

UNIVERSITY OF DELHI
LOCF-CBCS EXAMINATION DEC, 2021
B.A.(VS.)-HRM, MMRB, MMI, MM, SME And Tourism
II YEAR SEMESTER – III
Computer Concepts and Software Packages

Time: 1 Hour +1 Hour (Download and Upload time)

Marks: 25

Instruction:

- i. All three questions are compulsory.**
- ii. Student (s) are required to save the file with the examination roll no. only**
- iii. Student (s) are required to mail the file (s) in single attachment to email id already notified on college website.**
- iv. No. extra time will be given in any circumstances**

Q1. Prepare a Payroll Sheet (for 6 employees of a company named A, B, C, D, E and F) using necessary **IF functions** in MS Excel showing various components of City, Category, HRA, TA, HRA and CCA etc. from the following details: -

i. Basic Salary:

The Basic Salary of A is Rs. ₹ 6,000.

The Basic Salary of B is double that of A.

The Basic Salary of C is ₹ 45,000

The Basic Salary of D is ₹35,000

The Basic Salary of E is ₹ 43,000

The Basic Salary of F is half of that of C

- ii. Dearness allowance is paid @ rate of 45% of Basic salary subject to a maximum of ₹ 9000.
- iii. Transport allowance (TA) is ₹ 2500 and ₹ 3000 for category X and category Y employees. Categories X covers those employees having basic salary plus dearness allowance of ₹ 50,000 or more. Other employees are covered in Category Y.
- iv. HRA is computed on the basis of following info:

BASIC	HRA
Upto ₹ 10,000	10%
₹ 10,001 to ₹ 25000	₹ 1000+20% of basic salary above ₹ 10,000
Above ₹ 25001	₹ 3000+30% of basic above ₹ 25000

- v. City compensatory allowance (CCA) of ₹ 12000 is paid for those who reside in Delhi and ₹ 9500 for those who reside in any other States. The residence of employees is as follows;

<i>Employee</i>	<i>City</i>
A	Mumbai
B	Delhi
C	Delhi
D	Jaipur
E	Kanpur
F	Delhi

- vi. Tax is deducted from salary @ 10% of gross salary.

You are required to prepare payroll sheet in following format only: -

Employee	City	Category	Basic Salary	DA	TA	HRA	CCA	Gross Salary	Tax	Net Salary
A										
B										
C										
D										
E										
F										

(Marks: 13)

Q2. Use Microsoft word to create the following word document: (Times new roman, 12)

Alpha Ltd.

Supplier Code	Supplier Name	Type Of Material	Quantity Supplied	Amount
101	Vinay & Co.	A	1000 Units	200000
102	Shah & Sons	B	2000 Units	300000
103	Vansh & Co.	C	1400 Units	400000

Alpha Ltd involves the manufacturing of machinery such as:

- Concrete batching machinery
- Pneumatic tired roller
 - Curb Machine
 - Compactors
- Cold Planers
- Chip spreader
- Air Track Drill

(Marks:7)

Q3. Prepare a power point presentation as per details given here below:

- i) Create five slides
- ii) On the topic: **“Covid-19: Response and Containment Measures”**
- iii) Choose an appropriate design and colour scheme
- iv) You can insert pictures, photos, videos, word art, clip art, background styles etc.
- v) Use suitable transition of slides and
- vi) Use suitable animation styles for the purpose.

(Marks: 5)