

Roll No.-----

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(To be filled in the
OMR Sheet)

प्रश्नपुस्तिका क्रमांक
Question Booklet No.

44600380

O.M.R. Serial No.

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प्रश्नपुस्तिका सीरीज
Question Booklet Series

A

BBA (First Semester) Examination, February/March-2022

BBA-104(N)

Book Keeping and Basic Accounting

(for Ex & B.P. Students)

Time : 1:30 Hours

Maximum Marks-100

जब तक कहा न जाय, इस प्रश्नपुस्तिका को न खोलें

- निर्देश : -
1. परीक्षार्थी अपने अनुक्रमांक, विषय एवं प्रश्नपुस्तिका की सीरीज का विवरण यथास्थान सही- सही भरें, अन्यथा मूल्यांकन में किसी भी प्रकार की विसंगति की दशा में उसकी जिम्मेदारी स्वयं परीक्षार्थी की होगी।
 2. इस प्रश्नपुस्तिका में 100 प्रश्न हैं, जिनमें से केवल 75 प्रश्नों के उत्तर परीक्षार्थियों द्वारा दिये जाने हैं। प्रत्येक प्रश्न के चार वैकल्पिक उत्तर प्रश्न के नीचे दिये गये हैं। इन चारों में से केवल एक ही उत्तर सही है। जिस उत्तर को आप सही या सबसे उचित समझते हैं, अपने उत्तर पत्रक (O.M.R. ANSWER SHEET) में उसके अक्षर वाले वृत्त को काले या नीले बाल प्वाइंट पेन से पूरा भर दें। यदि किसी परीक्षार्थी द्वारा निर्धारित प्रश्नों से अधिक प्रश्नों के उत्तर दिये जाते हैं तो उसके द्वारा हल किये गये प्रथमतः यथा निर्दिष्ट प्रश्नोत्तरों का ही मूल्यांकन किया जायेगा।
 3. प्रत्येक प्रश्न के अंक समान हैं। आप के जितने उत्तर सही होंगे, उन्हीं के अनुसार अंक प्रदान किये जायेंगे।
 4. सभी उत्तर केवल ओ०एम०आर० उत्तर पत्रक (O.M.R. ANSWER SHEET) पर ही दिये जाने हैं। उत्तर पत्रक में निर्धारित स्थान के अलावा अन्यत्र कहीं पर दिया गया उत्तर मान्य नहीं होगा।
 5. ओ०एम०आर० उत्तर पत्रक (O.M.R. ANSWER SHEET) पर कुछ भी लिखने से पूर्व उसमें दिये गये सभी अनुदेशों को सावधानीपूर्वक पढ़ लिया जाय।
 6. परीक्षा समाप्ति के उपरान्त परीक्षार्थी कक्ष निरीक्षक को अपनी प्रश्नपुस्तिका बुकलेट एवं ओ०एम०आर० शीट पृथक-पृथक उपलब्ध कराने के बाद ही परीक्षा कक्ष से प्रस्थान करें।
 7. निगेटिव मार्किंग नहीं है।
- महत्वपूर्ण : - प्रश्नपुस्तिका खोलने पर प्रथमतः जाँच कर देख लें कि प्रश्नपुस्तिका के सभी पृष्ठ भलीभाँति छपे हुए हैं। यदि प्रश्नपुस्तिका में कोई कमी हो, तो कक्ष निरीक्षक को दिखाकर उसी सीरीज की दूसरी प्रश्नपुस्तिका प्राप्त कर लें।

SEAL

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1. The process of entering all transactions from the journal to the ledger is called _____.
 - (A) Accounting
 - (B) Posting
 - (C) Entry
 - (D) None of the above
2. The assets that can be converted into cash within a year are known as _____.
 - (A) Investments
 - (B) Intangible assets
 - (C) Current assets
 - (D) None of the above
3. Patents, copyrights and trademarks are:
 - (A) Current assets
 - (B) Fixed assets
 - (C) Intangible assets
 - (D) Investments
4. Bank reconciliation statement is a:
 - (A) Part of bank statement
 - (B) Memorandum statement
 - (C) Part of journal
 - (D) Ledger Account
5. A pass book is a copy of:
 - (A) A customer's account in the bank's books
 - (B) Cash book relating to bank column
 - (C) Cash book relating to cash column
 - (D) Firm's receipts and payments

6. According to going concern, a business is assumed as having:
- (A) A limited life
 - (B) A indefinite life
 - (C) A very long life
 - (D) None of the above
7. Contingent liability is shown in the balance sheet because of:
- (A) Convention of consistency
 - (B) Convention of materiality
 - (C) Convention of full disclosure
 - (D) Convention of conservatism
8. Accounting rules, practices and conventions should be observed continuously and applied:
- (A) Convention of consistency
 - (B) Convention of full disclosure
 - (C) Convention of conservatism
 - (D) Convention of materiality
9. Heavy amount spend for advertisement of new company's product is:
- (A) Revenue expenditure
 - (B) Deferred revenue expenditure
 - (C) Capital Expenditure
 - (D) Either (A) or (C)
10. Sales account will have a:
- (A) Debit balance
 - (B) Credit balance
 - (C) Either a debit or credit balance
 - (D) No Balance

11. Petty cash book has a balance of Rs.500. This represents:
- (A) A profit
 - (B) An asset
 - (C) A liability
 - (D) A loss
12. The basic function of financial accounting is to:
- (A) Record all business transactions
 - (B) Interpret financial data
 - (C) Assist the management in performing functions effectively
 - (D) None of the above
13. Accounting provides information on:
- (A) Cost and income for managers
 - (B) Company's tax liability for a particular year
 - (C) Financial conditions of an institutions
 - (D) All of the above
14. The long – term assets that have no physical existence but are rights that have value are known as_____.
- (A) Investments
 - (B) Intangible assets
 - (C) Fixed assets
 - (D) None of the above
15. The account that records expenses, gains and losses is called_____.
- (A) Nominal account
 - (B) Personal account
 - (C) Real account
 - (D) None of the above

16. The sales income (both credit and cash) during a given period is called _____.
(A) Purchase returns
(B) Turnover
(C) Sales returns
(D) None of the above
17. Which of the following is not an internal user of financial statements?
(A) Lenders
(B) Managers
(C) Board of Directors
(D) Employees
18. Transactions are posted into ledger accounts from:
(A) Journal
(B) Vouchers
(C) Subsidiary books
(D) Both (A) and (C)
19. Wages paid on the installation of machinery Rs.500, had been debited to wages account, it is an error of:
(A) Omission
(B) Commission
(C) Principle
(D) Compensating
20. Income is measured on the basis of:
(A) Matching concept
(B) Consistency concept
(C) Cost concept
(D) None of these

21. The process of transferring the debit and credit items from a journal to their respective account in the ledger is termed as?
- (A) Balancing
 - (B) Posting
 - (C) Arithmetic
 - (D) Entry
22. Book-keeping is mainly concerned with:
- (A) Designing for systems of recording, classifying and summarizing recorded data
 - (B) Recording financial data relating to business operations
 - (C) Interpreting data for internal and external users
 - (D) All of the above
23. Which of the following will not be recorded in the books of accounts?
- (A) Paid rent for office premises Rs.10,000
 - (B) Paid commission for purchase of raw material Rs.200
 - (C) Purchase goods on credit Rs.15,000 for resale
 - (D) Resignation of manager Mr. Mohan
24. Sales book records the:
- (A) Cash sales of goods
 - (B) Credit sales of goods dealt in
 - (C) All sales of goods dealt in
 - (D) All sales of either goods or assets
25. Nominal account having debit balance represents:
- (A) Income/Gain
 - (B) Assets
 - (C) Cash
 - (D) Expenses/Loss

26. According the concept of conservatism, the stock is trade is valued at:
- (A) Market price
 - (B) Cost price
 - (C) Market price or cost price, whichever is higher
 - (D) Market price or cost, whichever is lower
27. Purchase book is a part of:
- (A) Ledger
 - (B) Journal
 - (C) Profit and loss account
 - (D) Trading account
28. Valuation of Inventory is dealt with:
- (A) AS2
 - (B) AS3
 - (C) AS4
 - (D) AS5
29. Final accounts must be prepared on a periodic basis rather than waiting till the business is terminated:
- (A) Money measurement concept
 - (B) Cost concept
 - (C) Dual aspect concept
 - (D) Accounting period concept
30. Which of the following is not an Accounting concept?
- (A) Matching concept
 - (B) Dual Aspect concept
 - (C) True and Fair concept
 - (D) Going concern concept

31. Ledger is a book in which:
- (A) Real and nominal account are maintenance.
 - (B) Real and personal account are maintained
 - (C) Real, personal and nominal account are maintained
 - (D) None of above
32. A higher inventory ratio indicates _____.
- (A) Quick inventory turnover
 - (B) Better inventory management
 - (C) Both (A) and (B) are incorrect
 - (D) Both (A) and (B) are correct
33. Cash Book and Bank Statement show _____ Balance.
- (A) Credit
 - (B) Debit
 - (C) Opposite
 - (D) None of the given options
34. A statement which is used to reconcile the bank balance as per cash book and bank statement is called:
- (A) Financial Statement
 - (B) Bank Reconciliation Statement
 - (C) Bank Statement
 - (D) Income Statement
35. Credit balance as per pass book is?
- (A) Unfavorable balance
 - (B) Favourable balance
 - (C) Both (A) & (B)
 - (D) None

36. Accounting equation is an expression of:
- (A) Money measurement concept
 - (B) Business entity concept
 - (C) Going concern concept
 - (D) Matching concept
37. An accounting concept according to which all relatively important and relevant items are disclosed in the financial statement is:
- (A) Materiality
 - (B) Going concern
 - (C) Accrual concept
 - (D) Matching
38. A trial balance is part of:
- (A) An account
 - (B) Book of original entry
 - (C) A summary of account
 - (D) All of these
39. The debts which are repaid within a year are known as _____.
- (A) Current liabilities
 - (B) Fixed liabilities
 - (C) Contingent liabilities
 - (D) None of the above
40. The long term assets that have no physical existence but are rights that have value is known as:
- (A) Current assets
 - (B) Fixed assets
 - (C) Intangible assets
 - (D) Investments

41. Which of the following is not an intangible asset?
- (A) Investment
 - (B) Goodwill
 - (C) Copyright
 - (D) Patent right
42. According to which of the following concepts, even the proprietor of the business is treated as a creditor of the business?
- (A) Money measurement concept
 - (B) Cost concept
 - (C) Dual aspect concept
 - (D) Business Entity concept
43. The assets that can be converted into cash within a short period (1 year or less) are known as:
- (A) Current assets
 - (B) Fixed assets
 - (C) Intangible assets
 - (D) Investments
44. Which of the following is a current liability for the firm?
- (A) Bank overdraft
 - (B) Bills payable
 - (C) Outstanding expenses
 - (D) All of the above
45. Book-keeping mainly consists of _____ part of the accounting process.
- (A) Auditing the books of accounts
 - (B) Recording financial information
 - (C) Preparing financial statements
 - (D) Analyzing

46. In the accounting cycle_____.
- (A) Journal entries get posted to the appropriate ledger accounts
 - (B) Transactions are posted before they are journalized
 - (C) A trial balance is prepared after journal entries get posted
 - (D) Both (A) and (C) are correct
47. When bank statement shows a debit balance, it means?
- (A) Overdraft balance as per cash book
 - (B) Unfavourable balance as per cash book
 - (C) Unfavourable balance as per bank book
 - (D) None of the above
48. The main purpose of preparing a bank reconciliation statement is?
- (A) To know the bank balance
 - (B) To know the balance of bank statement
 - (C) To correct the cash book
 - (D) To identify causes of difference between cash book and bank statement
49. Which convention is also known as doctrine of prudence?
- (A) Convention of consistency
 - (B) Convention of full disclosure
 - (C) Convention of Conservatism
 - (D) Convention of materiality
50. The _____ is a statement that shows the financial status of a company at any given time.
- (A) Balance sheet
 - (B) Trading account
 - (C) Profit and loss statement
 - (D) Trial Balance

51. Business transaction are recorded:
- (A) In chronological order
 - (B) Weekly
 - (C) At the end of month
 - (D) Any of these
52. The concept of conservatism will have the effect of:
- (A) Over-statement of assets
 - (B) Understatement of assets
 - (C) Understatement of provision for bad and doubtful debts.
 - (D) Overstatement of stock
53. Overdraft means _____ balance of Cash Book.
- (A) Closing
 - (B) Debit
 - (C) Opening
 - (D) Credit
54. The ratio that refers to a firm's ability to meet its short –term obligations out of its short-term resources in called _____.
- (A) Profitability ratio
 - (B) Activity ratio
 - (C) Leverage ratio
 - (D) Liquidity ratio
55. Bank gives overdraft facility to _____ account holder.
- (A) Savings.
 - (B) Recurring
 - (C) Current
 - (D) Fixed

56. _____ is the first phase of the accounting cycle.
- (A) Making a decision about the business
 - (B) Posting entries to ledger accounts
 - (C) Preparing journal
 - (D) Identifying an economy event or transaction
57. According to money measurement concept, which of the following will not be recorded in the books of accounts?
- (A) Extra profits arising out of revaluation of assets
 - (B) Commission payable to a salesman
 - (C) Quality of the products
 - (D) All of these
58. Bank reconciliation represents:
- (A) Ledger
 - (B) Journal
 - (C) Statement
 - (D) (A)&(C) Both
59. Which of the following accounts is never reported in the income statement as an expense?
- (A) Interest expense
 - (B) Dividend expense
 - (C) Income tax expense
 - (D) Depreciation expense
60. Bills of Exchange contains an unconditional _____, and Promissory note contains an unconditional_____.
- (A) Promise, order
 - (B) Payment, order
 - (C) Order, promise
 - (D) Payment, promise

61. Dividend Equalization Reserve is:
- (A) General Reserve
 - (B) None of these
 - (C) Secret Reserve
 - (D) Specific Reserve
62. A promissory note _____ the acceptance.
- (A) Does not require
 - (B) Requires
 - (C) Makes
 - (D) Arranges
63. The loss on sale of an asset is debited to:
- (A) Trading Account
 - (B) Trial Balance Cr. side
 - (C) Profit and Loss Account
 - (D) Balance Sheet
64. B has accepted the bill drawn on him by A. Which of the following statements is correct?
- (A) A can endorse the bill, B cannot endorse the bill
 - (B) A can endorse the bill
 - (C) B cannot endorse the bill
 - (D) B can endorse the bill
65. The cause of Depreciation is:
- (A) Wear and tear
 - (B) Obsolescence
 - (C) Usage of Asset
 - (D) All of these

66. At the time of renewal of a bill, _____ account is debited in the books of the drawee.
- (A) Interest
 - (B) Discount
 - (C) Rebate
 - (D) None of the options
67. Issue of share at a discount:
- (A) Section 76
 - (B) Section 78
 - (C) Section 79
 - (D) None of the options
68. Securities premium account is shown on the liabilities side of the balance sheet under the head:
- (A) Current liabilities
 - (B) Share capital
 - (C) Reserves and surplus
 - (D) None of the options
69. Amount of securities premium can be utilized for:
- (A) Writing off the preliminary expenses of the company
 - (B) Issuing bonus shares to the shareholders of the company
 - (C) Buy-back of its own shares
 - (D) All of the above
70. Minimum capital of a Private Company:
- (A) 1 Lakh
 - (B) 2 Lakh
 - (C) 3 Lakh
 - (D) None of the options

71. Voluntary return of shares for cancellation by the shareholders is called:
- (A) Cancellation of shares
 - (B) Forfeiture
 - (C) Surrender of shares
 - (D) None of these
72. Authorized capital is also known as:
- (A) Nominal or registered Capital
 - (B) Share Capital
 - (C) Called up Capital
 - (D) None of the options
73. Depreciation helps in determining:
- (A) Revenue generation
 - (B) Increases the value of asset
 - (C) Accurate level of profit
 - (D) Increase the Burden of tax
74. Balance in forfeited share account is shown in the balance sheet under the head of:
- (A) Share capital
 - (B) Reserves and surplus
 - (C) Current liabilities
 - (D) None of the options
75. What is the rate of charging depreciation under diminishing method?
- (A) 12%p.a.
 - (B) 15%p.a.
 - (C) 10%p.a.
 - (D) Not fixed
76. Authorized Capital of a Company is mentioned in:
- (A) Memorandum of Association
 - (B) Articles of Association
 - (C) Prospectus
 - (D) Statement in lieu of Prospectus

77. A company can issue share at a discount if:
- (A) The shares to be issued at a discount must be issued within two months of the sanction by the company law board or within such extended time as the company law board may allow
 - (B) One year have been elapsed since the date at which the company was allowed to commence business
 - (C) Shares issued at a discount must belong to a class of shares already issued
 - (D) All of the options
78. Under Reducing Balance Method, depreciation to be charged on:
- (A) Scrap value
 - (B) Original value
 - (C) Real value
 - (D) None of these
79. Equity shares cannot be issued for the purpose of:
- (A) Distribution of dividend
 - (B) Purchase of assets
 - (C) Redemption of debentures
 - (D) Cash Receipts
80. Which of the following statements is false?
- (A) A company can redeem its preference shares
 - (B) Preference shareholders are creditors of a company
 - (C) The part of the authorized capital which can be called up only in the event of liquidation of a company is called reserve capital
 - (D) Capital redemption reserve can be utilized for issuing fully paid bonus shares
81. As per section 78 of the companies act, amount collected as premium on securities cannot be utilized for:
- (A) Purchase of fixed assets
 - (B) Writing off preliminary expenses
 - (C) Buy back of its own shares
 - (D) Premium payable on redemption of preference shares

82. Following are the causes of Depreciation except:
- (A) Intangible assets
 - (B) Fixed asset
 - (C) Liabilities
 - (D) Natural resources
83. Liability of the member is limited upto the amount he guaranteed to contribute in the event of winding up.
- (A) Chartered companies
 - (B) Statutory company
 - (C) Guarantee company
 - (D) None of the options
84. Cancelling an old bill and drawing a new bill is called _____.
- (A) Renewal
 - (B) Retirement
 - (C) Dishonour
 - (D) Rebate
85. The party which is ordered to pay the amount is known as:
- (A) Payee
 - (B) Drawee
 - (C) Drawer
 - (D) None of the options
86. Which of the following accounts can be transferred to capital redemption reserve account?
- (A) Forfeited shares account
 - (B) General reserve account
 - (C) Profit prior to incorporation
 - (D) Securities premium account

87. Minimum application money in case of public limited company:
- (A) 5% of the nominal face value
 - (B) 10% of the nominal face value
 - (C) 15% of the nominal face value
 - (D) None of the options
88. Three days are added for ascertaining the date of maturity. These are known as days of:
- (A) Payment
 - (B) Maturity
 - (C) Grace
 - (D) None of the options
89. The portion of the authorized capital which can be called-up only on the liquidation of the company is called:
- (A) Reserve capital
 - (B) Authorized capital
 - (C) Issued capital
 - (D) None of the options
90. The Bills Receivable Book is a part of:
- (A) The journal
 - (B) The Ledger
 - (C) The Profit
 - (D) None of the options
91. Restricts the right to transfer of shares for:
- (A) Limited company
 - (B) Private company
 - (C) Both
 - (D) None of the options

92. An alternative term used for accumulated depreciation expenses?
- (A) Cumulative depreciations
 - (B) Depletion
 - (C) Targeted depreciation
 - (D) Provision for depreciation
93. Maximum Rate of discount:
- (A) 5% of the nominal face value
 - (B) 10% of the nominal value of share
 - (C) 15% of the nominal face value
 - (D) None of the options
94. Refusal by the acceptor to pay the bill on the maturity date is called:
- (A) Dishonour of bill
 - (B) Retirement of bill
 - (C) Rebate on bill
 - (D) Discounting of bill
95. Which of the following statements is false:
- (A) Redeemable preference shares can be redeemed only out of profits of the company.
 - (B) The bonus issue can be made out of securities premium collected only in cash.
 - (C) Redeemable preference share can be redeemed only when they are fully paid.
 - (D) Redeemable preference share can be issued, if authorized by the articles of association
96. Reserve Capital is also known by:
- (A) Capital Reserve
 - (B) Called up Capital
 - (C) Subscribed Capital
 - (D) None of the above

97. XY Limited issued 2,50,000 equity shares of Rs. 10 each at a premium of Rs. 1 each payable as Rs.2.5 on application, Rs.4 on allotment and balance on the first and final call. Applications were received for 5,00,000 equity shares but the company allotted to them only 2,50,000 shares. Express money was applied towards amount due on allotment. Last call on 500 shares was not received and shares were forfeited after due notice. This is a case of:
- (A) Over subscription
 - (B) Pro-rata allotment
 - (C) Forfeiture of shares
 - (D) All of the above
98. Forfeiture of shares results in the reduction of:
- (A) Subscribed Capital
 - (B) Authorized Capital
 - (C) Reserve Capital
 - (D) Fixed Assets
99. Interest on calls in advance:
- (A) 5% P.A
 - (B) 6% P.A
 - (C) 9% P.A
 - (D) No Interest
100. RBI is a:
- (A) Statutory company
 - (B) Registered company
 - (C) Listed company
 - (D) Chartered company

Rough Work / रफ कार्य

DO NOT OPEN THE QUESTION BOOKLET UNTIL ASKED TO DO SO

1. Examinee should enter his / her roll number, subject and Question Booklet Series correctly in the O.M.R. sheet, the examinee will be responsible for the error he / she has made.
2. **This Question Booklet contains 100 questions, out of which only 75 Question are to be Answered by the examinee. Every question has 4 options and only one of them is correct. The answer which seems correct to you, darken that option number in your Answer Booklet (O.M.R ANSWER SHEET) completely with black or blue ball point pen. If any examinee will mark more than one answer of a particular question, then the first most option will be considered valid.**
3. Every question has same marks. Every question you attempt correctly, marks will be given according to that.
4. Every answer should be marked only on Answer Booklet (O.M.R ANSWER SHEET). Answer marked anywhere else other than the determined place will not be considered valid.
5. Please read all the instructions carefully before attempting anything on Answer Booklet (O.M.R ANSWER SHEET).
6. After completion of examination please hand over the Answer Booklet (O.M.R ANSWER SHEET) to the Examiner before leaving the examination room.
7. There is no negative marking.

Note: On opening the question booklet, first check that all the pages of the question booklet are printed properly in case there is an issue please ask the examiner to change the booklet of same series and get another one.