

Note: 1. Attempt any **FOUR** Questions out of **SIX**.

2. Figures to right indicate marks

Q. No. 1

Mr. Manik does not maintain books of account from the following information, prepare Trading and Profit and Loss Account for the year ended 31st March, 2024 and a Balance Sheet as on the date:

(15)

Particulars	31.3.2023 (₹)	31.3.2024 (₹)
Debtors	31,500	43,750
Stock	17,150	23,100
Cash and Bank	8,750	?
Creditors	10,500	7,875
Furniture	3,000	3,500
Plant and Machinery	55,000	55,000
Land and Buildings	1,40,000	1,40,000

Analysis of the other transactions are:

Particulars	₹
Cash collected from Debtors	1,07,000
Cash paid to Creditors	77,000
Salaries	21,000
Rent	2,700
Office Expenses	3,150
Drawings	5,000
Fresh Capital Introduced	3,500
Cash Sales	3,000
Cash Purchases	8,800
Discount Received	1,225
Discount Allowed	525
Return Inward	1,750
Return Outward	1,400
Bad Debts	350

	<p>Further information:</p> <p>(a) Depreciation Plant and Machinery by 2%, Land and Building by 5% and Furniture by 10%.</p> <p>(b) Office Expenses were prepaid ₹ 150 on 31st March, 2024</p>																																									
Q. No. 2	<p>Paper fry Ltd. has a branch at Thane. Goods are invoiced to the Branch at cost plus 30%. From the following details prepare Branch Account.</p> <table><tr><th>Particulars</th><th>₹</th><th>Particulars</th><th>₹</th></tr><tr><td>Stock on 1.1.2023</td><td>26,000</td><td>Goods returned to HO</td><td>6,500</td></tr><tr><td>Debtors on 1.1.2023</td><td>50,000</td><td>Goods returned by Branch Debtors to Branch</td><td>3,000</td></tr><tr><td>Cash-in-Hand on 1.1.2023</td><td>250</td><td>Total Sales of the Branch</td><td>2,23,000</td></tr><tr><td>Goods sent to Thane Branch</td><td>1,30,000</td><td>Cash Sales</td><td>1,70,000</td></tr><tr><td><u>Cheque sent to Branch:</u></td><td></td><td>Expenses paid by Branch</td><td>23,000</td></tr><tr><td>a) Salary</td><td>3,000</td><td></td><td></td></tr><tr><td>b) Rent</td><td>2,000</td><td></td><td></td></tr><tr><td>Furniture purchased by HO for the Branch</td><td>10,000</td><td>Collection from Debtors</td><td>84,000</td></tr><tr><td>Closing Stock on 31.12.2023</td><td>1,04,000</td><td>Cash Balance on 31.12.2023</td><td>130</td></tr></table> <p>Depreciation on Furniture at 10%.</p>	Particulars	₹	Particulars	₹	Stock on 1.1.2023	26,000	Goods returned to HO	6,500	Debtors on 1.1.2023	50,000	Goods returned by Branch Debtors to Branch	3,000	Cash-in-Hand on 1.1.2023	250	Total Sales of the Branch	2,23,000	Goods sent to Thane Branch	1,30,000	Cash Sales	1,70,000	<u>Cheque sent to Branch:</u>		Expenses paid by Branch	23,000	a) Salary	3,000			b) Rent	2,000			Furniture purchased by HO for the Branch	10,000	Collection from Debtors	84,000	Closing Stock on 31.12.2023	1,04,000	Cash Balance on 31.12.2023	130	(15)
Particulars	₹	Particulars	₹																																							
Stock on 1.1.2023	26,000	Goods returned to HO	6,500																																							
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Closing Stock on 31.12.2023	1,04,000	Cash Balance on 31.12.2023	130																																							
Q. No. 3	<p>The business premises of Soni Ltd. destroyed by fire on 15th July, 2024. However, the books of accounts and stock amounting to ₹ 18,000 were salvaged and the following information was available from the books:</p> <table><tr><th>Year ended</th><th>Gross Profit (₹)</th><th>Sales (₹)</th></tr><tr><td>31.3.2020</td><td>2,04,250</td><td>8,17,000</td></tr><tr><td>31.3.2021</td><td>2,02,350</td><td>6,74,500</td></tr><tr><td>31.3.2022</td><td>1,90,000</td><td>7,60,000</td></tr><tr><td>31.3.2023</td><td>1,77,650</td><td>7,10,600</td></tr><tr><td>31.3.2024</td><td>1,52,000</td><td>7,60,000</td></tr></table> <p>Additional information:</p> <ol style="list-style-type: none">1. Stock on 31.3.2024 ₹ 92,250.2. Purchases from 1.4.2024 to 14.7.2024 ₹ 89,250.3. Sales from 1.4.2024 to 14.7.2024 ₹ 1,60,000.4. Wages from 1.4.2024 to 14.7.2024 ₹ 28,500.5. The amount of policy was ₹ 80,000 subject to average clause. <p>You are required to prepare a statement of claim against the insurance company with any comments if necessary.</p>	Year ended	Gross Profit (₹)	Sales (₹)	31.3.2020	2,04,250	8,17,000	31.3.2021	2,02,350	6,74,500	31.3.2022	1,90,000	7,60,000	31.3.2023	1,77,650	7,10,600	31.3.2024	1,52,000	7,60,000	(15)																						
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Q. No. 4	<p>Aakar Ltd. has branch at Patna. Goods are invoiced to branch at cost plus 50%. Branch remits all cash received to the head office and all expenses are met by head office.</p> <table><tr><th>Particulars</th><th>₹</th></tr><tr><td>Stock on the 1st April, 2023 (at Invoice Price)</td><td>93,000</td></tr><tr><td>Debtors on 1st April, 2023</td><td>68,000</td></tr><tr><td>Goods Invoiced to branch (cost)</td><td>3,40,000</td></tr><tr><td colspan="2"><u>Sales at Branches:</u></td></tr><tr><td>Cash Sales</td><td>2,50,100</td></tr><tr><td>Credit Sales</td><td>3,10,000</td></tr><tr><td>Cash collected from Debtors</td><td>3,04,000</td></tr><tr><td>Goods returned by Debtors</td><td>12,000</td></tr><tr><td>Goods returned by branch to head office</td><td>1,500</td></tr><tr><td>Shortage of Stock</td><td>4,500</td></tr><tr><td>Discount allowed to Customers</td><td>2,000</td></tr><tr><td>Expenses at Branch</td><td>54,000</td></tr></table> <p>From the above information use Stock and Debtors method and prepare-</p> <p>a) Branch stock A/c b) Branch Stock Adjustment A/c c) Branch Profit and Loss A/c d) Goods sent to Branch A/c d) Branch Debtors A/c e) Branch Debtors A/c f) Branch Cash A/c</p>	Particulars	₹	Stock on the 1 st April, 2023 (at Invoice Price)	93,000	Debtors on 1 st April, 2023	68,000	Goods Invoiced to branch (cost)	3,40,000	<u>Sales at Branches:</u>		Cash Sales	2,50,100	Credit Sales	3,10,000	Cash collected from Debtors	3,04,000	Goods returned by Debtors	12,000	Goods returned by branch to head office	1,500	Shortage of Stock	4,500	Discount allowed to Customers	2,000	Expenses at Branch	54,000	(15)
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Q. No. 5	<p>The Mahindra Motors Ltd. Consigned to their agent in Bangalore two motor cars costing ₹ 96,000 each for sale. Commission was payable ordinary 8% and del-credere commission 2%. The agent was to bear all expenses in Bangalore which amounted to ₹ 13,000. The agent sold one car for ₹ 1,30,000 and remitted ₹ 1,04,000 on account. The second car was sold for ₹ 1,43,000 but out of this a sum of ₹ 26,000 became bad debt.</p> <p>Open the necessary accounts in the books of both Consignor and Consignee.</p>	(15)																										
Q. No. 6 (A)	Distinguish Between Consignment and Sales	(08)																										
Q. No. 6 (B)	Explain the Conversion Method under Single Entry System.	(07)																										

Note: 1. Attempt Any 2 out of 3 Questions

2. Figures to right indicate marks.

Q1. A)	Explain the methods of selecting Sample Size.	(08)																																																												
Q1. B)	What is Routine Check? Explain the features of Routine Check.	(07)																																																												
Q2. A)	Distinguish between Vouching and Verification.	(08)																																																												
Q2. B)	How should auditor verify Plant and Machinery?	(07)																																																												
Q3. A)	How should auditor vouch Credit Sales?	(08)																																																												
Q3. B)	Scrutinize and comment on the following Ledger Account. <div>In the Ledger of Spectrum Ltd. Bills Receivable Account</div> <table><tr><th>Date</th><th>Particulars</th><th>Rs.</th><th>Date</th><th>Particulars</th><th>Rs.</th></tr><tr><td>2024</td><td></td><td></td><td>2024</td><td></td><td></td></tr><tr><td>Oct 1</td><td>To Balance b/d</td><td>59,000</td><td>Oct 4</td><td>By Bank</td><td>21,000</td></tr><tr><td>Oct 10</td><td>To Kedar</td><td>17,500</td><td>Oct 27</td><td>By Bank</td><td>19,800</td></tr><tr><td>Oct 16</td><td>To Ranjit</td><td>68,000</td><td>Oct 27</td><td>By Discount</td><td>200</td></tr><tr><td>Nov 30</td><td>To Pandey</td><td>41,200</td><td>Nov 12</td><td>By Mohan</td><td>18,000</td></tr><tr><td>Dec 15</td><td>To Kerkar</td><td>20,500</td><td>Dec 13</td><td>By Bank</td><td>17,500</td></tr><tr><td></td><td></td><td></td><td>Dec 16</td><td>By Nitin</td><td>68,000</td></tr><tr><td></td><td></td><td></td><td>Dec 31</td><td>By Balance c/d</td><td>61,700</td></tr><tr><td></td><td></td><td>2,06,200</td><td></td><td></td><td>2,06,200</td></tr></table>	Date	Particulars	Rs.	Date	Particulars	Rs.	2024			2024			Oct 1	To Balance b/d	59,000	Oct 4	By Bank	21,000	Oct 10	To Kedar	17,500	Oct 27	By Bank	19,800	Oct 16	To Ranjit	68,000	Oct 27	By Discount	200	Nov 30	To Pandey	41,200	Nov 12	By Mohan	18,000	Dec 15	To Kerkar	20,500	Dec 13	By Bank	17,500				Dec 16	By Nitin	68,000				Dec 31	By Balance c/d	61,700			2,06,200			2,06,200	(07)
Date	Particulars	Rs.	Date	Particulars	Rs.																																																									
2024			2024																																																											
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GES/SBVC/BAF

SEMESTER END EXAM, APRIL, 2025

DATE :- 05/04/2025

TIME:- 11.00 am to 12.00 pm

PROGRAMME:- FYBAF (SEM -II)

30 MARKS

COURSE: FINANCIAL MATHEMATICS - II

Note: 1. Attempt any TWO question out of THREE.

2. Figures to right indicate marks.

Q.1	Attempt any THREE out of FOUR	(15)																													
	<p>(a) Raj purchased 440 shares of face value Rs. 10 each at a market price of Rs.150 per share at 0.5% brokerage. Find the total amount he had to pay.</p> <p>(b) Sahil received Rs. 1,07,784 after selling of a company at a market price of Rs. 540, at 0.2% brokerage. Find the number of shares he sold.</p> <p>(c)</p> <table><tr><th rowspan="2">Commodity</th><th colspan="2">Base Year</th><th colspan="2">Current Year</th></tr><tr><th>Price</th><th>Quantity</th><th>Price</th><th>Quantity</th></tr><tr><td>A</td><td>6</td><td>50</td><td>9</td><td>55</td></tr><tr><td>B</td><td>2</td><td>100</td><td>3</td><td>125</td></tr><tr><td>C</td><td>4</td><td>60</td><td>6</td><td>65</td></tr><tr><td>D</td><td>10</td><td>30</td><td>14</td><td>25</td></tr></table> <p>Find Laspeyre's Index Number</p> <p>(d) Write a note on equity shares.</p>	Commodity	Base Year		Current Year		Price	Quantity	Price	Quantity	A	6	50	9	55	B	2	100	3	125	C	4	60	6	65	D	10	30	14	25	
Commodity	Base Year		Current Year																												
	Price	Quantity	Price	Quantity																											
A	6	50	9	55																											
B	2	100	3	125																											
C	4	60	6	65																											
D	10	30	14	25																											
Q.2	Attempt any THREE out of FOUR	(15)																													
	<p>(a) Mira sold 450 shares at a market price of Rs. 520 per share. She had to pay brokerage of 0.8%. Find the amount she received.</p> <p>(b) Arnav invested Rs. 1,20,480 to buy equity shares of a company at a market price of Rs. 480 at 0.4% brokerage. Find the number of shares he purchased.</p> <p>(c)</p> <table><tr><th rowspan="2">Commodity</th><th colspan="2">Base Year</th><th colspan="2">Current Year</th></tr><tr><th>Price</th><th>Quantity</th><th>Price</th><th>Quantity</th></tr><tr><td>A</td><td>4</td><td>15</td><td>5</td><td>20</td></tr><tr><td>B</td><td>8</td><td>20</td><td>12</td><td>30</td></tr></table>	Commodity	Base Year		Current Year		Price	Quantity	Price	Quantity	A	4	15	5	20	B	8	20	12	30											
Commodity	Base Year		Current Year																												
	Price	Quantity	Price	Quantity																											
A	4	15	5	20																											
B	8	20	12	30																											

		C	6	25	8	20		
		D	14	10	21	15		

Find Paasche's Index Number.

(d) Write a note on types of preference shares.

Q.3 **Attempt any THREE out of FOUR** **(15)**

(a) Shreya sold some shares at a market price of Rs. Rs.300 per share with 0.1% brokerage. She got Rs. 1,13,886 in this transaction. Find the number of shares she sold.

(b) Priti sold 220 shares at 0.5% brokerage. She received Rs. 76,615 in this transaction. Find the market price of each share.

(c) Find 3 yearly moving averages

Year	2009	2010	2011	2012	2013	2014	2015	2016	2017
Production in thousand units	12	15	20	18	25	32	30	40	44

(d) Write the uses of index numbers.

(15)

Note: 1. Attempt any two question from the following.

2. Figures to right indicate marks.

Q.1 Following details are available from the records of a firm. Prepare a cash budget for the 3 months ending 30.06.2025 **(15)**

Months 2025	Sales (Rs.)	Material (Rs.)	Wages (Rs.)	Overheads (Rs.)
February	14,000	9,600	3,000	1,700
March	15,000	9,000	3,000	1,900
April	16,000	9,200	3,200	2,000
May	17,000	10,000	3,600	2,200
June	18,000	10,400	4,000	2,300

Additional Information:

- 10% sales are on cash.
- Customers are allowed a credit of one month.
- Period of credit allowed by the suppliers 2 months.
- Delay in payment of wages $\frac{1}{4}$ th month.
- Delay in payment of overheads $\frac{1}{2}$ month.
- Cash and Bank balance on 1/4/2025 is expected to be 6,000.
- Plant and Machinery will be installed in February 2025 at a cost of Rs. 96,000. The monthly instalment of Rs. 2,000 payable from April 2025 onwards.
- Advance to be received for sale of vehicle Rs.9,000 in June.
- Dividend from investment Rs. 1000 is expected to be received in June 2025.
- Advance Income Tax to be paid in June 2025. *of 25000*

Q.2 From the following data prepare cash budget from the period from 1/7/2025 to 31/12/2025 when the opening cash balance is expected to be Rs. 50,000. **(15)**

Months	Sales (Rs.)	Purchases (Rs.)	Wages (Rs.)	Factory Exp. (Rs.)	Admin. Exp. (Rs.)	Selling Exp. (Rs.)
May	2,00,000	90,000	18,000	12,000	7,000	8,000
June	1,80,000	95,000	20,000	14,000	8,000	9,000

July	2,10,000	94,000	19,000	10,000	7,000	8,000
August	1,70,000	94,000	15,000	13,000	5,000	8,500
September	1,75,000	85,000	22,000	14,500	6,500	8,600
October	2,20,000	72,000	18,000	11,000	7,200	9,300
November	2,50,000	75,000	21,000	9,500	7,500	7,800
December	2,50,000	65,000	20,000	10,000	7,400	6,500

Additional Information:

1. Machinery to be purchased for Rs. 60,000 in July will be payable on delivery.
2. Period of credit allowed by suppliers is 1 month and the same credit period is allowed to customers.
3. Wages are paid after one week while factory, administration and selling expenses are paid after one month in which they are incurred.
4. A sales commission of 2.5% on sales is paid two months after sales.
5. Machinery to be purchased in August for Rs. 1,80,000 is payable in equal instalment in September and October.

Q.3 (A) From the following data write down the steps in excel to calculate 3 months moving averages.

Months	Sales
January	200
February	220
March	210
April	250
May	240
June	260
July	280

(B) Write down the steps in excel to add Data Analysis Tool.

Note: 1. Attempt Any 2 out of 3 Questions

2. Figures to right indicate marks.

Q1. A)	Consider the following worksheet showing sales of 6 months. Draw line graph for this data and then interpret the chart.	(08)																									
	<table><tr><td></td><td>A</td><td>B</td></tr><tr><td>1</td><td>Month</td><td>Sales (in Rs.)</td></tr><tr><td>2</td><td>Jan</td><td>2000</td></tr><tr><td>3</td><td>Feb</td><td>2500</td></tr><tr><td>4</td><td>March</td><td>3000</td></tr><tr><td>5</td><td>April</td><td>2800</td></tr><tr><td>6</td><td>May</td><td>3200</td></tr><tr><td>7</td><td>June</td><td>4000</td></tr></table>		A	B	1	Month	Sales (in Rs.)	2	Jan	2000	3	Feb	2500	4	March	3000	5	April	2800	6	May	3200	7	June	4000		
	A	B																									
1	Month	Sales (in Rs.)																									
2	Jan	2000																									
3	Feb	2500																									
4	March	3000																									
5	April	2800																									
6	May	3200																									
7	June	4000																									
Q1. B)	Consider the following worksheet about Revenue Sources of a business. Plot a Bar Garph and Analyse it.	(07)																									
	<table><tr><td></td><td>A</td><td>B</td><td>C</td><td>D</td></tr><tr><td>1</td><td>Revenue Sources</td><td>Q1 Revenue (Rs.)</td><td>Q2 Revenue (Rs.)</td><td>Q3 Revenue (Rs.)</td></tr><tr><td>2</td><td>Product sales</td><td>5000</td><td>7000</td><td>9000</td></tr><tr><td>3</td><td>Service Income</td><td>3000</td><td>4000</td><td>5000</td></tr><tr><td>4</td><td>Affiliate Income</td><td>2000</td><td>2500</td><td>3500</td></tr></table>		A	B	C	D	1	Revenue Sources	Q1 Revenue (Rs.)	Q2 Revenue (Rs.)	Q3 Revenue (Rs.)	2	Product sales	5000	7000	9000	3	Service Income	3000	4000	5000	4	Affiliate Income	2000	2500	3500	
	A	B	C	D																							
1	Revenue Sources	Q1 Revenue (Rs.)	Q2 Revenue (Rs.)	Q3 Revenue (Rs.)																							
2	Product sales	5000	7000	9000																							
3	Service Income	3000	4000	5000																							
4	Affiliate Income	2000	2500	3500																							
Q2. A)	Considering the worksheet here which is showing Students Test Score. For the following data set, create a histogram to show the distribution of scores.	(08)																									
	<table><tr><td></td><td>A</td><td>B</td></tr><tr><td>1</td><td>Student Name</td><td>Test Score</td></tr><tr><td>2</td><td>Alice</td><td>85</td></tr><tr><td>3</td><td>Bob</td><td>78</td></tr><tr><td>4</td><td>Charlie</td><td>90</td></tr><tr><td>5</td><td>David</td><td>65</td></tr><tr><td>6</td><td>Eva</td><td>88</td></tr></table>		A	B	1	Student Name	Test Score	2	Alice	85	3	Bob	78	4	Charlie	90	5	David	65	6	Eva	88					
	A	B																									
1	Student Name	Test Score																									
2	Alice	85																									
3	Bob	78																									
4	Charlie	90																									
5	David	65																									
6	Eva	88																									

		7	Frank	72		
		8	Grace	95		
		9	Hanna	70		
		10	Lisa	80		
		11	Jack	60		
Q2. B)	Considering the worksheet here which is showing Hours studied and corresponding Exam scores. Using the following data plot a Scatter Chart and Intrepret.					(07)
			A	B		
		1	Hours Studied	Exam Score		
		2	1	50		
		3	2	55		
		4	3	65		
		5	4	70		
		6	5	80		
		7	6	85		
Q3. A)	What is Candle Stick Chart? Explain the advantages of Candle Stick Chart.					(08)
Q3. B)	What is Area Chart? Explain it limitations of Area Chart.					(07)

Note: 1. All questions are compulsory.

2. Figures to right indicate mark

Q1	<p>CUSTOMER SATISFACTION</p> <p>You are a group of managers in charge of food service for a chain of restaurants being operated in various colleges of University of Mumbai. Recently, a survey of students, faculty, and staff was conducted to evaluate customer satisfaction with the food services provided by the colleges' cafeterias. The results were disappointing to put it mildly. Complaints ranged from dissatisfaction with the type and range of meals and snacks provided, operating hours and food temperature to unresponsiveness to current concerns about the importance of low-fat/high fibre diets and the preferences of vegetarians. You have decided to form a cross-functional team to further evaluate reactions to the food services and to develop a proposal for changes to be made to increase customer satisfaction.</p> <p>Questions:</p> <ol style="list-style-type: none"> 1. What key factors contributed to the low customer satisfaction with the food services at the University of Mumbai cafeterias? 2. Who should be included in the cross-functional team, and what role will each member play in addressing the concerns raised in the customer satisfaction survey? 3. What are the specific goals that the cross-functional team should aim to achieve in order to improve the food service experience for students, faculty, and staff? 4. How can the team balance creative solutions with practical constraints when proposing changes to improve customer satisfaction? 5. What steps can the team take to ensure that the changes they propose meet the needs of various customer groups, including students, faculty, and staff, while promoting healthier eating habits? 	(10)
Q2 A	Describe the characteristics of industrial management	(10)
	OR	
Q2 B	Discuss porter's 5 forces model with an example.	(10)
Q3 A	Distinction between customer services and industrial services	(10)
	OR	
Q3B	What are the features of services?	(10)

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SEMESTER END EXAM, APRIL, 2025

DATE :- 12/04/2025

TIME:- 11.00 am to 12.00 pm

PROGRAMME:- FYBAF /FYBMS (SEM -II)

30 MARKS

COURSE: INTRODUCTION TO THE CAPITAL MARKET OF INDIA

Note: 1. Attempt any THREE question from SIX.

2. Figures to right indicate marks.

Q1	Explain the importance of Stock Exchange market in India.	(10)
Q2	Differentiate between Systematic Investment Plan (SIP) and Systematic Withdrawal Plan (SWP).	(10)
Q3	What are Sensex and Nifty? Explain their characteristics.	(10)
Q4	Write a note on -a) Primary market b) Secondary market	(10)
Q5	What is SEBI? Explain its structure, functions, and objectives.	(10)
Q6	Define Capital market? Discuss its components.	(10)

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SEMESTER END EXAM, APRIL, 2025

DATE: - 08/04/2025

TIME: - 11.00 pm to 12.00 pm

PROGRAMME: - FYBAF (SEM -II)

३० गुण

COURSE: - मुद्रित माध्यमांसाठी लेखन कौशल्ये

Note: 1. All questions are compulsory.

2. Figures to right indicate marks

प्रश्न १. बातमी लेखन म्हणजे काय ते सांगून बातमी लेखनाचे प्रकार लिहा.

[गुण १०]

किंवा

प्रश्न १. मुद्रित माध्यमांसाठीची लेखन कौशल्ये लिहा.

प्रश्न २. स्तंभलेखन म्हणजे काय ते सांगून स्तंभ लेखनाचे घटक लिहा.

[गुण १०]

किंवा

प्रश्न २. जाहिरात लेखन म्हणजे काय ते सांगून जाहिरात लेखनाचे प्रकार सविस्तर सांगा.

प्रश्न ३. खालील पैकी कोणत्याही दोन टिपा लिहा.

[गुण १०]

१. मुद्रित माध्यमांचे प्रकार

२. बातमी लेखनाचे महत्त्व (कोणतेही पाच मुद्दे)

३. स्तंभलेखनाचे प्रकार

४. जाहिरात लेखनाची उद्दिष्टे (कोणतेही ५ मुद्दे)

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SEMESTER END EXAM, APRIL, 2025

DATE: - 08/04/2025

TIME: - 11.00 pm to 12.00 pm

PROGRAMME: - FYBAF (SEM -II)

30 MARKS

COURSE: - हिन्दी भाषा : कौशल के आधार

निम्नलिखित तीन में से किन्हीं दो प्रश्नों के उत्तर लिखिए

(30 अंक)

1. संवाद में भाषण और श्रवण कौशल की भूमिका का वर्णन किजिए.
2. लेखन कौशल की विशेषता लिखिते हुए वाचन कौशल की उपयोगिता लिखिए.
3. वाचन कौशल के लाभ बताते हुए लेखन कौशल 'का अर्थ लिखिए.
