

Business Communication
Class : S.Y.B.Com

A. Answer the following questions

1. Define Communication?
2. What do you mean by Verbal Communication?
3. Give the meaning of Soft Skill?
4. What is Diagonal Communication?
5. Give the meaning of Group Discussion?
6. Write down 2 features of Communication?
7. What is Internal and External Communication?
8. Give two measures to overcome barriers in Communication?
9. Define Grapevine?
10. Write down the meaning of Manners?
11. Explain importance of Communication?
12. State various elements of the process of Communication?
13. What is Speaking process?
14. Explain elements of good Speaking?
15. What is Non-Verbal Communication? Explain its various types?
16. Write a detailed note on Oral Presentation?
17. Describe various Barriers to Communication?
18. Explain various Principles to effective Communication?
19. Explain in detail Formal and Informal Communication?
20. Explain Oral and Written as a Verbal Communication?
21. Explain Interview Skills in detail?
22. What is Listening process?
23. Explain various techniques and Barriers to Listening?
24. Explain importance of letters in the Modern Business World?
25. Write a note on the functions of a business letter?
26. What do you mean by physical appearance of a Letter?
27. What are the essential qualities of a good and effective business letter?
28. Distinguish between Email and Voice Mail?
29. What are the benefits of Social Network for business?
30. Explain the new technologies in Business Communication?
31. What is Multimedia?
32. What is Short Messaging Service?
33. What is meant by Correspondence?
34. Explain the Office Memos and its uses?
35. What is Office Circular?
36. What is Press Release?
37. Draft Office Circular?
38. Write a detailed note on Bio-Data?
39. What do you mean by solicited and unsolicited application?
40. Write a detailed note on Interview Call Letter?
41. Differentiate between Reference and Testimonial?
42. Narrate the contents of Application for the Job?
43. Give the Classification of Business Letter?
44. What are source of Enquiry?
45. Explain the term `Trade Reference` and `Bank Reference`?
46. What is SWOT Analysis?
47. State and explain the guidelines for drafting letters of Status Enquiry?
48. Mention the important points that should be included in Quotation and Order?
49. "Every business letter, in principle is a sales letter" Discuss it?
50. Write a detailed note on 'Adjustment Policy'?

Business management

Class – S.Y.B.Com

1. What is MBO?
2. Define Management.
3. What is meant by 'strategy'?
4. Write a note on 'accountability'.
5. Who is a functional leader?
6. What is meant by case study?
7. What is organization chart?
8. Mention any two basis of departmentation.
9. What is span of management?
10. Define co-ordination.
11. Discuss Herzberg's theory of motivation.
12. Bring out the limitations of plan
13. Explain the importance of decision
14. Explain the characteristics of co
15. Write the circumstances that normally lead to employee transfer.
16. Discuss the various stages involved in the process of training.
17. Bring out the merits and demerits
18. What are the characteristics of a good system of control?
19. Discuss Maslow's Hierarchy of needs theory? How relevant is it today?
20. Elucidate the various stages involved in organization.
21. How important is the establishment of an Effective communication system in an organization? Explain the barriers to effective communications.
22. What is organization chart? Mention any two basis of departmentation.
23. What is span of management?
24. Discuss Herzberg's theory of motivation. Bring out the limitations of planning.
25. Explain the importance of decision-making.
26. Explain the characteristics of co-ordination.
27. Write the circumstances that normally lead to employee transfer.

28. Discuss the various stages involved in the process of training.
29. Bring out the merits and demerits of autocratic leadership style.
30. What are the characteristics of a good system of control?
31. Discuss Maslow's Hierarchy of needs theory? How relevant is it today?
32. Elucidate the various stages involved in the selection of candidates for jobs.

Elements of Company Law

Class – S.Y.B.Com

- 1) Explain the salient features companies act 2013. State the overview of changes introduced by the act 2013
- 2) Explain the different types of companies
- 3) Distinguish between Private company and Public company
- 4) What is mean by Memorandum of Association? State and explain important clauses of Memorandum of Association
- 5) What is mean by Articles of Association? State and explain important clauses of Articles of Association
- 6) Define 'company'.
- 7) What is mean by Shelf Prospectus ?
- 8) Give the stages of formation of Company.
- 9) Give any Two types of companies as per 2013 Act.
- 10) Define the public company.
- 11) How many members are required for formation of private company.
- 12) What is mean by Charter Company?
- 13) Memorandum of association in table B related with which company.
- 14) Give the full form of 'OPC'.
- 15) What is mean by Independent Director ?
- 16) Explain the process of Capital Raising.
- 17) Explain the process of Registration.
- 18) Explain the Contents of Articles of Association
- 19) Explain the business commencement stage.
- 20) Difference between public and private company.
- 21) Features of new company act 2013.
- 22) Characteristics of company.
- 23) Explain the features of equity shares.
- 24) Explain the types of share capital.
- 25) Explain the various types of companies.
- 26) Explain the various clauses of memorandum of association and the alteration their in.
- 27) Explain in detail the types of Directors
- 28) Explain in detail the Remuneration of directors under CA 2013
- 29) Explain in detail the powers of directors under CA 2013
- 30) Explain Corporate Social Responsibility
- 31) Explain the Prevention and Oppression and Mismanagement under sections 241 to 246 under CA 2013
- 32) Explain the types of meetings
- 33) Explain Resolutions under CA 2013
- 34) Explain in detail the revival and rehabilitation of sick companies under Indian Companies act 2013.
- 35) Explain the Compulsory Winding –Up by Companies

भारतीय बँक प्रणाली

S.Y.B.Com

- 1 नाबार्ड (NABARD) चा सविस्तर अर्थ सांगा.
- 2 भारतीय औद्योगिक विकास बँकेची स्थापना कधी झाली ?
- 3 व्यापारी बँका म्हणजे काय ?
- 4 अनुसूचित बँका म्हणजे काय ?
- 5 भारतातील विदेशी बँकांची कोणतेही चार नावे सांगा.
- 6 विदेशी बँकांची दोन कार्ये सांगा.
- 7 NCC चा विस्तारित अर्थ सांगा.
- 8 चौदा बँकांचे राष्ट्रीयकरण कधी झाले ?
- 9 स्टेट बँकेची स्थापना कधी झाली ?
- 10 अग्रणी बँक योजना कोणाच्या नेतृत्वाखाली स्थापन झाली ?
- 11 भारतीय लघुउद्योग विकास बँका – टिप लिहा.
- 12 सहकारी बँका– टिप लिहा.
- 13 खाजगी क्षेत्रातील नविन बँका स्पष्ट करा.
- 14 राष्ट्रीयकृत बँकांचे तोटे लिहा.
- 15 अनुसूचित बँका व बिगर अनुसूचित बँका फरक लिहा.
- 16 विदेशी बँकांचे नियंत्रण सविस्तर स्पष्ट करा.
- 17 बँकांच्या राष्ट्रीयकरणाची कारणे स्पष्ट करा.
- 18 अग्रणी बँका योजना सविस्तर स्पष्ट करा.
- 19 बँकांच्या राष्ट्रीयकरणाची कार्यपद्धती सविस्तर स्पष्ट करा
- 20 बँक प्रणालीचे महत्त्व व भारतीय अर्थव्यवस्थेत बँक प्रणालीची भूमिका सविस्तर स्पष्ट करा
- 21 भारतीय स्टेट बँकेचे कार्य सविस्तर स्पष्ट करा.

Sub: - Corporate Accounting

S.Y.B.Com

True or False

1. An account which is prepared at the end of every financial year is called final account.
2. Creditor which is secured on any assets is called Preferential Creditors.
3. Salary paid to employees is recorded under finance cost.
4. Accounting Standards – 6 is deal with Depreciation Accounting.
5. A liquidator is appointed for liquidation of the Company.

Write Short notes

1. Process of Liquidation
2. Balance Sheet of company
3. MIS

Liquidation – Problem

Sudarshan Ltd passed a resolution to wind up voluntarily on 30th June, 2014, when its Balance sheet stood as under.

**Balance Sheet
As on 30th June 2014**

Liabilities	Rs.	Assets	Rs
<u>Share Capital</u>		Land	50,000
1,000, 6% Preference Shares of Rs. 100 each	1,00,000	Plant and Machinery	1,15,000
500 Equity Shares of Rs.100 each Rs.75 Paid up	37,500	Patents	30,000
1,500 Equity Shares of Rs.100 each Rs.60 paid up	90,000	Stock at cost	27,500
5% Debentures(having a floating charge on all assets)	50,000	Sundry Debtors	55,000
Interest on Debentures	2,500	Cash at bank	15,000
Creditors	65,000	Profit and loss A/c	60,000
Income tax	7,500		
Total -	3,52,500		3,52,500

Additional Information

1. The preference dividends were in arrears for two years. The arrears are payable on liquidation as per the articles of company.
2. Creditors include a loan of Rs.25, 000 on the mortgage of land.
3. The assets were realized as follows.
Land - Rs.60, 000; Plant and Machinery - Rs. 87,500, Patents- Rs. 27,500 Stock – Rs. 30,000
and Sundry Debtors Rs. - 40,000.
4. The expenses on liquidation amounted to Rs.5,450.
5. The liquidator is entitled to a commission of 3% on all assets realized and 2% on the amount distributed to unsecured creditors other than preferential creditors.
6. All payments were made on 31st Dec 2014.

Final Account – Problems

Aspire Company Ltd. was registered with Capital of Rs.2, 00,000 divided in 2,000 Equity shares. The Trial Balance of the Company as on 31st March 2014.

Trial Balance

As on 31st March 2014

Particulars	Dr. (Rs)	Particulars	Cr. (Rs)
Motor Car	37,000	Share capital	1,00,000
Sundry Debtors	9,600	Rent Received	3,500
Salaries	15,000	Sales	1,05,000
Bank interest	400	Sundry Creditors	16,800
Travelling expenses	4,000	Bank overdraft	12,200
Machinery	80,000	Profit and loss app. a/c	22,500
Building	50,000		
Discount allowed	1,500		
Wages	8,000		
Opening stock	7,000		
Purchases	30,000		
Carriage	2,000		
Cash in hand	1,000		
Printing and stationery	2,000		
Repairs and renewals	1,500		
Directors remuneration	2,500		
Audit fees	500		
Calls in arrears	3,000		
Interim Dividends	5,000		
Total	2,60,000		2,60,000

Additional information:

1. Stock on 31st March 2014 is Rs. 6,000.
2. Create R.D.D at 5% on Debtors.
3. Depreciate Machinery by Rs.2, 000, Building by Rs.7,000 and Motor car by Rs.620.
4. Outstanding wages Rs.1,000
5. Directors declared a final dividend at 20% on paid up capital.

Prepare Profit and loss A/c and Balance Sheet as per Company Act, 2013.

Statement of affairs. – Problems

Son Co. Ltd went in to voluntary liquidation on 1st April 2014. The following balances are extracted from its books on that date.

Balance Sheet
As on 31st March 2014

Liabilities	Rs.	Assets	Rs
<u>Share Capital</u>		Machinery	90,000
24,000 Equity shares of Rs.10 each	2,40,000	Leasehold property	1,20,000
Debentures(Secured by floating charge)	1,50,000	Stock	3,000
Overdraft	54,000	Debtors	1,50,000
Creditors	60,000	Investment	18,000
		Cash in hand	3,000
		Profit and loss A/C	1,20,000
	5,04,000		5,04,000

1. The assets were realized as follows.
Machinery - 1,80,000
Leasehold properties - 2,18,000
Investment - 12,000
Stock - 6,000
Debtors - 1,40,000
2. The bank overdraft is secured by the deposit of title deeds of leasehold properties.
3. There were preferential creditors of Rs. 3,000 which were not included in Creditors Ds.60,000.

Prepare a statement of affairs.

Que.1):- A) State following statements are **True** or **False**

6. Balance Sheet is a statement showing financial position of the business.
7. Creditor which having preference in payment is called Preferential Creditors.
8. Wages paid to employees is recorded under employees benefit expenses.
9. A sale is the example of revenue from operation.
10. Winding up of the business of Joint Stock Company is called liquidation.

B) Write Short notes

4. Payment in Liquidation
5. Balance Sheet of Company
6. MIS

Que.2) Swagat Ltd passed a resolution to wind up voluntarily on 31st March, 2016, when its Balance sheet stood as under.

Balance Sheet
As on 31st March 2016

Liabilities	Rs.	Assets	Rs
<u>Share Capital</u>		Land	5,00,000
1,000, 6% Preference Shares of Rs. 100 each	10,00,000	Plant and Machinery	11,50,000
500 Equity Shares of Rs.100 each Rs.75 Paid up	3,75,000	Patents	3,00,000
1,500 Equity Shares of Rs.100 each Rs.60 paid up	9,00,000	Stock at cost	2,75,000
5% Debentures(having a floating charge on all assets)	5,00,000	Sundry Debtors	5,50,000
Interest on Debentures	25,000	Cash at bank	1,50,000
Creditors	6,50,000	Profit and loss A/c	6,00,000
Income tax	75,000		
Total -	35,25,000		35,25,000

Additional Information

1. The preference dividends were in arrears for two years. The arrears are payable on liquidation as per the articles of company.
2. Creditors include a loan of Rs.2,50,000 on the mortgage of land.
3. The assets were realized as follows.
Land - Rs.60, 0000; Plant and Machinery - Rs. 8,75,000, Patents- Rs. 2,75,000 Stock – Rs. 3,00,000
and Sundry Debtors Rs. - 4,00,000.
4. The expenses on liquidation amounted to Rs.54,500.
5. The liquidator is entitled to a commission of 3% on all assets realized and 2% on the amount distributed to unsecured creditors other than preferential creditors.
6. All payments were made on 31st Dec 2014.

Que.3) Aspire Company Ltd. was registered with Capital of Rs.2, 00,000 divided in 2,000 Equity shares. The Trial Balance of the Company as on 31st March 2014.

Trial Balance
As on 31st March 2014

Particulars	Dr. (Rs)	Particulars	Cr. (Rs)
Motor Car	3,70,000	Share capital	10,00,000
Sundry Debtors	96,000	Rent Received	35,000
Salaries	1,50,000	Sales	10,50,000
Bank interest	4,000	Sundry Creditors	1,68,000
Travelling expenses	40,000	Bank overdraft	1,22,000
Machinery	8,00,000	Profit and loss app. a/c	2,25,000
Building	5,00,000		
Discount allowed	15,000		
Wages	80,000		
Opening stock	70,000		
Purchases	3,00,000		
Carriage	20,000		
Cash in hand	10,000		
Printing and stationery	20,000		
Repairs and renewals	15,000		
Directors remuneration	25,000		
Audit fees	5,000		
Calls in arrears	30,000		
Interim Dividends	50,000		
Total	26,00,000		26,00,000

Additional information:

6. Stock on 31st March 2014 is Rs. 60,000.
7. Create R.D.D at 5% on Debtors.
8. Depreciate Machinery by Rs.20,000, Building by Rs.70,000 and Motor car by Rs.6200.
9. Outstanding wages Rs.10000
10. Directors declared a final dividend at 20% on paid up capital.

Prepare Profit and loss A/c and Balance Sheet as per Company Act, 2013.

Que.4). Following are the balances of Mayur Ltd., you are required to prepare Profit and loss account for the year ended 31st March 2016

Particulars	Rs.
Sales	5,00,000
Purchases	2,50,000
Opening Stock	50,000
Wages	20,000
Bonus	5,000
Carriage Outward	3,000
Sales return	10,000
Purchase return	20,000
Motive Power	7,000
Interest Received	15,000
Interest on bank loan	25,000
Depreciation on building	20,000
Office expenses	12,000
Closing Stock	40,000
Insurance	16,500
Bad Debts	19,000
Depreciation on Plant and Machinery	5,000
Salaries	22,500
Provident fund contribution	4,500
Advertisement	800
Commission Paid	900
Interest received	1,100

Make a provision for taxation for current year at 50% of current year profit

विषय: कंपनी कायदयाचे घटक

वर्ग:S.Y.B.Com

- 1 कंपनीची व्याख्या लिहा.
- 2 माहिती पत्रक प्रस्तर पुस्तिका म्हणजे काय ?
- 3 कंपनी स्थापनेच्या अवस्था लिहा ?
- 4 2013 कायदयानूसार कंपन्यांचे कोणतेही दोन प्रकार सांगा ?
- 5 सार्वजनिक कंपनी म्हणजे काय ?
- 6 खाजगी कंपनी स्थापनेसाठी किती सभासद आवश्यक आहेत.
- 7 सनदी कंपनी म्हणजे काय ?
- 8 तक्ता ब मधील घटनापत्रक कोणत्या कंपनीशी संबधित आहे.
- 9 OPC चे पूर्ण रूप लिहा.
- 10 स्वतंत्र संचालक म्हणजे काय?
- 1 प्रस्वेदन समहक्क भाग थोडक्यात माहिती लिहा.
- 2 कंपनी नोंदणीची प्रक्रिया स्पष्ट करा.
- 3 सार्वजनिक कंपनीचे खाजगी कंपनीत रूपांतर प्रक्रिया स्पष्ट करा.
- 4 प्रवर्तकाचे प्रकार स्पष्ट करा.
- 1 प्रवर्तकाची कर्तव्ये स्पष्ट करा.
- 2 2013 कंपनी कायदयाचे वैशिष्ट्ये स्पष्ट करा.
- 3 खाजगी कंपन्यांना मिळणारे विशेष अधिकार व सूट स्पष्ट करा.
- 4 सामान्य भागांची वैशिष्ट्ये स्पष्ट करा.
- 5 भांडवल उभारणी अवस्थेविषयी सविस्तर माहिती लिहा.
- 1 घटनापत्रक व नियमावली यांतील फरक स्पष्ट करा.
- 2 भागभांडवलाचे विविध प्रकार सविस्तर स्पष्ट करा.

Business Administration I

Class : S.Y.B.Com.

1. What is mean by Partnership Firm?
2. Define the Company?
3. What is mean by Business?
4. What is mean by Commerce?
5. What is mean by Trade?
6. What is mean by Industry?
7. What is mean by Sole Trade Business?
8. What is mean by Advertisement?
9. Define the Administration?
10. What is mean by Management?
11. Explain the Characteristics of Partnership Firm?
12. Explain the Characteristics of Business?
13. Explain the needs of Business Promotion?
14. Explain the Advantages of Sole Trade Business?
15. Explain in details the Characteristics of Co-operative Society?
16. Explain in details the Characteristics of Company?
17. Explain in details the Objectives of Business?
18. Explain in details the Functions of Administrations?
19. Explain in details the Advantages – Disadvantages of Company?
20. What is mean by Business Location? Explain the affecting factors on Business Location?
21. What is mean by Company? Explain in details the Difference between Private Company and Public Company?