

Vocational Practical Question Bank

First & Second Year

Insurance & Marketing

Course Code : 210



State Institute of Vocational Education

O/o the Commissioner of Intermediate Education

Andhra Pradesh, Hyderabad

&

Board of Intermediate Education,

Andhra Pradesh, Hyderabad

First Year

INSURANCE & MARKETING**First Year (P.C. 210/21)**

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 is 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 |

INSURANCE & MARKETING**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 examination only the serial number of the questions will be given, the examiner shall decode it with question bank and give the questions.

INSURANCE & MARKETING**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 | : | 5 Marks |

INSURANCE & MARKETING**First Year (P.C. 210/22)****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

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

INSURANCE & MARKETING**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.

INSURANCE & MARKETING**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 |

INSURANCE & MARKETING**First Year (P.C. 210/23)****Subject : Principles of Insurance Paper - III****Time : 3 Hours****Max. Marks : 50****Section - I****(1 x 8 = 8 Marks)**

1. What is the procedure to take fire insurance policy?
2. What is the procedure to take Marine insurance policy?
3. What is the importance of Marine insurance?
4. Explain the importance of insurance industry.
5. Write briefly about car insurance.
6. Draw the diagram for various classes of insurance.

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

7. Explain different classifications of risks.
8. Draw the diagram of types of hazards and explain briefly.
9. Draw the diagram of losses and explain briefly.
10. Draw the diagram of risk management and explain briefly.
11. Write about briefly financial risks.
12. Draw the diagram of ethical and financial consideration.

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

13. List out any eight general insurance companies.
14. Write any application to insurance company to become an Agent.
15. If you lost motor cycle, what is the procedure to receive insurance claim.
16. If you lost car, what is the procedure to receive insurance claim.
17. If you car met in fire accident, what is the procedure to get insurance?

18. If you purchase a two wheeler, what is the procedure to take insurance policy?

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

19. Write the principle of indemnity of car in various cases.
20. Write the procedure to medi-claim of an individual explains.
21. Write the procedures to medi-claim of a dependent explain.
22. Write the procedures to medi-claim of senior citizen explain.
23. Explain the principles of subrogation and contribution.
24. Explain the duty of discloser in non-life insurance.

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

25. What is the procedure of insurance claim for industrial building?
26. How to get insurance claim, if car showroom met in fire accident.
27. What are the safety measures for industrial building?
28. What are the safety measures for electrical industry?
29. What are the safety measures for stationary godown?
30. Write briefly about insurance advisor and prospective consumer.

Section - VI

- Record - 5 Marks
Viva - 5 Marks

INSURANCE & MARKETING**First Year****MODEL QUESTION PAPER****Subject : Principles of Insurance****Paper - III****Time : 3 hours****Max. Marks : 50****Section - I****1 x 8 = 8 marks**

5. Write briefly about car insurance.

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

10. Draw the diagram of risk management and explain briefly.

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

13. List out any eight general insurance companies.

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

21. Write the procedures to medi-claim of a dependent explain.

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

27. What are the safety measures for industrial building?

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

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INSURANCE & MARKETING**First Year****PRACTICAL SCHEME OF VALUATION****Subject : Principles of Insurance****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 |