

**MAHATMA GANDHI UNIVERSITY, KOTTAYAM**  
**SECOND SEMESTER MGU-UGP (HONOURS) REGULAR EXAMINATION**  
**2024 ADMISSION ONWARDS**  
**COURSE : MG2DSCHBM100-ADVANCED HOTEL ACCOUNTING – I(THEORY)**

Duration: 1.30 Hrs.

Maximum Marks: 50

**Students should attempt at least one question from each course outcome to enhance their overall Outcome attainability.**

**Part A**

**Short Answer Questions (Answer Any 10 Questions ) Each question carries 2 marks**

- |                                                             |        |
|-------------------------------------------------------------|--------|
| 1. What is meant by Purchase Book?                          | [R][1] |
| 2. What is imprest system?                                  | [U][1] |
| 3. Define Cash Book.                                        | [U][1] |
| 4. Define Trial Balance                                     | [R][2] |
| 5. Name the errors which are not disclosed by Trial Balance | [R][2] |
| 6. Draw the format of a Sales Book.                         | [R][1] |
| 7. Define Error of Principle.                               | [R][2] |
| 8. What is BRS?                                             | [R][3] |
| 9. What is meant by deferred revenue expenditure?           | [U][3] |
| 10. Define depreciation.                                    | [R][3] |
| 11. Name any four reasons of deprecation.                   | [U][3] |
| 12. What is meant by crossing of cheques?                   | [R][3] |
| 13. Name the parties in a cheque book.                      | [U][3] |
| 14. What is Petty cash book?                                | [U][1] |
| 15. Write any two objectives of preparing Trial Balance     | [R][2] |

(10\*2 = 20)

**Part B**

**Short Essay Type Questions (Answer 4 Questions)**  
**Each question carries 5 marks**

- |                                                                                     |           |
|-------------------------------------------------------------------------------------|-----------|
| 1. What are the features of cash book?                                              | [R][1]    |
| 2. Describe the advantages of sub-division of journal.                              | [R][1]    |
| 3. Describe the objectives and causes of depreciation.                              | [U][2]    |
| 4. Prepare a Bank Reconciliation Statement from the following data as on 31-12-2020 |           |
| a) Balance as per cash book Rs. 12,500                                              |           |
| b) Cheque issued but not presented for payment Rs. 900                              |           |
| c) Cheque deposited in bank but not collected Rs. 1,200                             |           |
| d) Bank paid insurance premium Rs. 500                                              |           |
| e) Direct deposit by a customer Rs. 800                                             |           |
| f) Interest on investment collected by bank Rs. 200                                 |           |
| g) Bank charges Rs. 100                                                             | [U][3]    |
| 5. Prepare a single column cash book from the following transactions:               |           |
| 2020 March 1 Cash in hand                                                           | Rs.20,000 |

- |    |                            |            |        |
|----|----------------------------|------------|--------|
| 4  | Cash Purchases             | Rs.4,000   |        |
| 7  | Cash Sales                 | Rs. 8,000  |        |
| 8  | Paid to Balu               | Rs. 5,000  |        |
| 9  | Received cash from Chandru | Rs. 10,000 |        |
| 10 | Paid into bank             | Rs. 10,000 |        |
| 11 | Cash withdrawn from bank   | Rs. 4,000  |        |
| 12 | Paid salaries              | Rs. 1,000  |        |
| 13 | Bought Furniture           | Rs.3,000   |        |
| 14 | Rent paid                  | Rs. 1,000  | [U][1] |
6. Classify the following items into capital and revenue expenditure.
- Rs.12,000 spent on purchasing a patent right.
  - Repairs of Rs.500 for furniture.
  - Cost of Rs.1,00,000 on building a godown.
  - Registration expenses incurred for the purchase of land.
  - Rs.250 paid for carriage on goods purchased.
  - Second hand asset purchased for Rs. 10,000
- [U][3]  
(4\*5=20)

### Part C

#### Essay Type Questions (Answer Any One) Each Question carries 10 marks

- Describe the different types of subsidiary books with format [R][1]
- Prepare Trial Balance as on 31-12-2020 from the following balances:

Capital	1,40,000	Purchases	1,94,000
Creditors	13,000	Sales returns	3,400
Drawings	4,000	Purchase returns	2,400
Salaries	7,200	Carriage inwards	1,400
Bills receivable	5,800	Printing & stationary	3,500
Bills payable	7,000	Stock	29,900
Debtors	16,000	Machinery	1,10,000
Sales	2,44,000	Furniture	3,000
Insurance	1,200	Wages	5,000
Bad debt	600	Rent	1,600
Land	20,000	Interest received	1,700
Discount	900	Travelling expenses	1,000
Commission (Cr)	800	Electricity charges	400

[U][2]
- Define capital and revenue expenditure with examples. Differentiate between capital and revenue expenditure. [U][3]  
(1\*10=10)





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**2024 ADMISSION ONWARDS**  
**COURSE : MG2MDCHMC100-BASIC MANAGEMENT PRINCIPLES(THEORY)**

**Duration :1.5 hrs**

**Maximum marks:50**

Students should attempt at least one question from each course outcome to enhance their overall outcome attainability

**PART A**

**Short Answer Questions**

**Answer any 10 questions**

**Each question carries 2 marks**

- |                                                                           |           |
|---------------------------------------------------------------------------|-----------|
| 1. Define management?                                                     | [ U ] [2] |
| 2. Management is universal process. Justify?                              | [U] [1]   |
| 3. Name one key skill required for effective management?                  | [U] [1]   |
| 4. Name one key responsibility of middle-level management?                | [U] [1]   |
| 5. How does Fayol define 'Remuneration'?                                  | [U] [2]   |
| 6. Explain the principle of 'Scalar Chain'.?                              | [U] [2]   |
| 7. How does planning contribute to achieving organizational goals?        | [U] [1]   |
| 8. How does "Identifying alternative courses of action" help in planning? | [U] [2]   |
| 9. What do you mean by decision making?                                   | [U] [1]   |
| 10. What is an organizational structure?                                  | [U] [2]   |
| 11. How does authority flow in a line organization?                       | [U] [2]   |
| 12. What do you mean by staff organisation?                               | [U] [2]   |
| 13. What do you mean by functional organisation?                          | [U] [2]   |
| 14. List out any 4 advantages of network organisation?                    | [U] [2]   |
| 15. How does decision-making occur in a decentralized organization?       | [U] [2]   |

**PART B**

**Short Essay Type Questions**

**Answer any 4 questions**

**Each question carries 5 marks**

- |                                                                                                  |         |
|--------------------------------------------------------------------------------------------------|---------|
| 1. Briefly explain nature of management?                                                         | [U] [2] |
| 2. How do management and administration interact within an organization?                         | [R] [1] |
| 3. Compare and contrast the communication flows between top, middle, and lower-level management? | [R] [1] |
| 4. Outline the key steps involved in the planning process?                                       | [U] [1] |
| 5. Explain the advantages of Line and staff organisation?                                        | [R] [1] |
| 6. Differentiate Wide span of control and Narrow span of control?                                | [R] [2] |

**PART C**

**Essay Type Questions**

**Answer any 1 question**  
**question carries 10 marks**

1. Discuss the 14 principles of management in detail? ]U] [2]
2. what are the features of decentralised organisation? Explain with diagram? [U] [3]
3. What are the important benefits of planning? Explain in detail? [U] [2]

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**SECOND SEMESTER MGU-UGP(HONOURS) REGULAR EXAMINATION**  
**(2024 ADMISSION ONWARDS)**

**COURSE – MG2DSCFNN100- HOTEL HYGIENE AND FOOD SAFETY (THEORY)**  
Duration: 1.5 hrs Maximum Marks: 50

Students should attempt at least one question from each course outcome to enhance  
their overall  
Outcome attainability.

Part A  
Short Answer Questions  
Answer Any 10 Questions  
Each question carries 2 marks

	Taxonomy	CO
1. What is Food Safety ?	[U]	[1]
2. Define Food Sanitation?	[U]	[1]
3. What is food contamination?	[U]	[1]
4. What is a food hazard? Provide an example.	[U]	[1]
5. What is a Physical food hazard? Provide an example.	[U]	[1]
6. What is bacteria?	[U]	[1]
7. What are microorganisms?	[U]	[2]
8. What are the factors affecting growth of microorganisms?	[U]	[2]
9. Which are the common food borne microorganisms.	[R]	[ 2]
10. Define the harmful effect of intoxication.	[U]	[ 2]
11. How can be prevent the diseases caused by food borne pathogen?	[R]	[2]
12. Define the term food adulteration.	[U]	[3]
13. Write a note on common adulterants that are found in foods.	[U]	[ 3]
14. Write any 3 detection methods for common adulterants in food.	[R]	[3]
15. How can we prevent diseases caused by food borne pathogens?	[U]	[ 4]

[2 x 10 = 20]

Part B  
Short Essay Type Questions  
Answer 4 Questions  
Each question carries 5 marks

- |                                                                              |          |
|------------------------------------------------------------------------------|----------|
| 1. Define food contaminants and explain their types with examples?           | [U] [1]  |
| 2. Define food hazards and explain their major types?                        | [U] [ 1] |
| 3. Explain general characteristics of microorganisms.                        | [R] [2]  |
| 4. What are the intrinsic factors affecting growth of microorganisms?        | [R] [2]  |
| 5. Write a short note on food aduteration.how they negatively affect humans? | [U] [ 3] |
| 6. What is the difference between food poisoning and food infection?         | [R] [4]  |

[4 x 5 = 20]

Part C  
Essay Type Questions  
Answer 1 Question  
Question carries 10 marks

- |                                                                              |          |
|------------------------------------------------------------------------------|----------|
| 1. Explain the concept of food contamination and its impact on human health? | [U] [1]  |
| 2. Explain about various factors affecting growth of microorganisms?         | [U] [2]  |
| 3. Give an essay on food adulteration. Explain its types and disadvantages?  | [U] [ 3] |

[1 x 10 = 10]



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**COURSE – MG2DSCHMC100- INTRODUCTION TO HOSPITALITY OPERATIONS-II (RD)THEORY**

Duration: 1.5 hrs

Maximum Marks: 50

Students should attempt at least one question from each course outcome to enhance their overall Outcome attainability.

**Part A**

**Short Answer Questions**

**Answer Any 10 Questions**

Each question carries 2 marks

	Taxonomy CO
1 Name two key qualities required for front office staff	[U][1]
2 What role does time management play in housekeeping	[U] [1]
3 What is the primary role of housekeeping personnel in a hotel?	[U] [1]
4 Who is responsible for managing the housekeeping staff	[U][1]
5 Why is communication between the front office and housekeeping important?	[U] [2]
6 Why is the bell desk important in guest services?	[U] [2]
7 What is a connecting room in a hotel?	[U] [2]
8 Name two types of suite rooms commonly found in luxury hotels	[R] [2]
9 Define the term "Modified American Plan" in hotel meal services.	[U] [2]
10 Define hotel reservation and its importance	[U] [3]
11 What are manual equipment used in housekeeping	[U] [4]
12 Give two examples each of mechanical and manual housekeeping equipment.	[R] [4]
13 Name two common maintenance practices for mechanical housekeeping equipment.	[R] [4]
14 Name one cleaning agent suitable for glass surfaces.	[R] [4]
15 Mention two functions of the bell desk during guest arrival	[R] [2]

[2 x 10 = 20]

## Part B

### Short Essay Type Questions

#### Answer 4 Questions

Each question carries 5 marks

- 1 Describe the origin and evolution of the hotel industry. [U] [1]
- 2 How does a housekeeping employee handle a guest's special request professionally? [U] [1]
- 3 Explain the importance of maintaining a professional appearance in housekeeping. [R] [1]
- 4 Explain the differences between an adjoining room and a connecting room [R] [2]
- 5 Describe the basic organizational structure of the housekeeping department [U][1]
- 6 Explain the importance of proper handling and maintenance of housekeeping equipment [R][4]

[4 x 5 = 20]

## Part C

### Essay Type Questions

#### Answer 1 Question

1 Question carries 10 marks

- 1 Describe the impact of room types on hotel revenue and overall guest satisfaction. [U] [2]
- 2 Elaborate on the coordination between housekeeping and the front office in maintaining guest satisfaction. [U] [1]
- 3 Explain how front office and housekeeping work together to enhance guest experience [U] [3]

[1 x 10 = 10]