

Roll No.-----

प्रश्नपुस्तिका क्रमांक  
Question Booklet No.

**609891**

O.M.R. Serial No.

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**BCA (Second Semester) Examination, 2024-25**

**(NEP)**

**(BCA2004)**

**FINANCIAL ACCOUNTING AND MANAGEMENT**

**K-694**

**Paper Code**

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(To be filled in the  
OMR Sheet)

प्रश्नपुस्तिका सीरीज  
Question Booklet Series

**C**

**Time : 1:30 Hours ]**

**[ Maximum Marks-75**

**Instructions to the Examinee :**

1. Do not open the booklet unless you are asked to do so.
2. The booklet contains 100 questions. Examinee is required to answer 75 questions in the OMR Answer-Sheet provided and not in the question booklet. All questions carry equal marks.
3. Examine the Booklet and the OMR Answer-Sheet very carefully before you proceed. Faulty question booklet due to missing or duplicate pages/questions or having any other discrepancy should be got immediately replaced.

**(Remaining instructions on the last page)**

**परीक्षार्थियों के लिए निर्देश :**

1. प्रश्न-पुस्तिका को तब तक न खोलें जब तक आपसे कहा न जाए।
2. प्रश्न-पुस्तिका में 100 प्रश्न हैं। परीक्षार्थी को 75 प्रश्नों को केवल दी गई OMR आन्सर-शीट पर ही हल करना है, प्रश्न-पुस्तिका पर नहीं। सभी प्रश्नों के अंक समान हैं।
3. प्रश्नों के उत्तर अंकित करने से पूर्व प्रश्न-पुस्तिका तथा OMR आन्सर-शीट को सावधानीपूर्वक देख लें। दोषपूर्ण प्रश्न-पुस्तिका जिसमें कुछ भाग छपने से छूट गए हों या प्रश्न एक से अधिक बार छप गए हो या उसमें किसी अन्य प्रकार की कमी हो, तो उसे तुरन्त बदल लें।

**(शेष निर्देश अन्तिम पृष्ठ पर)**

1. The Goal of Receivable management is to maximize the value of the firm by achieving a trade-off between :
  - (A) Risk and Profitability
  - (B) Liquidity & Profitability
  - (C) Return & Profitability
  - (D) None of these
2. The purpose of Receivables is directly connected with the goals of conducting credit sales. Which of the following is objective of credit sales ?
  - (A) Attaining Growth in Sales
  - (B) Enhancing Profits
  - (C) Facing Competition
  - (D) All of the above
3. The Cost Involved in maintaining Inventory is :
  - (A) Ordering Cost
  - (B) Carrying Cost
  - (C) Understocking Cost
  - (D) All of the above
4. The Cost Involved in maintaining accounts receivables is :
  - (A) Cost of Capital
  - (B) Cost of Collection
  - (C) Both (A) & (B)
  - (D) None of the above
5. The size of Account Receivables depend on :
  - (A) Credit Period
  - (B) Credit Policies
  - (C) Sales Level
  - (D) All of the above

6. The basic objective of Cash Management is :
- (A) Meeting Cash Disbursement
  - (B) Minimising funds locked up as cash balance
  - (C) Minimize financial risks
  - (D) All of the above
7. Which of the following is motive of Holding cash by the firm ?
- (A) Transaction
  - (B) Speculative
  - (C) Precautionary
  - (D) All of the above
8. The Economic Order Quantity (EOQ) model is used to determine :
- (A) The optimal level of Inventory to order to minimize cost
  - (B) The maximum amount of working capital
  - (C) The number of days inventory should be held
  - (D) None of these
9. Inventory Management is planning and devising procedures to maintain optimum level of :
- (A) Raw material
  - (B) Work-in-progress
  - (C) Finished Goods
  - (D) All of the above
10. The Quick Ratio is considered a more conservative measure of liquidity than the current ratio because it excludes :
- (A) Short term Debts
  - (B) Current Liability
  - (C) Inventory
  - (D) None of these

11. A company that has a longer operating cycle will generally have :
- (A) More Working Capital
  - (B) Less Working Capital
  - (C) A higher Profit Margin
  - (D) More Equity
12. Implicit costs are most relevant in calculating :
- (A) Gross profit
  - (B) Economic profit
  - (C) Operating profit
  - (D) Taxable Income
13. The cost of debt is determine by :
- (A) The tax rate applied to the debt
  - (B) The risk of default on the debt
  - (C) The interest rate on debt
  - (D) All of the above
14. Which of the following is an example of an implicit cost ?
- (A) Rent paid for office space
  - (B) Interest on debt
  - (C) Wages paid to employee
  - (D) Foregone salary when starting your own business
15. Which of the following is a component of the cost of capital ?
- (A) Return at zero Risk level
  - (B) Business Risk Premium
  - (C) Financial Risk Premium
  - (D) All of the above

16. The cost of capital is the :
- (A) Interest rate on a loan obtained by a company
  - (B) Total Expenses incurred by a company
  - (C) Rate of return required by Investors to invest in a company
  - (D) Total Market Value of company's shares
17. The debt-to-equity ratio measures :
- (A) The Profitability of a Company
  - (B) The Efficiency of a Company
  - (C) The Liquidity of a Company
  - (D) The Solvency of a Company
18. Distribution of dividend be done out of :
- (A) Debentures
  - (B) Capital
  - (C) Interest
  - (D) Distributable Profits
19. In the concept of Capital Gearing, A firm is said to be low geared when :
- (A) Ownership Capital > Creditorship Capital
  - (B) Ownership Capital < Creditorship Capital
  - (C) Ownership Capital = Creditorship Capital
  - (D) All of the above
20. \_\_\_\_\_ stands for the Ratio between the various binds of securities to the total capitalization.
- (A) Capital Market
  - (B) Cost of Capital
  - (C) Capital Gearing
  - (D) None of the above

21. Capital structure refers to \_\_\_\_\_ is the total capital.
- (A) Long-term debts and equity
  - (B) Short-term debts and equity
  - (C) Short-term debts and owner's equity
  - (D) None of the above
22. Which of the following is not an approach for explaining the theory of capital structure ?
- (A) Net Income (NI) Approach
  - (B) Net Operating Income Approach
  - (C) Modigliani-Miller Approach
  - (D) Gross Profit Approach
23. What factors are considered while planning the capital structure of company ?
- (A) Financial Leverage
  - (B) Capital Market Conditions
  - (C) Cost of financing
  - (D) All of the above
24. Overcapitalization is the Result of :
- (A) Raising more capital than is justified by its expected earnings
  - (B) Failure to repay creditors
  - (C) A decline in asset value
  - (D) None of the above
25. Undercapitalization is a state when :
- (A) The capital of firm is less in proportion to its total requirements
  - (B) The firm has no assets
  - (C) The market value of share decreases
  - (D) None of the above

26. Capitalization refers to :
- (A) The total market value of a company's outstanding securities
  - (B) The total value of company's outstanding shares
  - (C) The total debt in a company
  - (D) None of the above
27. Capitalization is a \_\_\_\_\_ aspect of financial planning.
- (A) Qualitative
  - (B) Quantitative
  - (C) Mix
  - (D) None of the above
28. Preference shares which Guarantee a fixed rate of dividend is known as \_\_\_\_\_.
- (A) Cumulative Preference Shares
  - (B) Participative Preference Shares
  - (C) Convertible Preference Shares
  - (D) None of the above
29. Debenture is a :
- (A) Voting paper
  - (B) Creditorship security
  - (C) Ownership security
  - (D) All of the above
30. "Ploughing-back of profit is also known as :
- (A) Reserve financing
  - (B) Equity financing
  - (C) Self financing
  - (D) None of the above

31. Payment of dividend should be done with in \_\_\_\_\_ days of its declaration.
- (A) 30 days
  - (B) 42 days
  - (C) 45 days
  - (D) 60 days
32. Which Potential Sources is consider as Hybrid Financing ?
- (A) Debentures
  - (B) Preference Capital
  - (C) Equity Capital
  - (D) Retained Earnings
33. Which securities gives its holders preference in dividend but does not confer voting rights ?
- (A) Debentures
  - (B) Equity Shares
  - (C) Preference Shares
  - (D) None of the above
34. Which of the following is the most important source of finance for fixed capital ?
- (A) Equity Shares
  - (B) Preference Shares
  - (C) Debentures
  - (D) None of the above
35. Which of the following is considered as a long-term source of finance ?
- (A) Equity Shares
  - (B) Bank overdraft
  - (C) Short-term loans
  - (D) None of the above

36. Which of the following is not a function of financial management ?
- (A) Budgeting
  - (B) Cash Management
  - (C) Investment Decisions
  - (D) Production Planning
37. The scope of financial management includes :
- (A) Investment decision
  - (B) Financing decision
  - (C) Dividend decision
  - (D) All of the above
38. What is the Primary Objective of Financial Management ?
- (A) Maximizing Profit
  - (B) Maximizing the wealth of shareholders
  - (C) Minimizing Cost
  - (D) Enhancing operational efficiency
39. Which of the following Factor Determining the need for cash in firm's operation ?
- (A) Nature of Business
  - (B) Seasonality of the Business
  - (C) Market Conditions
  - (D) All of these
40. The Financial Management is concerned with :
- (A) Estimation of the fixed and Working Capital Requirement
  - (B) Formulation of Capital Structure
  - (C) Procurement of fixed and Working Capital
  - (D) All of these

41. Which of the following is disadvantage of Excessive Working Capital ?
- (A) Heavy Investment in fixed Assets
  - (B) Increases Speculative Tendencies
  - (C) Both (A) & (B)
  - (D) None of these
42. The amount of working capital which is required to meet the seasonal demand is known as \_\_\_\_\_.
- (A) Permanent Working Capital
  - (B) Variable Working Capital
  - (C) Fixed Working Capital
  - (D) None of these
43. Working Capital is expressed by :
- (A) Current Assets – Current Liability
  - (B) Current Assets + Current Liability
  - (C) Current Assets = Current Liability
  - (D) None of the above
44. Which one of the following emphasizes the Qualitative aspect of Working Capital ?
- (A) Net Working Capital
  - (B) Gross Working Capital
  - (C) Quick Working Capital
  - (D) None of the above
45. Which of the following factor affect the working capital requirements of a concern?
- (A) Nature of Business
  - (B) Credit Policy
  - (C) Seasonal Variation
  - (D) All of these

46. Networking capital will be called positive working capital when :
- (A) Current Assets exceeds the Current Liability
  - (B) Current Liability exceeds the Current Assets
  - (C) Current Assets equal to Current Liability
  - (D) None of the above
47. Working Capital Management is concerned with :
- (A) Raising fund for day to day operation
  - (B) Planning the total Investment in Current Assets
  - (C) Both (A) & (B)
  - (D) None of the above
48. What will be amount of Gross profit/Gross loss If cost of goods sold ₹79,000, sales ₹1,10,000, purchase ₹30,000 ?
- (A) 80,000 (Profit)
  - (B) 31,000 (Profit)
  - (C) 49,000 (Profit)
  - (D) 1,000 (Loss)
49. Which Ratio is complementary to each other ?
- (A) Gross and net profit Ratio
  - (B) Operating and operating profit Ratio
  - (C) Current and liquid Ratio
  - (D) None of the above
50. What will be current Ratio ? If working capital is Rs. 45000; Total debts Rs. 10,00,00 and long term debt Rs. 70,000 ?
- (A) 2.5 : 1
  - (B) 1.5 : 1
  - (C) 3.0 : 1
  - (D) 5.0 : 1

51. If a Trial balance does not agree, then account opened :
- (A) Drawing A/C
  - (B) Suspense A/C
  - (C) Capital A/C
  - (D) Nominal A/C
52. Return Inwards appearing in the trial balance is deducted from :
- (A) Purchase
  - (B) Sales
  - (C) Return outward
  - (D) None of these
53. Which of the following is not shown in balance sheet ?
- (A) Opening stock
  - (B) Closing stock
  - (C) Patents
  - (D) Debtors
54. Which types of Expenses out of the following are shown in Trading account ?
- (A) Indirect Expenses
  - (B) Opening Expenses
  - (C) Direct Expenses
  - (D) None of these
55. Sales are equal to :
- (A) Cost of Goods Sold + Gross profit
  - (B) Cost of Goods Sold – Gross profit
  - (C) Gross profit – Cost of Goods Sold
  - (D) Purchase + Gross profit

56. Trial balance is prepared to locate :
- (A) Errors of principle
  - (B) Errors of omission
  - (C) Compensating Errors
  - (D) None of these
57. Which of the following is shown as debit balance in the Trial balance ?
- (A) Cash in hand
  - (B) Rent outstanding
  - (C) Creditors
  - (D) Bank overdraft
58. When goods are lost by theft then loss of goods by theft is debited with ?
- (A) Cost of goods sold
  - (B) Cost of goods sold + Gross profit
  - (C) Cost of goods sold – Gross profit
  - (D) Cost of goods purchased
59. What type of ledger accounts are not carried forward to the next financial years ?
- (A) Personal Accounts
  - (B) Real Accounts
  - (C) Nominal Accounts
  - (D) All of these
60. Goods worth ₹8,000 given as charity (sales price 10,000). What amount would be debited to charity account ?
- (A) ₹8,000
  - (B) ₹10,000
  - (C) ₹18,000
  - (D) ₹2,000

61. Sold goods to xyz for ₹24000, allowed him 10% Trade discount and 10% cash discount. What is the amount of cash received at the time of sale ?
- (A) ₹19440
  - (B) ₹19450
  - (C) ₹19460
  - (D) ₹19540
62. Mohit, who owed ₹20,000 became insolvent 60 paise in a rupee was received from his estate. Bad debts Account will be debited by :
- (A) ₹20,000
  - (B) ₹10,000
  - (C) ₹8,000
  - (D) ₹12,000
63. Bad debts earlier written off and now received are credited to :
- (A) Bad debts A/C
  - (B) Bad debts Recovered A/C
  - (C) Income A/C
  - (D) Debtors A/C
64. Which of the following is correct entry to record cash purchase of ₹5000 from Prem ?
- (A) Dr. Purchase A/C and Cr. Prem by ₹5000
  - (B) Dr. Prem and Cr. Purchase A/C by ₹5000
  - (C) Dr. Cash A/C and Cr. Purchase A/C by ₹5000
  - (D) Dr. Purchase A/C and Cr. Cash A/C by ₹5000
65. Journal is called :
- (A) A book of Original Entry
  - (B) A book of Final Entry
  - (C) A book of Secondary Entry
  - (D) None of the above

66. Sundry Creditors Account is a :

- (A) Revenue Account
- (B) Capital Account
- (C) Liability Account
- (D) None of these

67. Capital contributed by the owner in business is :

- (A) Capital Receipts
- (B) Revenue Receipts
- (C) Revenue Expenditure
- (D) None of these

68. Amount ₹10,000 paid as compensation to the Employees is a :

- (A) Revenue Expenditure
- (B) Capital Expenditure
- (C) Capital Receipt
- (D) Revenue Receipt

69. Erection expenditure of new machinery is :

- (A) Capital Expenditure
- (B) Capital loss
- (C) Revenue expenditure
- (D) Revenue loss

70. Capital Expenditure are those Expenses :

- (A) Which are incurred on business activities
- (B) Which are incurred on repairs of The Present Asset
- (C) Which are incurred on the purchase of fixed assets
- (D) None of the above

71. Income taxes comes under :
- (A) Ind AS 11
  - (B) Ind AS 12
  - (C) Ind AS 13
  - (D) Ind AS 14
72. Expenditure of Revenue nature that gives benefit for more than one accounting period is termed as :
- (A) Deferred Revenue Expenditure
  - (B) Capital Expenditure
  - (C) Revenue Expenditure
  - (D) None of these
73. Purchase of Machinery by cash means :
- (A) Decrease in Assets and decrease in Liability
  - (B) Increase in Asset and decrease in Asset
  - (C) Increase in Asset and decrease in Liability
  - (D) Decrease in Assets and Increase in Capital
74. Which accounting equation is incorrect out of the following ?
- (A)  $\text{Liabilities} = \text{Assets} - \text{Capital}$
  - (B)  $\text{Assets} = \text{Liabilities} - \text{Capital}$
  - (C)  $\text{Capital} = \text{Assets} - \text{Liabilities}$
  - (D)  $\text{Assets} = \text{Liabilities} + \text{Capital}$
75. Accounting Standard Board of India was established in the year :
- (A) 1970
  - (B) 1972
  - (C) 1973
  - (D) 1977

76. \_\_\_\_\_ is to be applied in accounting for property plant and equipment.
- (A) AS-3
  - (B) AS-6
  - (C) AS-10
  - (D) AS-14
77. Accounting standards ensures financial statements :
- (A) Reliability
  - (B) Credibility
  - (C) Uniformity
  - (D) All of these
78. Bank overdraft is :
- (A) Short-term liability
  - (B) Current Assets
  - (C) Long-term liability
  - (D) Contingent liability
79. In Accounting Debtors and creditors are classified as \_\_\_\_\_.
- (A) Real Accounts
  - (B) Nominal Accounts
  - (C) Personal Accounts
  - (D) None of the above
80. Drawing Account is :
- (A) Personal Account
  - (B) Real Account
  - (C) Nominal Account
  - (D) None of these

81. Goodwill is :  
(A) Tangible Asset  
(B) Intangible Asset  
(C) Current Asset  
(D) Wasting Asset
82. Capital is :  
(A) Internal Liability  
(B) External Liability  
(C) Internal as well as External Liability  
(D) None of these
83. Companies must prepare financial statements at least yearly due to the \_\_\_\_\_.  
(A) Revenue Recognition Concept  
(B) Matching Concept  
(C) Accounting Period Concept  
(D) Going Concern Concept
84. Profit or loss is calculated by \_\_\_\_\_ Accounting.  
(A) Cost  
(B) Financial  
(C) Both (A) & (B)  
(D) None of the above
85. The system of recording Transactions based on dual aspect concept is called :  
(A) Double Entry System  
(B) Double Account System  
(C) Single Entry System  
(D) Single Account System

86. If the building is shown at its market price in the balance sheet rather than at its cost of purchase, which of the following accounting principle is violated :
- (A) Cost concept
  - (B) Conservatism convention
  - (C) Money Measurement concept
  - (D) Consistency convention
87. Which of the following External users directly concern with accounting Information ?
- (A) Investors and Potential Investors
  - (B) Creditors and Suppliers
  - (C) Financial Institutions
  - (D) All of the above
88. Which Qualitative characteristic of accounting Information is reflected when accounting Information is clearly presented ?
- (A) Reliability
  - (B) Relevance
  - (C) Comparability
  - (D) Understandability
89. Which of the following is a limitation of accounting ?
- (A) Assistance to Management
  - (B) Replaces memory
  - (C) Evidence in court
  - (D) Unrealistic Information
90. Which one is the advantage of accounting ?
- (A) Replacement of Memory
  - (B) Accounting is not fully exact
  - (C) Shows the present value of the business
  - (D) Accounting does not record price level change

91. The policy of 'anticipating no profit but providing for all possible losses' arises due to :
- (A) Convention of full disclosure
  - (B) Convention of consistency
  - (C) Convention of conservatism
  - (D) Convention of materiality
92. Accounting principles are generally based on :
- (A) Convenience in recording
  - (B) Subjectivity
  - (C) Practicability
  - (D) None of these
93. Book-keeping is mainly concerned with :
- (A) Recording of financial data relating to business operations
  - (B) Designing the recorded data
  - (C) Interpreting the data for Internal and External-users
  - (D) None of these
94. Which of the following is not the External user of Accounting Information ?
- (A) Government
  - (B) Management
  - (C) Tax Authorities
  - (D) Financial Institutions
95. Which of the following is considered an Integral part of financial Accounting ?
- (A) Risk analysis and management
  - (B) Budgeting and forecasting
  - (C) Management decision making
  - (D) Compliance with accounting standards and regulations

96. Financial accounting focuses on providing Information to :
- (A) Shareholders and Investors
  - (B) Suppliers and Vendors
  - (C) Analysts and Competitors
  - (D) Internal Managers and Employees
97. The scope of financial accounting includes the recording and reporting of :
- (A) Future forecasts and projections
  - (B) Non-financial information
  - (C) Non-Monetary Assets such as human resources
  - (D) Historical financial transactions and events
98. The Primary objective of financial accounting is to :
- (A) Maximize profits for the company
  - (B) Provide Information for Internal decision making
  - (C) Facilitate the efficient allocation of resources
  - (D) Provide accurate and reliable financial information to external users
99. Revenue is generally recognized being earned at the time when :
- (A) Production is completed
  - (B) Order for goods is received
  - (C) Goods are delivered
  - (D) Cash is received of Goods Value
100. Which is the last step of Accounting as a process of Information ?
- (A) Recording Economic Events in the books of Account
  - (B) Preparation of financial statement
  - (C) Communication of Information
  - (D) Analysis and Interpretation of Information

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4. Four alternative answers are mentioned for each question as – A, B, C & D in the question booklet. The candidate has to choose the correct answer and mark the same in the OMR Answer-Sheet as per the direction :

**Example :**

**Question :**

- Q. 1 (A) ☒ (B) ☐ (C) ☐ (D) ☐  
 Q. 2 (A) ☐ (B) ☒ (C) ☐ (D) ☐  
 Q. 3 (A) ☒ (B) ☐ (C) ☐ (D) ☐

Illegible answers with cutting and over-writing or half filled circle will be cancelled.

5. Each question carries equal marks. Marks will be awarded according to the number of correct answers you have.
6. All answers are to be given on OMR Answer Sheet only. Answers given anywhere other than the place specified in the answer sheet will not be considered valid.
7. Before writing anything on the OMR Answer Sheet, all the Instructions given in it should be read carefully.
8. After the completion of the examination candidates should leave the examination hall only after providing their OMR Answer Sheet to the invigilator. Candidate can carry their Question Booklet.
9. There will be no negative marking.
10. Rough work, if any, should be done on the blank pages provided for the purpose in the booklet.
11. To bring and use of log-book, calculator, pager and cellular phone in examination hall is prohibited.
12. In case of any difference found in English and Hindi version of the question, the English version of the question will be held authentic.

**Impt.** On opening the question booklet, first check that all the pages of the question booklet are printed properly. If there is any discrepancy in the question booklet, then after showing it to the invigilator, get another question booklet of the same series.

4. प्रश्न-पुस्तिका में प्रत्येक प्रश्न के चार सम्भावित उत्तर- A, B, C एवं D हैं। परीक्षार्थी को उन चारों विकल्पों में से एक सही उत्तर छँटना है। उत्तर को OMR आन्सर-शीट में सम्बन्धित प्रश्न संख्या में निम्न प्रकार भरना है :

**उदाहरण :**

**प्रश्न :**

- प्रश्न 1 (A) ☒ (B) ☐ (C) ☐ (D) ☐  
 प्रश्न 2 (A) ☐ (B) ☒ (C) ☐ (D) ☐  
 प्रश्न 3 (A) ☒ (B) ☐ (C) ☐ (D) ☐

अपठनीय उत्तर या ऐसे उत्तर जिन्हें काटा या बदला गया है, या गोले में आधा भरकर दिया गया, उत्तर निरस्त कर दिया जाएगा।

5. प्रत्येक प्रश्न के अंक समान हैं। आपके जितने उत्तर सही होंगे, उन्हीं के अनुसार अंक प्रदान किये जायेंगे।
6. सभी उत्तर केवल ओ. एम. आर. उत्तर-पत्रक (OMR Answer Sheet) पर ही दिये जाने हैं। उत्तर-पत्रक में निर्धारित स्थान के अलावा अन्यत्र कहीं पर दिया गया उत्तर मान्य नहीं होगा।
7. ओ. एम. आर. उत्तर-पत्रक (OMR Answer Sheet) पर कुछ भी लिखने से पूर्व उसमें दिये गये सभी अनुदेशों को सावधानीपूर्वक पढ़ लिया जाये।
8. परीक्षा समाप्ति के उपरान्त परीक्षार्थी कक्ष निरीक्षक को अपनी OMR Answer Sheet उपलब्ध कराने के बाद ही परीक्षा कक्ष से प्रस्थान करें। परीक्षार्थी अपने साथ प्रश्न-पुस्तिका ले जा सकते हैं।
9. निगेटिव मार्किंग नहीं है।
10. कोई भी रफ कार्य, प्रश्न-पुस्तिका के अन्त में, रफ-कार्य के लिए दिए खाली पेज पर ही किया जाना चाहिए।
11. परीक्षा-कक्ष में लॉग-बुक, कैलकुलेटर, पेजर तथा सेल्युलर फोन ले जाना तथा उसका उपयोग करना वर्जित है।
12. प्रश्न के हिन्दी एवं अंग्रेजी रूपान्तरण में भिन्नता होने की दशा में प्रश्न का अंग्रेजी रूपान्तरण ही मान्य होगा।

**महत्वपूर्ण :** प्रश्नपुस्तिका खोलने पर प्रथमतः जाँच कर देख लें कि प्रश्न-पुस्तिका के सभी पृष्ठ भलीभाँति छपे हुए हैं। यदि प्रश्नपुस्तिका में कोई कमी हो, तो कक्षनिरीक्षक को दिखाकर उसी सिरिज की दूसरी प्रश्न-पुस्तिका प्राप्त कर लें।