

**DIPLOMA IN ENTREPRENEURSHIP AND
SKILL DEVELOPMENT**

Term-End Examination

June, 2011

BVE-001 : BUSINESS ADMINISTRATION

Time : 3 hours

Maximum Marks : 100

Note : *There are two Sections in this paper. Section-I is of 40 marks and is compulsory. Section-II comprises of 4 questions of 20 marks each. You may attempt any three questions from this Section-II. There is no negative marking.*

SECTION - I

Multiple choice questions : **(40 Marks)**

1. Write the correct answer.

- (a) The nature of management is described as : **2**
- (i) Time based
 - (ii) A continuous process
 - (iii) Target based
 - (iv) Conditional process
- (b) Manpower planning is also known as : **2**
- (i) Manpower Inventory Process
 - (ii) Human Resource Planning
 - (iii) Organisational Planning
 - (iv) Strategic Planning

- (c) In management, term LIFO is described as : 2
- (i) Last in first order
 - (ii) Last in first out
 - (iii) Lost in first out
 - (iv) None of the above
- (d) Rent of the building paid to Mrs. Bharat amounting to Rs. 5000/- is treated as : 2
- (i) Expenses of the company
 - (ii) Asset of the company
 - (iii) Income of the company
 - (iv) Capital of the company
- (e) The status of CEO is classified under : 2
- (i) Lower level management
 - (ii) Top level management
 - (iii) Middle level management
 - (iv) None
- (f) The term FMCG is understood as : 2
- (i) Fast Moving Controlled Goods
 - (ii) Fast Moving Consumer Goods
 - (iii) Fast Marketed Consumer Goods
 - (iv) None of the above
- (g) How the term BEP is described as : 2
- (i) Break Even Purchase
 - (ii) Break Even Point
 - (iii) Break Even Place
 - (iv) Break Even Purpose

- (h) Which of the following accounting equation is correct ? 2
- (i) $\text{Asset} = \text{Liability} - \text{Equity}$
 - (ii) $\text{Asset} = \text{Liability} - \text{Expenses}$
 - (iii) $\text{Asset} = \text{Liability} + \text{Equity}$
 - (iv) $\text{Asset} = \text{Liability} + \text{Expenses}$
- (i) Campus selection is related with : 2
- (i) Selection process
 - (ii) Induction process
 - (iii) Recruitment process
 - (iv) A kind of personality test
- (j) Which one among is following test not relevant in marketing : 2
- (i) Consumer behaviour
 - (ii) Market segmentation
 - (iii) Sales promotion
 - (iv) Manpower planning
2. What is meant by the term POSDCORB ? Explain in detail. 5
3. Describe in detail the purpose of management and its different levels. 5
4. What is meant by 'Job description' ? Explain. 5
5. What is PLC and what are its different stages ? 5

SECTION - II

Note : Attempt any three questions : (60 Marks)

6. You have been authorised to recruit 5 Executive Trainees for the company. Suggest the different sources available for selection and which one you would prefer and why ? Discuss. 20
7. Write short notes on the following : 4x5=20
- (a) Goodwill
 - (b) Job Evaluation
 - (c) SWOT Analysis
 - (d) Time Study.
8. You have been retained by a transport related company to prepare an organisational chart for a newly proposed 'COURIER COMPANY' having : 20
- (a) A staff of 200 persons
 - (b) Offices in three districts
 - (c) Four departments - Marketing, Collection, HR and MIS
- Draw organisational structure for the same.
9. As a newly appointed Accountant, you are advised by the Chairman to :
- (a) Prepare/draw a format of the Balance Sheet of M/S Bharat and Co. 10
 - (b) Prepare/draw a format of Profit and Loss Account of the company. 10

Prepare the above formats and place it for consideration of Chairman.