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Management Theory (BBA-1.1) Test Series

- Question 1:-** What is management? How is it defined?
- Question 2:-** What is profession? Is management a profession? Why?
- Question 3:-** Discuss various functions of management.
- Question 4:-** Explain the significance of the behavioural approach to management. What are its main features?
- Question 5:-** Explain Fayol's contribution to management thought.
- Question 6:-** Define the concept of management process and discuss its key features.
- Question 7:-** 'Management is a social and dynamic process'. Comment.
- Question 8:-** Define the concept of planning and explain its salient characteristics.
- Question 9:-** Comment on the following statements:
- (a) Planning is a pervasive process.
 - (b) Planning is a useless exercise in a situation of rapidly changing environment.
 - (c) Planning and decision making are two sides of the same coin.
- Question 10:-** Discuss the process of planning.
- Question 11:-** What is the role of top management in the planning process?
- Question 12:-** Explain the meaning and nature of objectives. In what specific ways are objectives important for organizations?
- Question 13:-** What is strategy? What is the difference between strategy and objective? Give examples of strategies relevant for business enterprises.
- Question 14:-** What do you understand by organizing? What are the important principles of sound organization?
- Question 15:-** Discuss the important steps involved in organization process.
- Question 16:-** Distinguish between product departmentation and process departmentation. Outline the respective advantages of the two.
- Question 17:-** Compare line, functional and line and staff organisation. Which of these will be appropriate for a large manufacturing enterprise?
- Question 18:-** Distinguish between delegation and decentralization.
- Question 19:-** What do you understand by the terms centralisation and decentralisation? What are the advantages of decentralisation?
- Question 20:-** Describe the importance of staffing function in an organisation.
- Question 21:-** Explain in detail the process of selection.

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Accountancy - I (BBA-1.2) Test Series

- Question 1:-** Define Accounting and explain its scope.
- Question 2:-** What are the objectives of Accounting? Name the different parties interested in accounting Information and state why they want it.
- Question 3:-** What do you understand by Dual Aspect Concept? Explain its accounting implications.
- Question 4:-** “Ledger is said to be the principal book of entry and the transactions can even be directly entered Into the ledger account.” Elaborate on the statement and explain why journal is necessary.
- Question 5:-** What is Trial Balance? Explain how it is prepared? With example.
- Question 6:-** What are the advantages of maintaining a Petty cash book? Explain the method of balancing and posting the Petty cash book.
- Question 7:-** Give the proforma of Purchases journal. Explain the method of recording the transactions in purchases journal and its posting into ledger.
- Question 8:-** Differentiate between a bill of exchange and a promissory note? State their importance for the modern business?
- Question 9:-** Write notes of following:
- | | | |
|----------------------------|-------------------|-------------------|
| (i) Going Concern Concept. | (ii) Conservatism | (iii) Consistency |
| (iv) Full Disclosure | (v) Materiality | |
- Question 10:-** What is balance sheet? Describe different methods of arranging assets and liabilities.
- Question 11:-** Does rectification of errors in the subsequent accounting periods always affect the trading result of those years? Give examples of errors which affect it and which do not.
- Question 12:-** What is loading? How do you compute it? Give examples.
- Question 13:-** “Consignment is the same thing as sale”. Discuss.
- Question 14:-** Distinguish between”
- | | |
|-------|--|
| (i) | Non-recurring and Recurring Expenses. |
| (ii) | Ordinary Commission and Del Credre Commission. |
| (iii) | Account Sales and invoice. |
- Question 15:-** State the salient features of joint venture. Distinguish it from consignment.
- Question 16:-** “Joint Venture is a temporary partnership”. Comment and explain how it differs from the partnership.

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Business Law (BBA-1.3) Test Series

- Question 1:-** “An agreement enforceable by law is a contract.” Discuss the definition and bring out clearly the essentials of a valid contract.
- Question 2:-** “All contracts are agreements, but all agreements are not contracts.” Discuss the statement explaining the essential elements of a valid contract.
- Question 3:-** Discuss the essential elements of a valid contract.
- Question 4:-** What do you understand by the terms ‘void’ and ‘voidable’ contracts? Discuss the rights and obligations of the parties to a void contract and to a voidable contract after its rescission.
- Question 5:-** Write short notes on:
- | | |
|------------------------|-------------------------|
| (a) Implied contract. | (b) Quasi-contract. |
| (c) Executed contract. | (d) Bilateral contract. |
- Question 6:-** Define the term ‘offer’. Explain the legal rules regarding a valid offer.
- Question 7:-** “An invitation to offer is not an offer.” Elucidate the statement.
- Question 8:-** What do you understand by the term ‘acceptance’? What are the essentials of a valid acceptance?
- Question 9:-** “Acceptance is to an offer what a lighted match is to train of gun powder. It produce something which cannot be recalled or undone”—Anson. Comment on the statement and briefly discuss the essentials of a valid offer and acceptance.
- Question 10:-** Define consideration. How far is it necessary for the validity of a contract? Critically discuss the essential elements of consideration.
- Question 11:-** What do you understand by ‘capacity to contract’? What is the effect of agreements made by persons of unsound mind?
- Question 12:-** Discuss in detail the provisions of law relating to minor’s agreements.
- Question 13:-** “Apart from minority and unsoundness of mind, the capacity to contract of a person may be affected by virtue of any special law to which he is subject.” Comment on the statement.
- Question 14:-** When is consent said to be given under coercion? What is the liability of person to whom money has been paid or goods have been delivered under coercion? How coercion differs from undue influence?
- Question 15:-** Define the term ‘misrepresentation.’ What is its effect on the validity of a contract? Distinguish it from fraud.
- Question 16:-** Define fraud and point out its effects on the validity of a contract. Give suitable examples to illustrate your answer.

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Max Marks

100

Instruction:- Attempt Any seven questions

Name Of Paper:-

System Analysis And Design SAD

Question 1:- What is system? Describe in brief. 10

Question 2:- Explain all phases of SDLC model for making new system? 10

Question 3:- What are different types of testing for system? 10

Question 4:- What do you mean by feasibility study?

Question 5:- What is the role of fact finding? Also describe about documentation for system. 10

Question 6:- Explain about project selection criteria in brief. 10

Question 7:- What is documentation of any system? Describe in brief 10

Question 8:- Describe about system design technique in brief? 10

Question 9:- Write short notes of any four of given below 10

[a] **Data Dictionary**

[b] **DFD**

[c] **PSEUDOCODE**

[d] **SQA/MC Call Theory**

[e] **Process model**

[f] **CBIS**

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Management Functions and Behaviour (MBA-1.1)

- Question 1:-** What do you think are the reasons for their loyalty?
- Question 2:-** How does your company encourage and promote creativity in its employees?
- Question 3:-** What are the mutual perceptions of the management and the union?
- Question 4:-** What step has your management taken to involve the union in its growth process?
- Question 5:-** What is management information system and its roll?
- Question 6:-** What is the management process and planning?
- Question 7:-** What is mission, objectives goals target?
- Question 8:-** What is the model of decision making process?
- Question 9:-** What is MBO (Management by Objective) and need for MBO?
- Question 10:-** Define the process of MBO and the roll of MBO in India.
- Question 11:-** How culture and a Ethos for maintained?
- Question 12:-** Describe the process of a conflicts and compare and contrast different views about conflicts.
- Question 13:-** What is impact of conflict in the organization?
- Question 14:-** Differentiate between individual and organizational change.
- Question 15:-** What is the process of organizational change.
- Question 16:-** What are the basic elements of an organization structure?
- Question 17:-** Differentiate between formal and informal organization structure?
- Question 18:-** What are the issues involve in designing a service organization?
- Question 19:-** What is the communication and its purpose?
- Question 20:-** What is the process of communication and channels of organizational communication?
- Question 21:-** What a manager should do to make his communication effective?
- Question 22:-** What are barriers to affection communication?
- Question 23:-** How can make communication be effective?
- Question 24:-** What is the managerial process of planning?
- Question 25:-** How interpersonal needs, orientations and attraction behaviour?

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Managing Men (MBA-1.2)

- Question 1:-** What is the concept of HRD? And what are the needs for HRD?
- Question 2:-** What are the principal in designing HRD system?
- Question 3:-** Define changing roll of personnel management in India.
- Question 4:-** Is personnel a profession an how the external environment for personnel.
- Question 5:-** What is the objective function and characteristic of personnel management?
- Question 6:-** What is man power planning?
- Question 7:-** What is objective and process of man power planning?
- Question 8:-** How to develop man power strategy?
- Question 9:-** Describe various method of recruitment.
- Question 10:-** Explain the need for and the process of initial screening.
- Question 11:-** Explain the purpose and types of interviews their limitations and the need for care in using them.
- Question 12:-** Explain what ‘training’ and ‘development’ are and how these are different from each other.
- Question 13:-** Explain various methods of determining needs for training.
- Question 14:-** Describe various objectives of training.
- Question 15:-** Explain principles of training programme and the pitfalls to be avoided.
- Question 16:-** Explain need for and the techniques for evaluation of training programmes.
- Question 17:-** Explain what career planning is and how it differs from manpower and succession planning.
- Question 18:-** Describe the process of career planning and development.
- Question 19:-** What is roll of tread union? What is the objective of unions and union’s leadership?
- Question 20:-** What are the function and roll of employer association?
- Question 21:-** What is the concept of collective bargaining and also describe function and characteristic?
- Question 22:-** What is the Maslow’s Need Hierarchy theory?
- Question 23:-** Define the concept of job analysis, job description and job evaluation.
- Question 24:-** What is Motivation and motivation theory?
- Question 25:-** What is performance appraisal?
- Question 26:-** Define the Rational of a Wage policy, methods of wage fixation.
- Question 27:-** What is the concept of Fring Benefits and Labour Welfare?
- Question 28:-** What is the aims of salary administration?
- Question 29:-** What is Trade Union?
- Question 30:-** What is employees provident fund?

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Economic and social environment (MBA-1.3)

- Question 1:-** Identify the critical elements of economic environment of business.
- Question 2:-** Define what you mean by Economic environment.
- Question 3:-** Explain the impact of economic environment on business management.
- Question 4:-** Describe the social responsibilities of business and outline the current socio-cultural environment of Indian business and industry.
- Question 5:-** What do you understand by the socio-cultural environment of business and how is it important for business?
- Question 6:-** What do you mean by the social responsibility of business? What could be some arguments for and against business assuming social responsibility?
- Question 7:-** In what ways does the politico-legal environment in a country affect business firms? Explain.
- Question 8:-** What are the objectives of MRTP Act? What fundamental changes have recently been brought about in the Act and why?
- Question 9:-** The “Foreign Exchange Regulation Act (FERA) has outlived its utility”. Do you agree? Why or why not?
- Question 10:-** Write notes on the following:
- (i) Sick Industrial Companies (Special provisions) Act, 1985
 - (ii) Consumer Protection Act, 1986
 - (iii) The Environment Protection Act, 1986
 - (iv) The Securities Contracts (Regulation) Act, 1956
- Question 11:-** What are the objectives behind the establishment of SEBI? Briefly explain the functions and powers of SEBI?
- Question 12:-** What is OTCEI guidelines for listing of company securities?
- Question 13:-** Distinguishing economic development from economic growth, explain the major structural changes experienced by the Indian economy.
- Question 14:-** What are the major factors in India’s Inflation problem?
- Question 15:-** “From the standpoint of analysis of business environment, a large size of population is both an asset and a liability”-Explain.
- Question 16:-** State and explain the major objectives of the public sector in your opinion which of them are more important.

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Quantitative Analysis for Managerial Applications (MBA-1.4)

Question 1:- List at least two applications of statistics in each, function area of management.

Question 2:- Describe the major phases of statistics. Formulate a business problem and analyse it by applying these phases.

Question 3:- If two matrices A and B defined as

$$A = \begin{bmatrix} 2 & 1 & 2 \\ 2 & 4 & 0 \end{bmatrix}; B = \begin{bmatrix} 2 & 2 \\ 1 & 4 \\ 2 & 0 \end{bmatrix} \quad \text{Then verify that } (AB)^t = B^t A^t$$

Question 4:- Find the inverse of the matrix

$$A = \begin{bmatrix} 1 & 3 & 0 \\ -2 & 3 & 3 \\ 1 & 1 & 4 \end{bmatrix}$$

Question 5:- Solve the following system of equations using Gauss Jardon Method.

$$X_1 + 3X_2 - X_3 = 0$$

$$2X_1 + X_2 - 4X_3 = 0$$

$$X_1 - 11X_2 + 14X_3 = 0$$

Question 6:- Distinguish between primary and secondary data. Discuss the various methods of collecting primary data. Indicate the situation in which each of these methods should be used.

Question 7:- Describe briefly the questionnaire method of collecting primary data. State the essentials of a good questionnaire.

Question 8:- What are the general guidelines of forming a frequency distribution with particular reference to the choice of class intervals and number of classes?

Question 9:- The following data relate to the number of family members in 30 families of a village.

4	3	2	3	4	5	5	7	3	2
3	4	2	1	1	6	3	4	5	4
2	7	3	4	5	6	2	1	5	3

Classify the above data in the form of a discrete frequency distribution.

Question 10:- List the various measures of central tendency studied in this unit and explain the difference between them.

Question 11:- Discuss the mathematical properties of arithmetic mean and median.

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Test Series

Managerial Economics (MBA-3.1)

- Question 1:-** How do the indifference curve and demand curve help to decide the best combination of two commodities that a consumer should have? Explain it with the help of a diagram.
- Question 2:-** What is demand curve? Explain the significance of its curvature.
- Question 3:-** How does the principle of equimarginal utility help a consumer in the allocation of his income on different items of consumption to reach the optimum point? Explain with example.
- Question 4:-** How does managerial economics help management in decision making? Explain its importance in capital budgeting.
- Question 5:-** What is pay back profitability index in capital budgeting? How does it help management to decide the choice between two projects involving same amount of investment. Explain it with example.
- Question 6:-** What do you mean by elasticity of demand? What are the different methods of measuring it?
- Question 7:-** How does cost analysis help in controlling process?
- Question 8:-** What is Managerial Economics? Explain its subject matter and discuss its economic rationality.
- Question 9:-** “A monopolist can always make profit, be under rising costs or falling costs or constant costs.” Explain it, with the help of examples.
- Question 10:-** Distinguish between marginal and average products and explain returns to scale.
- Question 11:-** Critically examine the Behavioural Theory of the firm.
- Question 12:-** What is Profit? Explain various theories of profit briefly.

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Test Series

Organisational Design, Development and Change (MBA-3.2)

Question 1:- What is an organisation? What constitutes the process of an organisation?

Question 2:- What is meant by a bureaucratic form of an organisation? Why is it necessary to have a bureaucratic form of an organisation?

Question 3:- What are the limitations of a bureaucratic form of an organisation?

Question 4:- Describe the common features of a bureaucratic form of an organisation.

Question 5:- Distinguish between formal and informal organisation.

Question 6:- What do you mean by Vertical and Horizontal organisation? Describe their main features.

Question 7:- Distinguish between product based and functional organisations.

Question 8:- Discuss the role played by strategy and structure in forming an organisation.

Question 9:- Who propounded scientific management? Discuss the main features of scientific management.

Question 10:- Write a brief note on questionnaire method of organisational diagnosis.

Question 11:- What is O.D.? Discuss its features and objectives.

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Test Series

Management Control System (MBA-3.4)

- Question 1:-** What do you mean by management control system (MCS)? Discuss three basic elements of a control device.
- Question 2:-** Distinguish between management control and operational control.
- Question 3:-** Write a brief note of salient features of management control system.
- Question 4:-** Distinguish formal and informal management control and pinpoint the characteristics of formal and informal management control system.
- Question 5:-** Discuss the importance of responsibility centre in a decentralized organisation.
- Question 6:-** Write a note on performance evaluation of a responsibility centre.
- Question 7:-** Discuss management control structure and responsibility centres.
- Question 8:-** What are different important responsibility centres.
- Question 9:-** Discuss the features of expense centre. What is its importance in a management control structure?
- Question 10:-** Discuss the important features of a profit centre.
- Question 11:-** What is meant by transfer pricing?
- Question 12:-** What do you mean by management control process?
- Question 13:-** Write an essay on programming and budgeting.
- Question 14:-** Discuss the importance of analysing and reporting in management control system.
- Question 15:-** "Performance evaluation is the end process of management control." Justify this statement.
- Question 16:-** What special applications you can think of about management control?
- Question 17:-** Write a note on management control in multinational corporations.
- Question 18:-** Give a brief account of management control system in service organisations.