

23BCA212

**UG PROGRAM (4 YEARS HONOURS) WITH SINGLE MAJOR
AT THE END OF SECOND SEMESTER
OFFICE AUTOMATION TOOLS (B.COM HONOURS-MAJOR)
(COMMON FOR COMPUTER APPLICATIONS & B.C.A)
(w.e.f. Admitted Batch 2023-24)**

Time: 3 Hours

Maximum: 70 marks

SECTION – A

Answer any FIVE Questions.

5x4=20

- ✓1. How to selecting text, copying and moving data?
2. What are the differences between wizard and template?
- ✓3. Explain about data sort in MS-Excel.
- ✓4. Write about cell referencing.
- ✓5. Explain various components of a slide.
- ✓6. Explain about finding and replacing text.
7. Write about Hyperlinks.
8. What-if-analysis.

SECTION – B

Answer ALL Questions.

5x10=50

9. (a) Explain MS-Word window components with neat diagram.

(Or)

- ✓(b) Explain about page formatting and Headers & Footers.

10. (a) Define Macro. How to create, use and storing a macro?

(Or)

- ✓(b) Explain the procedure of inserting tables and mathematical calculations on tables data.

- ✓11. (a) Explain the features of MS-Excel in detail.

(Or)

- (b) Write about various functions in MS-Excel with example.

12. (a) What is chart? Explain different types of charts and its uses.

(Or)

- ✓(b) Explain about printing a work-sheet and filters in MS-Excel.

- ✓13. (a) Explain about changing color schema, changing background and shading in detail.

(Or)

- (b) Write in detail about working in slide sorter view.

5. Write a letter to your sister describing the first day of your college.

6. Match the following:

A

- One who has no money
- Study of living things
- One who knows many languages
- Writing of one's life story

B

- a. Polyglot
- b. Autobiography
- c. pauper
- d. Biology

7. Fill in the blanks with suitable words from the given below to make acceptable collocations:

lived, entrusted, significant, levied, refuse, scary, blunt, save

1. The government _____ fines on some companies for evading tax.
2. I am _____ this responsibility to monitor the test.
3. I request you not to _____ this assignment.
4. Children do not like to watch _____ movies.

8. Given below are a few sentences. State whether each of them is formal or informal.

1. Excuse me, sir. Could you please tell me where the manager's room is?
2. What is the exact time of my appointment?
3. Hi! What's up next?
4. May I know your serial number?

Section - B

Answer All Questions.

9. a) What is the theme of the poem 'Ulysses'?

5x10=50

(Or)

b) Compare and contrast Ulysses with Telemachus.

10. a) What conditions forced the young man to attempt suicide in the story 'The Best Investment I Ever Made'?

(Or)

b) What was Florence Nightingale's view on nursing education? Why did she feel that nursing was the most appropriate way to serve mankind?

11. a) Describe the season and beauty of the poem 'Stopping by Woods on a Snowy Evening'?

(Or)

b) 'The Night Train at Deoli' signifies the unfulfilled love of the central character. Justify.

12. a) How does the poet describe motherhood in 'Night of the Scorpion'?

(Or)

b) Imagine that you are the project leader of a team in a software company. You have convened a meeting of your team to discuss the plan for a new project. Prepare a notice, agenda and minutes of the meeting.

13. a) Explain the themes of fate and free will in R.K Narayan's 'An Astrologer's Day'.

(Or)

b) Prepare a Curriculum Vitae responding to the following advertisement:

Wanted a Librarian for a public library in Vijayawada. The candidate should be a graduate or postgraduate with a degree of library science with computer skills and one year of experience in modernizing library. Apply within ten days: email- libvijay@zx.com.

10. a) How do you ascertain Gross Profit and Net profit and how do you show financial position of a business? Explain in detail.

(Or)

b) From the following Trial Balance of Bharathi, Prepare Trading and Profit and Loss Account for the year ended 31st March, 2023 and a Balance Sheet as on that date.

Debit Balances	Rs.	Credit Balances	Rs.
Drawings	2,500	Capital	35,000
Plant	15,000	Creditors	4,000
Debtors	9,000	Returns	1,200
Returns	1,000	Discount	400
Discount	500	Sales	47,400
Commission	800	Bank Loan	22,000
Interest on Bank loan	1,000		
Furniture	3,400		
Wages	4,800		
Salaries	6,000		
Advertisement	2,700		
Purchases	23,400		
Stock [1.4.22]	5,000		
Carriage	1,200		
Land and Buildings	30,000		
Cash at Bank	3,700		
	1,10,000		1,10,000

Additional Information:

- Closing Stock – Rs.40,000
- Outstanding wages, Salaries Rs. 5,000 and Rs. 4,000 respectively.
- Depreciate Plant, Land and Buildings @ 5%.
- Bad debts – Rs. 2,000

11. a) Explain various methods of depreciation.

(Or)

b) On 1.4.2018 A machine purchased for 50,000 and paid 10,000 for installation charges. On 1.9.2019 1st machine was sold for 35,000 due to damage and new machine purchased for Rs 70,000. Charge 10% depreciation on Straight Line Method and prepare Machine Account for 3 years that is up to 31.3.2021.

12. a) Explain the differences between Consignment and Sale.

(Or)

b) Swapna of Guntur has sent 150 boxes of mushroom to Deepa of Vijayawada on Consignment basis. Each box cost is Rs. 450. Swapna incurred carriage and insurance of Rs. 5,000. Divya incurred Rs. 4,000 as rent, Rs. 5,000 as sales expenses. Deepa sold all the boxes @ Rs. 650 each. Deepa is entitled for a commission of Rs. 5%. Deepa has sent a bank draft to Swapna after deducting her expenses and commission. Pass journal entries and prepare Guntur Consignment Account, Deepa Account (Consignee Account) Goods sent on Consignment Account in the books of Consignor (Swapna)

23BSC213
UG PROGRAM (4 YEARS HONOURS) WITH SINGLE MAJOR
AT THE END OF SECOND SEMESTER
SKILL COURSES
DIGITAL LITERACY(Major)
(COMMON FOR ALL MAJORS)
(w.e.f. Admitted Batch 2023-24)

Time: 2 Hours

Maximum: 50 marks

Section -A

Answer ALL Questions.

3 x 10 = 30

1. a) Explain about USB Ports.
(Or)
b) Explain about File operations - locating, opening, storing and printing a document.
2. a) What are the operations that can be performed on an E-mail? Explain.
(Or)
b) How to access E-mail with attachments and reply to an E-mail? Explain.
3. a) Explain in detail about the Features of Word Processing.
(Or)
b) How to search job through employment portals? Explain.

Section - B

Answer any FOUR Questions.

4 x 5 = 20

1. Write about Power cord and Power switch.
2. Explain about Interface icons.
3. Explain about accessing the Internet.
4. How do you register for a web-based E-mail account?
5. Explain how to book bus/train tickets.
6. How to make utility bill payments?

23BSC202
UG PROGRAM (4 YEARS HONOURS) WITH SINGLE MAJOR
AT THE END OF SECOND SEMESTER
SKILL COURSES

STOCK MARKET OPERATIONS (Major)
(COMMON FOR ALL MAJORS)
(w.e.f. Admitted Batch 2023-24)

Time: 2 Hours

Maximum: 50 marks

Section-A

Answer All Questions.

3x10=30

- ✓ 1. a) Explain the functions of Primary Market.
(Or)
b) What is meant by SEBI? Explain its objectives.
- ✓ 2. a) Define DEMAT. Explain various types of settlements on DEMAT Account.
(Or)
b) Briefly explain different trading systems in India.
3. a) Explain the different types of Options.
(Or)
✓ b) Explain different methods of calculating Stock Market Index.

Section-B

Answer any Four Questions.

4x5=20

- ✓ 1. What is Secondary Market?
- ✓ 2. What is IPO?
- ✓ 3. What is MCX?
- ✓ 4. What is Payout?
5. Define Stock Market Index.
6. Write a short note on Financial Derivatives.

13. a) Distinguish between Joint Venture and Partnership Firm.
(Or)

b) Ali and Basha were partners in a Joint Venture sharing profits and losses in equal proportion. Ali supplies goods the value of Rs. 25,000 and incurs expenses amounting to Rs. 2400. Basha supplies goods the value of Rs. 20,000 and his expenses amounted to Rs. 1500. Basha sells goods on behalf of the venture and realizes Rs. 65,000. Basha is entitled to a Commission of 5% on sales. Basha settles his account by bank draft. Prepare ledger accounts in the books of Ali.

UG PROGRAM (4 YEARS HONOURS) WITH SINGLE MAJOR
AT THE END OF THE SECOND SEMESTER
ENGLISH-A COURSE IN READING & WRITING SKILLS (Major)
(COMMON FOR ALL MAJORS)
(w.e.f. Admitted Batch 2023-24)

Time: 3 Hours

Maximum: 70 Marks

Section -A

Answer any Five questions.

5x4=20

1. Rewrite the following sentences while filling the blanks in the second sentence of each pair with an appropriate form of the word given in *Italics* in the first sentence:

1. He is very *brilliant* in Mathematics.
He received an international award for his _____ in Mathematics

2. He is a *loyal* person.
He is known for his _____

3. Sumitra is a *responsible* employee in our company.

Her _____ is to take care of the optimum use of resources.

4. Students should be *attentive* in the class.

Paying close _____ to the teacher's instruction can make them understand subject better.

2. State whether the following statement is True or False:

1. Scanning is a writing technique.

2. Skimming is rapid reading to find specific facts.

3. Scanning is a detailed reading technique to understand every word of a text.

4. Skimming is used to overview the text chapters.

3. Read the following passage carefully and answer the following questions that follow:

There was a Guru who had mastered the Scriptures. One day when he was teaching the Vedas to his disciples, a cat started moving around. This did not disturb the Guru, but was a distraction to some of his disciples. So, the Guru instructed his disciples to get hold of the cat and tie it to the pillar. As the nuisance recurred on the following days, the cat was regularly tethered to the pillar before the Guru began his teaching.

Some years late the Guru died. One of his disciples became the new head. The practice of tethering the cat to the pillar continued. After a few months the cat died. When the Guru began his teaching the next day, he noticed that the cat was missing. He said, "Don't you know that a cat must be tied to the pillar during my teaching? That is our tradition. Go and find a cat". The disciples immediately obeyed the order. Blindly following traditions, thus, is foolish and serves no purpose.

1. Why were the disciples distracted?

2. What was done to prevent the cat from roaming about?

3. Who became the new head?

4. What practice continued after the new Guru took charge?

5. The new Guru is foolish because _____. (Choose the right answer)

a) He was blindly following a practice b) He was fond of cats c) He disliked traditions

4. Expand the following into a paragraph:

Where there is a will, there is a way

23BCA211
UG PROGRAM (4 YEARS HONOURS) WITH SINGLE MAJOR
AT THE END OF SECOND SEMESTER
B.COM COMPUTER APPLICATIONS-FINANCIAL ACCOUNTING
(B.COM HONOURS-MAJOR)
(w.e.f. Admitted Batch 2023-24)

Time: 3Hours

Maximum: 70 marks

Answer any Five Questions.

Section -A

5x4=20

1. Book keeping.
2. Write journal entries for the following transactions.
 - a. 1.1.2023: Business started by Arjun with Rs. 2,00,000
 - b. 3.1.2023: Deposited in SBI – Rs. 60,000
 - c. 6.1.2023: Goods purchased – Rs. 40,000
 - d. 9.1.2023: Goods sold – Rs. 50,000
3. Trading Account.
4. Find out Gross Profit from the following inputs by preparing Trading Account.
 - a. Purchases – Rs. 60,000
 - b. Sales – Rs. 1,60,000
 - c. Closing stock – Rs. 30,000
 - d. Wages – Rs. 20,000
 - e. Opening stock – Rs. 30,000
5. Reasons for providing Depreciation.
6. Find Annual depreciation and rate of depreciation from the following particulars.
 - a. A Machine was purchased on 1.1.2020 for Rs. 40,000.
 - b. Installation charges – Rs. 20,000.
 - c. Life of the asset is 10 years.
 - d. Scrap value after the life of the asset is Rs. 5,000
7. Write a note on Joint venture.
8. Consignment.

Section- B

Answer All Questions.

5x 10=50

9. a) Explain various accounting concepts and conventions.
(Or)
b) Write Journal entries to the following, post them into Ledger and prepare Trial Balance.
Mallikarjuna started business with Rs. 2,00,000 on 1.1.2023
 - 2.1.23 Deposited Rs. 50,000 in State Bank of India
 - 3.1.23 Purchased goods worth Rs. 40,000
 - 4.1.23 Paid salaries Rs. 30,000 through cheque
 - 5.1.23 Sold goods worth Rs. 1,00,000
 - 6.1.23 Paid wages Rs. 10,000

Section- E (True or False)

10x1=10

61. Organization involves division of work

62. A profession doesn't involve any risk

63. The partners can bind the firm by their acts

64. A company has a separate legal entity

65. Pure raw material do not lose weight

66. The optimum point is ideal size of a unit

67. Cartel is a vertical type of combination

68. Rationalization was started after First World War

69. A router operates at the Data Link Layer of the OSI model

70. Private IP addresses are routable on the internet

RN: 24/01/8/02019

23BSL201

UG PROGRAM (4 YEARS HONOURS) WITH SINGLE MAJOR

AT THE END OF SECOND SEMESTER

TELUGU-SRUJANAATMAKA RACHANA (Major)

(COMMON FOR ALL MAJORS)

Time: 3 Hours

(w.e.f. Admitted Batch 2023-24)

Maximum: 70 marks

అ-విభాగము

1. ఈ క్రిందివాటిలో ఏవైనా ఐదు ప్రశ్నలకు సంగ్రహ సమాధానాలు రాయండి. $5 \times 4 = 20$

- ✓ అ. భాషకు సంబంధించిన నిర్వచనాలను తెలుపండి.
- ✓ ఆ. వాక్య నిర్మాణ సంబంధాలను గురించి వివరించండి.
- ✓ ఇ. సాహిత్య ప్రక్రియలలో అనువాదం ఆవశ్యకతను తెలుపండి.
- ఈ. సంపాదకీయాలను గురించి రాయండి.
- ✓ ఉ. పాడ్క్యాస్ట్ రేడియో గురించి రాయండి.
- ఊ. వ్యాస భాగాలను సోదాహరణంగా రాయండి.
- ఋ. సామాజిక మాధ్యమాలలో తెలుగు రచన ఎలా చేయాలి?
- మూ. ఈ క్రింది అంశాన్ని తెలుగులోనికి అనువదించండి.

If India has to develop economically, socially, intellectually, and culturally, we must empower the most vulnerable to social diktat : our children. Let us resolve to give our children the freedom of childhood; let us change our schools from being textbook prisons to laboratories of exploration; let us change home being tuition centers to play grounds of art and sport.

ఆ - విభాగము

2. అన్ని ప్రశ్నలకు సమాధానాలు రాయండి. ప్రతిప్రశ్నకు 10 మార్కులు. $5 \times 10 = 50$

- ✓ అ. భాషా లక్షణాలను వివరించండి. (లేదా)
- ✓ వాక్య భేదాలను సమగ్రంగా చర్చించండి.
- ✓ లూ. అనువాద పద్ధతులను వివరించండి. (లేదా)
- వార్తారచనను గురించి విశ్లేషణాత్మక వ్యాసం రాయండి.
- ✓ ఎ. ముద్రణా మాధ్యమం పరిధి, వికాసాలను వివరించండి. (లేదా)
- ✓ తెలుగు వ్యాసం ఆవిర్భావ, వికాసాలను తెలుపండి.
- ✓ ఏ. తెలుగు వారు మాతృభాషను కాపాడుకోవడానికి చేసుకోవలసిన నియమాలు ఏవి? (లేదా)
- పై అధికారులు ఉపాధ్యాయులను ఎలా బాధలకు గురి చేస్తారు?
- ✓ ఐ. సామాజిక మాధ్యమాల వలన కలిగే ప్రయోజనాలను తెలుపండి. (లేదా)
- అనువాదంలో సాంస్కృతిక సమస్యలను గురించి రాయండి.

23BBM251

**UG PROGRAM (4 YEARS HONORS) WITH SINGLE MAJOR
AT THE END OF SECOND SEMESTER
BUSINESS MANAGEMENT-PRINCIPLES OF MANAGEMENT (Minor)**

(w.e.f. Admitted Batch 2023-24)

Time: 3 Hours

Maximum: 70 marks

Answer any FIVE Questions.

SECTION – A

5x4=20

- ✓ 1. Significance of Management
- ✓ 2. Decision Making Process
- ✓ 3. Process of Delegation
- ✓ 4. Components of Staffing
- ✓ 5. Nature of Controlling
6. Significance of Objectives
7. Organizational Design
8. Communication skills for directing

SECTION-B

Answer ALL Questions.

5x10=50

9. (a) Write a note on various schools management thought.

(Or)

- ✓ (b) Define Management and explain its nature and process.

10. (a) Explain different types of Plans.

(Or)

- ✓ (b) Discuss the various levels of planning.

- ✓ 11. (a) Explain the principles of organization.

(Or)

- (b) Explain the factors determining the degree of Decentralization of Authority.

12. (a) Explain the Herzberg's Dual Factor Theory.

(Or)

- ✓ (b) Define Staffing and explain its importance

13. (a) Explain the behavioural implications of control in an organization.

(Or)

- ✓ (b) Define controlling and explain its importance.