

**(FOR THE CANDIDATES ADMITTED  
DURING THE ACADEMIC YEAR 2024-2025 ONLY)**

**(NO. OF PAGES: 2 )**

**SUBJECT CODE 24UCO2S2**

**REG.NO: \_\_\_\_\_**

**N.G.M.COLLEGE (AUTONOMOUS), POLLACHI  
END-OF-SEMESTER EXAMINATIONS : MAY – 2025**

**B.Com. [S.F.]**

**II SEMESTER**

**MAXIMUM MARKS: 50**

**TIME: 2 HOURS**

**SEC I: Naan Mudhalvan  
COMMERCE PRACTICAL**

**SECTION – A**

**(10 X 1 = 10 MARKS)**

**ANSWER THE FOLLOWING QUESTIONS.**

**MULTIPLE CHOICE QUESTIONS.**

1. Compute Tax Liability and enter the details in ITR-I (SAHAJ) form of Mr. Ranjith Singh for the assessment year 2023-2024 from the following particulars:

<b>Particulars</b>	<b>Amount (Rs)</b>
Gross Salary	5,80,000 p.a
Self-Occupied House whose Annual Rental Value (ARV) is	18,000 p.a
Municipal Taxes	2,000 p.a.
Interest on Loan for construction of House	10,000
Amount repaid against loan taken from HDFC	15,000
Bank Interest (Fixed deposit)	6,000
Interest on debentures	4,000
Interest on Government Securities	4,000
Interest accrued on National Savings Certificates (NSC) VIII Issue	1240
Amount Contributed to Life Insurance Premium on Policy of 30,000	4,000
Amount deposited with Public provident Fund	4,000
Tax deducted at source from salary	15,000

**(Contd...2)**

**SECTION-B****ANSWER ANY FIVE OF THE FOLLOWING QUESTIONS: (5X8=40 MARKS)**

2. Prepare an outward Mail Register based on the information given below:

<b>Date</b>	<b>Particulars</b>
May 1, 2024	Stamps in hand Rs.250
May 1	Dispatched a registered letter to Patel of Gujarat, stamp used Rs.35
May 5	Dispatched an envelope sent to Oxford press, Delhi stamps used Rs.10.
May 8	Dispatched a registered parcel to Viswanath & Co of Uttarpradesh stamp consumed is Rs.40
May 11	Sent a letter through speed post Azad of Jammu, stamps used Rs.35
May 12	Dispatched insured letter to LIC Zonal office, Chennai stamps used Rs.10
May 20	Sent an insurance envelope to Sri Ram of Jaya Rs.10.
May 23	Sent an insured cover to sahib and shah of jaipur stamps used Rs.30
May 30	Stamps purchased

3. Fill the pay in slip, withdrawal slip and DD Challan with the imaginary detail.
4. Prepare a specimen copy of payroll and employee history card with imagery details.
5. Design an Office Layout.
6. Draft the sales report to executive director and suggest strategies to promoting the sales.
7. Draft a letter to the editor about recent issues.
8. Design an Office Layout.