

ACCOUNTING & TAXATION**First Year****Subject : Business Organization****Paper - I****Time : 3 Hours****Max. Marks : 50****Section - I****(1 x 8 = 8 Marks)**

1. How to fill the application form to open a medical shop.
2. Fill the application for registration of partnership firm.
3. What are the main points will be include in partnership deed?
4. If you are a minor partner, what are the benefits and losses in partnership business
5. If you are a Head of family in JHUF Business, What are your characteristics?
6. Fill the application form for establishing Small scale industry.

Section -II**(1 x 8 = 8 Marks)**

7. Draw the proforma of incorporation of company.
8. What are the items include in Memorandum of association?
9. What are the items include in Articles of association?
10. What are the items include in Prospectus?
11. When joint stock company issuing a lieu of prospectus.
12. If you are a promoter, what steps you are taking to establish Joint Stock Company?

Section - III**(1 x 8 = 8 Marks)**

13. Fill the proforma of Co-Operative Society.
14. Write briefly about different types of Co—Operative Society.
15. Draw the proforma of registration for Co-Operative Society.
16. What is the method obtain for membership in Co-Operative Society and what are the rights of a member?

17. If you are a member in Co-Operative Society, how to approach to public to get funds.
18. If you are a chairman of Vijayawada sports club, how to utilize the funds for development of sports activities.

Section - IV**(1 x 8 = 8 Marks)**

19. Fill the application form to open a bank Account.
20. Fill the application form to fixed deposit in to the bank.
21. Draw the proforma of Demand Draft.
22. What is meant by overdraft ? write an application to the Bank manager for Over Draft facility?
23. What is the procedure to take life insurance policy?
24. What are the steps to taken for taking Marine insurance policy?

Section- V**(1 x 8 = 8 Marks)**

25. Fill the proforma of delivery receipts.
26. Fill the application form for road permit.
27. Explain about various types of ware houses.
28. What are the steps you are taken non-durable goods?
29. What is the importance of electronic media?
30. Narrate the advantages of print media.

Section - VI

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|--------|---------|
| Record | 5 Marks |
| Viva | 5 Marks |

ACCOUNTING & TAXATION**First Year****MODEL QUESTION PAPER****Subject : Business Organization****Paper - I****Time : 3 hours****Max. Marks : 50****Section - I****1 x 8 = 8 marks**

2. Fill the application for registration of partnership firm.

Section - II**1 x 8 = 8 Marks**

9. What are the items include in Articles of association?

Section - III**1 x 8 = 8 Marks**

13. Fill the proforma of Co-Operative Society.

Section - IV**1 x 8 = 8 Marks**

20. Fill the application form to fixed deposit in to the bank.

Section - V**1 x 8 = 8 Marks**

28. What are the steps you are taken non-durable goods?

Section - VI**Record****5 Marks****Viva****5 Marks**

Note : The Serial numbers of the questions mentioned above are the serial numbers in question bank. In practical examination only the serial number of the questions will be given, the examiner shall decode it with question bank and give the questions.

ACCOUNTING & TAXATION**First Year****PRACTICAL SCHEME OF VALUATION****Subject : Business Organization****Paper - I****Time : 3 hours****Max. Marks : 50****Section - I, II, III, IV, V****(5 x 8 = 40 marks)**

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|-------------------|---|---------|
| 1. Introduction | : | 2 marks |
| 2. Structure | : | 2 marks |
| 3. Main Objective | : | 2 marks |
| 4. Conclusion | : | 2 marks |

Section VI

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|------------------|---|---------|
| Record | : | 5 Marks |
| Viva Voce | : | 5 Marks |

ACCOUNTING & TAXATION

First Year

Subject : Accountancy & Computers

Paper - II

Time : 3 Hours

Max. Marks : 50

Section - I

(1 x 10 = 10 Marks)

1. Demonstrate deleting of files, folders, un-deleting of files and folders.
2. Create text file using wordpad or notepad
3. Format the text document with all the features available in wordpad.
4. Demonstrate creating of folders and create a text file in notepad.
5. Demonstrate changing date and time, screen settings, printer settings.
6. Change the wall paper on the desktop, Screen saver and change the date.

Section - II

(1 x 10 = 10 Marks)

7. Identify any 8 tools in MS-Word screen.
8. Demonstrate any 5 the text formatting commands in MS-Word.
9. Demonstrate page formatting commands in MS-Word
10. Demonstrate Mail - Merge in MS-Word
11. Demonstrate cut, copy, paste, paste special, and check spelling
12. Insert an image from clip art and rotate it

Section - III

(1 x 10 = 10 Marks)

13. Identify any 8 tools in MS-Excel Screen
14. Demonstrate how to change the cell border, cell background color, cell foreground color and center the content.
15. Write and Demonstrate the procedure for changing the width of row and column in Excel.
16. List and Demonstrate any four formula functions in Excel.

17. Write and demonstrate to add, substrat, multiply and divide two cell values in Ms-Excel.
18. Write and Demonstrate the procedure for creating a chart in Excel.

Section - IV**(1 x 10 = 10 Marks)**

19. Write and Demonstrate the steps to create file in MS-Word, type some text and save the file.
20. Write and Demonstrate the steps to create file in MS-Excel, type some text and save the file.
21. List and Demonstrate four arithmetic operators used in MS-Excel.
22. Write and Demonstrate the steps for changing the left margin, right margin, top margin and bottom margin in MS-Word.
23. Write and Demonstrate the Steps for changing the page color and page borders in MS-Word.
24. Insert five shapes in MS-Word and fill colors within it.

Section - V

Record	5 Marks
Viva Voce	5 Marks

ACCOUNTING & TAXATION**First Year****MODEL QUESTION PAPER****Subject : Accountancy & Computers****Paper - II****Time : 3 hours****Max. Marks : 50****Section - I****1 x 10 = 10 Marks**

3. Format the text document with all the features available in wordpad.

Section - II**1 x 10 = 10 Marks**

10. Demonstrate Mail - Merge in MS-Word

Section - III**1 x 10 = 10 Marks**

15. Write and Demonstrate the procedure for changing the width of row and column in Excel.

Section - IV**1 x 10 = 10 Marks**

19. Write and Demonstrate the steps to create file in MS-Word, type some text and save the file.

Section - V**Record****5 Marks****Viva****5 Marks**

Note : The Serial numbers of the questions mentioned above are the serial numbers in question bank. In practical examination only the serial number of the questions will be given, the examiner shall decode it with question bank and give the questions.

ACCOUNTING & TAXATION**First Year****PRACTICAL SCHEME OF VALUATION****Subject : Accountancy & Computers****Paper - II****Time : 3 hours****Max. Marks : 50****Section - I, II, III, IV****(4 x 10 = 40 marks)**

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|------------------|---|---------|
| 1. Introduction | : | 2 marks |
| 2. Structure | : | 2 marks |
| 3. Demonstration | : | 6 marks |

Section - V

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|------------------|---|---------|
| Record | : | 5 Marks |
| Viva Voce | : | 5 Marks |

ACCOUNTING & TAXATION**First Year****Subject : Taxation - I****Paper - III****Time : 3 Hours****Max. Marks : 50****Section - I****(1 x 8 = 8 Marks)**

Application for PAN form 49(a)

1. For Individual
2. For HUF
3. For Firm
4. For Company
5. For Co-operative Society
6. For Local Authority

Section - II**(1 x 8 = 8 Marks)**

7. Define income as per income tax act 1961
8. Give any FOUR examples for revenue and capital expenditure
9. Give any FOUR examples for revenue and capital receipts
10. What are the conditions for residential status of an individual
11. Mention any TEN incomes are fully exempted from tax
12. How to identify about Indian income and foreign income

Section -III**(1 x 8 = 8 Marks)**

13. Calculation of taxable HRA of Mr. X

Basic Pay	- ₹ 20, 000 per month
Dearness allowance	- ₹ 10, 000 per month
Bonus	- ₹ 8, 000 per annum
Commission	- ₹ 11, 000 per annum
HRA Received	- ₹ 5000 per month (rent paid Rs. 8,000 per month)

14. Calculation of exempted HRA of Mr. Y

Basic Pay	₹ 30,000 per month
Dearness allowance	₹ 12,000 per month (part of the salary)
Bonus	₹ 25,000 per annum
Commission	₹ 11,000 per annum

HRA Received ₹ 8000 per month at Hyderabad (rent paid ₹ 11,000 per month)

15. Draw the proforma of taxable HRA with imaginary figures

16. Draw the proforma of exempted HRA with imaginary figures (in case of assessee residing at Delhi)

17. Fill up FORM no 16 with imaginary figures

18. Draw the statement of value of perquisites Form 12 BA

Section - IV

(1 x 8 = 8 Marks)

19. Draw the proforma of income from house property

20. Calculate gross annual value from following particulars

a. Municipal rental value	₹ 2,50,000/-
b. Fair rental value	₹ 3,00,000/-
c. Actual rental value	₹ 3,50,000/-

21. If net annual value is ₹ 2,50,000/- what are the deductions under section 24(a) and 24(b) interest on loan for construction of house ₹ 25,000/-

22. What is the taxable income if house self occupied and write briefly about self occupied house.

23. What is the taxable income from house property of Mr Harsha

- (a) Let-out house income ₹ 1,50,000/-
- (b) Loss from self occupied first house ₹ 8,000/-
- (c) Loss from self occupied second house ₹ 10,000/-

24. Calculation of taxable income from house property from the following items.

- (a) Rent received from tenant ₹ 14000 pm
(b) Municipal tax paid ₹ 1000 pm
(c) Interest on loan paid for construction of house ₹ 30,000/- , House construction completed in April 2008

Section –V**(1 x 8 = 8 Marks)**

25. Fill up challan no ITNS 280
26. SAHAJ ITR – I with imaginary figures
27. Acknowledgement ITR-V
28. fill the form no. ITR – II
29. Mention Tax rates for Senior Citizen
30. Mention tax rates of an individual, if age is less than 65yrs.

Section -VI

- Record - 5 Marks
Viva - 5 Marks

ACCOUNTING & TAXATION**First Year****MODEL QUESTION PAPER****Subject : Taxation - I****Paper - III****Time : 3 hours****Max. Marks : 50****Section - I****1 x 8 = 8 marks**

3. Application for PAN form 49(a) for Firm

Section - II**1 x 8 = 8 Marks**

10. What are the conditions for residential status of an individual

Section - III**1 x 8 = 8 Marks**

14. Calculation of exempted HRA of Mr. Y

Basic Pay ₹ 30,000 per month

Dearness allowance ₹ 12,000 per month (part of the salary)

Bonus ₹ 25,000 per annum

Commission ₹ 11,000 per annum

HRA Received ₹ 8000 per month at Hyderabad (rent paid ₹ 11,000 per month)

Section - IV**1 x 8 = 8 Marks**

22. What is the taxable income if house self occupied and write briefly about self occupied house.

Section - V**1 x 8 = 8 Marks**

25. Fill up challan no ITNS 280

Section - VI**Record****5 Marks****Viva****5 Marks**

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ACCOUNTING & TAXATION**First Year****PRACTICAL SCHEME OF VALUATION****Subject : Taxation - I****Paper - III**

Time : 3 hours**Max. Marks : 50**

Section - I, II, III, IV, V**(5 x 8 = 40 marks)**

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|-------------------|---|---------|
| 1. Introduction | : | 2 marks |
| 2. Structure | : | 2 marks |
| 3. Main Objective | : | 2 marks |
| 4. Conclusion | : | 2 marks |

Section - VI

- | | | |
|------------------|---|---------|
| Record | : | 5 Marks |
| Viva Voce | : | 5 Marks |