

VINAYAKA MISSIONS RESEARCH FOUNDATION, SALEM

(Deemed to be University)

B.COM-CS DEGREE EXAMINATION – November 2018**First Semester****MANAGERIAL ECONOMICS**

Time: Three hours

Maximum: 70 marks

PART – A

(10 x 2 = 20)

(Answer ALL Questions)

1. Explain the demand curve
2. What is income demand?
3. Write the types of market
4. Write about long run cost.
5. Write short note on price policy
6. Write three features average rate of return
7. Define NNP
8. Explain cyclical fluctuation
9. What is money market?
10. Give a short note on institutional finance

PART – B

(4 x 5 = 20)

(Answer ALL Questions)

11. a) What are the features of demand?

(OR)

- b) What is demand forecasting? Explain the forecasting method

12. a) Explain the production law

(OR)

- b) Explain the types of oligopoly.

13. a) What are the advantages of capital budgeting

(OR)

- b) List out the merits and demerits of Average rate of return

14. a) Explain the three national income calculation method

(OR)

- b) Write short note on (a) Money market (b) capital market

PART – C

(3 x 10 = 30)

(Answer any THREE Questions)

15. What are various types of demand?
16. Distinguish between perfect and imperfect market.
17. Explain the methods of capital budgeting
18. Explain the different method of measuring national income
19. Difference between money market and capital market.

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B.COM(CORPORATE SECRETARYSHIP) DEGREE EXAMINATION – November 2018**Second Semester****DSC IV – OFFICE MANAGEMENT**

Time: Three hours

Maximum: 70 marks

PART – A

(10 x 2 = 20)

(Answer ALL Questions)

1. What is mean by office?
2. List out the functions of administrative office manager.
3. Write short note on office security.
4. Define ventilation.
5. Mention the different kinds of office manual.
6. What is dictating machine?
7. What is speed post?
8. What are the types of e-mail?
9. What is record management?
10. What is tender?

PART – B

(4 x 5 = 20)

(Answer ALL Questions)

11. a) Explain the qualities of manger.

(OR)

- b) Difference between management and administrative.

12. a) What is to be done to provide the best lighting?

(OR)

- b) Write the nature of lighting system.

13. a) Describe the need for control of office stationery and supplies.

(OR)

- b) What are the types of forms?

14. a) How should incoming mail be handled?

(OR)

- b) Write the advantages of indexing.

PART – C

(3 x 10 = 30)

(Answer any THREE Questions)

15. Explain the meaning of office management and functions of office management.
16. Explain the principles of office layout.
17. What guidelines should be followed in editing an office manual?
18. Discuss how mail handling is done in an office.
19. Give the introduction of record management.

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B.COM(CORPORATE SECRETARYSHIP) DEGREE EXAMINATION – November 2018**Second Semester****DSE – I FINANCIAL SERVICES AND STOCK MARKETS**

Time: Three hours

Maximum: 70 marks

PART – A

(10 x 2 = 20)

(Answer ALL Questions)

1. What is capital market?
2. Write the new issue market
3. What is underwriting?
4. What is new issue?
5. Write short note on lease agreement
6. List out the types of factoring
7. What is venture capital?
8. What is meant by credit rating?
9. What is primary market?
10. Expand NSE , SEBI, BSE, IPO

PART – B

(4 x 5 = 20)

(Answer ALL Questions)

11. a) How are financial services influenced by economic condition?

(OR)

- b) Explain the features of money market

12. a) Write about (a) credit card (b) debit card

(OR)

- b) Difference between primary market and secondary market

13. a) Write short note on (a) Hire purchase (b) Hire vendor

(OR)

- b) Explain the functions of factoring

14. a) What are the different types of venture capital companies?

(OR)

- b) Discuss the powers of SEBI

PART – C

(3 x 10 = 30)

(Answer any THREE Questions)

15. Write short note on a). Financial service b). Economic environment
16. Write short note on (a) issue management (b) new issue
17. What are the contents of hire purchase agreement
18. Explain the various types of mutual fund
19. Discuss the types of speculative transactions

**VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
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B.COM (CS) DEGREE EXAMINATION – November 2018

Third Semester

DSC VI - COMPANY LAW AND SECRETARIAL PRACTICE

Time : Three Hours

Maximum: 70 marks

SECTION - A

Answer All questions (10 x 2 = 20)

- 1 Define company under company law.
- 2 Who is called company secretary?
- 3 What do you mean by "shelf prospectus"?
- 4 What is certificate to commencement of business?
- 5 What is debenture?
- 6 What is meant by 'quorum' of the meeting?
- 7 Explain the types of register of borrowing powers.
- 8 Explain the types of dividend.
- 9 What is creditors' voluntary winding up?
- 10 Define contributory.

SECTION - B

Answer the following

(4 X 5 = 20)

11.a Define a company. State the characteristics features of a company.

OR

.b Explain the different types of companies.

12.a Explain the conclusiveness of certificate of incorporation.

OR

.b What are the procedures to be followed for alteration of articles of association of a company?

13.a Explain the statutory provisions regarding the minutes.

OR

.b Explain the appointment of a director according to the company provisions.

14.a Explain the different types of statutory book maintained by a company.

OR

.b Who is official liquidator? Explain the appointment and duties of official liquidator.

SECTION - C

III. Answer ANY **THREE** of the following questions: **(3 x 10 = 30)**

- 15 Appointment of rights, duties and liabilities – dismissal of company secretary.
- 16 Explain the secretary's duties of prospectus - contents.

- 17 What is annual general meeting? Describe the duties of company secretary regarding annual general meeting.
- 18 What are the main statutory requirements as regards the maintenance of accounts of public companies under the Company Act, 1956? Discuss.
- 19 What is winding up of co's through creditors winding up? Explain the duties of the secretary with regard to winding-up of co's through creditors.
