



Registration No.:

BHARTIYA SKILL DEVELOPMENT UNIVERSITY

School of General Education

Session: 2021-22(Winter Semester)

B. Voc. Program, V Semester,

1st In-Sem. Examination

Course Code: GEN1501

Course Name: Advanced Communication Skills

Time: 1 Hour

Max. Marks: 20

Section-A

(1*5=5)

Q1. Fill in the blank by choosing appropriate word:

The poet of *Where the Mind is Without Fear* was awarded Nobel Prize for the collection of poetry called _____.

- (a) Leaves of Glass (c) Gitanjali
(b) Shradhdhanjali (d) None of the given options

Q2. Fill in the blank with the correct preposition:

Nafeesa is afraid _____ spiders.

- (a) From (c) About
(b) In (d) Of

Q3. Fill in the blank using the suitable coordinating conjunction:

We can play a game, _____ we can paint a picture.

- (a) But (c) Or
(b) So (d) While

Q4. Fill in the blank using the suitable subordinating conjunction:

I am not going to the movie _____ Jimmy comes, too.

- (a) Not (c) Unless
(b) Too (d) For

Q5. What is the meaning of the word **dead habits** according to the poem., *Where the mind is without Fear?*

- (a) Old people (c) Old Customs
(b) Old custom people (d) Customs

Section- B

(2*3=6)

Q 6. What does the poet mean by *where tireless striving stretches its arm towards perfection* in the poem, *Where the Mind is Without Fear?*

Q 7. Make sentences with the given words:

- (a) Heaven (b) Desert

Q 8. Fill in the blanks using suitable conjunctions:

- (a) Julie took an umbrella to school _____ it looked like it might rain.
(b) Time is precious, _____ don't waste it on useless things.
(c) May I ask you a question _____ you don't mind?
(d) Let's introduce ourselves _____ we get started.

Section- C

(3*3=9)

Q9. Write the summary of the poem, *Where the Mind is Without Fear* in your own words.

Q10. Write a paragraph on My Hobby. (100 words)

Q11. Fill in the blanks with correct prepositions to complete the following sentences:

- (a) A copy of the book is _____ the bookshelf.
- (b) The meeting will begin _____ 7 pm.
- (c) You have to wait _____ the green light.
- (d) The wind blew the cap _____ his head.
- (e) _____ fire, leave the building immediately.
- (f) The cat ran _____ the dangerous dog.



Registration No.:

BHARTIYA SKILL DEVELOPMENT UNIVERSITY

Answer Key

Course Code: GEN1501

Time: 1 Hour

Course Name: Advanced Communication Skills

Max. Marks: 20

Section-A

(1*5=5)

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The poet of *Where the Mind is Without Fear* was awarded Nobel Prize for the collection of poetry called _____.

- (a) Leaves of Glass
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Q2. Fill in the blank with the correct preposition:

Nafeesa is afraid _____ spiders.

- (a) From
(b) In
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Q3. Fill in the blank using the suitable co-ordinating conjunction:

We can play a game, _____ we can paint a picture.

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I am not going to the movie _____ Jimmy comes, too.

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Q5. What is the meaning of the word *dead habits* according to the poem, *Where the mind is without Fear?*

- (a) Old people
(b) Old custom people
(c) Old Customs
(d) Customs

Section- B

(2*3=6)

Q 6. What does the poet mean by *where tireless striving stretches its arm towards perfection* in the poem, *Where the Mind is Without Fear* ?

Ans. Through lines, the speaker wishes that his countrymen strive towards perfection without getting tired. A country whose people work without laziness is sure to achieve perfection in all fields and aspects. Everyone should be free to toil and work hard for anything they desire either for their own or for the good of the nation.

Q 7. Make sentences with the given words:

- (a) Heaven – God lives in **heaven**.
(b) Desert - **Desert** becomes too hot during summers.

Q 8. Fill in the blanks using suitable conjunctions:

- (a) Julie took an umbrella to school **because** it looked like it might rain.
(b) Time is precious, **so** don't waste it on useless things.
(c) May I ask you a question **if** you don't mind?
(d) Let's introduce ourselves **before** we get started.

Section- C

(3*3=9)

Q 9. Write the summary of the poem, *Where the Mind is Without Fear* in your own words.

Ans. The poet is talking about a nation which he wishes for humanity. He wishes for an independent nation (he is actually talking about India as he wrote the poem during Indian freedom struggle.). He wishes for a nation where people are confident, where people do not just rely on blind beliefs and where people's thoughts must be encouraged. He wishes for a nation without discrimination (of caste, gender, creed, etc.,) and everybody are treated equally. He wishes for a nation where knowledge is available for everyone. And at last he prays to God so that his wishes would come true.

Q 10. Write a paragraph on My Hobby. (100 words)

Ans. I love to paint. It is my hobby. I paint with water colours. I like to paint beautiful landscapes. When we go on holidays to different places like hill stations, desert areas, river banks or the countryside, I always take my art material with me. I like to sit and paint a

scenery as I watch it. The painting then is very vivid and comes alive. I find my hobby refreshing to me. I keep all my paintings carefully. I have participated in different art exhibitions and painting competitions at school and at state level events, and won prizes too.

Q 11. Fill in the blanks with correct prepositions to complete the following sentences:

- (a) A copy of the book is **on** the bookshelf.
- (b) The meeting will begin **at** 7 pm.
- (c) You have to wait **for** the green light.
- (d) The wind blew the cap **off** his head.
- (e) **In case of** fire, leave the building immediately.
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**BHARTIYA SKILL DEVELOPMENT UNIVERSITY****School of General Education****Session: 2021-22(Winter Semester)****B. Voc. Program, 5th Semester,****1st In-Sem. Examination****Course Code: GEN 1502****Time: 1 Hour****Course Name: Quantitative Aptitude****Max. Marks: 20****Instruction:**

1. All questions are compulsory.
2. Calculator is not permitted.

Section – A

05×01 = 05 Marks

Q1. The place value of 8 in the number 467802 is

- (a) 8 (c) 802
(b) 800 (d) 000

Q2. The face value of 7 in the number 718524 is

- (a) 7 (c) 100000
(b) 700000 (d) none of the above

Q3. Which one of the following number is a prime number?

- (a) 161 (c) 341
(b) 373 (d) 437

Q4. If the number $97215*5$ is completely divisible by 3, then the smallest whole number in place of * will be

- (a) 3 (c) 0
(b) 1 (d) none of these

Q5. The factors of 1122

- (a) $3 \times 9 \times 17 \times 2$ (c) $9 \times 9 \times 17 \times 2$
(b) $3 \times 11 \times 17 \times 2$ (d) $3 \times 11 \times 17 \times 3$

Section – B

03×02 = 06 Marks

Q6. (i) Find the LCM and HCF of $\frac{2}{3}, \frac{3}{5}, \frac{4}{7}, \frac{9}{13}$.(ii) Reduce $\frac{128352}{238368}$ to its lowest terms.**Q7.** The HCF of two numbers is 40. If the product of the two numbers is 52800, find their LCM.**Q8.**

(i)
$$\frac{854 \times 854 \times 854 - 276 \times 276 \times 276}{854 \times 854 + 854 \times 276 + 276 \times 276} = ?$$

(ii) If $x + y = 23$ and $xy = 126$, what is the value of $x^2 + y^2$?

Section – C

03×03 = 09 Marks

Q9. Arrange the fractions $\frac{5}{8}, \frac{5}{6}, \frac{7}{4}, \frac{3}{5}$ in the ascending order.

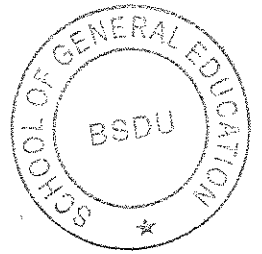
Q10. The cost of 4 bags and 3 boxes is Rs 555 and the cost of 3 bags and 4 boxes is Rs 460. What is the cost of 1 bag?

Q11. Simplify:

$$(i) \frac{\frac{1}{2} - \frac{2}{3} + \frac{4}{5} - \frac{1}{3} + \frac{1}{5} + \frac{3}{4}}{\frac{1}{2} + \frac{2}{3} - \frac{4}{3} + \frac{1}{3} - \frac{1}{5} - \frac{4}{5}}$$

$$(ii) \frac{(2+3) \times 5 + 3 \div \frac{1}{2}}{6 + 5 \times 4 \div \frac{4}{5}}$$

Answer Key (MEN 1502)



Q1 b Q2 a Q3 b Q4 b Q5 ~~b~~ c

Q6 (i) LCM = $\frac{36}{1}$, HCF = $\frac{1}{1365}$

(ii)
$$\begin{array}{r} 128352 \\ 238368 \end{array}$$

$$\begin{array}{r} 128352 \ 238368 \ (1 \\ \underline{128352} \end{array}$$

$$\begin{array}{r} 110016 \ 128352 \ (1 \\ \underline{110016} \end{array}$$

$$\begin{array}{r} 18336 \ 110016 \ (6 \\ \underline{110016} \end{array}$$

HCF of 128352 & 238368
= 18336

$$\frac{128352}{18336} = \frac{7}{13}$$

Q7 HCF = 40, product of two numbers = 52800
LCM = $\frac{52800}{40} = 1320$

Q8 (i)
$$\frac{854 \times 854 \times 854 - 276 \times 276 \times 276}{854 \times 854 + 854 \times 276 + 276 \times 276} = \frac{a^3 - b^3}{a^2 + ab + b^2} = a - b$$

= 854 - 276
= 578

(ii) $x + y = 23$, $xy = 126$
 $(x+y)^2 = x^2 + y^2 + 2xy$
529 = $x^2 + y^2 + 252$
 $x^2 + y^2 = 529 - 252 = 277$

Q9 $\frac{5}{8}, \frac{5}{6}, \frac{7}{4}, \frac{3}{5}$ $2^3, 2 \times 3, 2^2, 5$

$$\text{LCM}(8, 6, 4, 5) = 2^3 \times 3 \times 5 = 120$$

$$\frac{5}{8} \times \frac{15}{15} = \frac{75}{120}$$

$$\frac{5}{6} \times \frac{20}{20} = \frac{100}{120}$$

$$\frac{7}{4} \times \frac{30}{30} = \frac{210}{120}$$

$$\frac{3}{5} \times \frac{24}{24} = \frac{72}{120}$$

$$\frac{3}{5} < \frac{5}{8} < \frac{5}{6} < \frac{7}{4}$$

Q10 $4x + 3y = 555, 3x + 7y = 460$

$$y = 120, x = 25$$

Q11 (i) $\left(\frac{-1}{2} - \frac{2}{3}\right) + \left(\frac{4}{5} + \frac{1}{5}\right) + \left(\frac{3}{4} - \frac{1}{2}\right)$

$$\left(\frac{2}{3} - \frac{4}{3} + \frac{1}{3}\right) - \left(\frac{1}{5} + \frac{4}{5}\right) + \frac{1}{2}$$

$$= \frac{-1 + 1 + \frac{1}{4}}{\frac{-\frac{1}{3} - 1 + \frac{1}{2}}{6}} = \frac{\frac{1}{4}}{\frac{-2 - 6 + 3}{6}} = \frac{\frac{1}{4}}{\frac{-5}{6}}$$

$$= \frac{-3}{10}$$

(ii) $(2+3) \times 5 + 3 \div \frac{1}{2}$

$$6 + 5 \times 4 \div \frac{4}{5}$$

$$= \frac{5 \times 5 + 3 \times 2}{6 + 5 \times 4 \times \frac{5}{4}} = \frac{25 + 6}{6 + 25} = 1$$



BHARTIYA SKILL DEVELOPMENT UNIVERSITY

School of General Education

Session: 2021-22 (Winter Semester)

B. Voc. Program, 5th Semester,

1st In-Sem. Examination

Course Code: GEN1503

Time: 1 Hours

Course Name: Financial Accounting

Max. Marks: 20

Instructions: The question paper comprises three sections A, B & C. Marks allotted are mentioned against each section.

Section-A

(05*01=05)

- Q01. Accounting is a _____ activity.
(a) Manufacturing (b) Production
(c) Company (d) Service
- Q02. Accounting reports are designed to meet the common information needs of most decision makers. These decision makers are broadly classified into the _____ groups.
(a) Eight (b) Ten
(c) Two (d) five
- Q03. Capital means _____ brought in to start a business.
(a) Funds (b) Cash
(c) Rupees (d) Owner Money
- Q04. Each business transaction should be supported by documentary evidences such as cash memos, cash receipts, invoices or bills, debit and credit notes, pay-in-slip, cheques, etc. These business documents are called _____.
(a) Vouchers (b) Ledger
(c) Journal (d) Source documents
- Q05. The first step in accounting involves identifying the transactions to be recorded and preparing the source documents which are in turn recorded in the basic book of the original entry called _____.
(a) Vouchers (b) Ledger
(c) Journal (d) Source documents

Section-B

(02*03=06)

- Q06. Write a short note on meaning and definition of accounting.
- Q07. Explain any one branch of accounting.
- Q08. Write a short note on features of accounting voucher.

Section C

(03*03=09)

- Q09. What are the advantages of the Double Entry System?
- Q10. List the differences between book-keeping and accounting.
- Q11. State the differences between Journal and Ledger.



BHARTIYA SKILL DEVELOPMENT UNIVERSITY

Answer Key

Course Code: GEN1503

Time: 1 Hours

Course Name: Financial Accounting

Max. Marks: 20

Q01. Accounting is a activity

- (a) Manufacturing (b) Production
(c) Company (d) **Service**

Q02. Accounting reports are designed to meet the common information needs of most decision makers. These decision makers are broadly classified into the followinggroups.

- (a) **Eight** (b) Ten
(c) Two (d) five

Q03. Capital meansbrought in to start a business

- (a) **Funds** (b) Cash
(c) Rupees (d) Owner Money

Q04. Each business transaction should be supported by documentary evidence such as cash memos, cash receipts, invoices or bills, debit and credit notes, pay-in-slip, cheques, etc. These business documents are called

- (a) Vouchers (b) Ledger
(c) Journal (d) **Source documents**

Q05. The first step involves identifying the transactions to be recorded and preparing the source documents which are in turn recorded in the basic book of the original entry called

- (a) Vouchers (b) Ledger
(c) **Journal** (d) Source documents

Q06. Write a note on meaning and definition of Accounting

Answer: "Accounting is the art of recording, classifying and summarizing in a significant manner and in terms of money transactions and events which are, in part at least, of a financial character, and interpreting the results thereof."

"Accounting is a service activity. Its function is to provide quantitative information, primarily financial in nature, and about economic activities, that is intended to be useful in making economic decisions."

Q07. Explain any one branch of accounting.

Answer: There are mainly Three branches of accounting.

Financial Accounting

- Financial accounting involves recording and classifying business transactions, and preparing and presenting financial statements to be used by internal and external users.
- In the preparation of financial statements, strict compliance with generally accepted accounting principles or GAAP is observed.
- Financial accounting is primarily concerned in processing historical data.

Managerial Accounting

Managerial or management accounting focuses on providing information for use by internal users, the management.

- This branch deals with the needs of the management rather than strict compliance with generally accepted accounting principles.
- Managerial accounting involves financial analysis, budgeting and forecasting, cost analysis, evaluation of business decisions, and similar are

Cost Accounting

- Sometimes considered as a subset of management accounting, cost accounting refers to the recording, presentation, and analysis of manufacturing costs.
- Cost accounting is very useful in manufacturing businesses since they have the most complicated costing process.
- Cost accountants also analyze actual and standard costs to help managers determine future courses of action regarding the company's operations.

Q08. Write a note on "Features of Accounting Voucher".

Answer: An accounting Voucher must contain the following essential features:

1. It is written on a good quality paper;
2. The name of the firm must be printed on the top;
3. The date of the transaction is filled up against the date;
4. The number of the voucher is to be in serial order;
5. The name of the account to be debited or credited is mentioned;
6. Debit and the credit amount is to be written in figure against the amount;
7. Description of the transaction is to be given account-wise;
8. The person who prepares the voucher must mention his name along with his signature;
9. The name and signature of the authorized person are mentioned on the voucher.

Q09. What are the advantages of the Double Entry System?

Answer:

Advantages
Complete record of Transactions.
Check on Accuracy
Determination of Financial position
Scientific System
Ascertainment of Profit & Loss
Ascertainment of cash Balances
Prevention of fraud
Better control & decision making
Comparison of results

Q10. What is the difference between Book-keeping and Accounting ?

Answer:

Book-keeping	Accounting
It is a process of identifying, measuring, recording, and analyzing the transactions in books of accounts	<ul style="list-style-type: none"> It involves summarizing the classified transactions, interpreting the analyzed results, and communicating the information to the users of financial statement
<ul style="list-style-type: none"> Adopts principles of accounting for recording 	<ul style="list-style-type: none"> Analyzing and interpreting requires skill, knowledge, and experience
<ul style="list-style-type: none"> Book-keeping is the first stage of accounting process 	<ul style="list-style-type: none"> Accounting follows book-keeping. It is the second stage
<ul style="list-style-type: none"> The objective is to prepare final accounts and balance sheet in a systematic manner at the end of accounting period 	<ul style="list-style-type: none"> The objective is to ascertain net results of financial operations and communicate the results to all stakeholders in a manner they understand
<ul style="list-style-type: none"> Account executives who perform this function may not require higher level of knowledge 	<ul style="list-style-type: none"> Accountants who perform this function need higher analytical skills to interpret the data and to take appropriate decisions
<ul style="list-style-type: none"> The job is routine and clerical in nature 	<ul style="list-style-type: none"> The job is non-routine but analytical in nature

Q11. What is the difference between Journal and Ledger ?

Answer:

Journal	Ledger
1. The Journal is the book of the first entry (original entry).	1. The ledger is the book of secondary entry.
2. It is a book for chronological records.	2. It is a book for analytical records.
3. It is prepared on the basis of source documents of transactions.	3. It is prepared on the basis of the journal.
4. Process of recording in the Journal is called Journalising	4. The process of recording in the ledger is known as posting.
5. Narration is written for each entry.	5. No narration is given



BHARTIYA SKILL DEVELOPMENT UNIVERSITY

School of General Education
Session: 2021-22 (Winter Semester)
B. Voc. Program, 5th Semester,
1st In-Sem. Examination

Course Code: GEN 1507

Time: 1 Hour

Course Name: Reasoning & General Awareness

Max. Marks: 20

Student Name		
School		
Reg. No.		
Invigilator Name		
Invigilator Sign with date		

Instructions:

- ❖ This paper consists of two sections i.e. (1) General Awareness-**10** marks (2) Reasoning-**10** marks
- ❖ All questions are compulsory
- ❖ Each question carries **one** mark, tick the correct option
- ❖ Use of calculator is strictly prohibited

**** GENERAL AWARENESS ****

10×01 = 10 Marks

Q1. Correct statement(s) is/are about enzymes

- A particular enzyme can work on any type of substrate.
- Enzymes have active sites to bind up the substrate.

- Only i
- Only ii
- Both i & ii
- Neither i nor ii

Q2. Antibodies are example of

- Carbohydrates
- Lipids
- Enzymes
- Proteins

Q3. The adjustment of living organism according to its environment is called

- Homeostasis
- Sensitivity
- Adaptation
- Locomotion

Q4. Natural selection is related to which process?

- Reproduction
- Evolution
- Respiration
- Excretion

Q5. What is the full form of "TOEFL"?

- Test of English as a Foreign Language
- Test of English and Finance Lesson
- Test of Education and Foreign Language
- Test of European and French Logistics

Q6. What is the full form of GATE?

- Graduate Attitude Test in Engineering
- Graduate Aptitude Test in Engineering
- Grand Aptitude Testing and Examination
- Goal Aided Testing in Engineering

Q7. Irritability respond to an environment stimulus is an example of

- Sensitivity
- Movement
- Respiration
- Adaptation

Q8. Which World Heritage Monument has been acclaimed as the "Necropolis of the Mughal dynasty"?

- Humayun's Tomb
- Qutub Minar
- Mahabodhi Temple Complex
- Red Fort Complex

Q9. Which one of the following monuments has a dome which is said to be one of the largest in the world?

- Jama Masjid, Delhi
- Gol Gumbaz, Bijapur
- Tomb of Sher Shah, Sasaram
- Tomb of Ghiyas-ud-din Tughlaq, Delhi

Q10. Which of the following writers has called Akbar's Din-i-Ilahi as a monument of his folly, not of wisdom?

- Badayuni
- Barni
- W.Haig
- Vincent Smith

**** REASONING ****

10×01 = 10 Marks

Q11. 11 , 14 , 23 , 50, ?

- 111
- 121
- 151
- 131

Q12. 11, 20, 38, 74, ?

- 146
- 96
- 100
- 85

Q13. 22, 42, 64, 88, ?

- 112
- 114
- 116
- 118

Q14. BINDING : BOOK

- criminal : gang
- display : museum
- frame : picture
- artist : carpenter

Q15. WAITRESS : RESTAURANT

- doctor : diagnosis
- driver : truck
- actor : role
- teacher : school

Q16. Melt : Liquid :: Freeze : ?

- solid
- condense
- ice
- force

Q17. **Statement:** Population increase coupled with depleting resources is going to be the scenario of many developing countries in days to come.

Conclusions I: The population of developing countries with not continue to increase in future.

SN

Conclusions II: It will be very difficult for the governments of developing countries to provide its people decent quality of life.

- Only conclusion I is true
- Only conclusion II is true
- Both conclusions I and II true
- Both conclusions I and II are false

Q18. **Statement:** The world is neither good nor evil, each man manufactures a world for himself.

Conclusions I: Some people find this world quite good.

Conclusions II: Some people find this world quite bad.

- only conclusion I follows
- only conclusion II follows
- both I and II follows
- neither I nor II follows

Q19. **Statement:** If the faculty members also join the strike, there is going to be a serious problem.

Course of Action I: The faculty members should be persuaded not to go on strike.

Course of Action II: Those faculty members who join the strike should be suspended.

Course of Action III: The management should not worry about such small things.

- only I follows
- All follows
- only II follows
- none follows
- only III follows

Q20. **Statement:** The Finance Minister submits his resignation a month before the new budget is to be presented in the Parliament.

Courses of Action I: The resignation should be accepted and another person should be appointed as the Finance Minister.

Course of Action II: The resignation should not be accepted.

- only I follows
- either I or II follows
- only II follows
- neither I nor II follows

Rough Work

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- none follows
- only III follows

Q20. **Statement:** The Finance Minister submits his resignation a month before the new budget is to be presented in the Parliament.

Courses of Action I: The resignation should be accepted and another person should be appointed as the Finance Minister.

Course of Action II: The resignation should not be accepted.

- only I follows
- **only II follows**
- either I or II follows
- neither I nor II follows

Rough Work

