

# VOCATIONAL PRACTICALS QUESTION BANK

(With Effect from the Academic year 2023-24)

## ACCOUNTING & TAXATION (COURSE CODE: 212)



**State Institute of Vocational Education**

O/o the Commissioner of Intermediate Education,  
Telangana State, Hyderabad

**&**

**Board of Intermediate Education**

Telangana State, Hyderabad

**List of Participants**

<b>1</b>	Smt. M. Sunitha, Principal, GJC(G), Sangareddy
<b>2</b>	Sri. V. Madhan Mohan Reddy, Junior Lecturer in Accounting & Taxation, S.V. Government Junior College, Palem, Nagarkurnool

**ACCOUNTING & TAXATION  
FIRST YEAR  
QUESTION BANK  
BUSINESS ORGANIZATION AND MANAGEMENT [212/21]**

Time: 3hrs

Max. Marks: 50

**SECTION-I**

**1X20=20 Marks**

Note: (i) Answer any one question.  
(ii) Each question carries 20 Marks.

1. What are the main objectives of Partnership deed? And fill the application for partnership firm.
2. Fill the forms relating to registration of co – operative societies.
3. Fill the application form to open a Bank Account.
4. Fill the application form to fixed deposit in to the Bank.
5. Fill the application form to hiring safe deposit Locker.

**SECTION-II      1X10=10 Marks.**

Note: (i) Answer any one question.  
(ii) Each question carries 10 Marks.

6. What are the items included in Article of Association?
7. What are the items including in Prospectus.
8. Fill the proforma of Demand Draft.
9. Fill the proforma of pay in slip (depositing).
10. What are the different types of industries? Explain them with examples?

**SECTION-III      1X10=10Marks**

Note: (i) Answer any one question.  
(ii) Each question carries 10 Marks.

11. Fill the proforma of the Withdrawal form.
12. What are the benefits of e-business?
13. What are the functions of Stock Exchange?
14. Explain the advantages of MNCs.
15. Describe functions of Management.

**SECTION-IV**

**Record  
Viva- Voice**

**05Marks  
05 Marks**

**ACCOUNTING & TAXATION  
FIRST YEAR  
MODEL QUESTION PAPER  
BUSINESS ORGANIZATION AND MANAGEMENT [212/21]**

**Time: 3hrs**

**Max.Marks:50**

**4,8,12**

**Note: The serial numbers of the questions mentioned above are the serial number in question bank. In practical examination, only the serial number of the question will be given. The questions given by TSBI E are for 40 Marks. The examiners shall decode it with the question bank and give the questions.**

**Record**

**05marks**

**Viva- Voice**

**05Marks**

**ACCOUNTING & TAXATION FIRST YEAR**  
**QUESTION BANK [PRACTICAL]**  
**PAPER II: ACCOUNTANCY & COMPUTERS [212/22]**

**Time: 3hrs**

**Max. Marks: 50**

**SECTION-I**

**1X20=20 Marks**

Note: (i) Answer any one question.  
(ii) Each question carries 20 Marks.

1. Write and demonstrate the steps to create file in MS-Word, type some text and save the file.
2. Identify any 8 tools in MS Excel Screen.
3. Insert 5 Shapes in MS Word and Fill colors in it.
4. Show the format of adjustments that are normally shown in bank reconciliation statement.
5. Following balances are taken from the books of the Mehek Traders as at 31/03/2022. Prepare trial balance.

Capital Rs.25000, Drawings 6500, Cash 200, Bank Balance 7000, Sales Returns 500, Purchase Returns 800, Bill receivable 4000, Bills payable 3000, Sundry Debtors 5000, Sundry Creditors 3500, Discount paid 6500, Advertisement 500, Salary 1200, Rent Paid 400, Opening Stock 10000, Purchases 8000, Sales 12000, Postage 400.

**SECTION-II**

**1X10=10 Marks**

Note: (i) Answer any one question.  
(ii) Each question carries 10 Marks.

6. Create text file using MS-wordpad.
7. Write and Demonstrate the Procedure for changing the width of row and column in Excel.
8. Demonstrate the procedure to edit contents of the cell.
9. Enter the following transactions in the purchase Book and Sales Book

Date	Particulars	Amount	Date	Particulars	Amount
Jan-01	Purchases from Raj	4000	Jan-05	Sales to Karthik	6000
Jan-08	Purchases from Giri	9000	Jan-10	Sales to Raghu for Cash	3000

Jan-12	Purchases from Naveen	3500	Jan-20	Sales to Nikhil	3800
Jan-15	Purchases from Santhu	4200	Jan-30	Sales to Shailaja	2400

10. Prepare the Single Column Cash Book.

Particulars	Amount	Particulars	Amount
Balances B/d	10,000	Paid to Anil	2500
Received from Roopa	300	Received Interest	1000
Paid rent	600	Paid into Bank	1500
Sales	1500	Advertisements	1200
Wages Paid	1000	Purchased furniture	1200

### **SECTION-III**

**1X10=10Marks**

Note: (i) Answer any one question.  
(ii) Each question carries 10 Marks.

11. Explain types of accounts with principles.
12. Write about types of subsidiary books.
13. List out any five input and output devices.
14. Insert an image from clipart and rotate it.
15. Write the format of a Balanced Sheet.

### **SECTION-IV**

**Record  
Viva-Voice**

**05marks  
05Marks**

**ACCOUNTING & TAXATION FIRST YEAR  
MODEL QUESTION PAPER  
PAPER II: ACCOUNTANCY & COMPUTERS [212/22]**

**Time: 3hrs**

**Max. Marks: 50**

**4, 8, 12**

**Note: The serial numbers of the questions mentioned above are the serial number in question bank. In practical examination, only the serial number of the question will be given. The questions given by TSBI E are for 40 Marks. The examiners shall decode it with the question bank and give the questions.**

**Record  
Viva- Voice**

**05 marks  
05 Marks**

**ACCOUNTING & TAXATION**  
**FIRST YEAR**  
**QUESTION BANK**  
**PAPER III: TAXATION-I [212/23]**

**Time: 3hrs**

**Max. Marks: 50**

**SECTION-I**

**1X20=20 Marks**

**Note: (i) Answer any one Question**  
**(ii) Each Question carries 20 marks**

1. Mrs. Swarnalatha is working as a lecturer in a Government College, Delhi. Her Salary Particulars per annum are as under. Basic Pay Rs. 45,000, D.A. 21,000, C.C.A. Rs. 10,000 & H.R.A. Rs. 12,000 (Rent paid by her is Rs. 10,200). Calculate taxable house rent allowance.
2. Sri Ramana owner of a house let out a monthly rent of Rs. 8,000 p.m. Municipal Rental Value Rs. 12,000 p.m. Fair Rental Value Rs. 10,000 p.m. He paid expenses: Municipal taxes Rs. 15,000 p.a. and Rs. 20,000 interest on house loan. Calculate standard deduction under section 24A.
3. Smt. Padmaja is working in a Ltd. Co. in a town of Kerala State as Asst. Manager. Her salary particulars are as follows: Basic pay: Rs. 8,000 p.m.; D.A. 25% which enters into retirement benefit Bonus Rs. 21,000; she is provided with rent-free accommodation which is owned by the employer (the population of the town is 12 lakhs) with the fair rental value of Rs. 3,000 p.m.; For the first three months only, she was provided with a television set a refrigerator and a geyser which were hired for Rs. 500 p.m. and later she was provided with the furniture at a cost of Rs. 1,20,000. Compute the value of rent-free accommodation.
4. Sri. Shivananda working as a lecturer in Government Degree College at Hyderabad. His salary Particulars are given below:

Basic Pay	Rs. 20,000 P.M.
D.A.	Rs. 8,000 P.M.
C.C.A.	Rs. 1,000 P.M.
H.R.A.	Rs. 6,000 P.M. (Rent paid by him Rs 8,000 P.M.)

During the year he paid Professional tax Rs 3000 P.A.  
Calculate the Income from salary of Sri Shivananda.
5. Dr. Mitra an Indian citizen left for England on 16-6-2018 and returned to India on 23-7-21. He left for Iran on 10th March, 2021 and came back on 10th Nov, 2022. Determine his residential status for the previous year 2021-22.



## **SECTION-II**

**1X10=10Marks**

**Note: (i) Answer any one Question  
(ii) Each Question carries 10 marks**

Application for PAN form 49(A)

6. For individual
7. For Hindu Undivided Family
8. For Firm
9. For Company
10. For Co-operative Society.

## **SECTION-III**

**1X10=10Marks**

**Note: (i) Answer any one Question  
(ii) Each Question carries 10 marks**

11. Mr. Anand Kishore had the following incomes during the previous year ended 31st March, 2022 you are required to compute his total income if his residential status is
  - (a) Ordinarily resident
  - (b) Not ordinarily resident and
  - (c) Non- resident.
  1. Salary received in India Rs. 3,20,000 (for 10 months).
  2. Rs. 1,50,000 is the profit of a business in Burma, the business is controlled from India.
  3. Income accrued in South Africa but received in India Rs. 1,80,000
  4. Interest on savings in Save More Bank Ltd., Rs. 40,000
  5. Rs. 1,00,000 earned in India but received in London.
  6. Income from House property in India Rs. 1,00,000.
  7. Income from House property in Bangladesh Rs. 60,000.
12. Define revenue income and capital income. Give three examples.
13. Tax rates of an individual below age of 60 years.
14. Calculate the Gross Annual Value from the following particulars
  - a. Actual rental value Rs. 75,000 P.A
  - b. Municipal rental value Rs. 60,000 P.A
  - c. Fair rental value Rs. 65,000 P.A.
15. Sri Padma, Senior Accounts Officer in Indian Railways retired from the service after serving for 28 years. He received Rs. 8,89,500 as gratuity, on the date of his retirement his monthly salary was basic Rs. 42,000; D.A. Rs. 5,040 and H.R.A. Rs. 1,000. Calculate the taxable amount of gratuity.

## **SECTION-IV**

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Viva-Voice**

**05marks  
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**ACCOUNTING & TAXATION  
FIRST YEAR  
MODEL QUESTION BANK  
PAPER III: TAXATION-I [212/23]**

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