

(Pages : 3)

G – 4224

Reg. No. :

Name :

Fourth Semester B.Com. Degree Examination, July 2019

Career Related First Degree Programme Under CBCSS

Core Course V: TT 1441/CX 1441/HM 1441

BUSINESS COMMUNICATION AND OFFICE MANAGEMENT

(Common for Commerce and Tourism and Travel Management/Commerce and Tax Procedure and Practice/Commerce and Hotel Management and Catering)

(2014 Adm Onwards)

Time : 3 Hours

Max. Marks : 80

SECTION – A

Answer **all** questions in **one** or **two** sentences. **Each** question carries **1** mark.

1. What is formal communication?
2. What is mean by open office?
3. What is mean by business enquiry letter?
4. What is mean by group communication?
5. Describe intra-personal communication
6. Define office management.
7. What is mean by encoding?

P.T.O.

8. Describe interview as a communication form
9. Describe the ethics of communication.
10. Who is office manager?

(10 × 1 = 10 Marks)

SECTION – B

Answer any **eight** questions. Each question carries **2** marks.

11. Explain communication cycle.
12. What is the importance of communication in management?
13. Explain merits of written communication.
14. Differentiate formal and informal communication.
15. What are the drawbacks of oral communication?
16. Mention any four communication skills.
17. What is mean by office layout?
18. Describe the nature of office work.
19. What is transactional analysis?
20. What is mean by filing?
21. Describe different types of filing system.
22. Explain communication networks.

(8 × 2 = 16 Marks)

SECTION – C

Answer any **six** questions. **Each** carries **4** marks.

23. What are the essentials of oral communication?
24. Describe the objectives of written communication.
25. What are the essentials of business letters?
26. What are the functions of office manager?
27. Describe the importance of office.
28. Explain the scope of record management.
29. What are the different types of indexing?
30. What are the principles of effective communication?
31. What is the nature of office work?

(6 × 4 = 24 Marks)

SECTION – D

Answer any **two** questions. **Each** question carrying **15** marks.

32. What are the duties and qualities of office manager?
33. What are the forms of written communication?
34. What are the principles of effective communication?
35. Explain in detail execution of business orders with examples.

(2 × 15 = 30 Marks)

Tax

(Pages : 4)

G – 4216

Reg. No. :

Name :

Fourth Semester B.Com. Degree Examination, July 2019

Career Related First Degree Programme Under CBCSS

2(a) – Commerce and tax procedure and practice

Vocational Course V : CX 1471

INCOME TAX ASSESSMENT – I

(2013 Adm Onwards)

Time : 3 Hours

Max. Marks : 80

SECTION – A

Answer **all** questions in **one** word to maximum **two** sentences each. **Each** question carries **1** mark.

1. What do you mean by salary?
2. What is GTI?
3. Define previous year.
4. What is FRV?
5. What is Cost Inflation Index?
6. Explain LTCCG.
7. Define depreciation.
8. What are commercial securities?

P.T.O.

9. Define Capital Gain.
10. What do you mean by subletting?

(10 × 1 = 10 Marks)

SECTION – B

Answer any **eight** questions in **one** paragraph each. **Each** question carries **2** mark.

11. Explain the tax treatment of entertainment allowances.
12. Explain about types of capital assets.
13. Define AOP.
14. What are the different types of companies?
15. Explain the deduction u/s 80D.
16. What do you mean by MMR?
17. What are tax free perquisites?
18. Define agriculture income.
19. What do you mean by substantial interest?
20. What is clubbing of income?
21. Define the term "transfer".
22. Explain the cost of good will.

(8 × 2 = 16 Marks)

SECTION – C

Answer any **six** questions in about **120** words each. **Each** question carries **4** marks.

23. Explain the concept of income.
24. Describe about the treatment of HRA.

25. Explain the perquisites taxable in the hands of specified employees.
26. What are the assets not included under capital assets?
27. Explain section 44 AA.
28. Explain the treatment of speculative losses for income tax purpose.
29. Calculate the tax liability of Mr. Ashok for the assessment year 2018-19 :
Income from salary Rs. 3,00,000 (Computed)
Income from house property Rs. 74,000.
Income from other sources Rs. 1,50,000.
Donation to National Defence Fund Rs. 8,000.
30. Calculate income from other sources from the following :
Income from agriculture land in Afghanistan Rs. 49,000
Income from royalty Rs. 15,000. Actual expenditure spent for this Rs. 1,500
Salary as Member of Parliament Rs.2,500 p.m.
Winnings from cross-word puzzle Rs. 12,000.
Rental income from plant and machinery Rs. 4,000 excluding Rs.300 repairs and Rs.750 depreciation.
31. Specify the tax rate applicable to Companies.

(6 × 4 = 24 Marks)

SECTION – D

Answer any **two** questions in not exceeding **four** pages each. Each question carries **15** marks.

32. Explain the features of salary.
33. Explain the deduction u/s 80P.

34. A domestic company submits the following particulars of its income for the previous year ending on March 31, 2018.

(a) Profits of business after deduction of donations to approved charitable institution	Rs. 4,00,000
(b) Donation to charitable institution by cheque	Rs. 50,000
(c) Interest on Govt. securities	Rs. 20,000
(d) Dividend from a domestic company	Rs. 60,000
(e) Long term capital gain	Rs. 1,00,000
(f) Book Profits u/s 115JB	Rs. 10,00,000

During the Financial Year 2017-18 the company deposited Rs. 50,000 in Industrial Development Bank of India. The company distributed dividend of Rs. 1,00,000 on 6.2.17.

Compute taxable income of the company and tax payable for the

Assessment Year 2018-19.

35. The income of a co-operative society for the previous year is constituted as

(a) Income from business	Rs. 5,000
(b) Income from processing the agricultural produce of its members (without the aid of power)	Rs. 6,000
(c) Income from fishing and allied activities	Rs. 4,000
(d) Income from interest on securities (gross)	Rs. 2,500
(e) Income from House property (computed)	Rs. 2,300

Compute the total income of the society and calculate the tax payable by it for the A.Y. 2018-19.

(2 × 15 = 30 Marks)

(Pages : 4)

G – 4118

Reg. No. :

Name :

Fourth Semester B.Com. Degree Examination, July 2019

First Degree Programme under CBCSS

Complementary Course : CO 1431/CX 1431/CC 1431

BUSINESS STATISTICS

(Common for Commerce/Commerce and Tax Procedure and
Practice/Commerce with Computer Application)

(2014 Adm onwards)

Time : 3 Hours

Max. Marks : 80

SECTION – A

Answer **all** questions in one or two sentences each. **Each** question carries 1 mark.

1. What is mean by histogram?
2. Define average.
3. What is mean by dispersion?
4. Describe method of least square.
5. What is the relevance of mode as a measure of central tendency?
6. What is mean by cost of living index?
7. Describe time reversal test.
8. What is mean by Fishers ideal index?
9. How will you construct multiple bar diagram?
10. Describe interpolation.

(10 × 1 = 10 Marks)

P.T.O.

SECTION – B

Answer **any eight** questions. **Each** question carries **2** marks.

11. What is mean by regression?
12. What is mean by law of inertia of large numbers?
13. What are the different types of bar diagrams?
14. Why census method is more reliable than sampling?
15. What are the positional averages?
16. Why arithmetic mean is considered as good measure of central tendency?
17. Distinguish between absolute measure of dispersion and relative measure of dispersion?
18. Explain the essential characteristics of an ideal measure of dispersion.
19. What are the limitations of index numbers?
20. How will you compute harmonic mean?
21. What is mean by seasonal variation?
22. What are the mathematical properties of median?

(8 × 2 = 16 Marks)

SECTION – C

Answer **any six** questions. **Each** carries **4** marks.

23. Explain quartile range and semi-inter quartile range.
24. Explain the procedure of mode.
25. When weighted average is useful?

26. Calculate range and co-efficient of range from the following distribution :

Grade : below 10 10-30 30-60 60-100 above 100

Frequency : 7 8 20 5 10

27. Distinguish between mean and mode.

28. Blood serum cholesterols levels of 10 persons are given below.

220, 230, 240, 250, 260, 270, 280, 255, 265, 290.

Find SD and CV.

29. Explain different components of time series.

30. Explain methods of measurement of trend.

31. Explain the utilities of time series analysis.

(6 × 4 = 24 Marks)

SECTION – D

Answer **any two** questions. **Each** carries **15** marks.

32. What are the measures of simple correlation?

33. Fit a straight line trend by the method of least square to the following data relating to the number of foreign tourists visited at Munnar Tourist Centre between 2012 and 2018.

Also obtain trend values.

Year : 2012 2013 2014 2015 2016 2017 2018

No.of tourists : 300 700 600 800 900 700 1000

Estimate the number of tourists expected to visit in 2019.

34. From the following data calculate Fisher's Ideal index number and also test whether it satisfies both time reversal and factor reversal tests. Take 2000 as the base year.

Commodity	2000		2006	
	Price	Expenditure	Price	Expenditure
L	6	30	12	84
M	7	49	11	66
N	10	80	15	75
O	4	20	10	60

35. Calculate two regression equations by using Karl Pearson's co-efficient of correlation and standard deviations for sales and profits as given below. Estimate profits when sales increase to Rs 42 lakhs and Rs 45 Lakhs.

Sales in Rs. Lakhs A 5 10 15 20 25 30 35

Profits in Rs. "000" B 6 8 12 14 16 18 20

(2 × 15 = 30 Marks)

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G – 4116

Reg. No. :

Name :

Fourth Semester B.Com. Degree Examination, July 2019

FIRST DEGREE PROGRAMME UNDER CBCSS

Core Course : CO 1442/TT 1442 CX 1442/HM 1442/CC 1443

BANKING THEORY AND PRACTICE

(Common for Commerce/Commerce and Tourism and Travel
Management/Commerce and Tax Procedure and Practice/Commerce and
Hotel Management and Catering/Commerce with Computer Application)

(2014 Adm onwards)

Time : 3 Hours

Max. Marks : 80

SECTION – A

Answer **all** questions in one word or to a maximum of two sentences each. Each question carries **1** mark.

1. Define banking according to Banking Regulation Act 1949.
2. Give full form of ECS.
3. What is SWIFT?
4. What is SLR?
5. What do you mean by Open Market Operation?
6. What is mutilated Cheque?
7. What is NPA?

P.T.O.

8. What is e-Banking?
9. What is Demand Deposit?
10. Who is a Paying Banker?

(10 × 1 = 10 Marks)

SECTION – B

Answer **any eight** questions in not exceeding one paragraph. Each question carries **2** mark.

11. Mention four characteristics of Central bank.
12. What are sound commercial banking principles?
13. Distinguish Repo and Reverse Repo.
14. State the meaning of Financial inclusion
15. What do you mean by endorsement? Who can endorse an instrument?
16. What are the features of negotiable instrument?
17. Mention the characteristics of electronic payments
18. Distinguish Bill of Exchange and Promissory Notes.
19. What do you mean by credit control?
20. What are the Objectives of selective credit control?
21. Write a note on Regional Rural Banks.
22. What is banker's right of lien?

(8 × 2 = 16 Marks)

SECTION – C

Answer **any six** questions in about 120 words each. Each question carries 4 mark.

23. What are the differences between holder and holder in due course?
24. Write a note on mobile banking. What are the advantages of mobile banking?
25. State the differences between debit card and credit card.
26. Distinguish quantitative and qualitative credit control.
27. What are the differences between Cheques and Promissory Notes?
28. What do you mean by banking ombudsman? What are the powers of Banking Ombudsman?
29. List the Retail banking Products and services
30. What are the benefits of Mobile banking?
31. What are the precautions to be taken while opening account in the name of a firm?
(6 × 4 = 24 Marks)

SECTION – D

Answer **any two** questions in not exceeding 4 pages each. Each question carries 15 mark.

32. Describe the functions of Central Bank.
33. What do you understand by Banker's Right of General Lien? What are the circumstances under which banker can exercise its right of general lien?
34. What is Crossing of Cheques? Explain and Illustrate different types of crossing.
35. Describe the Banking Sector Reforms in India.
(2 × 15 = 30 Marks)

Reg. No. :

Name :

Fourth Semester B.Com. Degree Examination, July 2019

Career Related First Degree Programme under CBCSS

2(a) – Commerce and Tax Procedure and Practice

Vocational Course VI : CX 1472

INCOME TAX ASSESSMENT – II

(2013 Adm onwards)

Time : 3 Hours

Max. Marks : 80

SECTION – A

Answer **all** questions in one word to a maximum of two sentences each. Each question carries **1** mark.

1. Define TAN.
2. Who is an AO?
3. What is tax evasion?
4. What is education Cess?
5. What do you mean by e-verification?
6. What is clearance certificate?
7. Who is a deemed assessee?
8. Define rectification.
9. What is rebate u/s 89?
10. What is AMT?

(10 × 1 = 10 Marks)

P.T.O.

SECTION – B

Answer **any eight** questions in one paragraph each. Each question carries **2** marks.

11. What is self assessment?
12. What is defective return?
13. What is Penalty?
14. What do you mean by Garnishee order?
15. What is tax liability?
16. What is Fringe benefit?
17. What do you mean by tax holiday?
18. What is tax recovery?
19. Define tax relief.
20. What do you mean by exemption?
21. What is intimation of loss?
22. Explain sec. 148.

(8 × 2 = 16 Marks)

SECTION – C

Answer **any six** questions in about 120 words each. Each question carries **4** marks.

23. Explain the procedure for filing income tax return.
24. Explain best judgement assessment.
25. Describe the rights of the A.O.
26. Explain about Pay As You Earn Scheme.

27. What are the procedure for claiming refund?
28. What are the purpose of e-filing?
29. Explain different Income Tax Payments.
30. Discuss the nature of offence and punishments.
31. Write a note on TDS.

(6 × 4 = 24 Marks)

SECTION – D

Answer **any two** questions in not exceeding four pages each. Each question carries **15** marks.

32. Explain various types of assessments.
33. Describe the different types of verification of returns under section 139.
34. Explain the provisions of Income Tax Act regarding double Taxation Relief.
35. Explain the role of computer in Income Tax.

(2 × 15 = 30 Marks)

(Pages : 3)

G – 3916

Reg. No. :

Name :

Fourth Semester B.A./B.Sc. Degree Examination, July 2019
First Degree Programme Under CBCSS
LANGUAGE COURSE : VIII AND VI READINGS IN LITERATURE
(Common for B.A./B.Sc. EN 1411.1 and Career Related 2(a) EN 1411.3)
(2015 Admission Onwards)

Time : 3 Hours

Max. Marks : 80

- I. Answer **all** questions, each in a word or a sentence.
1. How does Jacques portray the lover?
 2. What did the pale kings and princes tell the knight – of – arms?
 3. What did Sophocles hear on the shores of the Aegean?
 4. Where does Ulysses expect to meet Achilles again?
 5. How many languages does Kamala Das claim to know?
 6. What is the title of Lowes Dickinson's book?
 7. What according to Priestly is the main theme of Wordsworth?
 8. Why did Dr. Raman deviate from his usual course in the case of Gopal?
 9. How did the lady in K.R. Meera's story come to know about the fellow patient's death?
 10. What did the prisoner do in the last two years of his confinement?

(10 × 1 = 10 Marks)

P.T.O.

II. Answer any **eight**, each in a short paragraph not exceeding **50** words.

11. Wordsworth's contemplation on his life and that of the fellow poets.
12. What was Yeat's attitude to his lady-love and her husband?
13. What is Owen's concept about soldiers in the front line?
14. Robert Frost's concept of building walls.
15. What is Satchidanandan's explanation for God's stammering when He Created Man?
16. Bring out Priestly's attitude to Thoreau and Whitman.
17. Summarize Einstein's concept of the motives for scientific research.
18. Give some of the popular legends about Nehru.
19. Describe "African Dream" of family life.
20. Give an account of the eccentricities of Mr. Nuttel.
21. What is Sherlock's attitude to Balu?
22. Explain the miracle which brought Gopal back to life.

(8 × 2 = 16 Marks)

III. Answer any **six**, each in a paragraph not exceeding **100** words.

23. Bring out the transition from the "lover" to the "soldier" as presented by William Shakespeare.
24. Describe the knight's dream at the Elfin Grot.
25. Give an account on Arnold's views on the modern man and his world.
26. Ulysses' concept of Telemachus.

27. Evaluate the effect of the constable's visit on the poet.
28. Kamla Das' attitude to male ego and patriarchal society.
29. How does Sarojini Naidu propose to overcome fate which may rob her of her power of articulation?
30. Describe the humiliation and discrimination that Blacks had to experience in South Africa.
31. Sherlock's status in Balu's sister's house.

(6 × 4 = 24 Marks)

IV. Answer any **two** in about **300** words.

32. Justify Kamala Das' assertion of femininity in the poem Introduction.
33. Consider Wilfred Owen's poem Insensibility as a depiction of the "Unresolved tension of pity and anger at war".
34. Evaluate Mandela's presentation of the misery of Blacks in South Africa.
35. Bring out the tension and fury in Balu's attitude to Sherlock.

(2 × 15 = 30 Marks)