

**QP Code : 841300**

(3 Hours)

[ Total Marks : 80

- N.B. :** (1) Question no. 7 is **compulsory**.  
(2) Answer **any four** from the remaining questions.

1. Describe the process of data collection in EMIS. **15**
2. Discuss the meaning and Concept of educational management in detail. **15**
3. Explain the concept of quality and issues in quality management of educational institutions. **15**
4. Discuss the role and competencies of a good leader. **15**
5. Explain any one approach to management in detail. **15**
6. Prepare a Cost sheet for Yeduraj Pvt. Ltd. for the year ended 31st March 2016. **15**

<b>Particulars</b>	<b>₹.</b>
Stock of materials on 31/3/15	50,000
Stock of materials on 31/3/16	1,00,000
Materials purchased	1,08,000
Factory office salaries	19,600
Administration office salaries	24,000
Carriage inwards	4,300
Carriage outward	10,200
Opening stock of work in progress	50,000
Closing stock of work in progress	70,000
Repairs of plant and machinery	10,600
Rents, Rates, Taxes and Insurance (Factory)	33,000
Rents, Rates, Taxes and Insurance (Office)	10,000
Purchase of furniture	75,000
Salesman travelling expenses	13,100
Productive wages	1,40,000
Gas Water Charges (Factory)	15,200
Gas Water Charges (Office)	3,000
General Charges	5,000
Factory Manager Salary	12,000
Directors Fee	40,000

[TURN OVER]

Out of 48 hrs in a week, the time devoted by the Director to the factory and office was on an average 24 hrs and 24 hrs respectively. The firm has sales worth ₹ 5,00,000. Calculate profit and loss.

7. Short notes (Any four)

- (a) Type of account and the 3 golden rules of accounting. **5**
- (b) Performance appraisal system **5**
- (c) Individual and group dynamics **5**
- (d) Principles of data collection **5**
- (e) Autocratic style of management **5**
- (f) Capacity building **5**