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Duration : 3 Hours

GENERAL FOUNDATION COURSE

Subject Code

V	4	2	0	2
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Total No. of Questions : 28

(Printed Pages : 7)

Maximum Marks : 70

- INSTRUCTIONS :**
- (i) All questions are compulsory.
 - (ii) Figures to the right indicate full marks.
 - (iii) The question paper consists of *five* Sections – A, B, C, D and E.
 - (iv) Answer each section on a fresh page.
 - (v) **Section-A** consists of *thirteen* questions from question 1 to question 13 of *one* mark each.
 - (vi) **Section-B** consists of *five* questions from question 14 to question 18 of *two* marks each.
 - (vii) **Section-C** consists of *four* questions from question 19 to question 22 of *three* marks each.
 - (viii) **Section-D** consists of *five* questions from question 23 to question 27 of *four* marks each.
 - (ix) **Section-E** consists of question 28 of *fifteen* marks.
 - (x) Write the number of each question clearly on the answer book.
 - (xi) Use of Non-Scientific calculator is allowed.

Fill in the blank with the most appropriate alternative from those given below :

1. The collection, handling and disbursement of cash in an appropriate manner is called 1

- Project report
- Break-even analysis
- Cash management
- Market survey

2. A business that employs a small number of workers and does not have a huge volume of sale is known as 1

- Small business enterprise
- Large business enterprise
- A private limited company
- A public limited company

3. The condition of having more people that can live on the earth in comfort and health is known as 1

- Population growth
- Population decline
- Underpopulation
- Overpopulation

4. The extra discount given when the buyer pays much before the stipulated time is known as 1
- Quantity discount
 - Anticipation discount
 - Cash discount
 - Trade discount
5. The suffix that indicates the top level domain name for educational agencies is 1
- .edu
 - .org
 - .com
 - .gov
6. The process of growing trees on lands which have lost their vegetation cover is called 1
- Deforestation
 - Desertification
 - Reforestation
 - Forest conservation
7. The department that acts as a consultant and mediator to effectively sort out the disputes in an organization is called 1
- Public Relation Department
 - Human Resource Department
 - Advertising Department
 - Marketing Department

Answer each of the following in *one* sentence :

8. What is the meaning of job requirement ? 1
9. Write the full form of PPC. 1
10. What is manpower planning ? 1
11. State the *two* stages of production planning. 1
12. What is the meaning of 'Planning' ? 1
13. State any *two* concepts of working capital. 1

Section-B

Answer each of the following in about **20** to **30** words :

14. Explain the following terms : 2
 - (a) Wind break
 - (b) Agro-forestry.
15. Explain any *two* benefits of Human Resource Management. 2
16. Explain the following terms : 2
 - (a) Market segmentation
 - (b) Customer relationship management.
17. State any *four* advantages of Automated Teller Machine. 2
18. Explain the following terms : 2
 - (a) Sustainable sanitation
 - (b) Substance abuse.

Section-C

Answer each of the following in about 50 to 60 words :

19. Explain any *three* causes of deforestation. 3
20. Explain any *three* parties involved in e-commerce transactions. 3
21. Explain the following terms : 3
- (a) SWOT Analysis
 - (b) Market Survey
 - (c) Quality Assurance.
22. Explain the following terms : 3
- (a) Overpopulation
 - (b) Sustainable sanitation
 - (c) Communicable diseases.

Section-D

Answer each of the following in about 80 to 100 words :

23. Explain any *four* consumer rights. 4
24. State any *eight* benefits of quality control. 4
25. Explain any *four* essentials of planning. 4
26. Explain any *four* services provided under the Integrated Child Development Services Scheme. 4

Or

Explain any *four* causes of rapid population growth.

27. Explain any *four* ways to conserve forest. 4

Or

Explain any *four* causes of soil erosion.

Section-E

28. The following is the Trial Balance of Mr. Aryan Bhatta as on 31st March, 2020 :

Trial Balance as on 31st March 2020

Particulars	Amount (₹)	Particulars	Amount (₹)
Cash at Bank	30,000	Rent received	1,600
Opening stock	1,10,000	Sundry creditors	30,000
Building	5,00,000	Sales	4,79,000
Drawings	5,000	Bank overdraft	5,000
Goodwill	8,000	Capital	6,00,000
Purchases	2,25,000	Discount earned	1,400
Insurance	8,000	Bills payable	8,000
Printing & Stationery	2,500		
Furniture	1,25,000		
Commission	1,500		
Cash in hand	15,000		
Sales returns	9,000		
Import duty	3,000		
Sundry debtors	20,000		
Postage	1,000		
Investment	50,000		
Factory rent	12,000		
Total	11,25,000	Total	11,25,000

Adjustments :

- (i) Closing stock as on 31st March 2020 was valued at ₹ 90,000
- (ii) Prepaid Insurance amounted to ₹ 2,000
- (iii) Goods worth ₹ 5,000 were stolen from godown
- (iv) Depreciate Building @ 10% and Furniture @ 5% p.a.
- (v) Goods worth ₹ 1,000 were distributed as free sample
- (vi) Outstanding expenses were as follows :
 - (a) Factory rent ₹ 3,000
 - (b) Printing & Stationery ₹ 1,500

Prepare :

- (a) Trading Account for the year ended 31st March 2020. 3½
- (b) Profit and Loss Account for the year ended 31st March, 2020. 4½
- (c) Balance Sheet as on 31st March, 2020. 7