

**CREDIT BASED THIRD SEMESTER B.A. DEGREE EXAMINATION
NOVEMBER 2009**

OFFICE PRACTICE AND MANAGEMENT

PAPER III – ACCOUNTANCY & PERSONNEL MANAGEMENT

Time: 3 Hrs

Max. Marks: 105

SECTION – A

Answer all the questions.

5x3=15

1. What is a partnership deed? State its contents.
2. Explain the term 'Goodwill'.
3. What is a gain ratio?
4. What is job grading?
5. What is casual leave?

SECTION – B

Answer any THREE questions.

3x10=30

1. Explain the procedure for recruitment of personnel in organizations.
2. What is meant by fringe benefits? Explain the various types of fringe benefits.
3. Ranga and Reddy are partners sharing profits in the ratio of 3:1. Their respective capitals are Rs.30,000 and Rs.10,000. It was agreed to allow interest on capitals at 5% per annum. During the year Ranga withdrew Rs. 4,000 and Reddy Rs. 2,000. The profits of the firm for the year before these adjustments were Rs. 6,000. Show Profit & Loss Appropriation Account.
4. Kiran and Karthik are partners sharing profit and losses in the ratio of 2:3. Their balance sheet as on 31.12.2008 stood as follows.

Liabilities	Rs.	Assets	Rs.
Creditors	35,000	Cash at bank	20,000
B/P	15,000	Sundry debtors	32,000
Capital:		Furniture	14,000
Kiran	35,000	Machinery	40,000
Karthik	21,000		
	1,06,000		1,06,000

On 1.1.2009 they decided to admit Kumar for 1/6 share in the future profits on the following terms.

1. It is agreed that R.B.D. at 5% on debtors to be maintained.
2. Value of machinery be raised to Rs. 50,000
3. Furniture to be depreciated by 10%
4. Kumar should bring in Rs. 15,000 as his capital and Rs. 8,000 towards goodwill.

Show the Revaluation account and goodwill account.

5. X, Y, and Z were partners sharing profits in the ratio of 3:2:1 respectively. The balance sheet of the firm as on 31.12.2008 was as follows:

Liabilities	Rs.	Assets	Rs.
Creditors	10,000	Cash at bank	2,250
B/P	2,000	Debtors	8000
Reserve fund	6,000	Less reserve	250
Capitals:		Stock	12,500
X	12,500	Motor Vans	3,000
Y	15,000	Machinery	17,500
Z	<u>20,000</u>	Building	<u>22,500</u>
	<u>65,500</u>		<u>65,500</u>

Y retires on that date subject to the following conditions.

1. The goodwill of the firm to be valued at Rs. 9,000.
2. Machinery to be depreciated by 10% and motor vans by 15%.
3. Stock to be appreciated by 20% and building by 10%.
4. The reserve for doubtful debts to be increased by Rs. 750.

Prepare the revaluation account.

SECTION – C

Answer any THREE questions.

3x20=60

1. What are Wage Incentives? Explain briefly the various individual and group incentive plans.
2. Ganesh and Suresh are partners in a firm sharing profits and losses in the ratio of 4:1 with capitals of Rs. 30,000 and Rs. 12,000 respectively. Ganesh is entitled to a salary of Rs. 2,000 per annum, and the partners are entitled to interest at 5% on their capitals. During the year Ganesh withdrew Rs. 2,000 and Suresh took Goods worth Rs. 1000 for his personal use. The profits for the year before charging interest on capitals, but after charging Ganesh's salary amounted to Rs. 12,000. The Manager of the firm is entitled to a commission of 5% on the profits after the above adjustments. Prepare partners capital accounts under fluctuating system.
3. Suman and Laxmi are partners sharing profit and losses in the ratio of 3:2. Their balance sheet as on 31.12.2008 was as follows.

Liabilities	Rs.	Assets	Rs.
Creditors	28,000	Cash at bank	2,000
Reserve Fund	8,000	Debtors	18,000
Capital:		Stock	15,000
Suman	30,000	Machinery	25,000
Laxmi	<u>16,000</u>	Buildings	<u>22,000</u>
	<u>82,000</u>		<u>82,000</u>

On 1.1.2009 they decided to admit Shwetha on the following terms.

- i) Shwetha should bring in Rs. 20,000 as her capital for a fifth share in future profits.
- ii) A goodwill account is to be created for Rs. 25,000.
- iii) A reserve of 10% is to be created on debtors for doubtful debts.
- iv) The stock is to be reduced by Rs. 1,000.
- v) The machinery is to be depreciated by 5%.
- vi) The building is to be raised to Rs. 25,000.

Prepare Revaluation Account, Capital Accounts and Balance Sheet of the new firm.

4. Sharan, Varun and Kapil were partners sharing profit and losses in the ratio of 5:2:1 respectively. Their Balance Sheet as on 31.12.2008 was as follows.

Liabilities	Rs.	Assets	Rs.
Sundry Creditors	30,000	Cash at bank	10,000
General Reserve	8,000	Bills receivable	15,600
Capitals:		Sundry Debtors	38,400
Sharan	50,000	Stock	20,000
Varun	30,000	Machinery	50,000
Kapil	20,000	Profit & Loss Account	4,000
	<u>1,38,000</u>		<u>1,38,000</u>

Kapil retired and the following adjustments were to be made.

- i) Stock to be appreciated by 10%
- ii) Machinery to be depreciated by 5%
- iii) Outstanding repairs to be provided for Rs. 500.
- iv) Goodwill of the firm was valued at Rs. 16,000 and Kapil's share of the same is adjusted into the accounts of Sharan and Varun, who are going to share future profits in the proportion of $\frac{3}{4}$ and $\frac{1}{4}$ respectively.

Prepare Revaluation Account, Capital Accounts and Balance Sheet of the new firm.

CREDIT BASED THIRD SEMESTER B.A. DEGREE EXAMINATION

OCTOBER 2015

OFFICE PRACTICE AND MANAGEMENT – III

PAPER III – Accountancy and Human Resource Management – I

Time: 3 Hrs

Max. Marks: 120

SECTION – A

1. Fill in the blanks. 10x1=10

- a. The liability of the partner of a firm is (limited, unlimited)
- b. Partnership Deed is also called
- c. Account is al continuation of Profit and Loss Account.
- d. Revaluation account is also called
- e. State any one method for calculation of interest on drawings.
- f. Gain ratio is required to be calculated at the time of a partner.
- g. The final balance in deceased partner 's capital is transferred to account.
- h. Expand C.V.
- i. is the wage which is above minimum wage but below living wage.
- j. Under..... method, wage is paid on the basis of number of units produced.

SECTION – B

2. Answer any TEN questions in one or two sentences. 10x2=20

- a. State any four features of a partnership firm.
- b. State any four contents of a Partnership Deed.
- c. Write any two reasons for admitting a new partner to a firm.
- d. A and B are partners sharing profits and losses in the ratio of 4:3. They decided to admit C into partnership. The new profit sharing ratio of all the partners is 5:3:2. Calculate the sacrifice ratio of A and B.
- e. State any two methods for the valuation of goodwill of a partnership firm.
- f. X, Y and Z are partners sharing profits in the proportion of $\frac{1}{2}$, $\frac{1}{3}$, $\frac{1}{6}$ respectively. X retires from the firm and Y and Z decide to continue as equal partners. Calculate the gain ratio of Y and Z.
- g. Write any two differences between Profit and Loss Account and Profit and Loss Appropriation Account.
- h. Write any two differences between HRM and HRD.
- i. What is meant by H R M Model?

- j. Distinguish between Recruitment and Selection.
- k. State two internal sources of Recruitment.
- l. Give two examples of fringe benefits.

SECTION – C

Answer any THREE of the following.

3x10=30

3. On January 1, 2013 Vinod and Vivek enter into partnership contributing Rs. 60,000 and Rs. 40,000 respectively and decided to share profits and losses in the ratio of 3:2. Vinod and Vivek are to be allowed an annual salary of Rs. 12,000 each. Interest on capital is to be charged at 5% per annum and 4% interest is to be charged on drawings. During the year, Vinod withdraw Rs. 6,000 and Vivek Rs. 4,000, interest on drawings being Rs. 60 and Rs. 40 respectively. Profit for the year 2013 before the above adjustments amounted to Rs. 28,000. Show the Profit and Loss Appropriation Account.
4. Kamal, Varun and Sandeep are partners in a business sharing profits and losses in the ratio of 2:2:1. Their Balance Sheet as on 31-12-2013 is given below:

Liabilities		`	Assets		`
Creditors		25,000	Cash in Hand		14,000
Reserve Fund		20,000	Debtors		12,000
Capitals:			Stock		17,000
Kamal	21,000		Machinery		30,500
Varun	20,000		Furniture		20,500
Sandeep	14,000	55,000	Fixtures and Fittings		6,000
		1,00,000			1,00,000

□□□□□□□□□□

Sandeep retires from the business on 1-1-2014. The goodwill of the firm is valued at Rs. 8,000. The goodwill is raised for retiring partners share and written back to capital accounts of the continuing partners. Prepare the necessary Ledger Accounts and Balance Sheet of the continuing partners.

- 5. Describe the functions of Human Resource Management.
- 6. Explain the types of interviews in the selection process.

SECTION – D

Answer any THREE of the following.

3x20=60

7. Ashok and Bharath were partners sharing profits and losses in the ratio of 3:2. Their Balance Sheet as on 31-12-2013 stood as follows:

Liabilities	`	Assets	`
Sundry Creditors	42,000	Cash at Bank	23,000
Bills Payable	28,000	Sundry Debtors	57,000
General Reserve	15,000	Less: RBD	5,000
Partners Capital:		Stock	52,000
Ashok	46,000	Furniture	58,000
Bharath	44,000	Building	12,000
	1,75,000		30,000
			1,75,000

On 1-1-2014 they decided to admit Chandra for $\frac{1}{4}$ share in the future profits of the firm on the following terms:

- i) Chandra should bring in Rs. 40,000 as his capital and Rs. 4,000 towards goodwill, which should remain in the business.
 - ii) It is agreed that Reserve for bad and doubtful debts should be maintained at 10%.
 - iii) Value of Stock is raised to 62,000.
 - iv) Furniture is depreciated by 10%.
 - v) Building is to be depreciated by 2%.
 - vi) You are required to prepare:
 - a) Revaluation Account
 - b) Partner's Capital accounts
 - c) Balance Sheet of the new firm
8. A B and C were partners sharing profits and losses equally and their Balance Sheet on 31-03-2014 stood as follows:

Liabilities	`	Assets	`
Bills Payable	8,000	Cash at Bank	22,000
Sundry Creditors	3,000	Furniture	15,500
Reserve Fund	12,000	Debtors	15,000
Capitals:		Stock	18,500
A	36,000	Machinery	19,000
B	36,000	Buildings	50,000
C	40,000		
	1,40,000		1,40,000
			1,40,000

C died on 1st July 2014 and it is required to ascertain the amount payable to be executors of the deceased. The following adjustments are necessary:

- a) The heirs of the deceased partner shall get his share of goodwill. The goodwill was valued at Rs. 9,000.
- b) The heirs shall get the share in the profit up to the date of the death calculated on the basis of the profits of the previous year's profit. The profit of the previous year was Rs. 15,000.
- c) Interest on Capital is paid @ 6%.
- d) C had withdrawn Rs. 3000 up to the date of his death.

Prepare the Partner's Capital Accounts, C's Executors Account, and also the Balance Sheet of the surviving partners.

- 9. Explain the different types of Selection tests involved in the process of Selection of a candidate.
- 10. Describe the systems of wage payment. State the merits and demerits of each system.

**CREDIT BASED THIRD SEMESTER B.A. DEGREE EXAMINATION
OCTOBER 2015**

**OFFICE PRACTICE AND MANAGEMENT – III
Accountancy and Human Resource Management – I**

Time: 3 Hrs

Max. Marks: 100

SECTION – A

1. Fill in the blanks.**10x1=100**

- a. A partnership firm has a _____ entity.
- b. Partnership deed is also known as _____.
- c. As per companies Act _____ is the maximum number of partners in a banking business.
- d. 1 minus $\frac{1}{5}$ th is equal to _____.
- e. Revaluation Account is also known as _____.
- f. Sacrifice Ratio is calculated at the time of _____ of a partner (Admission/retirement)
- g. A new liability brought in to record is a _____ on revaluation (profit/loss)
- h. Operative functions of HRM are also known as functions.
- i. Former employees are _____ source of recruitment. (internal/external)
- j. _____ wage is the compensation paid by the employer to his workers irrespective of his ability to pay.

SECTION – B

2. Answer any TEN questions in one or two sentences.**10x2=200**

- i. Write any two reasons for admitting a new partner.
- ii. What is meant by new profit sharing ratio in a partnership firm?
- iii. Write a note on Profit and Loss Appropriation Account.
- iv. A and B are partners 'sharing profits and losses in the ratio of 3:2 they admit C and give him $\frac{1}{4}$ shares. Calculate the new profit sharing ratio of the partners.
- v. State any two factors determining the goodwill of a firm.
- vi. What is meant by gain ratio?
- vii. Distinguish between recruitment and selection.
- viii. What is meant by preliminary interview?
- ix. State any two factors that affect recruitment.
- x. what is meant by fair wages?

- xi. Arun a partner of a firm has withdrawn `500 each on I January, I April and 30th June. The accounts are closed 31st December every year. Calculate interest on his drawings at 6% per annum for the year ending 31st December 2014 under the product method.
- xii. Remuneration given for the Physical work is known as_____.

SECTION – C

Answer any THREE of the following.

3x10=30

3. What is meant by wage and salary administration? Explain the factors influencing wage and salary?
4. Prepare a C V for the post of a secretary of a private company.
5. On January 1, 2014 Raj and Ram enter into partnership contributing 45,000 and `35,000 respectively. The profit sharing ratio is 3:2. Ram is to be allowed a salary of `12,000 a year. Interest on capital is to be charged at 5% per annum and 5% interest is to be charged on drawings. During the year, Raj withdrew `8,000 and Ram `7,000 interest on drawings being `80 and `70 respectively. Profit for the year 2014 before the above adjustments is `8,450. Show the profit and loss appropriation account. Also show the capital accounts of Raj and Ram under fluctuating capital method.
6. A, B and C were partners sharing profits and losses in the ratio of 2:2:1 and their Balance Sheet on 31-12-2014 was as follows.

Liabilities	`	Assets	`
Sundry Creditors	10,000	Cash at Bank	12,000
Bills Payable	4,000	Bills Receivable	7,000
Reserve Fund	20,000	Stock	20,000
Capital:		Furniture	16,000
A	15,000	Buildings	38,000
B	24,000	Machinery	25,000
C	<u>45,000</u>		
	84,000		
	1,18,000		1,18,000

On 31st March 2015, B died and it is required to ascertain the amount payable to the executors of the deceased. The following adjustments are necessary.

- i) The heirs of the deceased partner shall get his share in the goodwill. The goodwill was valued at ` 20,000
- ii) The heirs shall get the share in the profit up to the date of the death which is calculated on the basis of the profits of the previous year. The profit for the year 2014 was ` 15,000
- iii) Interest on capital @ 6% . B had drawn 1500 up to his date death. Give the necessary journal entries and show the capital Account of the deceased partner

SECTION – D

Answer any THREE of the following.

3x20=60

7. Arun and Kumar are partners sharing profits and losses in the ratio of 3:2. Their Balance sheet as on 31-12-2014 stood as follows.

Liabilities		`	Assets		`
Sundry Creditors	42,000		Cash at Bank		12,000
Bills Payable	16,000		Sundry Debtors	38,000	
General Reserve	8,000		Less: RBD	<u>3,000</u>	35,000
Capital:			Plant and Machinery		48,000
Arun	50,000		Furniture		25,000
Kumar	<u>4,000</u>	84,000	Building		30,000
		<u>1,50,000</u>			<u>1,50,000</u>

On 1-1-2015 they decided to admit karthik for $\frac{1}{4}$ share in the future profits of the firm on the following terms:

- a) Karthik should bring in the 15,000 as his capital and 5,000 towards goodwill, which should remain in the business.
 - b) It is agreed that reserve for bad and doubtful debts should be maintained at 10%
 - c) Value of Plant and Machinery be raised to 55,000; Furniture be depreciated by 10% and
 - d) An outstanding bill of legal charges for 400 is brought in to the books.
- Prepare the Revaluation account, Partner's capital Accounts and the balance sheet of the new firm.
8. A,B, and C are partners in a business sharing profits and losses in the ratio of 2:2:1. Their Balance sheet as on 31-12-2014 is given below:

Liabilities		`	Assets		`
Creditors	27,000		Cash		14,000
Reserve Fund	20,000		Debtors		15,000
Capitals:			Stock		15,000
A	21,000		Machinery		30,000
B	18,000		fixtures		5,000
C	14,000	53,000	Machinery		21,000
			Equipment		5,000
Total		<u>1,00,000</u>			<u>1,00,000</u>

C retires from the business on 1-1-2015 on the following terms:

- a) The goodwill of the firm is valued at 25,000.
- b) Machinery is depreciated by 5% and stock is valued at 17,000.
- c) A bad debts provision is raised against debtors at 5%

d) Fixtures is valued at 22,000.

You are required to prepare the Revaluation Account, Capital Accounts and the new Balance sheet.

9. State the importance and the various types of fringe benefits.

10. Explain the objectives and he functions of HRM.

10. C, D and E are partners sharing profits in the ratio of 3:2:1. The firm's Balance Sheet as on 31-12-2015 was as follows:

Liabilities		₹	Assets		Rs.
Creditors		24,000	Cash		2,500
Reserve Fund		12,000	Debtors	16,000	
Capitals:			Less Reserve	500	15,500
C	40,000		Stock		25,000
D	30,000		Motor Vans		8,000
E	25,000	95,000	Machinery		35,000
			Buildings		45,000
		<u>1,31,000</u>			<u>1,31,000</u>

D retires on the above date and the following adjustments are made

- The goodwill of the firm was valued at ₹ 18,000
- Machinery and Motor Vans were to be reduced by 10% and 15% respectively.
- Stock and buildings were to be appreciated by 20% and 10% respectively.
- The reserve against debtors was to be raised by ₹ 1,200.

Assuming that the goodwill amount was to be written off after D's retirement, prepare revaluation account, partners' capital account and the new Balance Sheet.

OPM 301.2

Reg.No.

CREDIT BASED THIRD SEMESTER B.A. DEGREE EXAMINATION OCTOBER 2016

OFFICE PRACTICE AND MANAGEMENT
Paper – III : Accountancy and Human Resource Management – I

Time: 3 Hrs

Max. Marks: 120

SECTION – A

1. Fill in the blanks with appropriate answer.

10x1=10

- Goodwill is an _____ asset.
- A partnership firm has a _____ entity.
- The amount due to the retiring partner is transferred to his _____ Account.
- The maximum number of partners in case of a partnership firm carrying on banking business is _____
- Revaluation account is also called as _____
- The agreement in writing of partners is called as _____
- Educational institutions are _____ source of recruitment.
- _____ Allowance is given to the employees to protect the real income against inflation.
- _____ interview is used for jobs wherein resistance to stress is required.
- Under _____ wage system, wages are paid on the basis of time spent on the job irrespective of the amount of work done.

SECTION – B

2. Answer any TEN of the following.

10x2=20

- What is meant by gain ratio?
- What is meant by interest tests?
- Write any two reasons for admitting a new partner.
- What is revaluation account?
- Give two differences between gain ratio and sacrifice ratio.
- A, B and C are partners in a firm sharing profits and losses in the ratio of 3:2:1. B retires. Calculate the gain ratio of the remaining partners.
- Mention any two objectives of HRM.
- List any two objectives of Human Resource Planning.
- State any two differences between recruitment and selection.
- Mention any two differences between formal and informal interview.
- What is meant by bonus?
- What is meant by Partnership?

