniture on that date was Rs.6,00,000.

Prepare balance sheets as at 31st March, 2004 and 31st March, 2005. (16 marks)

Chapter - 10 : Single Entry System

2005 - June [3] Elucidate the following statements:

- (iii) "Single entry system of book-keeping is an unscientific, incomplete and defective system." (4 marks)

Chapter - 11 : Average Due Date and Account Current

2005 - June [1] {C} Explain the following:

- (v) Average due date. (5 marks)

Chapter - 13 : Consignment Accounts

2005 - June [2] (b) What do you mean by 'normal loss' and 'abnormal loss' in consignment? How are they treated in the books of account of consignor? (8 marks)

Chapter - 14 : Joint Venture

2005 - June [2] (a) Distinguish between the following:

- (ii) 'Joint venture' and 'partnership'. (4 marks)

Chapter - 15 : Branch Accounts

2005 - June [6] (a) Deepak of Delhi has a branch at Agra. Goods are invoiced to the branch at cost plus 25%. Branch is instructed to deposit cash every day in the Head Office account with the bank. All expenses are paid through cheques by the Head Office except -petty cash expenses which are paid by the branch manager. Prepare the branch account in the books of Head Office after taking into account the following information:

	<i>Rs.</i>
Stock at invoice price on 1st April, 2004	25,000
Stock at invoice price on 31st March, 2005	30,000
Debtors on 1st April, 2004	14,000
Debtors on 31st March, 2005	18,000
Cash sales for the year	1,08,000
Credit sales for the year	70,000
Cash remitted to Head Office	1,57,000
Furniture purchased by branch manager	12,000
Goods invoiced to branch by Head Office	1,82,000
Expenses paid by Head Office	16,400
Expenses paid by branch	1,200
Cash sent to branch by Head Office with which branch purchased a safe for its use	13,000
	(12 marks)

Chapter - 19 : Dissolution of Partnership

2005 - June [5] X, Y and Z were partners in a business sharing profits and losses equally. Their balance sheet as at 31st March, 2005 was as follows:

<i>Balance Sheet as at 31st March, 2005</i>			
<i>Liabilities</i>	<i>Rs.</i>	<i>Assets</i>	<i>Rs.</i>
X's capital	1,60,000	Machinery	4,00,000
Z's capital	1,00,000	Furniture	1,60,000
X's loan	2,00,000	Stock	5,60,000
Creditor	10,00,000	Debtor	2,00,000
		Cash at bank	10,000
		Y's capital (overdrawn)	1,30,000
	<u>14,60,000</u>		<u>14,60,000</u>

Due to adverse financial position of all the partners, the firm was dissolved as on the abovementioned date. The assets were realised as follows :

	<i>Rs.</i>
Machinery	1,40,000
Furniture	1,00,000

Stock	2,60,000
Debtors	1,10,000

Expenses on realisation totalled Rs.10,000. All the partners were insolvent. While a sum of Rs.20,000 was received from Y's private assets, nothing could be recovered from the private estates of X and Z.

Prepare the realisation account, partners' capital accounts, creditors account and deficiency account in the firm's ledger. Also show cash book. (16 marks)

Chapter - 21 : Lease Accounting

2005 - June [1] {C} Explain the following:

- (ii) Finance lease (5 marks)

Chapter - 22 : Insurance Claims

2005 - June [8] (a) On 10th August, 2004, the godown of a firm caught fire. From the following figures, ascertain the loss of stock suffered by the firm :

	Rs.
Stock on 1st April, 2003	6,79,500
Purchases during the year ended 31st March, 2004	28,60,500
Sales during the year ended 31st March, 2004	34,00,000
Stock on 31st March, 2004	5,10,000
Purchases from 1st April, 2004 till the date of fire	16,36,400
Sales from 1st April, 2004 till the date of fire	20,00,000

The value of the salvaged stock was agreed to be Rs. 1,37,000. It was the practice of the firm to value stocks at cost less 15%. On 1st April, 2004, the prices were raised by the firm by 10%. (8 marks)

Paper - 4

Elements of Business Laws and Management

PART - A

Chapter - 2 : Contract: Basic Concepts

2005 - June [2] (a) "Gratuitous promises are not enforceable by law." Explain the statement. (5 marks)

(c) Arun has two cars - one of white colour and another of red colour. He offers to sell one of the cars to Basu thinking that he is selling the car which has white colour. Basu agrees to buy the car thinking that Arun is selling the car which has red colour. Will this agreement become a valid contract? Give reasons. (5 marks)

2005 - June [4] (c) Explain the legal position of a minor under the Indian Contract Act, 1872 for necessaries supplied to him. (5 marks)

Chapter - 3 : Termination or Discharge of Contract**2005 - June [1] {C}** (b) Write notes on the following :

- (ii) Exemplary damages (5 marks)

Chapter - 7 : Sale of Goods Act, 1930**2005 - June [1] {C}** (b) Write notes on the following :

- (iii) Doctrine of *caveat emptor* (5 marks)

2005 - June [2] (b) What is meant by 'specific goods'? State the rules regarding passing of property from a seller to a buyer in a contract for the sale of specific goods. (5 marks)

Chapter - 8 : Negotiable Instruments Act, 1881**2005 - June [1] {C}** (b) Write notes on the following :

- (i) Drawee in case of need (5 marks)

2005 - June [3] (a) On a bill of exchange for Rs. 10,000, Xavier's acceptance to the bill is forged. Amit takes the bill from his customer in good faith and for consideration before the bill becomes payable. State with reasons whether Amit can receive the amount of the bill from Xavier. (5 marks)

2005 - June [4] (a) State the circumstances under which presentment of a bill of exchange for acceptance is excused. (5 marks)

Chapter - 9 : Indian Partnership Act, 1932

2005 - June [3] (c) Aman and Barun are partners carrying on the business of shoe making. Their firm is not registered. The firm purchases, raw material worth Rs.20,000 on credit from Chetan. But the firm refuses to pay the price of raw material on the plea of its non-registration. Chetan institutes a suit against the firm to claim the amount due. Will Chetan succeed? Give reasons. (5 marks)

Chapter - 10 : Elements of Company Law - I**2005 - June [1] {C}** (b) Write notes on the following :

- (iv) Association not for profit. (5 marks)

2005 - June [3] (b) Mention briefly the various clauses of the memorandum of association of a company. (5 marks)

Chapter - 11 : Elements of Company Law - II

2005 - June [4] (b) Rajesh, a director of Volatile Ltd., died in an air crash. It has been decided to appoint Kamal in his place. Will the company be required to call an extra-ordinary general meeting to approve of the latter's appointment as a director? When appointed, how long would Kamal remain in office? (5 marks)

Chapter - 12 : Objective Questions**2005 - June [1] {C}** (a) State, with reasons in brief, whether the following statements are true or false :

- (i) The bailor may determine the bailment where the bailee wrongfully uses or disposes of the goods bailed.
 (ii) In a bill of exchange, there are two parties - a payer and a payee.

- (iii) Old coins may be treated as goods.
- (iv) Sharing of losses is an essential element of formation of a partnership.
- (v) A company can have both-a managing director and a manager.
(2 marks each)

PART - B

Chapter - 2 : Planning – Policies and Decision-making

2005 - June [5] {C} (b) Write notes on the following :

- (iii) Planning premises (5 marks)

2005 - June [6] (a) "Decision-making process involves deciding a course of action out of the available alternatives." Explain. (8 marks)

Chapter - 3 : Organisation - I

2005 - June [7] (b) Explain the 'systems approach' to organisation. (7 marks)

2005 - June [8] (a) Discuss the various factors that determine the degree of decentralisation in an organisation. (8 marks)

Chapter - 5 : Staffing

2005 - June [5] {C} (b) Write notes on the following :

- (i) Induction (5 marks)

2005 - June [6] (b) What is meant by 'manpower planning'? Describe the various steps involved in manpower planning process. (7 marks)

Chapter - 6 : Committee in Management and Co-ordination

2005 - June [5] {C} (b) Write notes on the following :

- (iv) Concept of committees. (5 marks)

2005 - June [8] (b) Explain the important techniques of coordination. (7 marks)

Chapter - 7 : Management of Change and Organisation Development

2005 - June [5] {C} (b) Write notes on the following :

- (ii) Action research (5 marks)

Chapter - 8 : Directing and Communication

2005 - June [7] (a) Briefly describe 'communication media'. State various advantages and disadvantages of oral communication. (8 marks)

Chapter - 11 : Objective Questions

2005 - June [5] {C} (a) State, with reasons in brief, whether the following statements are true or false :

- (i) A budget is a numerical expression of plans.
- (ii) Consultative technique of direction allows the subordinates substantial freedom to use their skill and initiative in solving the problem.
- (iii) Management is primarily concerned with the tactful management of men.
- (iv) Organisation is the process of assembling various resources for carrying out some business.
- (v) Communication is a two way process. (2 marks each)

Paper - 5
Information Systems and Quantitative Techniques
PART - A

Chapter - 1 : Systems – An Overview**2005 - June [1] {C}** Write notes on the following :

- (i) Black box concept (5 marks)

Chapter - 2 : Information & Information Systems - An Overview**2005 - June [1] {C}** Write notes on the following :

- (ii) Factors affecting information needs (5 marks)

2005 - June [2] (a) Define 'management information system' (MIS) and mention its important characteristics. (8 marks)**Chapter - 3 : Computer Hardware - An Overview****2005 - June [1] {C}** Write notes on the following :

- (iii) Benefits of computers (5 marks)

Chapter - 4 : Computer Software - An Overview**2005 - June [1] {C}** Write notes on the following :

- (iv) Methods of detecting computer crimes. (5 marks)

2005 - June [2] (b) What is DOS? Discuss any three DOS commands. What is the difference between a file and a directory? (7 marks)**2005 - June [3]** (a) Discuss the major functions of 'operating system'. (8 marks)**Chapter - 5 : Data Base****2005 - June [3]** (b) What are the functions of 'data base management system' (DBMS)? (7 marks)**Chapter - 6 : Programming - An Overview****2005 - June [4]** (a) What are the general aims of writing programs?

(5 marks)

(b) Describe top down programming approach. (5 marks)**(c)** Write a note on 'visual programming'. (5 marks)

PART - B

Chapter - 1 : Quantitative Techniques**2005 - June [5] {C}** (a) Write notes on the following:

- (i) Significance of quantitative techniques (4 marks)

Chapter - 2 : Descriptive Statistics**2005 - June [5] {C}** (a) Write notes on the following:

- (ii) Law of statistical regularity (4 marks)

Chapter - 3 : Collection & Presentation of Statistical Data**2005 - June [5] {C}** (a) Write notes on the following:

- (iii) Census and sample investigation (4 marks)

2005 - June [6] (a) Distinguish between the following :

- (i) 'Continuous series' and 'discrete series',
- (ii) 'Exclusive class intervals' and 'inclusive class intervals',
- (iii) 'More than' and 'less than' frequency tables. (2 marks each)

Chapter - 4 : Statistical Averages

2005 - June [5] {C} (a) Write notes on the following:

- (v) Harmonic mean. (4 marks)

(b) The following is the distribution of weekly wages of workers :

<i>Wages (Rs.)</i>	50-100	100-150	150-200	200-250	250-300
<i>No. of Workers</i>	25	42	63	50	20

Determine —

- (i) Median (M_d) and quartiles (Q_1 and Q_3); and
- (ii) Percentage of workers getting weekly wages between Rs.125 and Rs.260. (8 marks)

Chapter - 5 : Dispersion

2005 - June [6] (b) Weights of 10 students in kilograms are given below. Find the mean, standard deviation and its coefficient :

41, 44, 45, 49, 50, 53, 55, 55, 58, 60. (9 marks)

Chapter - 7 : Time Series & Forecasting

2005 - June [5] {C} (a) Write notes on the following:

- (iv) Objectives of measurement of seasonal variations (4 marks)

2005 - June [7] (a) Describe the merits and demerits of sampling. (5 marks)

Chapter - 8 : Index Numbers

2005 - June [7] (b) From some given data, the consumer price index based on 5 groups was calculated at 205. The percentage increase in prices over base period is given below :

Rent and taxes	60
Fuel and light	120
Clothing	210
Miscellaneous	130

Calculate the percentage increase in the food group given that the weights of the different groups were as follows :

Food	60
Rent and taxes	16
Fuel and light	12
Clothing	8
Miscellaneous	4

(10 marks)

Chapter - 9 : Linear Programming Technique - Basic Concepts

2005 - June [8] (a) Explain any one application of linear programming model. (5 marks)

(b) Solve graphically the following linear programming problem :

$$\text{Minimize } Z = 4x_1 + 3x_2$$

$$\text{Subject to } 2x_1 + 3x_2 \geq 6$$

$$2x_1 + 3x_2 \geq 12$$

$$x_1 + x_2 \geq 5$$

$$x_1, x_2 \geq 0$$

(10 marks)

Shuchita Prakashan (P) Ltd.
25/19, L.I.C. Colony, Tagore
Town, ALLAHABAD - 211002
Visit us : www.shuchita.com