

Vocational Practical Question Bank

First & Second Year

Banking & Financial Services

Course Code : 209



State Institute of Vocational Education

O/o the Commissioner of Intermediate Education

Andhra Pradesh, Hyderabad

&

Board of Intermediate Education,

Andhra Pradesh, Hyderabad

First Year

BANKING & FINANCIAL SERVICES**First Year (P.C. 209/21)**

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 JHF 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 the method obtains 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 |

BANKING & FINANCIAL SERVICES**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 examiantion only the serial number of the questions will be given, the examiner shall decode it with question bank and give the questions.

BANKING & FINANCIAL SERVICES**First Year****PRACTICAL SCHEME OF VALUATION****Subject : Business Organization****Paper - I****Time : 3 hours****Max. Marks : 50****Section - I, II, III, IV, V****(1 x 8 = 8 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 |

BANKING & FINANCIAL SERVICES**First Year (P.C. 209/22)**

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	5 Marks

BANKING & FINANCIAL SERVICES**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.

BANKING & FINANCIAL SERVICES**First Year****PRACTICAL SCHEME OF VALUATION****Subject : Accountancy & Computers****Paper - II****Time : 3 hours****Max. Marks : 50****Section - I, II, III, IV****(1 x 10 = 10 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 | : | 5 Marks |

BANKING & FINANCIAL SERVICES**First Year (P.C. 209/23)****Subject : Banking - I Paper - III****Time : 3 Hours****Max. Marks : 50****Section - I Forms****(1 x 8 = 8 Marks)**

1. Fill up the following forms:- i) pay-in-slip ii) withdrawal slip
iii) draft requisition form iv) customer service request form.
2. Draw the specimen copy of draft.
3. Fill the Fixed Deposit application form and write the procedure.
4. Fill the Savings Bank application form and write the procedure.
5. The procedure followed for applying demand loan on Fixed Deposit.
6. Fill the Housing Loan application form.

Section - II Savings Bank Accounts**(1 x 8 = 8 Marks)**

7. The procedure followed for transfer of accounts from one branch to another.
8. Draw the specimen of Savings Bank A/c.
9. Draw the procedure of closing of your bank account.
10. Draw the formalities required for opening a joint account.
11. Draw the procedure followed by banker for issuing cheque books.
12. Draw the formalities required for opening an illiterate person's a/c.

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

13. Draw the specimen copy of FD receipt.
14. Draw the procedure followed to issue of duplicate fixed deposit receipt.
15. The procedure followed by banker for payment of FD on due date.

16. The procedure followed by banker for payment of FD on pre-mature date.
17. Fill the application form for joint account and write the procedure.
18. If the FD beneficiary comes after the due date
(Eg. After one month), what is to be done by banker?

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

19. Draw the specimen copy of RD a/c.
20. Draw the required procedure for RD a/c operations.
21. Draw the procedure followed by banker for closing of RD a/c.
22. Draw the procedure followed by banker in case of pre-mature payment of RD.
23. Draw the the procedure for issue of duplicate pass book of RD.
24. In case of delayed installments for RD, what is to be done by banker?

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

25. Draw the specimen copy of cheque.
26. Draw the procedure for opening of current a/c.
27. Draw a profarma of ATM card.
28. Draw the procedure followed by banker for closing a current a/c.
29. What is the Opening procedure for a current A/c for partnership firm.
30. What is the procedure to Opening of a current A/c for companies.

Section - VI

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

BANKING & FINANCIAL SERVICES**First Year****MODEL QUESTION PAPER****Subject : Banking - I****Paper - III****Time : 3 hours****Max. Marks : 50****Section - I****1 x 8 = 8 marks**

2. Draw the specimen copy of draft.

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

9. Draw the procedure of closing of your bank account.

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

15. Draw the procedure followed by banker for payment of FD on due date.

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

20. Draw the required procedure for RD a/c operations.

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

27. Draw a profarma of ATM card.

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

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BANKING & FINANCIAL SERVICES**First Year****PRACTICAL SCHEME OF VALUATION****Subject : Banking - I****Paper - III****Time : 3 hours****Max. Marks : 50****Section - I, II, III, IV, V****(1 x 8 = 8 Marks)**

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

Section - VI

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