

Question	Answer1	Answer2	Answer3	Answer4
<b>BUSINESS COMMUNICATION -II</b>				
Most of the facilities have a _____ in training room	Overhead Projector	Underhead Projector	Computer	Laptop
Some presenters continue to _____ the overhead projector	Re-use	Misuse	Re-cycle	Unuse
Carry out a spell check on _____ when using an overhead projector	CD	Floppy	Transperancies	Pendrive
Donot overcrowd our _____ when using an overhead projector	CD	Floppy	Transperancies	Pendrive
Transperancy should be covered with a _____ paper	Transparent	Butter	Carbon	Opaque
Face the _____ not the screen while giving presentation on the overhead projector	wall	Audience	clock	floor
Place your screen on the _____ instead of directly being you	Diagonal	Upside down	Straight	Reverse
Stand on _____ of the overhead projector while facing the audience	Back side	One Side	Front side	Opposite side
Keep spare _____ handy to prevent your OHP bulb to burn out	Money	Transparencies	Bulbs	Notes
A powerpoint presentation consist of _____	Slideshow	Transparencies	Notes	Stage show
A _____ presentation consist of slideshow	Excel	Powerpoint	Word	PDF
Preparing an _____ helps to conduct the meeting smoothly and according to plan	Resolution	Notice	Report	Agenda
The _____ makes official recording of the proceedings of the meeting	Secretary	Chairman	Participants	Employees
The _____ at a meeting are called resolutions	Objections taken	Decision taken	Points taken	Fines taken
At the end of the meeting, the _____ summarises what the group has achieved	Secretary	Members	Chairperson	Managers
A participant who comes prepared for the meeting is an/a _____ to the meeting	Liability	Trouble	Disturbance	Asset
_____ a speaker is rude behaviour	Interrupting	Supporting	Listening	Voting for
Besides the chairperson and the participants, the _____ too has a role to play	Employees	Secretary	Suppliers	Government
Resolutions are part of _____	Notice	Report	Agenda	News paper
The notice includes the _____, time and venue of the meeting	Problems	Preparation	Conduct	Date
The term _____ refers to processes, performance and alteration which happens inside the group	Group dynamics	Group discussions	Group achievement	Group performance
An ideal situation for reaching consensus would be to have group members who are _____ in thought	Different	Cohesive	Competitive	Offensive
Effective _____ of the group depend on the Proportion of the well defined roles members have in the group	Profit	Problems	Functioning	Situations
The success of the sales letter depends very much on the effectiveness of the _____.	Last line	Middle paragraph	Last paragraph	Opening paragraph
For arousing interest the writer must make use of several _____ such as appeal to wants, appeal to economy, appeal to the instinct of fear etc.	Psychological factors	Physical factor	Legal factor	Political factor
The purpose of promotional leaflets and Fliers is to increase brand awareness and to reach _____ by sending focused message through design,	Everyone	Target audience	Customer	To attract dealers
When the original sales letter with a particular approach fails to evoke response from the particular group of customers, a _____ approach may be adopted.	Different	Marketing strategy	Same	Difficult
In the AIDA formnula, D stands for _____.	Delight	Demand	Desire	Difficult
_____ is called the king of the market because the existence and growth of business organizations depend upon the behaviour of the consumer.	Manufacturer	Wholesaler	Seller	Consumer
The purpose of consumer guidance is to make the consumers alert about the _____ and exploitation in the market.	Fake products	Malpractices	Sturdious product	Fake advertising
The consumer can seek Redressed if his rights are violated by _____.	Businessman	seller	Wholesaler	Retailer
The complaint before District forum, state commission or National commission must be filed within _____ from the date on which the cause of action has occurred.	Five	Four	Two	Three

_____ creates awareness of consumers legitimate rights.	Consumer guidance cell	Lawyers	Court	District forum
A consumer redress letter is drafted like any _____ letter.	Inquiry	Complaint	Sales	Order
Report does <b>not</b> contain :	The Authority	A title page	A synopsis or summary	bulletin
F.I.R stands for	First Information Report	First Instruction Report	First Information Report	Final Investigation Report
Which among the following is not type of report on basis of nature ?	Fact finding report	Problem determining report	Technical report	Investigate report
Reports by committees are mostly written in the report form which is sometimes referred to as _____ form.	Schematic form	Simulation form	Formative form	Criterion form
Performance appraisal report provide _____ to employees on their own performance, data management and eligibility for promotion.	problems	initial evaluation	weakness	feedback
Based on the data, facts and information collected the report writers will draw definite conclusions which are called '_____':	findings	resources	analysis	procedure
Investigation reports are also known as _____.	routine report	Progress report	informal report	Interpretative report
Which of these is not mentioned in detailed report ?	Appendixes	acknowledgement	table of contents	Right choice of instruments
In a report which of these must be avoided.	Using passive sentence	Logical arrangement	Clarity and brevity	objectivity of recommendations
who defines a report as "a document, in which a given problem is examined for the purpose of conveying information, reporting findings, putting forward ideas and, sometimes, making recommendations.	British Association for Commercial and Industrial Education	UNESCO	Oxford University press	Kings college London
General ideas in brief forms indicates a _____ - .	Essay	Summary	Story	Tale
Summary excludes _____ information	Redundant	Relevant	Important	Required
Summary should be presented in a _____ sequence	Illogical	Irrational	Obscure	Logical
Avoid _____ language while writing a summary	Figurative	English	Proper	Literal
While writing summary one can omit _____	Comparisons	Grammar	Main Ideas	Topic
While writing summary writer should _____ his own opinions	Add	Give	Exclude	Express
<b>FOUNDATION COURSE-II</b>				
_____ means integrating the national economy with the world economy.	Globalisation	Privatisation	Socialisation	Liberalisation
_____ is the integration of economies and societies.	Liberalisation	Privatisation	Globalisation	Socialisation
_____ means elimination of the control of state over economic activities.	Privatisation	liberalisation	Globalisation	upliftment
The ministry of environment and forest has created information system called _____.	EIS	GIS	GPS	NIS
Liberalisation is based on _____ ideas.	Capitalist	Socialist	Communist	Nationalist
_____ involves selling state-owned assets to the private sector.	Liberalisation	State selling	Privatisation	Globalisation
The term _____ is also used to refer to the convergence engines of audiovisual and telephone network through a single cabling or link system.	TCI	CIT	ICT	IIT
Sociologists Martine Albrow and _____ define globalisation.	Roland Robertson	Elizabeth king	Mr.Manmohan singh	Mr.Rajiv Gandhi

_____ refers to the process wherein there is reduced involvement of the state or the public sector in the economic activities and increase in the role of privatisation sector.	Privatisation	Globalisation	Socialisation	Liberalisation
The "Disinvestment" is the opposite of the term_____.	Dereservation	Investment	Measures	Privatisation
_____ smile even if the situation is causing them pain & distress.	Subject-changers	Feeling swallows	Attackers	Avoiders
_____ cannot keep their feelings to themselves.	Addressors	Avoiders	Concealers	Attackers
A _____ is a situation when the interests, needs, goals or values of involved parties interfere with one another.	Conflict	Mediation	Frustration	Stress
_____ refers to physical or mental withdrawal from the conflict.	Smoothing	Avoiding	Forcing	Confronting
The first person who developed comprehensive theory of human right was British Philosopher	Hammurabi	John Locke	Hammurabi Grotius	Jean - Jacques Rousseau
_____ is the first philosopher to use the term Human right	Jeremy Bentham	John Locke	SumGrotius	Thoreau
The Magna Carta was signed in _____	1215 AD	1216 AD	1217 AD	1218 AD
The UDHR was developed by the General Assembly on 10 December 1948 at its meeting in _____	Paris	London	France	Geneva
_____ drafted the American Declaration of Independence.	Hobbes	Locke	Grotius	Jefferson
The _____ convention created provisions for the treatment of sick and wounded soldiers	Geneva	Paris	London	France
Natural Rights are transformed into civil rights through _____	God's message	Social Contract	Government's Decision	Private Decision
According to Jeremy Bentham, _____ law makes rights real.	Positive	Negative	Neutral	Common Negative
_____ is not a Social Contract theorist.	Jeremy Bentham	John Locke	Thomas Hobbes	Thomas Thoreau
Which of the following is a natural element of the environment?	flora	buildings	transport	factory
Which of the following is a man-made element of the environment?	flora	transport	fauna	soil
_____ is the solid rocky crust covering the entire planet.	hydrosphere	biosphere	lithosphere	atmosphere
_____ is inorganic and is composed of minerals.	atmosphere	hydrosphere	biosphere	lithosphere
The _____ is composed of all of the water on or near the earth.	hydrosphere	biosphere	lithosphere	atmosphere
_____% of the earth's water is in the oceans.	76	97	83	69
Oceans, seas, rivers, lakes, ponds, streams, etc. form a part of the _____	biosphere	lithosphere	hydrosphere	atmosphere
The _____ is composed of all living organisms.	biosphere	lithosphere	atmosphere	hydrosphere
The _____ overlaps, connects and influences all other spheres.	hydrosphere	biosphere	lithosphere	atmosphere
_____ are people who take the initiative to address the conflict and try to resolve it.	Attackers	Addressors	Avoiders	Concealers
_____ is not a type of concealer.	Feeling swallows	Avoiders	Attackers	Subject-changers
_____ don't believe in taking risk.	Addressors	Attackers	Confronters	Concealers
First-steppers are those who believe that some trust has to established to settle a _____.	Conflict	Stress	Frustration	Mediation
_____ occurs when a person does not know what he is supposed to do on the job	knowledge	professionalism	experience	Role ambiguity
_____ means pre-judgement	Prejudice	Ethics	values	aggression
The _____ stressors are also called as personal stress	organizational	Individual	society	Strategic
Eustress is also known as _____ stress	negative	neutral	positive	objective
School, workplace and religious institution are _____ agents of socialization	regional	experience	objective	secondary
Aggression is usually a response to a perceived or genuine threat to oneself or upon one's vital _____.	Self-interest	other-interest	Country- interest	relative- interest
In _____ people generally develop negative feeling of the opposite side	hypo stress	prejudice	regional	frustration

Basic human values help to improve standard of _____ in the society	conflict	eustress	living	friends
_____ is the most important and crucial institution of socializing a child	organisation	garden	grounds	family
Ethics and _____ are closely connected	truth	violence	human rights	ecology
Under _____ need a person feels that he should accomplish something in his life	Self actualization	Safety	Social	Esteem
Different people react differently to the _____ conflicting situation.	same	varying	dissimilar	another
Which of the following is not the reason for creating conflict in the workplace?	Supportive organizational climate	Personality Difference	Incompetent Managers	Limited resources
_____ is one of the biggest cause of stress at work, school and home.	Assertive communication	Poor communication	Visual communication	Verbal communication
<b>COMPUTER SKILL - I</b>				
Which Company is known for long to manufacture computer machines from start of it's history	Microsoft	Apple	IBM	Dell
ROM Stands for _____	Random Only Memory	Read only Memory	Random Only Macro	Read Only Mainframe
_____ is a printer Name	Drum Matrix	Daisy Matrix	Dot Matrix	Dimensional Matrix
_____ is made up of bars of different Width and Spacing	MICR	OMR	Barcode	OCR
Which of below is not a Audio Input Device	Microphone	Speakers	Headset	Voice Recognizer
_____ are Non Impact Printers	Thermal printers	Dot Matrix Printer	Daisy Wheel Printer	Chain Printer
OMR Stands for _____	Optimal Mark Reader	Optical Magnatic Reader	Optimized Mark Recognition	Optical Mark Reader
DVD Stands for	Digital Video Disc	Demo Versatile Disc	Digital Video Decoder	Dimensional Video Disc
_____ is an output device	Keyboard	Printer	Webcam	Mouse
Computer Memory is divided in to _____ main categories	Two	Four	Six	Three
_____ are Non-Impact Printers	Laser Printer	Drum Printer	Daisy Wheel Printer	Chain Printer
NASA and ISRO use _____ computers for Research and Development	Macro	Mainframe	Mini	Super
VDU stands for _____	Video Display Unit	Virtual Display Unit	Visual Display Unit	Vital Display Unit
URL stands for _____	Universal Resource Locator	Unique Resource Locator	Uniform Resource Locator	Unit Resource Locator
Pen Drive is _____ type of Memory	Primary	Secondary	Third	Forth
Which of below is not a correct types of computers	Super Computers	Mainframe Computers	Mini Computers	Macro Computers
First Generation of Computers used _____ as electronic component.	integrated circuits	microprocessors	vacuum tubes	transistors
DOS operating system is _____ based	CUI	GUI	CMI	GUO
"NT" in Windows NT stands for	Next Technology	New Technology	Network Technology	Nexgen Technology
Which of below is not a Hardware	Mouse	Harddisk	MS Excel	USB
Floppy Disk was invented by _____	Dell	IBM	APPLE	Microsoft
_____ pointing device is mainly used to play Video Games	Joystick	Trackball	Lightpen	Mouse
Windows ME - "ME" stands for	Millennium Edition	Millionth Edition	Mobile Edition	Market Edition
_____ version of windows allowed to have overlapping windows and minimize window option first time	Windows 1	Windows 2	Windows 3	Windows 3.1
HTTP stands for _____	Hyper Text Travel Protocol	High Tool Transfer Protocol	High Text Transfer Protocol	Hyper Text Transfer Protocol
The full form of HTML is - _____	Higher Markup Language	Hypertext Markup Language	Hyper Marking Language	High Marking Language
A workbook comprises of several _____.	worksheets	workbook	note pages	word pages
A file in excel is called as a _____.	worksheets	workbook	notepages	wordpages

_____ is left aligned in excel.	Text	Symbols	Numbers	Shapes
_____ refers to the collection of rows and columns.	Worksheets	Notepages	Wordpages	Wordsheets
In which tab the Mail-merge option is available in Ms -word	Email	mailings	Design	Insert
we can replace the word using ____ option in Ms word	Search	Find	Replace	Find and Replace
_____ are right aligned in excel.	Text	Symbols	Numbers	Shapes
which option is used to close an existing word document?	Close	Exit	Terminate	F5
____key to use the Go To command.	F5	F6	ALT	ENTER
how many rulers Ms word has?	5	1	2	6
_____ displays the average value of the data given in a range.	Sum()	Average()	Count()	Product()
Ribbon contains commands organized in how many components?	five	seven	three	two
_____ adds all the number in a range based on a given criteria.	Sum()	Sumif()	If()	Countif()
In which view Headers and Footers are visible?	Normal View	Page Layout View	Print Layout View	Draft View
which charts are similar to line charts?	Bar Charts	Pie charts	Line charts	Area Charts
In Excel, Columns are labelled as ____	1,2,3 etc	,\$A\$1, \$A\$2, etc.	A, B, C, etc	A1, A2, etc.
which tab allows you to have annotations?	References	Home	view	help
_____ converts the given string into small letters.	Lower()	Upper()	Proper()	String()
Go to end of a document, press ____	Num Lock	Tab	End	Home
____will skip all instances of the word in the document without Changing it.	Ignore	Ignore all	Add	Save
_____ will extract the specified number of characters from the right side of a given string.	Right()	Left()	Trim()	Mid()
Excel is a program that is used to prepare a	Slide presentation	Spreadsheet	Text document	Database
In which tab wrap text feature is present in MS Excel ?	Home	Formulas	Insert	View
Which of below is not a printer	Drum	Daisy Wheel	Line	Planter
<b>ENVIRONMENTAL SCIENCE</b>				
"Earth has enough for Man's Need, but not for his Greed" is a popular quote of _____, which gets cited quite often in the context of Sustainable Development.	M.K. Gandhi	Rachel Carson	Arundhati Roy	E. F. Schumacher
Troposphere, Stratatosphere and Mesosphere are a part of _____.	Hydrosphere	Atmosphere	Lithosphere	Biosphere
The disease-causing germs are known as _____.	Pathogens	Predators	Prey	Saprophytes
The organisms which meet their energy requirement directly from chemical sources are known as _____.	Chemo-autotrophs	Photo-Autotrophs	Plants	Scavengers
Which of the following philosophy describes the Man and Environment Relationship?	Determinism	Anabolism	Nihilism	Speciesism
The process of conversion of ice into vapour in hydrological cycle is known as _____.	Sublimation	Precipitation	Evaporation	Transpiration
Some of the marine organisms lock up carbon dioxide in the form of shell (covers on the body). These shells are made up of _____.	CaCO3	Na2CO3	NaHCO3	MgCO3
The abundance of light, heat and water helps maintain high biodiversity in _____ Ecosystem	Tropical Rainforest	Tropical Grassland	Tropical Deciduous Forest	Temperate Evergreen Forest
"Silent Spring" is one the foremost literature that drew global attention towards environment. The book was written by _____.	Marie Curie	Rachel Carlson	E. F. Schumacher	Arundhati Roy
Wind Speeds are the lowest in _____ ecosystem.	Rainforest	Desert	Savanna	Prairie
Marshes, Bogs, Swamps and Peats are the types of _____ ecosystem.	Wetland	Forest	Desert	Mountain
Stationary or relatively still freshwater ecosystems are also known as _____ Ecosystem	Lentic	Lotic	Coral	Creek
In which form can Plants absorb Nitrogen?	Free N2 Gas	Nitrate and Ammonium	Nitric Acid	Cyanide

The pre-industrial level of CO2 in the atmosphere was _____ PPM.	300	400	500	600
The term ecology was coined by _____.	Charles Darwin	Gregor Mendel	M.S. Beagle	Ernst Haeckel
Prairie, Savannah, Steppe are the types of _____ ecosystem.	Forest	Magrove	Desert	Grassland
The resources which are collectively owned by the people of a particular nation are called _____.	international resources	national resources	individual resources	state resources
More than 50% of the total oil reserves of the world is concentrated in the _____ countries.	South American	European	Middle-Eastern	North American
_____ is a radio active element which is utilised in nuclear power plants.	Uranium	Mercury	Chlorine	Cobalt
_____ technologies are broadly characterized as either active or passive, depending on the way they capture sunlight.	Tidal Energy	Solar Energy	Hydel Energy	Wind Energy
After glaciers, the next largest reservoir of fresh water is held in the ground as _____.	snowfields	ice sheet	groundwater (aquifers)	soilwater
The official definition of _____ was developed for the first time in the Brundtland Report in 1987.	Global warming	Ecological footprint	Sustainable development	Agenda 21
Under which of the following type of resource can tidal energy be put?	Renewable	Abiotic	Exhaustible	Non-renewable
The resource whose quantities are known, named as _____	Potential resource	Actual resource	Fund resource	Flow resource
_____ is cutting of trees on large scale.	Deforestation	Reforestation	Afforestation	Degradation
Under what weather condition forest fire is likely to spread rapidly?	Rainfall	Cold temperatures	High humidity	Drought
Energy from the heat inside the earth is _____.	Natural gas	Petroleum	Geothermal energy	Terrathermal
Which of the following is an advantage of renewable energy?	High pollution	Available in few places	High running cost	Uninterrupted supply
The three R's to save the environment are _____.	Reserve, reduce, recycle	Reuse, reserve, reduce	Reserve, reuse, reduce	Reduce, reuse, recycle
What is not the benefit of rain water harvesting?	Increase in water consumption	Reduced water bills	An alternative source of supply	increased vegetation
UNCCD is a convention to control _____.	Climate Change	Desertification	Biodiversity Loss	Whaling
UNFCCC is a convention to mitigate _____.	CFC & HCFC	Desertification	Biodiversity Loss	Climate Change
Montreal Protocol is to reduce emission of _____.	Methane	Carbon dioxide	CFC & HCFC	VOC
Convention on Biological Diversity (CBD) was signed in the year _____.	1972	1982	1992	2002
The buying and selling of emission rights between different nations under the supervision of UNFCCC is called as _____.	Carbon Trading	Carbon Bank	Carbon Market	Carbon Isomer
Who of the following is not associated with "Chipko Andolan"?	Gauradevi	Chandiprasad Bhat	Sundarlal Bahuguna	Dr. Salim Ali
The protected areas (National Parks & Wild Life Sanctuaries) for conserving wild life get declared as per the provisions of which of the following?	Wildlife Protection Act	Environment Protection Act	Biodiversity Act	National Green Tribunal Act
LCA refers to	Life Cycle Assessment	Lifelong Recycling Assessment	Long-term Carbon Assessment	Long-chain Carbon Adsorbents
Kyoto Protocol was signed in the year _____.	1977	1987	1997	2007
Koel Karo Project from the state of _____, has been heavily opposed by the native tribal community.	Chhattisgarh	Jharkhand	Madhypradesh	Telangana
Taj Trapezium Case which resulted in closure of oil refineries from neighbourhood, was taken up because of problems related to _____.	Climate Change	Acid Rain	Earthquakes	Desertification
The Biological Diversity Act, came into force in the year _____.	1972	1982	1992	2002
The proposed Nanar Oil Refinery was to come up in which district of Maharashtra?	Buldhana	Jalgaon	Ratnagiri	Kolhapur
GST stands for _____.	Geospatial Technology	Geological Structures	Geometric Silt	Gregorian Species Transact

Article 48 (A) commands the State to take up endeavours to protect and improve environment. Article 48(A) is a part of _____.	Fundamental Rights	Fundamental Duties	Directive Principles of State Policy	Civic Rights
ISO 16000 gives standards for monitoring VOC. VOC stands for _____.	Vapourising Organic Comounds	Vitriol Oxy-Chloride	Vaining Olive Chloride	Volatile Organic Compound
Central Zoo Authority is constituted under which Act?	Wildlife Protection Act	Indian Forest Act	Forest (Coservation) Act	Environment Protection Act
Hunting animals for trophy is a punishable offence under which Act?	Environment Protection Act	Indian Forest Act	Forest (Conservation) Act	Wildlife Protection Act
Ramsar Convention has been signed to protect _____.	Endangered Species	Wetlands	Rainforest	Coral Reefs
Satellite images do not help in which of the following?	Laparoscopy	Forest Mapping	Disaster Management	Global Temperature Measurement
<b>BUSINESS STATISTICS</b>				
Editing of collected data is done	For uniformity	For completeness	For accuracy	For all the above
Which one of the following is not a two dimensional diagram?	Square diagram	Multiple Bar Diagram	rectangular diagram	None of these
By graphs and diagram	Data are surveyed	data are edited	data are presented	data are analysed
The diagrammatic representation methods are	One dimensional diagram	Two-dimensional diagrams	three dimensional diagrams	all the above
For any class interval, if the lower class limit is ____ but the upper class limit is _____ in the class interval, then it is called as an exclusive type class interval.	Included, Included	Excluded, Included,	Included, Excluded	Excluded, Excluded
If for any frequency distribution the lower class limit or the upper class limit or both are not known then the intervals are called _____ class intervals.	Inclusive type	Exclusive type	Either exclusive or inclusive type	Open End
Which of the following is/are ways to present data (I)Textual Representation (II)Tabular Representation (III)Diagrammatic Representation	Only I	Only II	Only III	All I ,II & II
Class intervals of the type 30-39,40-49,50-59 represents	Inclusive type	Exclusive type	Open End	Either exclusive or open end
Stratified sampling is appropriate when population is _____.	heterogeneous or	Non- homogeneous	Either heterogeneous or Non- homogeneous	homogeneous
When the population consists of units arranged in a sequence would prefer _____ sampling?	Systematic sampling	Simple Random Sampling	Stratified sampling	Non-Probability sampling
If average of 20 values is 43. The sum of value of mean is _____.	860	450	870	865
Defiles divides the entire data in _____ parts.	15	10	9	8
The mean for a set of data obtained by assigning each data value a weight that reflects its relative importance within the set, is called _____.	Geometric mean	Harmonic mean	Weighted mean	Combined mean
A distribution with two modes is called _____.	Unmoral	Bimodal	Multimodal	Mode
The mean of ten numbers is 58. If one of the numbers is 40,what is the mean of the other nine?	18	60	162	540
The values of the variety that divide a set of data into hundred equal parts after arranging the observations in ascending order of magnitude are called:	Quartiles	Median	Deciles	Percentiles
What is the mode of the given data 1,5,6,8,9,3,2,0,4 ?	1	2	Not Exist	4
Which of the following represents median?	First Quartile	Second Quartile	Third Quartile	Fourth Quartile
Which measure of dispersion is suitable for open end distributions?	Quartile deviation	Mean deviation	Standard deviation	Range
Variance is 36, the standard deviation is _____.	9	18	6	36

If Mean = 20 and S.D. = 6 then coefficient of variation is given by_____.	33	33.3	300	30
In statistics, the distance or dispersion from the central value classified as _____.	Standard Variance	Sample Variance	Standard Root	Standard Deviation
The best measure of dispersion is _____.	Variance	Standard Deviations	Range	Quartile Deviation
The SD (Standard Deviation) is divided by the coefficient of variation with multiply by 100 to calculate _____.	Arithmetic Mean	Coefficient of Mean	Coefficient of Variance	Multiplier of Deviation
The numerical value of the standard deviation can never be _____.	Zero	Negative	Constant	Larger than Variance
Which of the following measures is most affected by extreme values?	Standard Deviation	Mean Deviation	Quartile Deviation	Range
If one item is fixed and unchangeable and the other item varies, the correlation coefficient will be:	positive	negative	zero	undecided
The value of the coefficient of correlation r lies between:	1 to -0.5	-1 to 1	-1 to 0.5	0.5 to 1
The straight line graph of the linear equation $Y = a + bx$ , slope will be downward if:	$b < 0$	$b = 0$	$b \neq 0$	$b > 0$
If $Y = 2 - 0.2X$ , then the value of Y intercept is equal to:	-0.2	2	0.2X	0.1
If $Y = -10X$ and $X = -0.1Y$ , then r is equal to:	0.2	-0.1	1	-1
If the value +1 signifies perfect positive correlation and the value -1 signifies a perfect negative correlation, then the value 0 signifies:	A perfect correlation	Uncorrelated variables	Not significant	Weak correlation
When defined a spurious(non-sense) correlation can be termed as?	bad relation between two variables.	very low correlation between two variables.	correlation between two variables having no causal relation.	negative correlation.
When $r_{xy} < 0$ , then $b_{yx}$ and $b_{xy}$ will be:	zero	not equal to zero	less than zero	greater than zero
The relation between the regression coefficient $b_{xy}$ and correlation coefficient r is:	$b_{xy} \cdot SD_y = b_{yx} \cdot SD_x$	$b_{xy} \cdot SD_y = b_{yx}$	$b_{xy} = b_{yx} \cdot SD_x$	$b_{xy} = b_{yx}$
For finding correlation between two attributes/ranks, we consider _____.	Pearson correlation coefficient	Hungarian assignment	spearman rank correlation	Scatter diagram
If r is near to zero (i.e.) 0.1,-0.1, (or) 0.2 there is _____.	less degree of correlation	more degree of correlation	in between degree of correlation	no correlation
Regression coefficient is independent of:	origin only	scale only	Both origin and scale	argument only
A measure of the strength of the linear relationship that exists between two variables is called:	slope	intercept	correlation coefficient	regression
Which method of measuring correlation measures any type of relationship?	Karl Pearson's coefficient of correlation	Spearman's rank correlation.	hypothetical correlation	invariant correlation
The region represented by the inequalities $x \leq 6, y \leq 2, 2x + y \leq 0, x \geq 0, y \geq 0$ is	Unbounded	Bounded	in 3rd quadrant	in 2nd quadrant
Write the inequality representing the following statement : Let the number of car hired and number of truck hired be x and y respectively. On a particular day the total number of car and truck hired is atleast 5.	$x+y \leq 5$	$x+y \geq 5$	$x > 5, y > 0$	$x > 0, y > 5$
A Manufacturer has to decide on the quantities of products A and B. The profit per unit of A is ₹8 and of B is ₹15. Which one is the correct objective function if x units of product A and y units of product B were manufactured	$Z = 8x + 15y$	$Z = 15x + 8y$	$Z = 8y$	$Z = 15x$
The region represented by $x \geq 0, y \geq 0$ is _____	origin	first quadrant	second quadrant	third quadrant
For the linear programming problem : Minimise $Z = 200x + 500y$ subject to the constraints: $x + 2y \geq 10, 3x + 4y \leq 24, x \geq 0, y \geq 0$ . Which of following point lie in the feasible region?	(4,3)	(1,2)	(0,2)	(1,0)
For the LPP Maximize $Z = 11x + 8y$ , subject to $x \leq 4, y \leq 6, x \geq 0, y \geq 0; Z =$ _____.	44 at (4, 2)	60 at (4, 2)	62 at (4, 0)	48 at (4, 2)

A convex set is a set in which	line joining any two points from the set lies entirely in the set	line joining any two points from the set lies outside the set	line joining any two points outside from the set lies in then set.	line joining any two points outside from the set lies outside the set.
Graphical method for solving LPP can be used if the objective function consists	3 variables	1 variable	2 variables	0 variable
For the objective function $Min z=3x+5y$ , if the feasible region is PQRS, where $P=(3,2), Q=(4,2), R=(4,6), S=(1.5,3)$ then optimum solution of z is at	$x=4, y=6$	$x=4, y=2$	$x=1.5, y=3$	$x=3, y=2$
When two equations $2x+6y=60$ and $3x+3y=36$ are solved simultaneously, we get	$x=60, y=36$	$x=3, y=9$	$x=12, y=9$	$x=3, y=12$
<b>FINANCIAL ACCOUNTING (ELEMENTS OF FINANCIAL ACCOUNTING )-II</b>				
_____ are the equity shares issued by the company to the employees or directors at a discount.	Debentures	Bonus shares	Preference shares	Sweat Equity Shares
_____ are those which are recorded in the register of debentures maintained by the company.	Convertible Debentures	Registered Debentures	Bearer Debentures	Redeemable Debentures
_____ are those which are transferable by mere delivery.	Convertible Debentures	Registered Debentures	Bearer Debentures	Redeemable Debentures
ABC Ltd. made first call of Rs. 2 on 20,000 shares ; All the moneys were received, except the first call on 1000 shares. Amount of Rs. 38,000 is debited to	Bank A/c	Calls-in-arrears A/C	Calls-in-advance A/C	Share First call A/C
Allotment money of Rs. 40 per share including Rs. 10 for premium is due on 20,000 shares	Debit to share Allotment Account Rs. 6,00,000	Credit to share Allotment Account Rs. 6,00,000	Debit to share premium Account Rs. 2,00,000	Credit to Bank Account of Rs. 2,00,000
Godrej Production Ltd. made first call of Rs. 30 on 20,000 shares ; All the moneys were received, except the first call on 1000 shares. Amount of Rs. 30,000 is debited to	Calls-in-arrears A/C	Calls-in-advance A/C	Share First call A/C	Bank A/c
Quick Ltd. forfeited 300 shares of Rs. 10 each fully called up for non payment of final call of Rs. 4 per share.	Share Final call A/C is debited with Rs. 1200	Share Capital A/C is debited with Rs. 3000	Forfeited shares A/C is debited with Rs. 1800	Share Capital A/C is credited with Rs. 3000
Prakash Ltd. forfeited 300 shares of Rs. 10 each fully called up for non-payment of final call of Rs. 4 per share. These shares were subsequently reissued by the company for Rs. 10 per share as fully paid. Capital Reserve A/C is _____	Debited with Rs. 3000	Debitd with Rs. 1800	Credited with Rs. 1800	Credited with Rs. 3000
Prakash Ltd. forfeited 300 shares of Rs. 10 each fully called up for non-payment of final call of Rs. 4 per share. These shares were subsequently reissued by the company for Rs. 10 per share as fully paid. Forfeited shares A/C is _____	Debited with Rs. 3000	Debitd with Rs. 1800	Credited with Rs. 1800	Credited with Rs. 3000
Hrishik Ltd. issued 20,000 15% debenture of Rs. 100 each at 6% discount, redeemable at par after 5 years ; 15% Debentures is _____	Debited with Rs. 1,20,000	Credited with Rs. 1,20,000	Debited with Rs. 20,00,000	Credited with Rs. 20,00,000
Kedar Ltd. issued 20,000 15% debentures of Rs. 100 each at par, redeemable at 10% premium after 5 years ; Debenture Redemption Premium A/C is _____	Credited with Rs. 20,00,000	Debited with Rs. 20,00,000	Credited with Rs. 2,00,000	Debited with Rs. 2,00,000
Shanti Limited issues 2,000 9% debentures of Rs. 100 each at a discount of 10% but redeemable at a premium of 5% ; Premium on redemption of debentures A/C is _____	Credited with Rs. 10,000	Credited with Rs. 20,000	Credited with Rs. 30,000	Debited with Rs. 10,000
Pratik Limited issues 2,000 9% debentures of Rs. 100 each at par but redeemable at 10% premium ; Loss on issue of debentures is _____	Debited with rs. 10,000	Credited with Rs. 10,000	Debited with Rs. 20,000	Credited with Rs. 20,000
If Debentures are Issue at discount and redeemable at par ; Discount on issue of debentures A/C is _____	Credited	Debited	Will not be debited or credited	Debited as well as credited
On declaration of bonus, _____ A/C is credited	Share Capital	Bonus to shareholders	Reserves and Surplus	Cash and Bank
ABC Ltd. has 8000 shares of Rs. 100 each, fully paid. Company decided to issue one fully paid bonus share for every four shares held. Share capital A/C will increase by _____	Rs. 8,00,000	Rs. 2,00,000	Rs. 4,00,000	Rs. NIL
The requirements for final account of companies are specified in Schedule _____	I	III	XIII	XIV
The unpaid interest on loan is _____	Loan	Current Liability	Reserve	Contingent Liability
The company has 5% Government Securities having face value of Rs. 1,00,000 and the cost Rs. 95,000 ; The interest on Government Securities will be _____	Rs. 10,000	Rs. 5000	Rs. 4750	rs. 9750

Interest accrued but not due on loans is shown under _____	Secured Loans	Unsecured Loans	Current Liabilities	Contingent Liability
XYZ Ltd. declared 20 % dividend on equity share capital. The net profit of the company after tax is Rs. 4,00,000. The company will transfer Rs. _____ of Net Profit to Reserve.	Rs. 20,000	Rs. 10,000	Rs.30,000	Rs. 40,000
Cost of Investment (non-current) is Rs. 75,000 ; Market value of investments is Rs. 78,000 while its face value is Rs. 60,000. Investment will be shown in Balance Sheet as _____	Current Asset of Rs. 75,000	Non-current Asset of Rs. 75,000	Non-current Asset of Rs. 78,000	Non-current Asset of Rs. 60,000
Buy back of equity share in any financial year shall not exceed 25% of its _____	Paid up equity capital of the company	Paid up capital and Resereves	Paid up capital and Free Reserves	Nominal capital and Free Reserves
Before buy back all the shares must be _____	Partly paid	Fully paid	Fully subscribed	None of the above
If buy back is more than 10% of total paid-up capital, _____ is mandatory	Board resolution	Specia Resolution	Ordinary Resolution	No specific requirement
SS Ltd. has 1,00,000 equity shares of Rs. 10 each and Free Reserves of Rs. 7,94,000 ; Calculate the maximum amount of buy back.	Rs. 10,00,000	Rs. 2,50,000	Rs. 4,48,500	Rs. 17,94,000
Dipika Ltd. has 1000 equity shares of Rs. 10 each, and free reserves of Rs. 14,400. Calculate the amount of buy back	Rs. 10,000	Rs. 14,400	Rs. 6,100	Rs. 2500
Gayatri Ltd. has 1,20,000 equity shares of Rs. 10 each and Free Reserves of Rs. 4,20,000. The company decides to buy back shares at Rs. 12 each ; Calculate the no. of shares company can buy back.	2,500	4,050	3,600	3,000
At the time of admission of partner goodwill is transferred to old parner in _____	their profit sharing ratio	in the ratio of capital	in the ratio of sacrifice made by partner	equally
XYZ buys 200 debentures of nominal valueof Rs. 100 each of ICICI Ltd. At Rs. 101 (cum-interest) on 1/3/2001 from ABC. Interest @ 12% p.a. is to be paid half yearly on 30th June & 31st December.Price paid by XYZ towards capital is _____	Rs. 19600	Rs.20200	Rs.20000	Rs.19800
ABC sells 100 Debentures of nominal value of Rs. 100 each of ICICI ltd. At Rs. 101 (cum-interest) on 1-3-2001into XYZ. Interest @12%p.a. is to be paid half-yearly on 30th June & 31st December. Total Amount received is _____	Rs. 10000	Rs.10100	Rs.9800	Rs. 9900
When debentures of Rs. 100 is issued for Rs. 95 and it is redeemable at Rs.5 premium, the amount which should be debited to loss on redemption of debenture account is _____.	Rs. 5	Rs.10	Rs.95	Rs.100
A.R.R. = Average Profit/_____ ×100	Capital Profit	Capital Employed	Capital Reserve	Total Profit
Fair Value = _____ + Yield Method/2	Total Profit	Avg Profit	Intrinsic Value	Share value
XYZ buys 200 debentures of nominal valueof Rs. 100 each of ICICI Ltd. At Rs. 101 (cum-interest) on 1/3/2001 from ABC. Interest @ 12% p.a. is to be paid half yearly on 30th June & 31st December.Total payment made by XYZ is _____	Rs. 19600	Rs.20200	Rs.20000	Rs.19800
ABC sells 100 Debentures of nominal value of Rs. 100 each of ICICI ltd. At Rs. 98 (ex-interest) on 1-3-2001into XYZ. Interest @12%p.a. is to be paid half-yearly on 30th June & 31st December. Nominal Value of investments sold is _____	Rs. 10000	Rs.10100	Rs.9800	Rs. 9900
Company decides to buyback 30,000 shares (Face Value Rs. 10) at Rs. 12 per share ; Premium on buyback is _____	Rs. 3,00,000	Rs. 60,000	Rs. 3,60,000	Rs. 2,40,000
The carrying amount of Long Term investment is to be shown at _____	Cost	Face Value	Market Value	Paid - up value
When there is a change in the current partners' association that results in ending the existing agreement and initiate a formation of a new agreement is known as _____	Revaluation of Partnership	Reconstitution of Partnership	Realisation of Partnership	Reconstruction of Partnership
If the intrinsic values of shares exchanged are not equal, the difference is paid in _____	Cash	Debenture	Pref. share	Assets

If shares are bought back out of free reserve then a sum equal to nominal value of the shares so bought back is transferred to	Capital reserve account	Capital redemption reserve account	General Reserve Acc.	Profit & Loss Acc.
Maximum buy back limit in year is ___ of total paid up equity capital.	25%	10%	20%	15%
If a security is transferred on 31st March,2010 being the exact date when interest falls due	the entire interest upto 31st march,2010 belongs to the purchaser	the interest upto 30th March 2010 belongs to the purchaser	The entire interest upto 31st March,2010 belongs to the seller	the entire interest upto 30th April ,2010 belongs to the purchaser
Profit on sale of investment	is transferred to P&L a/c only if the investment is current investment	is transferred to p&L acc.	is transferred to Capital Reserve Acc. If the investment is long term investment	
Dividend is paid	to the holder of the shares on the date of book-closure prorata as per his actual period of holding	to the original investor if the Share is sold cum-dividend	to the holder of the Share on the due date of book-closure irrespective of his actual period of holding	to the original investor if the share is sold ex-dividend
Accounting for Investments	AS - 6	AS - 10	AS - 13	AS - 1
Which concept provides a link between present and future ?	Cost Concept	Going Concern	Dual Aspect	Money Measurement
Memory Unit, Control Unit, Arithmetic/ Logic unit are _____	Output Unit	Central Processing Unit	Input Units	Output devices
Short term investments are carried at	Fair Value	Cost Price	Cost OR Market price whichever is less	Market Value
If expected rate of earnings is 56.4 % ; Normal rate of return is 12.5% ; and face value of share is Rs. 10. Calculate value of share .	Rs. 56.40	Rs. 12.50	Rs. 10	Rs. 45.12
<b>PRINCIPLES OF MANAGEMENT</b>				
_____ establishes authority relationships among different groups of an organisation.	Planning	Organising	Decision Making	Controlling
_____ means a systematic arrangement of activities.	Planning	Organising	Decision Making	Controlling
Which level of management fixes the departmental objectives?	Lower-level	Middle-level	Top-level	Interim-level
Which step in the process of organising avoids duplication, overlapping and wastage?	Fixing of objectives	Identifying activities for achieving objectives	Delegating Authority	Defining Authority
The _____ of the organisation should be clearly defined.	Sales	Profits	Objectives	Costs
Authority is maximum at _____ management.	Lower-level	Middle-level	Top-level	Interim-level
_____ is the maximum number of subordinates that a manager can effectively manage.	Staffing	Chain of command	Span of control	Followers
What is the ability of the organisation to use its structure for a long period of time called?	Command	Continuity	Balance	Coordination
Change management becomes easier with _____.	Planning	Organising	Decision Making	Controlling
_____ means diving large works in to functional smaller units.	Delegation	Accountability	Departmentation	Controlling
What is the break up of activities at the middle-level management called?	Primary departmentation	Secondary departmentation	Intermediate departmentation	Quarterly departmentation
A _____ is a distinct area, division or branch of an enterprise over which a manager has authority for the performance of specified activities	Plan	Department	Group	Employee
In _____ departmentation, departments are segregated on the basis of the functions they perform.	Customer	Location	Time	Functional
In _____ departmentation, departments are segregated on the basis of customers.	Customer	Location	Time	Functional
_____ is the last step in the process of organising.	Planning	Leading	Coordinating	Controlling
_____ means the duties of the employees.	Authority	Speciality	Responsibility	Control

_____ means review of work.	coordination	control	appraisal	oversight
Managers have to work as _____ of their subordinates	Friends	Family	Teammates	Leaders
Controlling involves taking _____ actions	Early	Corrective	Slow	Hurried
_____ involves risk of failure.	Delegating	Planning	Controlling	Organising
Management is concerned with _____ whose behaviour is highly unpredictable.	machine	finance	product	human beings
_____ consists of raw materials and semi finished goods which are either converted or assembled into finished products with the help of production process.	materials	machines	money	markets
----- is the lubricating factor in business.	methods	money	materials	machines
Management facilitates ----- utilisation of available human and physical resources.	decreases	reduced	optimum	nominal
----- coined the word 'POSDCORB'.	Gullick	F.W.Taylor	Henry Fayol	Mary Parker Follet
----- skill involves specialised knowledge and competence in the use of distinctive managerial tools and techniques.	Human	Diagnostic	Conceptual	Technical
The real worth of a business lies in its -----.	finance	products	sales	people
_____ authored the famous book General and Industrial Management.	Henry Fayol	Peter Drucker	F. Washington	F.W. Taylor
The French industrialist who first identified the basic management function is _____	Weber	Taylor	Herzberg	Fayol
By profession, FW Taylor was a _____	Mechanical engineer	Mining engineer	Psychologist	Human resource officer
_____ principle of general management advocates that, "Employee turnover should be minimised to maintain organisational efficiency"	Stability of personal	Remuneration of employees	Equity	Esprit De corps
Management is a multi-purpose organ that manages business and manages managers and manages workers and work. This definition is given by _____.	Peter F. Drucker.	F.W. Taylor	Henri Fayol	F. Washington
Henry Fayol , F.W. Taylor belongs to which of the following school of Management.	Neoclassical school	Modern school	Classical school	Early perspective
Management is the art of getting things done through and with an informally organized groups. This definition is given by _____.	Harold Koontz	Mary parker	Henry Fayol	Louis Allen
Study of the movements of both the workers and the machine to eliminate wasteful movement is _____ study.	fatigue	time	motion	work
_____ mobilises, allocates and utilises the financial and non financial resources of an organization.	Machine	Money	Manpower	method
In _____ technique, an attempt is made to integrate creative thinking by individual members.	Delphi	Nominal Group	Gordon Technique	Brainstorming
The information available is regarded as reasonably reliable and can be obtained easily with little efforts and expense under _____.	conditions of risk	conditions of perfect certainty	conditions of complete uncertainty	conditions of unpredictability
Managers attempt to _____ the gap between existing situation and the desired situation.	increase	broaden	bridge	expand
Abilities and skills of the workers, capital investment policies, sales forecast etc are _____ planning premises.	Internal	External	social	technological
Weather conditions, consumer's behaviour, government policy, natural calamities etc are _____ planning premises.	controllable	semi controllable	uncontrollable	government
_____ planning premises are not measurable in quantitative terms and include goodwill, employee morale etc.	Tangible	Intangible	Government	Production
_____ premises differ in relation to the course of action taken such as union management relations.	constant	variable	fixed	foreseeable
_____ policy is a policy formulated on the request of lower level managers.	Written	oral	implied	appealed
_____ is a tactical retreat to win over the opposition and pressures from outsiders including competitors.	decision	policy	plan	Strategy

Budgets, projects, targets, schedules and programmes are the examples of _____ planning.	multi use	Single-use	standing	repetitive
_____ is the second step in planning process.	Classifying the problem	collecting the data	determining the objectives	analysing the data
In SMART of goal setting R stands for _____	Relevant	Reliable	Relatable	Realisation
A _____ is an act of choice by an executive.	Planning	selection	Decision	Goal setting
_____ focusses higher attention on goals rather than methods.	planning	MBO	CRM	TQM