QUESTION PAPER BOOKLET CODE :

Question Paper Booklet No.

Roll No. :

Time Allowed: 1 hour 30 minutes

Maximum Marks : 200

Total Number of Questions: 100 (50 Questions in each Paper) Total No. of Printed Pages : 20

# **Instructions** :

- 1. Candidates should use blue/black ballpoint pen ONLY to fill-in all the required information in OMR Answer Sheet and this Question Paper Booklet.
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- 11. Candidates are required to secure a minimum of 40% marks in each paper separately and 50% marks in aggregate of all the papers put together to 'Pass' Foundation Programme Examination.

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# Space for Rough Work

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#### PAPER-1 (O. No. 1 to 50)

# **BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP** PART-A

### **BUSINESS ENVIRONMENT**

- 1. Which one of the following is not a feature of business environment ?
  - (A) Dynamic nature
  - (B) Image building
  - (C) Uncertainty
  - (D) Totality of external forces.
- 2. Which one of the following describes the desired future position of a company ?
  - (A) Mission statement
  - (B) Vision statement
  - (C) Competitive advantage
  - (D) Qualitative policy.
- 3. The process of eliminating unnecessary controls and restrictions on the smooth functioning of a business enterprise is known as —
  - (A) Liberalisation
  - (B) Globalisation
  - (C) Privatisation
  - (D) None of the above.
- 4. The choice of an appropriate form of business organisation largely depends upon :
  - Ease of formation I.
  - II. Continuity and stability
  - III. Liability aspects

Correct option is —

- (A) I and II
- (B) II and III
- (C) I and III
- (D) I, II and III.

- 5. The minimum number of members required to get a co-operative society registered is ----
  - (A) 15
  - (B) 20
  - (C) 10
  - (D) 5.
- 6. Which of the following entity is created under an Act of the Parliament or an Act of the State legislature ?
  - (A) Statutory corporation
  - (B) Government companies
  - (C) Co-operative society
  - (D) Limited Liability Partnership.
- 7. Which form of business organisation has a separate legal entity ?
  - (A) Hindu Undivided Family (HUF)
  - (B) Co-operative society
  - (C) Partnership firm
  - (D) Sole proprietorship.
- 8. In which of the following, personal digital assistants (PDAs) are used for buying and selling of goods and services ?
  - (A) E-commerce
  - (B) M-commerce
  - (C) V-commerce
  - (D) All of the above.

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- **9.** The online purchase of a book from flipkart.com is an example of
  - (A) B2B e-commerce
  - (B) B2C e-commerce
  - (C) C2B e-commerce
  - (D) C2C e-commerce.
- **10.** For a car manufacturing firm, which of the following business process is most suitable for outsourcing ?
  - (A) Production Management
  - (B) Quality Assurance
  - (C) Customer Relationship
  - (D) None of the above.
- 11. Car servicing is an example of
  - (A) Batch processing
  - (B) Job processing
  - (C) Flow processing
  - (D) Contract processing.
- **12.** Which of the following type of budget is prepared to assess the level of inventories, receivables, *etc.* ?
  - (A) Material Budget
  - (B) Profitability Budget
  - (C) Cash Budget
  - (D) Working Capital Budget.

- **13.** Which of the following strategy focuses on issues of production processes, material, *etc.* ?
  - (A) Operation Strategy
  - (B) Business Unit Strategy
  - (C) Corporate Strategy
  - (D) Marketing Strategy.
- **14.** Generally \_\_\_\_\_\_ is responsible for complying procedural formalities relating to corporate restructuring in a company \_\_\_\_\_
  - (A) Finance function
  - (B) Marketing function
  - (C) Secretarial function
  - (D) Administration function.
- **15.** Transfer pricing litigations are generally related to
  - (A) Domestic Companies
  - (B) Multinational Companies
  - (C) Public Enterprises
  - (D) Statutory Authority.

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## **PART-B**

#### **BUSINESS LAWS**

- 16. \_\_\_\_\_ means "adhere to the decision and do not unsettle things which are established" ----
  - (A) Stare decisis
  - (B) Ratio decidendi
  - (C) *Obiter dicta*
  - (D) None of the above.
- 17. A contract is
  - (A) A promise to do something or abstain from doing something
  - (B) A communication of intention to do something or abstain from doing something
  - (C) A set of promises
  - (D) An agreement enforceable by law.
- 18. If a new contract is substituted in place of
  - (A) Alteration
  - (B) Rescission
  - (C) Novation
  - (D) Waiver.
- **19.** A contract of indemnity is a
  - (A) Contingent contract
  - (B) Wagering contract
  - (C) Quasi contract
  - (D) Void agreement.

- 20. When consent is obtained under undue influence, the contract is termed as —
  - (A) Valid contract
  - (B) Void contract
  - (C) Voidable contract
  - (D) Unilateral contract.
- 21. A surety may be discharged from liability :
  - Х. By notice of revocation of guarantee
  - On the failure of payment by the main Y. creditor.
  - If the creditor does any act which is Z. against the rights of the surety.

Correct option is -

- (A) X and Y
- (B) Y and Z
- (C) X and Z
- (D) X, Y and Z.
- 22. As per the Sale of Goods Act, 1930, 'goods' include :
  - L Existing goods
  - II. Future goods
  - III. Contingent goods
  - IV. Actionable claims
  - Correct option is —
  - (A) I, II and III
  - (B) II, III and IV
  - (C) I, II and IV
  - (D) I, II, III and IV.

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- **23.** An agreement for rendering services entered into by a father on behalf of his minor daughter is
  - (A) Void
  - (B) Voidable
  - (C) Valid
  - (D) Quasi.
- **24.** An agent who in consideration of extra commission gives guarantees to his principal that the purchaser of the goods on credit will pay for the goods is called
  - (A) Sub-agent
  - (B) Mercantile agent
  - (C) Brokers
  - (D) Del credere agent.
- **25.** If the behavior of a person shows that he is a partner in a firm (when actually he is not), such a person is known as
  - (A) Nominal partner
  - (B) Sleeping partner
  - (C) Sub-partner
  - (D) Partner by *estoppel*.
- **26.** Which of the following are the rights of a partner in a partnership firm ?
  - X. To take part in the conduct and management of the business
  - Y. To receive remuneration for active working in the firm
  - Z. To receive interest on the capital invested in the firm
  - W. To receive share in the profit

Correct option is -

- $(A) \ X \ and \ Y$
- $(B) \ X \ and \ Z$
- $(C) \ X \ and \ W$
- (D) X, Z and W.

- **27.** In which of the following cases, a partnership firm may be dissolved ?
  - X. On the death of a partner
  - Y. On the insolvency of a partner
  - Z. On the retirement of a partner

Correct option is -

- (A) X and Y
- $(B) \ X \ and \ Z$
- (C) Y and Z
- (D) X, Y and Z.
- **28.** Which of the following maxim means 'No one can pass a better title than he himself has' ?
  - (A) Caveat emptor
  - (B) Nemo dat quod non habet
  - (C) Res integra
  - (D) Sine die.
- 29. The meaning of legal maxim 'mens rea' is
  - (A) A pending suit
  - (B) Immediate profits
  - (C) During litigation
  - (D) A guilty mind.
- **30.** Which of the following are the characteristics of a private company ?
  - X. Limited liability of members
  - Y. Perpetual succession
  - Z. Free transferability of shares

#### Correct option is -

- (A) X and Y
- (B) Y and Z
- (C) X and Z
- (D) X, Y and Z.

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- **31.** Which of the following gives a right to claim damages for its breach ?
  - (A) Conditions
  - (B) Warranties
  - (C) Both (A) and (B) above
  - (D) None of the above.
- **32.** Which of the following is a valid promissory note
  - (A) I owe A ₹500
  - (B) I promise to pay ₹1,000 ten days after the death of B
  - (C) I promise to pay the bearer ₹1,000
  - (D) I promise to pay ₹1,000 after the marriage of B.
- **33.** Which of the following is an example of immaterial alteration in a negotiable instrument ?
  - (A) Changing the date
  - (B) Changing the sum payable
  - (C) Crossing the instrument
  - (D) Changing the place of payment.

- **34.** Which of the following negotiable instrument is drawn, accepted or endorsed without consideration ?
  - (A) Inland bill of exchange
  - (B) Foreign bill of exchange
  - (C) Accommodation bill
  - (D) Promissory note.
- **35.** Which of the following type of business are ordinarily carried out at annual general meeting of a company ?
  - X. To declare dividend
  - Y. To recommend dividend
  - Z. To appoint the auditors
  - W. To make calls on shares
  - Correct option is —
  - $(A) \ X \ and \ Y$
  - $(B) \ X \ and \ Z$
  - (C) X, Z and W
  - (D) X, Y, Z and W.

## :8: PART-C

# ENTREPRENEURSHIP

- **36.** Research which is proactively carried out for a specific purpose is called
  - (A) Primary Research
  - (B) Secondary Research
  - (C) Active Scanning
  - (D) Creative Destructions.
- **37.** A person within a large corporation who takes direct responsibility for turning an idea into a profitable finished product through assertive risk-taking and innovation, is an
  - (A) Intrapreneur
  - (B) Entrepreneur
  - (C) Manager
  - (D) Improver.
- **38.** Which of the following is a characteristic of intrapreneurship ?
  - X. Intrapreneurship is a risk taking factor, which is responsible for the end result in the form of profit or loss
  - Y. It cultivates entrepreneurial skills
  - Z. Its followers are called managers.

Correct option is -

- $(A) \ X \ and \ Y$
- $(B) \ Y \ and \ Z$
- $(C) \ X \ and \ Z$
- (D) X, Y and Z.

- **39.** Which of the following is also known as Internal External (IE) Matrix ?
  - (A) PESTLE Analysis
  - (B) Pareto Analysis
  - (C) SWOT Analysis
  - (D) Industry Analysis.
- **40.** Who among the following propounded the concept of 'creative destructions' ?
  - (A) Steve Jobs
  - (B) Albert S Humphrey
  - (C) Joseph Schumpeter
  - (D) Cantillon.
- **41.** In which type of environmental scanning, *ad hoc* decisions are made ?
  - (A) Passive Scanning
  - (B) Active Scanning
  - (C) Directed Scanning
  - (D) None of the above.
- **42.** Which one of the following is not a myth about business plans ?
  - (A) Business plans are required only for start-up companies
  - (B) Business plans should be optimistic
  - (C) Business plans should be concise and well written
  - (D) Business plans should emphasize upon ideas and concepts.

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## BEE(311) & BMEC(312)

- **43.** In general, Vision and Mission statements of an organisation are a result of —
  - (A) Operational Planning
  - (B) Strategic Planning
  - (C) Middle level Planning
  - (D) Performance Planning.
- **44.** Who said ' Innovation is a means by which entrepreneurs exploit changes as an opportunity for a different business or a different service'?
  - (A) Steve Jobs
  - (B) Peter F. Drucker
  - (C) Joseph Schumpeter
  - (D) Paul H. Wilken.
- 45. Who among the following, first recognised the necessity of entrepreneurship for production ?
  - (A) David Ricardo
  - (B) Peter F. Drucker
  - (C) Alfred Marshall
  - (D) John Stuart Mill.

- **46.** Which of the following are characteristics of a person with weak sense of selfefficacy?
  - X. Recovering quickly from setbacks and disappointments
  - Y. Focusing on personal failings and negative outcomes
  - Z. Avoiding challenging tasks

The correct option is —

- (A) X and Y
- (B) Y and Z
- (C) X and Z
- (D) X, Y and Z.
- 47. One who with his charm establishes and manages business to take it to unimaginable heights is known as \_\_\_\_\_\_ entrepreneur.
  - (A) Superstar
  - (B) Idealist
  - (C) Artist
  - (D) Sustainer.
- 48. "The entrepreneurship is essentially a creative activity or it is an innovative function" is said by ---
  - (A) Schumpeter
  - (B) Kelsen
  - (C) Henry Maine
  - (D) Peter Drucker.

- **49.** The careful monitoring of an organisation's internal and external environments for detecting early signs of opportunities and threats that may influence its current and future plans means
  - (A) Environment Scanning
  - (B) Market Analysis
  - (C) SWOT Analysis
  - (D) PESTLE Analysis.

- **50.** PESTLE analysis is a useful tool for understanding the 'big picture' of the \_\_\_\_\_\_ in which an entrepreneur is planning to operate —
  - (A) Environment
  - (B) Strategy
  - (C) Position
  - (D) Marketing proposition.

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#### **BEE(311) & BMEC(312)**

#### PAPER-2 (Q. No. 51 to 100) **BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION** (This Question Paper is supplied in *English Medium* only) **PART-A BUSINESS MANAGEMENT**

**51.** The Greek word 'nomos' means —

- (A) Control
- (B) Norms
- (C) Management
- (D) Business.
- 52. The essence of management which is all pervasive and permeates every function of management is -
  - (A) Staffing
  - (B) Coordination
  - (C) Reporting
  - (D) Budgeting.
- 53. Differential Piece Rate system was devised by —
  - (A) Henri Fayol
  - (B) Henry Lawrence Gantt
  - (C) Frederick Taylor
  - (D) Peter Drucker.
- 54. Planning may call for a change in the existing —
  - (A) Accounting Concepts
  - (B) Government Mandates
  - (C) Governance Standards
  - (D) Procedures and Policies.

- 55. Budget preparation is primarily a planning process whereas its administration is a part of —
  - (A) Implementation
  - (B) Controlling
  - (C) Payments
  - (D) Approval process.
- **56.** \_\_\_\_\_\_ organisation refers to the relationship between people based not on procedures but on personal attitudes, prejudices and also the likes and dislikes of people.
  - (A) Informal
  - (B) Formal
  - (C) Normal
  - (D) Mutual.
- **57.** \_\_\_\_\_\_ denotes answerability for the accomplishment of the task assigned by the superior to his subordinate.
  - (A) Delegation of power
  - (B) Authority
  - (C) Accountability
  - (D) Centralisation.
- **58.** Line type of structure is the \_\_\_\_\_ pattern of organisation.
  - (A) Modern
  - (B) Oldest
  - (C) Most expensive
  - (D) Flexible.

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**59.** Henri Fayol defined \_\_\_\_\_\_ as "the right to give orders and exact obedience".

- (A) Delegation
- (B) Authority
- (C) Accountability
- (D) Reporting.
- **60.** Delegation is the process while \_\_\_\_\_\_\_\_\_ is the situation produced by larger delegation of authority down the levels of organisation.
  - (A) Centralisation
  - (B) Accountability
  - (C) Decentralisation
  - (D) Responsibility.
- 61. Human Resource Management is that part of management which is concerned with \_\_\_\_\_\_ and their relationship with an enterprise.
  - (A) Board of directors
  - (B) Society at large
  - (C) Regulators
  - (D) The employees.
- 62. "Recruitment is the development and maintenance of adequate manpower resources. It involves the creation of a pool of available labour upon whom the organisation can draw when it needs additional employees". The given statement is the observation of
  - (A) Edwin B. Flippo
  - (B) Dale S. Beach
  - (C) Peter Drucker
  - (D) Douglas McGregor.

- **63.** \_\_\_\_\_ means systematic evaluation of the personality and performance of each employee by his supervisor or some other person trained in the techniques of merit rating.
  - (A) Training and development
  - (B) Peformance appraisal
  - (C) Human Resource Management
  - (D) Behaviourally Anchored Rating Scales (BARS).
- **64.** \_\_\_\_\_\_ is an important function of management which involves communicating and providing leadership to the subordinates and motivating them to contribute to the best of their capacity for the achievement of organisational objectives.
  - (A) Motivation
  - (B) Directing
  - (C) Discipline
  - (D) Coordination.
- **65.** \_\_\_\_\_\_ co-ordination refers to that coordination in which a superior authority coordinates his work with that of his subordinates and *vice versa*.
  - (A) Internal
  - (B) Vertical
  - (C) Horizontal
  - (D) External.
- **66.** Grapevine consists of a complex network of communication.
  - (A) Crosswise
  - (B) Formal
  - (C) Informal
  - (D) None of the above.

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- **67.** An efficient system of control encourages top management to go in for \_\_\_\_\_\_ of authority.
  - (A) Centralisation
  - (B) Decentralisation
  - (C) Classification
  - (D) None of the above.
- **68.** \_\_\_\_\_\_ is the process of adjusting future actions based upon information about past performance.
  - (A) Control
  - (B) Organisational suitability
  - (C) Feedback
  - (D) Network Analysis.

- **69.** \_\_\_\_\_\_ is the relation between various elements of financial statements expressed in mathematical terms.
  - (A) Ratio Analysis
  - (B) Management Audit
  - (C) Internal Audit
  - (D) PERT.
- **70.** \_\_\_\_\_\_ is an approach that organisations use to improve their internal processes and increase customer satisfaction.
  - (A) Total Quality Management (TQM)
  - (B) Customer Management
  - (C) Risk Management
  - (D) Financial Management.

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# :14:

#### PART-B BUSINESS ETHICS

- **71.** The rules or principles that define right or wrong conduct are known as
  - (A) Ethics
  - (B) Customer satisfaction
  - (C) Ethical conflict
  - (D) None of the above.
- 72. An activity is probably ethical if
  - (A) It is approved of by most individuals in the organisation and is customary in the industry
  - (B) It is approved of by most individuals in the organisation
  - (C) It is customary in the industry
  - (D) It is legal.
- **73.** \_\_\_\_\_\_ also serves to inform employees of the vision that the company's executives have for the company's image and goals.
  - (A) Customer Feedback
  - (B) Code of Ethics
  - (C) Ethics Coach
  - (D) Mission.
- **74.** Investors are concerned about \_\_\_\_\_\_\_ of the company in which they invest.
  - (A) Ethics, social responsibility and reputation
  - (B) Employees
  - (C) Executive compensation
  - (D) Only profitability.

- **75.** The ethics in human resource management cover those ethical issues arising around the
  - (A) Society-employer relationship
  - (B) Customer-employees relationship
  - (C) Employer-State relationship
  - (D) Employer-employees relationship.
- **76.** Price skimming is an ethical issue covered under
  - (A) Ethics in Compliance
  - (B) Ethics in Marketing
  - (C) Ethics in Finance
  - (D) Ethics in Production.
- 77. Anti-competitive practices include
  - (A) Insider trading
  - (B) Grey markets
  - (C) Employment of child labour in production activities
  - (D) Tie-in arrangements.
- **78.** A situation requiring a choice between equally undesirable alternatives; any difficult or perplexing situation or problem is known as
  - (A) Trivial
  - (B) Pivotal
  - (C) Dilemma
  - (D) Veteran.

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#### Contd ....

- **79.** Spending money on restoring the environment, affected out of products of inherently dangerous nature are known as
  - (A) Business Ethics
  - (B) Corporate Philanthropy
  - (C) Whistle Blowing
  - (D) Corporate Leadership.

- **80.** Mohan joined a company as Chief Finance Officer (CFO). He observed that the company is involved in concealing tax and engaged in other malpractices. He brought this fact to the notice of the Income Tax Authorities. This action of Mohan would be termed as —
  - (A) Cartelisation
  - (B) Misconduct
  - (C) Ethical wrong
  - (D) Whistle blowing.

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#### PART-C COMMUNICATION

- 81. Gestures cannot be used in
  - (A) Oral communication
  - (B) Body language
  - (C) Written communication
  - (D) Informal communication.
- **82.** Seven C's of effective communication do not include
  - (A) Consideration of sender
  - (B) Courtesy towards recipient
  - (C) Correctness of facts
  - (D) Concreteness in presentation.
- **83.** The flow or pattern of communication can be
  - (A) Downward
  - (B) Upward
  - (C) Diagonal or horizontal
  - (D) All of the above.
- 84. 'To play second fiddle' means
  - (A) To play the violin
  - (B) To meddle with something
  - (C) To take a subordinate part
  - (D) To cheat.

- **85.** \_\_\_\_\_ means incapable of making mistakes.
  - (A) Intelligent
  - (B) Infallible
  - (C) Incongruous
  - (D) Indispensable.
- **86.** Organisations publish \_\_\_\_\_ when they have to procure goods and services on a large scale or get projects executed.
  - (A) Purchase requisition
  - (B) Tender Notice
  - (C) Purchase Order
  - (D) None of the above.
- **87.** A company operates its bank account only through
  - (A) Shareholder
  - (B) Investors
  - (C) Persons authorized by the Board of Directors
  - (D) Company Secretary.
- **88.** \_\_\_\_\_\_ is neither entered into books of account nor charged to the account of the recipients.
  - (A) Delivery Challan
  - (B) Invoice
  - (C) Credit/Debit Note
  - (D) Proforma Invoice.

Contd ....

## **89.** \_\_\_\_\_\_ are made in order to voice a grievance and to secure a relief.

- (A) Business Communication
- (B) Invoice
- (C) Public Notices
- (D) Representations.
- 90. When an organisation needs to share important information with members of general public, it drafts a ----
  - (A) Public Notice
  - (B) Office Memorandum
  - (C) Agreement
  - (D) Representation.
- **91.** A does not have a salutation and complimentary close.
  - (A) Purchase Order
  - (B) External Letter
  - (C) Call Letter
  - (D) Memo.
- 92. Memorandums are preferred when one needs to convey information ----
  - (A) Urgently
  - (B) In writing
  - (C) Telephonically
  - (D) Verbally.

- 93. A good press release should not be
  - (A) Factual
  - (B) Lengthy
  - (C) News value
  - (D) Format based.
- 94. \_\_\_\_\_ option forbids unwanted e-mails to enter into the Inbox.
  - (A) Interface
  - (B) Spam
  - (C) Protocols
  - (D) Jargon.
- 95. The meaning of Latin phrase ab initio is —
  - (A) From the origin
  - (B) From the beginning
  - (C) From the middle
  - (D) From the ages.
- 96. Which of the following is main function of an Apostrophe (')?
  - (A) To point the reader's attention forward
  - (B) To separate two or more independent clauses
  - (C) To denote possession and other kinds of relationship
  - (D) To link contracting statements.

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## **BEE(311) & BMEC(312)**

#### :18:

- **97.** Which of the following is a definite article ?
  - (A) A
  - (B) An
  - (C) The
  - (D) All of the above.
- **98.** When goods are returned by the customer, which one of the following is issued to the customer for the value of goods returned ?
  - (A) Debit Note
  - (B) Performa Invoice
  - (C) Invoice
  - (D) Credit Note.

- **99.** Which of the following is passive voice of "Shahjahan built Taj Mahal" ?
  - (A) Taj Mahal is built by Shahjahan.
  - (B) Taj Mahal was built by Shahjahan.
  - (C) Taj Mahal was build by Shahjahan.
  - (D) Taj Mahal built by Shahjahan.
- **100.** Which of the following is grammatically correct ?
  - (A) A snake was kill by me.
  - (B) You are request to come daily.
  - (C) Company Secretaries are also known as governance professionals.
  - (D) Mahesh is more intelligent student of the class.

# :19:

# BEE(311) & BMEC(312)

# Space for Rough Work

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: 20 :

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