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Total No. of Pages : 03

Total No. of Questions : 18

**BBA/BBA (RD)/(Event Management)/(Business Economics)(2018 Batch)/  
(Service Industry Management) (2018 Onwards) (Sem.-1)**

**BASIC ACCOUNTING**

Subject Code : BBA-102-18

M.Code : 75083

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTIONS TO CANDIDATES :**

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B consists of FOUR Sub-sections : Units-I, II, III & IV.
3. Each Sub-section contains TWO questions each, carrying TEN marks each.
4. Students have to attempt any ONE question from each Sub-section.

**SECTION-A**

**Write briefly :**

1. Write a short note on book keeping.
2. Explain briefly the limitations of Financial Accounting.
3. State the rules of Debit and Credit as per the types of accounts.
4. What do you mean by Subsidiary Books?
5. What do you mean by Bank Reconciliation Statement?
6. What is the function of Balance Sheet?
7. State the main elements of Annual Report of a company.
8. State the various accounting software packages.
9. What is the function of Ledger Accounts?
10. State the benefits of Accounting standards.

## SECTION-B

### UNIT-I

11. Explain the accounting conventions in detail. Also explain the limitations of Financial Accounting. (5, 5)
12. Write a detailed note on Accounting Standards followed in Indian context. (10)

### UNIT-II

13. What do you mean by Accounting Process? Explain the above by taking any hypothetical example on your own. (4, 6)
14. Prepare Trial Balance from the following information : (10)

Account	Rs.	Account	Rs.
Building	3,00,000	Creditors	2,50,000
Machinery	85,000	Purchases	5,00,000
Return Outward	13,000	Capital	3,68,000
Bad Debts	14,000	Furniture	28,000
Cash	2,000	Sales	5,20,000
Discount Received	15,000	Debtors	3,00,000
Bank O/d	50,000	Interest Received	13,000

### UNIT-III

15. Write a note on the following concepts :
  - a) Bank Reconciliation statement (5)
  - b) WDV vs SLM methods of depreciation (5)
16. From the following balances, prepare Trading, P& L Account and Balance Sheet :

Machinery	3,50,000
Debtors	2,70,000
Drawings	90,000
Purchases	9,50,000
Wages	5,00,000
Bank	1,50,000
Opening Stock	2,00,000
Rent	45,000
Sundry Expenses	20,000
Carriage (Dr.)	15,000
Capital	10,00,000
Creditors	1,40,000
Sales	14,50,000

Stock was valued at Rs. 30,000 (10)

#### UNIT-IV

17. Write a detailed note on the following :
- a) Provisions of Cos. Act, 1956 in respect of preparing Final Accounts of a company.(7)
  - b) Annual Report of a company. (3)
18. What do you mean by computerised Accounting? State its relevance and application in Accounting. Also state the Accounting Software Packages. (2, 4, 4)

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**NOTE : Disclosure of identity by writing mobile number or making passing request on any page of Answer sheet will lead to UMC against the Student.**