

COMMERCE (BUSINESS STUDIES)

(319)

Time: 3 Hours]

[Maximum Marks: 100

Note:

- (i) This question paper consists of two Sections, viz., ‘A’ and ‘B’
- (ii) All questions from Section ‘A’ are to be attempted.
- (iii) Section ‘B’ has got more than one
- (iv) Option. Candidates are required to attempt questions from one option only.

SECTION-A

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| 1. What is meant by ‘Self –employment ‘? | 2 |
| 2. Give the meaning of insurance. | 2 |
| 3. Define management. | 2 |
| 4. What is meant by planning? | 2 |
| 5. Distinguish between long term and short –term finance on the basis of (a) time period
and (b) source of finance. | 2 |
| 6. State any two objectives of marketing. | 2 |
| 7. How industry, trade and commerce are interrelated? Briefly explain. | 3 |
| 8. State any three disadvantages of a partnership firm. | 3 |

9. Briefly state the steps in the process of organizing. 4
10. What are the advantages of short-term finance? Explain briefly. 4
11. Explain briefly the determining factors to be considered before choosing a suitable channel of distribution. 4
12. Briefly explain the advantages of banking. 5
13. What is the role of Small Industries Service Institute in establishing a business? Explain briefly. 6
14. Briefly explain the main sources of long –term finance. 6
15. There are some qualities which make a salesman more effective, briefly explain such qualities. 6
16. What is meant by control? Discuss briefly the steps in the control process. 8
17. Explain in brief the formalities to be completed by ‘Forwarding Agent’ in export trade. 9
18. Define a joint stock company. Explain briefly its characteristics. 10

SECTION-B

OPTION-I

(Office Procedures and Practices)

19. What is meant by office set-up? 3
20. What are the characteristics of a good filing system? Explain briefly. 5
21. Explain briefly the advantages of office mechanization. 6
22. Explain briefly the procedure of handling incoming mail. 6

OPTION-II

(Practical Banking)

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| 19. What is meant by the term ‘Bank’? | 3 |
| 20. State any five agency services provided by commercial banks. | 5 |
| 21. How do you operate a savings bank account in a bank? Explain briefly. | 6 |
| 22. Explain briefly the functions of a commercial bank. | 6 |

OPTION-III

(Introduction to Factory Set-up)

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| 19. State the characteristics of a factory. | 3 |
| 20. Explain briefly the provisions of the Factories Act, 1948 regarding cleanliness of the factory premises. | 5 |
| 21. What is the need for safety measures in factories? Explain briefly. | 6 |
| 22. Briefly explain the difference between working and service conditions and welfare measures. | 6 |

OPTION-IV

(Agency Services)

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| 19. Distinguish between an agent and a servant on the basis of) a) legal relationship and (b) consideration. | 3 |
| 20. Define an agent. Briefly explain the characteristics of agency Service. | 5 |
| 21. Explain briefly the functions of ‘Insurance Agency’ for insurance companies. and for Policyholders. | 6 |
| 22. Explain briefly the importance of ‘Advertising Agency’. | 6 |