

Roll No.-----

**Paper Code**  
**4 4 6**  
(To be filled in the  
OMR Sheet)

प्रश्नपुस्तिका क्रमांक  
Question Booklet No.

O.M.R. Serial No.

प्रश्नपुस्तिका सीरीज  
Question Booklet Series  
**D**

**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।



1. 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
2. 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
3. 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
4. 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
5. 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

6. 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
7. 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
8. 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
9. 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
10. Which of the following is not an intangible asset?
- (A) Investment
  - (B) Goodwill
  - (C) Copyright
  - (D) Patent right

11. 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
12. 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
13. A trial balance is part of:
- (A) An account
  - (B) Book of original entry
  - (C) A summary of account
  - (D) All of these
14. 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
15. Accounting equation is an expression of:
- (A) Money measurement concept
  - (B) Business entity concept
  - (C) Going concern concept
  - (D) Matching concept

16. Credit balance as per pass book is?
- (A) Unfavorable balance
  - (B) Favourable balance
  - (C) Both (A) & (B)
  - (D) None
17. 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
18. Cash Book and Bank Statement show \_\_\_\_\_ Balance.
- (A) Credit
  - (B) Debit
  - (C) Opposite
  - (D) None of the given options
19. 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
20. 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

21. 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
22. 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
23. Valuation of Inventory is dealt with:
- (A) AS2
  - (B) AS3
  - (C) AS4
  - (D) AS5
24. Purchase book is a part of:
- (A) Ledger
  - (B) Journal
  - (C) Profit and loss account
  - (D) Trading account
25. 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

26. Nominal account having debit balance represents:
- (A) Income/Gain
  - (B) Assets
  - (C) Cash
  - (D) Expenses/Loss
27. 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
28. 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
29. 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
30. 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

31. Income is measured on the basis of:
- (A) Matching concept
  - (B) Consistency concept
  - (C) Cost concept
  - (D) None of these
32. 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
33. Transactions are posted into ledger accounts from:
- (A) Journal
  - (B) Vouchers
  - (C) Subsidiary books
  - (D) Both (A) and (C)
34. Which of the following is not an internal user of financial statements?
- (A) Lenders
  - (B) Managers
  - (C) Board of Directors
  - (D) Employees
35. 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

36. The account that records expenses, gains and losses is called\_\_\_\_\_.
- (A) Nominal account
  - (B) Personal account
  - (C) Real account
  - (D) None of the above
37. 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
38. 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
39. 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
40. Petty cash book has a balance of Rs.500. This represents:
- (A) A profit
  - (B) An asset
  - (C) A liability
  - (D) A loss

41. Sales account will have a:
- (A) Debit balance
  - (B) Credit balance
  - (C) Either a debit or credit balance
  - (D) No Balance
42. 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)
43. 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
44. 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
45. 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

46. 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
47. Bank reconciliation statement is a:
- (A) Part of bank statement
  - (B) Memorandum statement
  - (C) Part of journal
  - (D) Ledger Account
48. Patents, copyrights and trademarks are:
- (A) Current assets
  - (B) Fixed assets
  - (C) Intangible assets
  - (D) Investments
49. 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
50. 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

51. RBI is a:
- (A) Statutory company
  - (B) Registered company
  - (C) Listed company
  - (D) Chartered company
52. Interest on calls in advance:
- (A) 5% P.A
  - (B) 6% P.A
  - (C) 9% P.A
  - (D) No Interest
53. Forfeiture of shares results in the reduction of:
- (A) Subscribed Capital
  - (B) Authorized Capital
  - (C) Reserve Capital
  - (D) Fixed Assets
54. 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

55. Reserve Capital is also known by:
- (A) Capital Reserve
  - (B) Called up Capital
  - (C) Subscribed Capital
  - (D) None of the above
56. 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
57. 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
58. 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
59. An alternative term used for accumulated depreciation expenses?
- (A) Cumulative depreciations
  - (B) Depletion
  - (C) Targeted depreciation
  - (D) Provision for depreciation

60. Restricts the right to transfer of shares for:
- (A) Limited company
  - (B) Private company
  - (C) Both
  - (D) None of the options
61. The Bills Receivable Book is a part of:
- (A) The journal
  - (B) The Ledger
  - (C) The Profit
  - (D) None of the options
62. 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
63. 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
64. 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

65. 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
66. The party which is ordered to pay the amount is known as:
- (A) Payee
  - (B) Drawee
  - (C) Drawer
  - (D) None of the options
67. Cancelling an old bill and drawing a new bill is called \_\_\_\_\_.
- (A) Renewal
  - (B) Retirement
  - (C) Dishonour
  - (D) Rebate
68. 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
69. Following are the causes of Depreciation except:
- (A) Intangible assets
  - (B) Fixed asset
  - (C) Liabilities
  - (D) Natural resources

70. 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
71. 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
72. Equity shares cannot be issued for the purpose of:
- (A) Distribution of dividend
  - (B) Purchase of assets
  - (C) Redemption of debentures
  - (D) Cash Receipts
73. Under Reducing Balance Method, depreciation to be charged on:
- (A) Scrap value
  - (B) Original value
  - (C) Real value
  - (D) None of these
74. 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

75. Authorized Capital of a Company is mentioned in:
- (A) Memorandum of Association
  - (B) Articles of Association
  - (C) Prospectus
  - (D) Statement in lieu of Prospectus
76. 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
77. 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
78. Depreciation helps in determining:
- (A) Revenue generation
  - (B) Increases the value of asset
  - (C) Accurate level of profit
  - (D) Increase the Burden of tax
79. Authorized capital is also known as:
- (A) Nominal or registered Capital
  - (B) Share Capital
  - (C) Called up Capital
  - (D) None of the options
80. 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

81. Minimum capital of a Private Company:
- (A) 1 Lakh
  - (B) 2 Lakh
  - (C) 3 Lakh
  - (D) None of the options
82. 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
83. 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
84. Issue of share at a discount:
- (A) Section 76
  - (B) Section 78
  - (C) Section 79
  - (D) None of the options
85. 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

86. The cause of Depreciation is:
- (A) Wear and tear
  - (B) Obsolescence
  - (C) Usage of Asset
  - (D) All of these
87. 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
88. 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
89. A promissory note \_\_\_\_\_ the acceptance.
- (A) Does not require
  - (B) Requires
  - (C) Makes
  - (D) Arranges
90. Dividend Equalization Reserve is:
- (A) General Reserve
  - (B) None of these
  - (C) Secret Reserve
  - (D) Specific Reserve

91. Bills of Exchange contains an unconditional \_\_\_\_\_, and Promissory note contains an unconditional \_\_\_\_\_.
- (A) Promise, order
  - (B) Payment, order
  - (C) Order, promise
  - (D) Payment, promise
92. 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
93. Bank reconciliation represents:
- (A) Ledger
  - (B) Journal
  - (C) Statement
  - (D) (A)&(C) Both
94. 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
95. \_\_\_\_\_ 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

96. Bank gives overdraft facility to \_\_\_\_\_ account holder.
- (A) Savings.
  - (B) Recurring
  - (C) Current
  - (D) Fixed
97. 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
98. Overdraft means \_\_\_\_\_ balance of Cash Book.
- (A) Closing
  - (B) Debit
  - (C) Opening
  - (D) Credit
99. 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
100. Business transaction are recorded:
- (A) In chronological order
  - (B) Weekly
  - (C) At the end of month
  - (D) Any of these

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## **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.