

TERM END EXAMINATION – JUNE 2019
Diploma in Office Management (DOM)
Introduction to Accounting and Finance

Time - 3 Hours

Full Marks - 100

(Answer all questions from Group-A, any four questions from Group - 'B', any four questions from Group - 'C' and any two questions from Group - 'D')

Group A

Q. No. 1 Answer all the questions, each within one or two sentences **Marks 1x10 = 10**

- a) What do you mean by finance?
- b) Define partnership.
- c) What is forfeiture of shares?
- d) What do you mean by financial statement?
- e) What is financial accounting?
- f) What do you mean by ratio analysis?
- g) What is depreciation?
- h) Mention any two popular methods of depreciation.
- i) What is going concern concept?
- j) What do you mean by issue of share?

Group B

Q. No. 2 (Answer any four questions each within 100 words) **Marks 5 X 4=20**

- a) State main characteristics of a partnership business in India.
- b) Distinguish between fixed and fluctuating method of capital.
- c) Describe the needs for admission of a partner.
- d) What is gaining ratio? How do you calculate?
- e) Discuss the different causes of charging depreciation.
- f) Describe the nature of Joint Stock Company.

Group C

Q. No. 3 (Answer any four questions each within 200 words) **Marks 10 X 4=40**

- a) Distinguish between private company and public company.
- b) Distinguished between certificate of commencement and certificate of incorporation.
- c) What do you mean by partnership Deed? What are the main clauses of partnership Deed?
- d) Differentiate between charge against profit and appropriation of profit.
- e) Define goodwill. Describe the different methods of valuing goodwill.
- f) Who are the different users of financial statement analysis?

Group D

Q. No. 4 (Answer any two questions each within 300 words) **Marks 15 X 2=30**

- a) What do you mean by common size statement? Briefly narrate the advantages and disadvantages of it.
- b) What is equity share? State the advantages and disadvantages of it.
- c) What is ratio analysis? Discuss its objectives and limitations.