



National Officers Academy
Final Mock Exams for CSS-2021
January 2021
BUSINESS ADMINISTRATION

TIME ALLOWED: THREE HOURS

PART-I(MCQS): MAXIMUM 30 MINUTES

PART-I MAXIMUM MARKS = 20

PART-II MAXIMUM MARKS = 80

NOTE: (i) Part-II is to be attempted on the separate Answer Book.
(ii) Attempt **ONLY FOUR** questions from **PART-II**. **ALL** questions carry **EQUAL** marks.
(iii) All the parts (if any) of each Question must be attempted at one place instead of at different places.
(iv) Candidate must write Q. No. in the Answer Book in accordance with Q. No. in the Q.Paper.
(v) No Page/Space be left blank between the answers. All the blank pages of Answer Book must be crossed.
(vi) Extra attempt of any question or any part of the attempted question will not be considered.
(vii) **Use of Calculator is allowed.**

PART-II

Q. No. 2. Describe major functions of Management. Discuss its significance for modern business organizations.

Q. No. 3. Define Marketing. Discuss various internal and external environmental factors affecting firm's marketing strategies.

Q. No. 4. What is the importance of employee performance appraisal? Discuss the problem faced in employee appraisal.

Q. No. 5. Explain the concept of "Motivation". Describe any two major theories of motivation.

Q. No. 6. What is bullwhip effect and how does it relate to lack of coordination in the supply chain.

Q. No. 7.

ABC Industries
Balance sheet ending Dec 31,2020

Asset	Rs.	Liabilities and stockholder's equity	Rs.
Cash	32,720	Accounts payable	120,000
Marketable securities	25,000	Notes Payable	-----
Account receivable	-----	Accruals	20,000
Inventory	-----	Total current liabilities	-----
Total Current Asset	-----	Long term debt	-----
Net fixed Asset	-----	Stockholder's equity	600,000
Total Assets	-----	Total Liabilities and stockholder's equity	-----

The following financial data for 2016 is also available

- (a) Sales totaled 1,800,000
- (b) The Gross profit margin was 25%
- (c) Inventory turnover was 6.0
- (d) There are 365 days in the year.
- (e) The average collection period was 40 days
- (f) The current ratio was 1.60
- (g) The total asset turnover ratio was 1.20
- (h) The debt ratio was 60%

Complete the 2020 balance sheet for ABC Industries using the given information (20)

Q. No. 8.

- (a) Describe main features of financial management. Discuss role of Finance Manager in any organization.
- (b) You wish to borrow \$10,000 for three years. The bank agrees to lend this amount if you are willing to pay them \$16,000 at the end of three years. What is the implicit rate of interest implied if it is applied
 - (i) on annually
 - (ii) semiannually (to the nearest whole percent)?

Best of Luck for CSS-2021