

CHOICE BASED CREDIT SYSTEM
B.B.A. FIFTH SEMESTER DEGREE EXAMINATION JANUARY 2023
BUSINESS ADMINISTRATION
Campus to Corporate

Duration:3 Hours

Max Marks:120

I. Answer any THREE of the following :**(3×20= 60 Marks)**

1. Elucidate how BPS industry helps in giving its services in other Industries.
2. What is Telephone Etiquette? How to make the best of each call?
3. Describe the various components of parts of speech.
4. Explain the elements of recitation of short story.

II. Answer any FOUR of the following :**(4×10= 40 Marks)**

5. What are the advantages of BPS? Explain.
6. Describe the significance of corporate etiquette.
7. Describe the various tenses using examples.
8. What are the types of reading material? Suggest some tips to improve reading comprehension.
9. What is Resume Writing? Explain the steps involved in Resume Writing.

III. Answer any FOUR of the following :**(4×5= 20 Marks)**

10. Write a brief note on History of BPS.
11. What are the points to be noted before writing of an E-mail?
12. Describe the different types of clauses in sentences.
13. What are the essential habits to develop writing skills?
14. What is informal and formal social conversation ?

CHOICE BASED CREDIT SYSTEM**B.B.A. FIFTH SEMESTER DEGREE EXAMINATION JANUARY 2023****BUSINESS ADMINISTRATION****Managing Business Processes I****Duration:3 Hours****Max Marks:120****I. Answer any THREE of the following :****(3×20= 60 Marks)**

1. What is meant by process mapping? Describe all of the common symbols that are used to generate process maps.
2. Define Business Process Management. Explain different components of Business Process Management.
3. Describe the main tools used in quality control.
4. How do you define standard operating procedure? Give an explanation of the value of standard operating procedure.

II. Answer any FOUR of the following :**(4×10= 40 Marks)**

5. Distinguish between internal customers and external customers.
6. Draw a SIPOC diagram for the following "Inbound call handling process in call centre.
7. How does sales outsourcing work? Describe the negative effects of outsourcing sales.
8. What is Process Re-engineering? Elaborate its methodology.
9. What are the necessary steps to transform "Critical to Quality(CTQ)?"

III. Answer any FOUR of the following :**(4×5= 20 Marks)**

10. Write a note on Portfolio Management.
11. What are the advantages of the process?
12. Describe the different data types of statistics.
13. What is support process? Explain
14. "Higher quality cost less" Elucidate the statement.

CHOICE BASED CREDIT SYSTEM**B.B.A. FIFTH SEMESTER DEGREE EXAMINATION JANUARY 2023****BUSINESS ADMINISTRATION****Capital Markets****Duration:3 Hours****Max Marks:120**

I. Answer any THREE of the following :**(3×20= 60 Marks)**

1. Define Reconciliation. Explain the kinds and types of Reconciliation.
2. Explain the different types of Mutual Fund Schemes.
3. What is a Hedge Fund? How is it different from Mutual Funds and explain the types of Hedge Funds?
4. Define Risk. Explain the various types of risk.

II. Answer any FOUR of the following :**(4×10= 40 Marks)**

5. What is the Primary market? Mention its features.
6. Write a note on Forward Contract.
7. What is Clearing & Settlement? Explain the role of Clearing house in settlement of the transaction.
8. What are the various functions of investment banking?
9. Explain the various types of private equity.

III. Answer any FOUR of the following :**(4×5= 20 Marks)**

10. What is return? Explain the factors involved in calculating the return.
11. Write a note on Treasury bills.
12. Write a note on mandatory and voluntary Corporate action.
13. Write a brief note on mutual funds in India.
14. What is Risk Modelling? Explain the risks faced by banks.

CHOICE BASED CREDIT SYSTEM
B.B.A. FIFTH SEMESTER DEGREE EXAMINATION JANUARY 2023
BUSINESS ADMINISTRATION
Human Resource Management I

Duration:3 Hours

Max Marks:120

I. Answer any THREE of the following : (3×20= 60 Marks)

1. What is HRD? Describe the duties and responsibilities of an HRD manager.
2. What is Performance Appraisal? Describe its benefits and drawbacks.
3. Describe Executive Development methods used outside of the workplace.
4. What is career planning? Describe the steps involved in career planning.

II. Answer any FOUR of the following : (4×10= 40 Marks)

5. Describe the HRD concept and also explain its principles?
6. Explain the types of counselling.
7. Explain On-the Job techniques of Management Development.
8. Explain the steps in the process of Management Development.
9. What is Suggestion Scheme? Write a note on the process of Suggestion Scheme.

III. Answer any FOUR of the following : (4×5= 20 Marks)

10. Write a note Field Review Method.
11. Describe the evolution of Management Development.
12. Explain career development actions.
13. What are the problems of quality circles?
14. " Despite planning the career , employees face certain career problems" Elaborate.

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CHOICE BASED CREDIT SYSTEM

B.B.A SIXTH SEMESTER DEGREE EXAMINATION JANUARY 2023

BUSINESS ADMINISTRATION

Entrepreneurship and Small Business Management

Duration:3 Hours

Max Marks:120

I. Answer any THREE of the following :

(3×20= 60 Marks)

1. "Development of women entrepreneurship is limited by certain limitations."
Elaborate.
2. Explain the symptoms and consequences of Industrial Sickness.
3. You are an entrepreneur starting a venture. Formulate a project proposal on your venture.
4. What is EDP? Explain the phases of Entrepreneurial Development Programme.

II. Answer any FOUR of the following :

(4×10= 40 Marks)

5. What is entrepreneurship? What are the characteristics of successful entrepreneurs?
6. What is small scale industry? Explain its scope.
7. State the significance of financing.
8. Describe the need for Institutional Support to SSIs.
9. Explain the essentials of EDP.

III. Answer any FOUR of the following :

(4×5= 20 Marks)

10. Define intrapreneur. How intrapreneur is different from entrepreneur?
11. Define small scale industrial unit. Write some examples of small scale units.
12. Explain the significance of project report?
13. What is the significance of Projected Balance Sheet?
14. Write a note on Institutional Agencies available at the international level for EDP.

CHOICE BASED CREDIT SYSTEM**B.B.A. FIFTH SEMESTER DEGREE EXAMINATION JANUARY 2023****BUSINESS ADMINISTRATION****Management Accounting****Duration:3 Hours****Max Marks:120****I. Answer any THREE of the following :****(3×20= 60 Marks)**

1. Following is the summarised balance sheet of X Ltd as on 31/3/2020

Liabilities	Rs	Assets	Rs
40,000 equity shares of Rs. 10 each	400000	Goodwill	100000
Reserve fund	100000	Fixed Assets	450000
P&L a/c	35000	Current assets	190000
9% Debentures	100000	Preliminary expenses	25000
Current liability	130000		
	765000		765000

For the purpose of valuation of shares, fixed assets were valued at Rs. 500,000 and goodwill at Rs. 150,000. There is a necessity of R.B.D at 10% on Debtors of Rs. 75000. It is found that stock was overvalued by Rs. 9000.

The net profit for 3 years were Rs 69000, Rs. 71800 & Rs. 90200 respectively after taxation.

Out of this profit 20% was placed to reserve, the proportion being considered reasonable in the industry in which the company is engaged and where the normal rate of return is 10%.

Compute the value of equity shares by Assets Method and Yield Method.

2. Following is the summarised balance sheet of a concerns at 31 December

Liabilities	Rs	Assets	Rs.
6% Preference share capital	150000	Goodwill	20000
Equity share capital	250000	Land & Building	250000
General reserve	20000	Machinery	175000
Profit & Loss	15000	Furniture	10000
5% Debentures	100000	Stock	90000
Sundry creditors	28000	Sundry Debtors	21000

Bills payable	12000	Cash at bank	5000
		Preliminary expenses	4000
	575000		575000

Total sales Rs.400000:20% of which is made on credit. Gross profit and net profit (after tax) for the year ended amounted to Rs 80,000 and Rs 20,000 respectively. Comment on the financial condition of the concern.

3. From the summarised balance sheet of X ltd prepare a Statement of Sources & Uses of Funds.

Liabilities	31/3/2018	31/3/2019	Assets	31/3/2018	31/3/2019
Share capital	90000	90000	Gross block	155000	156000
Bank loan	119000	210000	Less: depreciation	<u>7000</u>	<u>10000</u>
Current liabilities	46000	48000		148000	146000
			Current assets	40000	100000
			Profit and loss a/c	67000	102000
	255000	348000		255000	348000

4. The proforma cost sheet of a company shows the following particulars

Element of cost	Amount/unit
Raw materials	70
Direct labour	30
Overheads	50
Profit	<u>50</u>
	<u>200</u>

The following particulars are available:

- Raw materials are in stock on an average for 2 months.
- Materials are in process on an average for one month
- Finished goods are in stock on an average for 2 months
- Credit allowed by creditors is two months
- Credit allowed to customers is two months
- Lag in payment of wages is one month
- Lag in payment of overhead expenses is one month
- One fourth of the output is sold for cash
- Cash in hand and at bank is expected to be Rs 30,000

You are required to prepare a statement showing the Working Capital needed to finance a level of activity of 52000 units of production.

II. Answer any FOUR of the following :

(4×10= 40 Marks)

5. Explain the characteristics of Management accounting.

6. The following is the balance sheet of the Excellent traders Ltd as on 30 April 2020

Liabilities	Amount	Assets	Amount
Creditors	76080	Fixed Assets	180000
Capital	328000	Current Assets	244080
Reserve	80000	Investment in shares	60000
	484080		484080

The following net profits were earned which included a fixed income from investment Rs. 4000 per annum.

30 April 2017 - Rs.64000

30 April 2018 - Rs.72000

30 April 2019 - Rs.86000

30 April 2020 - Rs.90000

The standard rate of return on capital employed in such type of business is 8%

Compute the amount of goodwill of the above business at 3 years purchase of the average super-profits for four years.

7. The following is the Profit & Loss account of Burn Ltd.

	Rs.		Rs.
To opening stock:	60,000	By Sales	1270000
Materials	80000	By Closing Stock:	
Finished goods		Materials	70,000
To Purchases (Raw materials)	6,00,000	Finished goods	100000
To Wages	300000		
To Factory expenses	100000		
To Other Expenses	200000		
To Net Profit	100000		
	1440000		1440000

You are required to calculate the following

a) Stock turnover b) Raw materials turnover c) Average material holding.

8. The following balance sheet as on 31/12, Prepare Cash Flow Statement.

Balance sheet

Liabilities	2019	2020	Assets	2019	2020
Share capital	150000	100000	Fixed asset	150000	100000
P&L a/c	80000	50000	Goodwill	40000	50000
General reserve	40000	30000	Stock	80000	30000
6% Debentures	60000	50000	Debtors	80000	50000

Creditors	40000	30000	Bills receivable	20000	30000
O/s Expenses	15000	10000	Bank	15000	10000
	385000	270000		385000	270000

9. What are the benefits of effective inventory management?

III. Answer any FOUR of the following :

(4×5= 20 Marks)

10. Write a note on super profit method of goodwill.
11. Write a note on Gross profit ratio.
12. Write a breif note on working capital mangement.
13. Write a note on operating cycle.
14. Write note on transaction motive of cash management

CHOICE BASED CREDIT SYSTEM

B.B.A. FIFTH SEMESTER DEGREE EXAMINATION JANUARY 2023

BUSINESS ADMINISTRATION

Cost Management I

Duration:3 Hours

Max Marks:120

I. Answer any THREE of the following :

(3×20= 60 Marks)

1. The following details are extracted from the books of Canara Springs Limited, Mangalore for the year ending 31-3-2020.

	Rs		Rs
Factory wages	6,00,000	Manager's salary (factory 75%, office 25%)	72,000
Purchase of materials	7,20,000	ESI	6,000
Consumable stores	36,000	Power and fuel	54,000
Carriage inwards	8,640	Drawing office salary	36,000
Wages of foremen	48,000	Printing and stationery	12,000
Wages of storekeeper	6,000	Counting house salary	12,000
Sales	19,00,000	Payment of sales tax	24,000
Donations	5,000	Debenture interest	40,000

Stock:	On 1-4-2019	On 31-3-2020
Raw materials	1,20,000	1,33,000
WIP	22,800	96,000
Finished products (units)	6,000	12000

Selling and distribution expenses are to be charged at Rs1 per unit. During the year 2020, the number of units produced is 96,000. Prepare a cost sheet showing different elements of cost and profit.

2. From the following information, prepare stores ledger account for January 2021 showing the issues of Sulphur materials on FIFO method.

1	Balance 500 Kg at Rs2 per Kg
2	Ordered 350 Kg., Purchase Order NO 20, excepted on 12 January
9	Issued 125 Kg., Material Requisition No 61 To Dept A

12	Received 180 Kg of Purchase Order No 20 at Rs3 per kg
15	Ordered 350 Kg., purchase order NO 25, excepted on 20 January
16	Issued 175 Kg., Material Requisition NO 65 to Dept B
20	Received 200 Kg Purchase Order No25 at Rs4 per kg.
21	It was discovered that 5 Kg received on 12 January, purchase order No 20, were defective and so were returned to vendor.
24	Received 170 Kg (balance of purchase order No 20) at Rs3 each.
26	Issued 100 Kg Material Requisition No 70 to department C
29	Dept C returned to store room 25 Kg earlier issued on 26 January
30	Issued 125 Kg Material Requisition No 75 to Department A.

3. A. A worker is paid Rs 7500 per month plus dearness allowance of Rs1500 per month. The worker contributes 8.33% of his wage to a provident fund to which the employer also contributes an equal amount. The ESI premium is 1.5% for the employer and 0.5% for the worker.

The employer maintains a canteen on which he spends Rs 1,00,000 per month. The canteen serves both the office and the workshop, number of employees being 50 and 450 respectively. The worker is entitled to 12 days earned leave during the year. The number of days in a year should be taken to be 300 of 8 hours each. Calculate the wage for costing purposes and show the amount payable to the worker for a month. **(10 Marks)**

B. From the following information calculate the earnings of Mr. A, Mr. B, and Mr. C on Taylor's differential piece rate system, for a day of 8 hours.

Standard production - 10units per hour

Time rate -Rs40 per hour

Actual production - A 50 units B 79 units and C 81 units. **(10 Marks)**

4. Modern manufacturer's Ltd has three production departments, viz P1, P2 and P3 and two service departments, viz S1 and S2. The details of these departments are as follows:

Particulars	P1	P2	P3	S1	S2
Direct wages (Rs)	3,000	2,000	3,000	1,500	1,500
Direct materials(Rs)	5,000	6,000	8,000	4,000	2,000
Labour hours	3,000	4,000	2,000	--	--
Value of machinery (Rs)	60,000	80,000	1,00,000	5,000	5,000
H.P of machines	60	30	50	10	-
Light points	10	15	20	10	5
Floor area (sq ft)	2,000	2,500	3,000	2,000	500

The following additional information are obtained from its records:

Rent and rates	5,000	Power	1,500
General lighting	600	Depreciation on machinery	10,000
Indirect wages	1,800	Sundry expenses	9,000

The expenses of the service departments are allocated as under:

	P1	P2	P3	S1	S2
S1	20%	30%	40%	-	10%
S2	40%	20%	30%	10%	-

Prepare departmental distribution summary and redistribute the service department costs to the production departments by using simultaneous equation method.

II. Answer any FOUR of the following :

(4×10= 40 Marks)

- Explain: (i) Sunk costs (ii) imputed costs and (iii) notional costs.
- The following information regarding receipts and issues of material X has been obtained from stores records of a paint manufacturing company for January 2018

1. Opening stock	25,000 Kgs
14. Issued on requisition No. 81	15,000Kgs
15. Issued on requisition No 80	13,000 Kgs
20. Issued on requisition No.82	10,000Kgs
28. Purchased by G.R. No. 30.	30,000Kgs

On 15 January stock was verified and a shortage of 20 Kgs was noticed.

Maximum level-50,000Kgs, Reorder level-25,000 Kgs, Minimum level-8,000 Kgs.

You are required to prepare Bin Card No.105 for Material X for which code No. is 302.

- From the following details of stock receipts and issues of material X in a manufacturing unit, prepare the stores ledger using weighted average method of valuing the issues, 2022, March.

1	Opening stock 2,000 units at Rs5 each
1	Issued 1,500 units to production
1	Received 4,500 units at Rs6 each
8	Issued 1,600 units to production
9	Returned to stores 100 units by production department, issued on March 3.
16	Received 2,400 units at Rs6.5 each
19	Returned to supplier 200 units out of quantity received on March 4
20	Received 1,000 units at Rs7 each

24	Issued to production 2,100 units
27	Received 1,200 units at Rs7.5 each
29	Issued to production 2,800 units.

8. Explain the various techniques of costing.
9. Following annual charges for a shop having five identical machines are available. Compute machine hour rate.

	Rs		Rs
Rent and rates	4,800	Electricity	900
Depreciation on each machine	1,500	Sundries	1,400 p.a
Repairs on machines	6,000	Supervision	2,500 p.m
Power (at Rs 5 per unit) (machine uses 10 units of power per hour) Rs 3,00,000			
Attendants wages (two attendants at Rs 6,000 p.m each)			
Hire purchase instalment Rs20,000 and interest Rs3,000			

III. Answer any FOUR of the following :

(4×5= 20 Marks)

10. What is meant by "Reorder level" and "Danger level".
11. What is meant by LIFO method? State its advantages and disadvantages.
12. Give the meaning of primary and secondary distribution summary.
13. Explain the steps involved in purchase of materials.
14. A manufacturer buys certain equipment from outside supplier at Rs30 per unit.
Total annual needs are 800 units.
The following further data are available:
Annual return on investment 10%
Rent, insurance, taxes per unit per year Rs 1
Cost of placing an order Rs100
Determine the EOQ.
