		11295
Signature of Candidate	*Signature of Invigilator*	*Booklet Serial No.*

PAPER - I

QUESTION PAPER BOOKLET (QPB)

Duration: 01:30 Hours (Ninety Minutes) **Maximum Marks: 100**

Hall Ticket No.:

OMR Serial No.:

INSTRUCTIONS TO THE CANDIDATES

1. Candidate should write his/her HALL TICKET NUMBER and OMR SERIAL NUMBER in the space provided above and not elsewhere.
2. This Paper is a MCQ (Multiple Choice Question) based test with **negative marking**.
3. This QPB contains **24** pages including **3** pages for Rough Work and **Paper II**.
4. Check the QPB and MCQs thoroughly before taking the TEST.
5. Report to the INVIGILATOR in case of mis-print or any discrepancy in the QPB & MCQs.
6. There are 100 MCQs. Each MCQ has four options. Choose the correct option and darken the circle only with blue/black ballpoint pen in the OMR sheet against the corresponding option.
7. One mark is given for each correct option and negative marking of **0.25** marks for each incorrect option.
8. If more than one circle is **bubbled** for a question in the OMR Sheet, marks shall not be awarded.
9. At the end of the ENTRANCE TEST, handover the QPB & OMR sheet to the INVIGILATOR.
10. Candidate shall be disqualified, if the QPB and the OMR sheet are not handed over to the INVIGILATOR after the examination.

SEAL SEAL

SP25-33

SPACE FOR ROUGH WORK

1. If a ship is located at 97°25'E and 8°4'N, in which body of water is it most likely situated?
   (a) Arabian Sea
   (b) Bay of Bengal
   (c) Indian Ocean
   (d) Lakshadweep Sea

2. India has a land boundary of about _____, and the total length of the coastline including Andaman and Nicobar and Lakshadweep is _____.
   (a) 14,000 km and 6,100 km
   (b) 15,200 km and 7,516.6 km
   (c) 18,500 km and 9,200 km
   (d) 12,000 km and 5,421 km

3. Sri Lanka is separated from India by the _____, while Maldives Islands are situated to the _____ of the Lakshadweep Islands.
   (a) Indian Ocean and Bay of Bengal, east
   (b) Palk Strait and Gulf of Mannar, south
   (c) Arabian Sea, west
   (d) Andaman Sea, north

4. If Everest and K2 are excluded from the list of world's highest mountains, which peak assumes the global lead?
   (a) Annapurna
   (b) Kanchenjunga
   (c) Dhaulagiri
   (d) Nanda Devi

5. The chemical reaction which involves addition of _____ or removal of _____ is called reduction.
   (a) Carbon dioxide, Hydrogen
   (b) Carbon dioxide, Oxygen
   (c) Hydrogen, Oxygen
   (d) Oxygen, Hydrogen

6. Where is North India's first nuclear power plant being set up?
   (a) Bhatinda, Punjab
   (b) Bikaner, Rajasthan
   (c) Gorakhpur, Haryana
   (d) Madhubani, Bihar

7. Who secured victory in the 2025 Australian Grand Prix?
   (a) Lewis Hamilton
   (b) Lando Norris
   (c) Max Verstappen
   (d) Narain Karthikeyan

8. Who wrote the book The Conscience Network?
   (a) David Gokhale
   (b) Sugata Srivasaraju
   (c) Ramachandra Guha
   (d) Pavan Varma

9. Which Indian port became the first to commission a 'Make in India' Green Hydrogen Plant in the port sector?
   (a) Paradip Port
   (b) Visakhapatnam Port
   (c) Deendayal Port
   (d) Jawaharlal Nehru Port

10. Which ministry launched the Gyan Bharatam Portal?
   (a) Ministry of Culture
   (b) Ministry of Education
   (c) Ministry of Science and Technology
   (d) Ministry of Finance

11. Which train has officially become the fastest train in India by running at a speed of 160 km/hr on the Delhi–Meerut Regional Rapid Transit System (RRTS)?
   (a) Vande Bharat Express
   (b) Namo Bharat Train
   (c) Gatimaan Express
   (d) Shatabdi Express

12. India will host the 5th Coast Guard Global Summit (CGGS) 2027 in which city?
   (a) Visakhapatnam
   (b) Mumbai
   (c) Chennai
   (d) Kochi

13. Which country is currently hosting the multinational Exercise Pacific Reach?
    (a) Australia
    (b) India
    (c) Singapore
    (d) Japan

14. Which organization recently launched the Frontier 50 Initiative?
    (a) Ministry of Science and Technology
    (b) Ministry of Electronics and IT
    (c) NITI Aayog
    (d) Ministry of Skill Development

15. Which district top INSPIRE Award Standard Scheme 2025 for the highest number of submission?
    (a) Bagalkot (Karnataka)
    (b) Patna (Bihar)
    (c) Bengaluru Urban (Karnataka)
    (d) Muzaffarpur (Bihar)

16. What is the official duration, in days, of the nationwide 'GST Bachat Utsav' campaign launched by the Government of India to ensure tax savings reach consumers?
    (a) 30
    (b) 50
    (c) 100
    (d) 365

17. If the distance of an object from a concave mirror is less than its focal length, the image formed will be:
    (a) Real, inverted, and diminished.
    (b) Real, erect, and magnified.
    (c) Virtual, erect, and magnified.
    (d) Virtual, inverted, and magnified.

18. In which year was the practice of Sati banned in India?
    (a) 1819 AD
    (b) 1829 AD
    (c) 1847 AD
    (d) 1857 AD

19. Which of the following statements about the formation of NITI Aayog is correct?
    (a) It was formed based on the recommendation of a special parliamentary committee
    (b) It was established by a decision of the Union Cabinet under Prime Minister Narendra Modi
    (c) It was created through a constitutional amendment
    (d) It was recommended by the Sarkaria Commission

20. The Dead Sea lies between which two countries?
    (a) Egypt & Sudan
    (b) Turkey & Syria
    (c) Israel & Jordan
    (d) Iraq & Iran

21. In which year was the Securities and Exchange Board of India formed?
    (a) 1992
    (b) 1996
    (c) 2000
    (d) 2002

22. Which of the following is a characteristic of a perfectly competitive market?
    (a) Firms can influence market prices.
    (b) There are barriers to entry.
    (c) All firms sell identical products.
    (d) Only a few firms exist.

23. Which layer of the atmosphere has the ozone layer?
    (a) Troposphere
    (b) Stratosphere
    (c) Mesosphere
    (d) Thermosphere

24. Who served as the first chairman of the University Grants Commission (UGC)?
    (a) Dr. S Radhakrishnan
    (b) Dr. Shanti Swarup Bhatnagar
    (c) Dr. SR Ranganathan
    (d) Prof. PN Kaula

25. Professor Amartya Sen received Nobel Prize in the field of Economics in
    (a) 1996
    (b) 1998
    (c) 1997
    (d) 1999

26. What is the correct formula for calculating Gross National Product (GNP)?
    (a) GDP + Net National Product
    (b) GDP + Net factor income from abroad
    (c) GDP – Net factor income from abroad
    (d) GDP – Net National Product

27. The Supreme Court's authority to act as a direct tribunal in a 'dispute between two states' falls under which type of its jurisdiction?
    (a) Writ
    (b) Appellate
    (c) Original
    (d) Advisory

28. Which Articles of the Indian Constitution guarantees the Right to Equality?
    (a) Article 25 to 28
    (b) Article 19 to 22
    (c) Article 23 to 24
    (d) Article 14 to 18

29. Aga Khan Palace is situated in which state?
    (a) Andhra Pradesh
    (b) Odisha
    (c) Maharashtra
    (d) Jharkhand

30. How is the term 'Fiscal Deficit' defined?
    (a) Borrowing by the government
    (b) Total revenue minus total expenditure
    (c) The difference between total imports and exports
    (d) Total expenditure minus total revenue

31. Who was the champion of the ICC World Test Championship in 2021?
    (a) South Africa
    (b) New Zealand
    (c) Australia
    (d) England

32. Which statement best describes a "Mixed Economy"?
(a) Co-existence of public and private sectors
(b) Promotion of both agriculture and industry
(c) Co-existence of rich and poor
(d) Co-existence of small and large industries

33. According to the PM-KISAN scheme, what is the yearly financial aid amount and how is it distributed to eligible farmers?
(a) ₹4,000 in two installments
(b) ₹8,000 in four installments
(c) ₹6,000 in three installments
(d) ₹10,000 in five installments

34. The letters of the alphabet are ranked with a specific numerical pattern: A=0, B=2, C=4, and so on. According to this system, what is the sum of the values of all the letters in the word "LOGIC"?
(a) 46
(b) 50
(c) 44
(d) 82

35. In which of the following sequences are the words arranged exactly as they would appear in an English dictionary?
(1) Illuminate
(2) Illusion
(3) Illustration
(4) Illustrious
(5) Illiterate
(a) 1, 5, 2, 3, 4
(b) 5, 1, 3, 2, 4
(c) 5, 1, 2, 3, 4
(d) 5, 2, 1, 3, 4

36. A large cube is painted on all its outside faces and then divided into 1000 identical smaller cubes. Find the number of these small cubes that have paint on exactly three of their faces.
(a) 64
(b) 125
(c) 8
(d) 27

37. Arrange the given words in the sequence they would follow in an English dictionary.
(1) Sprout
(2) Spouse
(3) Sparrow
(4) Sporadic
(5) Squash
(a) 3, 4, 2, 1, 5
(b) 4, 3, 2, 1, 5
(c) 4, 3, 1, 2, 5
(d) 3, 4, 2, 5, 1

38. In a class, Kajal's rank is 19th from the top and 21st from the bottom among the students who passed an exam. If 7 students did not take the exam and 5 students failed it, what is the total number of students in the class?
(a) 51
(b) 50
(c) 49
(d) 55

39. Five friends have different number of marbles. A has 20 less than C and 20 more than D. B has least number of marble among all. A has marbles more than E and E has 10 marbles less than D. D has 55 marbles. How many marbles A have?
(a) 75
(b) 85
(c) 65
(d) 45

40. Among five objects a Drawer, Keyboard, Pen, Mat, and Cooler the Cooler is twice as heavy as the combined weight of the Keyboard and Drawer. The Drawer is lighter than the Keyboard. The Pen is as heavy as the combined weight of the other three objects, excluding the Mat. The Mat is not the heaviest object. Which object is the heaviest?
(a) Pen
(b) Cooler
(c) Keyboard
(d) Drawer

41. In a survey of 100 students, 45 enjoy playing hockey, 44 enjoy Ludo, and 39 enjoy online games. 9 students like all three games. 14 students like both hockey and Ludo, 15 like both hockey and online games, and 9 like only Ludo and online games. How many students do not like any of the three games?
(a) 9
(b) 10
(c) 11
(d) 15

42. X and Y are a married couple. A and B are brothers. If A is the brother of X, how is B related to Y?
(a) Brother-in-law
(b) Brother
(c) Cousin
(d) None of these

43. A steam engine train travels east to west at 180 km/hr for a distance of 2500 km. Given that the wind is blowing from north to south, what is the direction of the smoke from the train's engine?
(a) North
(b) South
(c) West
(d) South East

44. Find the angle between minute hand and hour hand at 3:50.
(a) 170°
(b) 185°
(c) 175°
(d) 180°

45. Directions: A cube measuring 32 cm on each side is painted black on all its outer surfaces and then divided into smaller cubes, each with a side length of 4 cm. How many of these smaller cubes have paint on only one face?
(a) 72
(b) 216
(c) 24
(d) 224

46. Five individuals, V, W, X, Y, and Z, are seated in a row facing south. Given that Z is in the center, V is at the west end, W and Y are on the same side of Z, and there are two people between V and Y, who is seated between Z and V?
(a) W
(b) X
(c) Y
(d) None of these

47. Read the information and answer the question that follow:
Point X is 6 meters west of point Y. Point Z is 4 meters south of point Y and also 5 meters west of point W. Point W is 7 meters south of point U, which is 2 meters east of point V. What is the distance between points X and V?

(a) $3\sqrt{10}$ m

(b) $3\sqrt{5}$ m

(c) $5\sqrt{13}$ m

(d) $3\sqrt{13}$ m

48. A family has six individuals: N, O, P, Q, R, and S. O is P's son, but P is not O's mother. R is P's brother. Q is N's daughter. S is N's brother. N and P are married to each other. How many female members are in the family?

(a) 1
(b) 3
(c) 2
(d) 4

49. What is the correct passive voice form of the given sentence?
Man said to his son, "This year we will harvest no corn."

(a) Man told his son that no corn would be harvested by them that year.
(b) Man told his son that year they will harvest no corn.
(c) Man said to his son that no corn will be harvested that year.
(d) His son was told by the man that no corn was harvested that year.

50. Choose the word which is the closest in meaning to "Swatch".

(a) Piece
(b) Whole
(c) Heap
(d) Pile

51. Four words are given out of which one word is correctly spelt. Select the correctly spelt word.

(a) Conseince
(b) Consceince
(c) Consceinse
(d) Conscience

52. Select the alternative which best expresses the meaning of the idiom/phrase "Break the ice."
(a) To begin a conversation in a social situation
(b) To destroy something completely
(c) To stop a conflict permanently
(d) To take a risk in business

53. Choose the word which is the opposite in meaning to "Unhinged".
(a) Crazy
(b) Sane
(c) Deranged
(d) Insane

54. The idiom "black and blue" is closest in meaning to:
(a) Defeated and depressed
(b) Bruised and battered
(c) Angry and hostile
(d) Tired and exhausted

55. Choose the correct one-word substitute:
A record of a person's own life and experiences, usually of a famous person.
(a) Journal
(b) Memoir
(c) Biography
(d) Log

56. Choose the correct spelling of the word which means "thinking about past experiences or events".
(a) reminesing
(b) reminissing
(c) reminiscing
(d) reminescing

57. In the sentence "Sweet are the uses of adversity," the Subject is:
(a) Sweet
(b) are
(c) the uses of adversity
(d) uses

58. Which idiom best fits this sentence?
"After losing huge money in speculation, the businessman realized he had _____."
(a) Thrown cold water
(b) Burnt his fingers
(c) Taken people by storm
(d) Cut the Gordian knot

59. In the sentence "He has a chain which is made of gold" the group of words "which is made of gold" is a:
    (a) Phrase
    (b) Clause
    (c) Relative Pronoun
    (d) Predicate

60. The phrase "to hear of your illness" in "It grieved me to hear of your illness" is a:
    (a) Noun Phrase
    (b) Adjective Phrase
    (c) Adverb Phrase
    (d) Infinitive Phrase

61. The passive voice of "Why did he defraud you of your earnings?" is:
    (a) Why were you defrauded of your earnings by him?
    (b) Why your earnings were defrauded by him?
    (c) Why he defrauded you of your earnings?
    (d) Why were your earnings defrauded you by him?

62. Choose the correct direct form of: The traveller asked the peasant if he could tell him the way to the nearest inn.
    (a) The traveller said to the peasant, "Can you tell me the way to the nearest inn?"
    (b) The traveller said to the peasant, "Can he tell me the way to the nearest inn?"
    (c) The traveller said to the peasant, "May you tell me the way to the nearest inn?"
    (d) The traveller said to the peasant, "You can tell me the way to the nearest inn?"

63. The phrasal verb "to fell in with" someone can mean:
    (a) To have a quarrel with them
    (b) To accidentally meet them
    (c) To disagree with their plans
    (d) To look down upon them

64. Identify the sentence where "need" is used as a modal auxiliary verb.
    (a) One needs to be careful in this situation.
    (b) He doesn't need to know the truth.
    (c) You need not worry about the fees.
    (d) Do we need to reserve a table?

65. Choose the correct direct speech for: The King asked the philosopher whom he considered the happiest man living.
    (a) The King said to the philosopher, "Who is the happiest man living?"
    (b) The King said to the philosopher, "Whom he considered the happiest man living?"
    (c) The King said to the philosopher, "Whom do you consider the happiest man living?"
    (d) The King said to the philosopher, "Whom did you consider the happiest man living?"

66. Choose the correct Indirect Speech for:
"What a rare article milk is, to be sure, in London!" said Mr. Squeers with a sigh.
(a) Mr. Squeers exclaimed with joy that milk was a rare article in London.
(b) Mr. Squeers said with a sigh that milk is a rare article in London.
(c) Mr. Squeers exclaimed with a sigh that milk was a rare article in London.
(d) Mr. Squeers told with a sigh that milk had been a rare article in London.

67. After she _____ her tea she felt refreshed.
(a) had had
(b) have taken
(c) have had
(d) had took

68. Which is the correct spelling?
(a) Quentesence
(b) Quintessence
(c) Qintessence
(d) Quintesence

69. Which of the following words is the "Synonym" of "Apathetic"?
(a) Hostile
(b) Repulsive
(c) Callous
(d) Ominous

70. When the CEO said the project was "on thin ice," he meant it was:
(a) In a dangerous position
(b) Highly profitable
(c) Frozen due to delays
(d) Transparent to stakeholders

71. Which of the following is a compound sentence?
(a) She ran quickly.
(b) Because he was late.
(c) I wanted to go, but it was raining.
(d) The blue and red dress.

72. A's income is 25% more than B's income. B's income is what percent less than A's income?
(a) 20%
(b) 25%
(c) 30%
(d) 15%

73. The simple interest on a sum of money for 2 years at 4% per annum is Rs. 340. The compound interest on the same sum at the same rate for the same time is :
(a) Rs. 344.60
(b) Rs. 346.80
(c) Rs. 340.50
(d) Rs. 348.20

74. A grocer packs 36 cartons with 8 bottles in each carton. If the same stock is repacked into cartons with 12 bottles each, the total number of cartons will be:
(a) 18
(b) 20
(c) 22
(d) 24

75. The HCF of two numbers is 21 and their LCM is 221 times the HCF. If one of the numbers lies between 200 and 300, then the sum of the digits of the other number is:
(a) 14
(b) 17
(c) 18
(d) 15

76. From a point P, the length of the tangent to a circle is 12 cm and the distance of P from the center O is 13 cm. The radius of the circle is:
(a) 5 cm
(b) 6 cm
(c) 12 cm
(d) 13 cm

77. Two dice are thrown simultaneously. The probability that the sum of the two numbers on the dice is a prime number is:
(a) $\frac{5}{12}$
(b) $\frac{7}{18}$
(c) $\frac{1}{4}$
(d) $\frac{1}{2}$

78. The minimum value of $3\cos x + 4\sin x + 8$ is:
(a) 3
(b) 5
(c) 8
(d) 13

79. What is the value of $\tan^{-1}(2) + \tan^{-1}(3)$?
(a) $\frac{\pi}{2}$
(b) $\frac{3\pi}{4}$
(c) $\frac{\pi}{3}$
(d) π

80. A cylindrical road roller with diameter 84 cm and length 1 m is used to level a road. If it makes 750 complete revolutions to cover the entire surface once, what is the total area of the road leveled?
(a) 1980 m^2
(b) 198 m^2
(c) 19800 m^2
(d) 1980 cm^2

81. In a certain ship model, the height of the mast is 9 cm. The mast of the real ship measures 12 m. If the full ship's length is 28 m, how long is the model ship?
(a) 19 cm
(b) 20 cm
(c) 21 cm
(d) 22 cm

82. Radhika has a total of ₹590 in currency notes of ₹50, ₹20, and ₹10. The number of ₹50 notes to ₹20 notes is in the ratio 3 : 5. If the total number of notes is 25, then how many notes of ₹10 does she have?
(a) 5
(b) 7
(c) 9
(d) 11

83. The denominator of a rational number exceeds its numerator by 8. If the numerator is increased by 17 and the denominator is reduced by 1, the resulting number becomes $\frac{3}{2}$. What is the rational number?

(a) $\frac{7}{15}$

(b) $\frac{9}{17}$

(c) $\frac{8}{16}$

(d) $\frac{13}{21}$

84. If the points (a, 0), (0, b), and (1, 1) are collinear, then $\frac{1}{a}+\frac{1}{b}$ is equal to:

(a) 1
(b) 2
(c) –1
(d) –2

85. If the price of a commodity increases by 20% and then decreases by 20%, the net percentage change in price is:

(a) 4% increase
(b) 4% decrease
(c) 8% decrease
(d) No change

86. A milk vendor has 2 vessels of milk and water. The first contains 80% milk and the rest is water. The second contains 50% milk. How much mixture (in L) should he mix from each of the vessels so as to get 9 L of mixture such that the ratio of water to milk is 1:2? (Write your answer in the order of vessel 1st and vessel 2nd)

(a) 6, 3
(b) 5, 4
(c) 3, 6
(d) 4, 5

87. A cube with a side length of 8 cm has a total surface area that is 128 cm^2 greater than the area of a square. What is the side length of that square?
(a) 18 cm
(b) 12 cm
(c) 16 cm
(d) 9 cm

88. What is the increase in interest after one year for a ₹12,000 principal at a 15% annual interest rate when it is compounded half-yearly instead of annually?
(a) 67.5
(b) 82.8
(c) 60.5
(d) 72.5

89. If ₹20,000 earns ₹2,050 as compound interest at a 5% annual rate, compounded yearly, what is the duration of the investment?
(a) 2 yrs
(b) 2.5 yrs
(c) 4 yrs
(d) 3 yrs

90. The A pen and a notebook have cost prices of ₹600 and ₹4,000. The pen is sold at a 20% loss and the notebook at a 32% loss. Approximately what is the total loss percentage from both sales combined?
(a) 30.43%
(b) 26.08%
(c) 21.40%
(d) 28.42%

91. A two-digit number has its digits reversed. When this reversed number is added to the original number, the sum is always divisible by a specific number. What is that divisor?
(a) 9
(b) 5
(c) 3
(d) 11

92. Five bells first begin to ring together and then at intervals of 3, 5, 7, 8 and 10 s. Find after what interval they will again toll together. How many times does they toll together in one hour?
(a) 14 min, 3 times
(b) 14 min, 4 times
(c) 12 min, 4 times
(d) 12 min, 3 times

93. A dealer purchases an item that has a listed price of Rs. 20,000. He receives two discounts in a row: first 10% and then 8%. After buying it, he spends Rs. 1,440 on its repairs. He then sells the item for Rs. 20,000. Determine his profit or loss percentage and round it to one decimal place.
(a) 12.3% Profit
(b) 12.3% loss
(c) 11.1% loss
(d) 11.1% Profit

94. An amount of money (in Rupees) is invested for 5 years at a simple interest rate of x% per year. If the same amount had been invested at a rate of (x + 5)% per year for the same duration, the interest earned would have been Rs. 9200 higher. What was the original principal amount?
(a) Rs. 36,800
(b) Rs. 35,800
(c) Rs. 36,400
(d) Rs. 40,000

95. A man walking at 4 km/h takes 3 hours and 45 minutes to cover a certain distance. How much time will he take to cover the same distance on a cycle, cycling at 16.5 km/h?
(a) 55.45 minutes
(b) 55.44 minutes
(c) 54.55 minutes
(d) 45.55 minutes

96. Three people X, Y, and Z, begin running simultaneously from the same starting point in the same direction on a circular track. If X finishes one lap in 252 seconds, Y in 308 seconds, and Z in 198 seconds, determine the amount of time it will take for all three to be at the starting point together again.
(a) 26 min. 18 sec.
(b) 42 min. 36 sec.
(c) 46 min. 12 sec.
(d) 45 min.

97. The primary condition that leads to a collision in hashing is:
(a) The hash table is too small.
(b) The hash function is too complex.
(c) Two different keys produce the same hash value.
(d) The list contains duplicate elements.

98 A linear search is also known as a sequential search because it:
(a) Sorts the list first and then searches.
(b) Compares each element one by one in the order they are stored.
(c) Uses a sequence of hash functions.
(d) Divides the list into sequences for faster access.

99. The primary purpose of RAM in a computer system is to:
(a) Store data permanently
(b) Provide high-speed temporary storage for data and instructions currently in use
(c) Manage all hardware components
(d) Perform arithmetic and logical operations

100. A network of physical devices embedded with sensors and software to connect and exchange data is known as:
(a) Artificial Intelligence
(b) Internet of Things (IoT)
(c) Cloud Computing
(d) Big Data

*****

Hall Ticket No.:

PAPER - II

Descriptive Type Questions

Note : 1) Candidate should write answers in ENGLISH language only.

2) Candidate is required to return the question paper along with answer booklet to the Invigilator after the examination.

Duration: 01:30 hours (Ninety Minutes) **Maximum Marks: 100**

---

1. Attempt any one in a minimum of 200 words. (1 × 10 = 10 Marks)

   a) Discuss the challenges individuals face in maintaining a healthy work-life balance. How do these challenges impact their personal and professional lives? Suggest ways in which both individuals and organizations can overcome these challenges.

   b) Describe how lifelong learning benefits individuals and organizations in the long run, providing suitable examples from educational or administrative contexts.

2. Attempt any one in a minimum of 300 words. (1 × 15 = 15 Marks)

   a) Describe the procedure for budget preparation and allocation in a university department.

   b) Explain the methods for auditing expenditure and maintaining financial records in university accounts.

3. Attempt any one in detail in a minimum of 300 words. (1 × 15 = 15 Marks)

   a) Prepare an office order concerning the rescheduling of final examinations due to unforeseen circumstances.

   b) Draft a letter seeking approval from the Registrar for organizing a university seminar.

4. Attempt any one in a minimum of 300 words. (1 × 15 = 15 Marks)

   a) Discuss the main functions of an examination branch in a university and challenges faced during large-scale exams.

   b) Describe the steps involved in organizing university convocation, highlighting the administrative responsibilities.

5. Attempt in a minimum of 300 words. (1 × 15 = 15 Marks)

Discuss the various functions and responsibilities of the Establishment section in a university. Explain how the section ensures smooth management of personnel matters such as recruitment, service records, leave management and disciplinary procedures.

6. Attempt in a minimum of 300 words. (1 × 15 = 15 Marks)

Critically analyze a situation where improper office procedures led to financial irregularities. What corrective and preventive measures should an administrator take?

7. Attempt in a minimum of 300 words. (1 × 15 = 15 Marks)

Coordination between Establishment, Accounts, Examinations, and Administration is vital for smooth university functioning. Illustrate with examples how integration of these domains can resolve administrative conflicts and improve institutional efficiency.

□□□□□

SPACE FOR ROUGH WORK

SPACE FOR ROUGH WORK

SEAL SEAL SEAL SEAL