

APEX INSTITUTE OF MANAGEMENT AND RESEARCH, INDORE

MBA (FT) – 2 Years –I Semester

Important Questions of All Subjects

Management Principles and Practices

1. Explain Fayol's Principles of Management.
2. Explain Classical Approach and Human Relations Approach of Management.
3. Explain Planning process with advantage and limitations of planning.
4. Explain MBO with benefits and weakness.
5. Define Objective with types.
6. Explain any two: TOWS Matrix, Portfolio Matrix and Strategic planning Process.
7. Explain Span of Management with determinants.
8. Differentiate delegation and decentralization with line and staff conflict relationship.
9. Explain Control process with types.
10. How control helps in management and decision making.

Business Communication

1. What is Communication? Explain the process of Communication with the help of various models. Explain the scope and importance of the Communication.
2. What are the factors responsible for making the communication effective? Enumerate giving suitable example.
3. What is Grapevine? How can management use it to influence the morale of the employees?
4. What is meant by barriers to communication? What can be done to overcome these barriers?
5. What do you mean by non-verbal communication? Explain the different modes of non-verbal communication and their importance.
6. Discuss formal and informal communication at workplace. Why is the informal communication used in modern organizations?
7. "Listening is an art and like any other art, it has to be cultivated consciously." Discuss.
8. Short Note-
Transactional Analysis
Upward and Downward Communication
General and Business Communication

SUBJECT- BUSINESS LAW

Q.1 “All Agreement are not contracts but all contracts are agreements”. Discuss the Statement explaining the essential elements of a valid contract.

Q.2 Short Note on:

- | | | |
|--------------------|----------------------------|--------------------------|
| 1. Quasi Contract | 2. Breach of Contracts | 3. Payment in due course |
| 4. Promissory note | 5. Doctrine of Ultra Virus | 6. Prospectus of Company |

Q.3 How Contracts can be classified ? Discuss various forms of classification of a contract?

Q.4 What do You mean by Sale of Goods act,1930? Explain its nature. Also briefly discuss the necessary formalities of such contract with illustration.

Q.5 What is negotiable instrument ? Explain its special characteristic .

Q.6 Distinguish Between Memorandum of association and Articles of association. Also discuss their legal effects.

Q.7 Explain the procedure relating to winding up of a company.

Q.8 What is meant by Consumer protection Act ? Discuss various rights of consumer as per the consumer protection Act 1986.

Q.9 Discuss the remedies available to an aggrieved consumer.

Q.10 “A joint stock company is an artificial person created by law with a perpetual succession and a common seal” Do you agree with this definition of a company ? Distinguish between Public Co. & Private Co. ?

Q.11 What is meant by Partnership Deed ? Discuss the procedure for registration of a firm. What is the effect of non-registration ?

Q.12 Discuss Various modes through which a Partnership firm can be dissolved ?

Q.13 Discuss rights and duties of Partner and liabilities of outgoing Partners ?

Q.14 What are the powers of consumer Forums ?

I.T. FUNDAMENTALS AND E-BUSINESS

1. What is Computer? Write key features, advantages and disadvantages of various generations of computer.
2. A) What is Software and Hardware? Explain types of Software with suitable examples
B) What do you mean by Assembler, Compiler and Interpreter?
3. What is Internet? What are various types of Internet Connections?
4. A) Explain the Formatting toolbar of MS-Word
B) Differentiate between MS-Excel and MS-Access.
5. What is Computer Language? Discuss the use of different types of computer higher level languages.
6. A) What is Operating System? Write down the characteristics of Operating System.
B) Describe the process of creating, saving, editing and running a slide in MS PowerPoint.
7. What is E-Business? Explain the framework of E-Business that has changing the economics of information's of E-Business.
8. Describe the principal of electronic payment system used on the internet. Also brief the various types of risks involved in e-payment transactions.
9. Describe E-business models with examples.
10. Define EDI and discuss its applications in business
11. Short Note-
 - Firewalls
 - Web Portals and Vortals
 - Online Marketing
 - Mobile Computing
 - Virtual Factory
 - Search Engine Optimization

Subject- FT105C- Business Environment

1. Define Business environment. What do you mean by internal and external environment? Explain Socio-cultural environment elements effecting business.
2. Explain Indian economic system with special reference to monetary policy.
3. Explain LPG? What is the impact of WTO on Indian business?
4. Explain Foreign exchange market mechanism
5. Define regional economic integration. Explain different entry methods in an international market.
6. Define demand forecasting. Explain at least four methods of demand forecasting.
7. Explain at least five important Industrial and Foreign trade policy of Government of India.
8. Define FDI. Explain the advantage and disadvantage of MNC to home and host country.
9. Explain profit and Sales maximization.
10. Write Short Notes on-
 - a) Balance of Payment
 - b) Oligopoly and non price competition
 - c) Euro Currency
 - d) Bank reforms in India

STATISTICS

1. Define statistics. Discuss its scope and limitation in management decision making? Explain the role of statistics in management decisions?
2. Explain Baye's theorem and Poisson distribution with suitable example.
3. Define Karl Pearson coefficient of correlation and discuss its applications.
4. Define Decision making under risk?
5. Explain Time series analysis and Normal Distribution also.

Practical Problem

Numerical topic:

1. Probability theory
2. Correlation
3. Regression
4. Time series analysis

Mathematics Theory IMP

Unit 1: 1) Venn Diagram 2) Operations on set 3) Types of Set

Unit 2: 1) Continuity of Functions 2) Discontinuity of Functions

3) Limits of Functions

Unit 3: 1) Matrix and its type 2) Inverse Matrix

Practical Problems:

1. Matrices
2. Limits
3. Continuity of Functions
4. Differentiation

Important Questions:-

Ques:1. Define Matrix and its types. Also explain how matrix is useful in business problem solving.

Ques:2. What do mean by continuity of a function? Explain various types of discontinuity?

Ques:3. Define Matrix Limit of a function and explain the concept by giving suitable example.

Ques:4. If $\lim_{x \rightarrow -a} \frac{x^2 + a^2}{x+a} = 9$, find the value of a .

Ques:5. Evaluate $\lim_{x \rightarrow 0} \frac{e^x - 1}{\log(1+x)}$

Ques:6. Evaluate $\lim_{x \rightarrow 0} \frac{3x^2 - 6}{\sqrt{9+4x^2}}$

Ques:7. Show that $f(x) = 3x^2 + 2x - 1$ is continuous at $x=2$.

Ques:8. A function is defined in the interval $(0, 3)$ as follows:

$$f(x) = \begin{cases} x^2 & : 0 < x < 1 \\ x & : 1 < x < 2 \\ -6 + x^3 & : 2 \leq x < 3 \end{cases}$$

Is a function continuous at $x=2$?

Ques:9. If $x^y = x^{x-y}$, prove that $\frac{dy}{dx} = \frac{\log x}{(1 + \log x)^2}$

Ques: (1) Evaluate $y = (x+1) e^{-x^2}$

(2) e^{-x^2}

(3) $\log_e (x + \sqrt{x^2 + 4})$

Ans: If $y = \sqrt{x + \sqrt{x + \sqrt{x + \dots}}}$ Prove that $\frac{dy}{dx} = \frac{1}{2y-1}$

Ques: Solve the following system of equations using Cramer's Rule and Inversion Method.

$$\begin{aligned} 2x - y + 3z &= 9 \\ x + y + z &= 6 \\ x - y + z &= 2 \end{aligned}$$

Ques: Evaluate $\int (\log x)^2 dx$

Ans: Evaluate $\int \frac{e^x - e^{-x}}{e^x + e^{-x}}$, $\int \frac{x}{2x^2 + 1}$

~~Ques~~

Organization Behaviour and Process

1. Short note:
 - a) Learning Theories
 - b) Organization culture
 - c) Perception
 - d) Job attitude
2. Explain the concept of MBO.
3. What is conflict? What are the differences among traditional, human relations and integrationist views of conflict?
4. Organization Behaviour is the study and use of information relating to the behaviour of people at work. Explain.
5. Define personality and its determinants? How would you differentiate between personality type “a” and personality type “b”.
6. What are the stages of group development? Why informal group comes into existence?
7. Differentiate between need and process theories of motivation. Comment on their relevance in today’s context.
8. What do you understand by motivation? Discuss theories of Motivation.
9. Why do you feel the Hawthorne studies made such an important contribution to the study of organizational Behaviour?
10. Behavioural theories of leadership are static. Do you agree or disagree? Discuss.

Accounting for Managers

1. What are the accounting concepts and conventions? Name them and explain any two concepts in details.
2. What do you mean by Book-keeping. How is it different from accountancy? What is the necessity of Accounting?
3. “Trial balance balancing is proof of accuracy of accounting information” Discuss.
4. What is Bank Reconciliation Statement? Discuss the causes of difference between cash book and pass book.
5. What is Depreciation? Explain the various methods of charging depreciation and its difference between also.
6. What is Cost accounting? What are the objectives of Cost accounting and how it is different from Management accounting and financial accounting?
7. “Management Accounting is a Decision making system” Explain.
8. What do you understand by Cost-Volume-Profit relationship? Why is this relationship important in business management?

9. Practical problems:

Financial Accounting:

1. Journal
2. Ledger
3. Trial Balance
4. Triple Column Cash Book
5. Depreciation
6. Bank Reconciliation Statement
7. Final Accounts

Cost Accounting:

1. Process Costing
2. Contract Costing

Management Accounting:

1. Cost-volume-Profit
2. Break-even Analysis
3. Material Variance

33. On 1 April 2005 a new plant was purchased for ₹ 40,000 and a further sum of 2,000 was spent on its installation. On 1 October 2007 another plant was acquired for ₹ 25,000. Due to the accident on 3 January 2008, the first plant was totally destroyed and the remnants were sold for ₹ 1,000 only.

On 21 January 2009 a second-hand plant was purchased for ₹ 30,000 and a further sum of ₹ 5,000 was spent for bringing the same to use on and from 15 March 2009. Depreciation has been provided at 10% on straight line basis. It was a practice to provide depreciation for full year on all acquisitions made at any time during any year and to ignore depreciation on any item sold or disposed of during the year. None of the assets was insured. The accounts are closed annually on 31 March.

Company decided to follow the rate of 15% on diminishing balance method from 2009. Make the necessary adjustment entry on 1 April 2009.

[Ans. Balance of Machinery A/c ₹ 47,813]

26. From the following particulars prepare the Bank Reconciliation Statement as on January 1, 2009:

- Bank Balance as per cash book ₹ 9,500.
- On 26th December, 2008, cheques had been issued for ₹ 90,000 of which cheques worth ₹ 60,000 only had been encashed upto December 31.
- Cheques amounting to ₹ 4,500 sent to bank for collection, out of these for ₹ 3,500 only were credited in the pass book by December 31.
- Bank charges ₹ 50 were not entered in the cash book.
- Bank received for the firm directly ₹ 900 as individual and paid insurance premium ₹ 1,200 but the firm has no information about it.
- A bill of ₹ 8,000 discounted for ₹ 7,960 earlier is returned dishonoured by the bank, noting charges being ₹ 20.
- The bank pass book shows credit for ₹ 1,500 representing ₹ 600 paid by a debtor of the firm direct into the bank and ₹ 900 collected direct by the bank in respect of interest on A's investment. The firm has no knowledge of these items.

[Ans. Balance as per Pass Book ₹ 31,630]

20. The product of a company passes through three distinct processes to completion. From the past experience it is found that wastage is incurred in the process as follows:

Process A 20%, Process B 5% and Process C 10%. The wastage of process A and B is sold at ₹ 20 per 100 units and that of Process C at ₹ 160 per 100 units. Following are the production results in March 1999 :

Particulars	Process A (₹)	Process B (₹)	Process C (₹)
Materials	24,000	16,000	8,000
Direct Labour	32,000	24,000	12,000
Machine expenses	4,000	4,000	6,000
Other factory expenses	7,000	7,600	8,400

20,000 units have been issued to Process A at a cost of ₹ 40,000. The output of each process is as follows :

Process A 19,500 units, Process B 18,800 units and Process C 16,000 units. There was no stock in any process in the beginning and at the end of March.

Prepare Process Cost Accounts.

[Ans. Process A Abnormal gain 3,500 units ₹ 23,231, output 19,500 units ₹ 1,29,431. Process B Abnormal gain 275 units ₹ 2,684 output 18,800 units ₹ 1,83,520. Process C Abnormal loss 920 units ₹ 11,686 output 16,000 units ₹ 2,03,224.]

13. Enter the following transactions in a three column Cash Book of Mr. A :

Date	Particulars	Amount (in ₹)
2009		
April 1	Cash in hand	300
April 1	Bank overdraft	450
April 11	Paid salaries for March by cash	250
April 12	Purchased goods for cash	30
April 12	Cash sales	480
April 13	Issued cheque in favour of Krishna & Co. in settlement of his bill for ₹ 200	190
April 15	Cash sent to Bank	200
April 15	Purchased furniture and paid by cheque	150
April 16	Received cheque from Dhawan & Co. (discount allowed ₹ 15)	235
April 16	Received cheque from Ali Brothers in full settlement of their debt for ₹ 250	240
April 28	Cheque for Ali Brothers dishonoured; Bank debits in respect of charges	2
April 29	Paid Rent by cheque	100
April 29	Bank collects interest on securities	150

[Ans. Cash Balance ₹ 300, Bank Overdraft ₹ 307, Discount (Dr.) ₹ 25, (Cr.) ₹ 20]

24. The following balances were extracted from the books of M/s Vijay Kumar on 31st March, 2009.

Particulars	Amount (₹)	Particulars	Amount (₹)
Capital	24,500	Loan	7,880
Drawings	2,000	Sales	65,360
General Expenses	4,740	Purchases	47,000
Buildings	11,000	Motor Car	2,000
Machinery	9,340	Bad Debt Reserve	900
Stock	16,200	Commission (Cr.)	1,320
Taxes and Insurance	1,315	Car Expenses	1,800
Wages	7,200	Bills Payable	3,850
Debtors	6,280	Cash	80
Creditors	2,500	Bank O/D	3,300
Bad Debts	550	Charity	105

Prepare the Trading and Profit and Loss Account for the year ending 31st March, 2009 and the balance sheet as on that date, giving effect to the following adjustments:

(a) Stock (closing) ₹ 23,000 (b) Write off a further ₹ 180 as bad debt and maintain the bad debt reserve at 5 percent on debtors (c) Depreciate machinery at 10 percent (d) Provide ₹ 700 for outstanding interest on loan.

[MBA-2004]

[Ans. Gross Profit Rs.17,960; Net Profit ₹ 9,551;

Balance Sheet ₹ 50,281]

Illustration 5.

Mr. A has undertaken several contract works. He maintains a separate record for each contract. From the records for the year ending 31-12-2009 prepare contract account and find the amount transferred to profit and loss account.

Particulars	Amount (in ₹)
Direct purchase of material	1,80,000
Materials issued from stores	50,000
Wages	2,44,000
Direct expenses	24,000
Machinery purchased	1,60,000
Establishment charges	54,000

The contract price was ₹ 15,00,000. Cash received up to 31-12-2009 was ₹ 6,00,000 which is 80% of work certified. Material at site ₹ 16,000. Depreciation for machine ₹ 16,000.