

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE — APRIL, 2019**

CAPITAL MARKET

[Time : 3 hours

(Maximum marks : 100)

PART — A

(Maximum marks : 10)

Marks

I Answer *all* questions in one or two sentences. Each question carries 2 marks.

1. State the meaning of Primary Market.
2. State the meaning of Secondary Market.
3. State the meaning of gilt-edged securities.
4. State the meaning of Wash sales.
5. State the meaning of Non-banking Financial Institutions.

(5×2 = 10)

PART — B

(Maximum marks : 30)

II Answer any *five* of the following questions. Each question carries 6 marks.

1. State the features of Capital Market.
2. List out the advantages of Equity Shares.
3. List out different types of Government Securities.
4. Differentiate between speculation and gambling.
5. Describe the merits of listing.
6. List out the functions of Development Institutions in the Capital Market.
7. List out the advantages of Mutual Fund.

(5×6 = 30)

PART — C

(Maximum marks : 60)

(Answer *one* full question from each unit. Each full question carries 15 marks.)

UNIT — I

III List out the functions of Primary Capital Market. 15

OR

IV State the factors influencing the growth of the Capital Market. 15

UNIT — II

V State the types of securities dealing in Capital Market. 15

OR

VI Describe the important instruments in Money Market. 15

UNIT — III

VII List out the types of members and operators in Stock Exchange. 15

OR

VIII (a) Describe the procedure for listing. 7

(b) Identify the types of speculators in Stock Exchanges. 8

UNIT — IV

IX List out the SEBI guidelines regarding Companies Act. 15

OR

X Describe the various Investment Institutions in Capital Market. 15

DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE — APRIL, 2019

BUSINESS COMMUNICATION

[Time : 3 hours

(Maximum marks : 100)

PART — A

(Maximum marks : 10)

Marks

I Answer *all* questions in one or two sentences. Each question carries 2 marks.

1. Describe listening process.
2. List out different stages in collection series.
3. State the meaning of letters of trade reference.
4. State the meaning of collection letter.
5. Describe letters of credit.

(5×2 = 10)

PART — B

(Maximum marks : 30)

II Answer any *five* of the following questions. Each question carries 6 marks.

1. List out business communication skill.
2. Explain various types of listening.
3. Construct a letter relating to placing order.
4. State the meaning and importance of commercial correspondence.
5. What are the details which are to be included in an application for agency ?
6. What are the circumstances under which bank made correspondence ?
7. Draft a letter seeking an insurance policy.

(5×6 = 30)

PART — C

(Maximum marks : 60)

(Answer *one* full question from each unit. Each full question carries 15 marks.)

UNIT — I

III Explain the different barriers of communication. 15

OR

IV Explain the different types of communication. 15

UNIT — II

V Explain essentials of a good business letter. 15

OR

VI (a) What are the points to be included in a trade reference letter ? 8

(b) Draft a cancellation of order stating the reason that delay in execution and fall in market price. 7

UNIT — III

VII (a) Explain the meaning and importance of circular letters. 8

(b) Draft a letter announcing the cancellation of an agency. 7

OR

VIII (a) Draft a circular letter on behalf of M/s. Poppy Umbrella, Poppy Bazar, Alappuzha regarding the introduction of new Umbrella Poppy Magic. 8

(b) Explain various collection tools that are to be used by business organizations. 7

UNIT — IV

IX (a) Draft a letter to the Manager, Central Bank of India, Mallapuram asking for an overdraft of Rs. 20 lakhs. 8

(b) Draft a letter to the Manager, Met Life Insurance Co. Ltd. for surrender of the policy for Rs. 2 lakhs. 7

OR

X (a) Describe the contents of letters of credit. 8

(b) Draft a letter of Credit. 7

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE, APRIL - 2019**
SHORTHAND ENGLISH - 120 WPM (SPEED & THEORY)

PART - A - SPEED

(Time for Dictation: 7 minutes)
(Time for transcription: 1½ hrs.)

(Maximum marks: 50)

Instructions;

1. The following matter should be dictated to the candidates loudly and clearly and only once @120wpm.
2. Speed should be regulated to every quarter of a minute.
3. Before commencement of the dictation, the candidates should be asked to take down the dictation in shorthand and transcribe into longhand.
4. Shorthand notes and answer books should be collected from the candidates.

Honorable Speaker, Honorable Members,

I am happy to be here today with you in this august assembly. This is the first time that I am addressing you after assuming office / as Governor in this beautiful State.

The Government is in its second year now. I do not have to remind you at length, of the very difficult circumstances in which // my Government assumed office. A State on the verge of financial bankruptcy, an administration that was risky to total paralysis - on the one side and the people of Kerala /// waiting eagerly for breaking the many chains that had weighed down their energies and their vigor and enthusiasm for social and economic progress - on the other. Therefore, the primary task of (1) my Government over the past twenty months, has been all about reconstruction, rebuilding and reforms. The wasted sinews of our public systems, under threat of total breakdown, had to be / systematically restored to new vigour and life. Indeed not an easy task by any stretch of imagination.

Last year my Government had, in this very house, charged out an agenda // for progressive reforms. Determined efforts are needed to carry out our policies in the various sectors - all of them centered on modernization and development with a human face. The

process /// of restoration and rebuilding is far from complete. There is no room for complacency or for resting on our laurels, But we have crossed the hump.

We are as a (2) state, more than at any time in the recent years, poised well for realizing the grand vision that we have drawn up for ourselves. Last year my Government had / promised this House that the first priority of the new Government would be to put back the financial management of the state on rails and restore the sanctity of the // budget. I am happy to inform you that the financial year ending March 2002 saw the best ever achievement in bringing down fiscal and revenue deficits and moving towards fiscal /// normalcy. Fiscal deficit came down by early 16% in a single year. The irregular practice of booking fake expenditure by transfer to the treasury Public Accounts of Government Departments has (3) been stopped completely. Now systems for ensuring better fund flows to departments and government institutions are in place. My government is in the process of repaying liabilities accumulated in the / past and mercilessly passed on to it in May 2001. Revenue vitality has been significantly up this year and has recorded appreciable gains, particularly in the last several months. What // is also considerable reassuring is that the credibility of the State among financial institutions has notably improved over this period, as is evident from the response to bonds floated by /// government and its agencies in the market.

My government realizes that the crisis in the plantation sector calls for sustaining our proactive interventions there Notwithstanding that optimistic indications, from the (4) agricultural sector except for crops like tea, coffee and arecanut, are that the worst is over. Agricultural prices, have shown very healthy trends, clearly this will, in turn, help the / economy of Kerala and enable my Government to stage the recovery so vital to growth and prosperity.

:3:

My Government has been able to unleash the energies in the educational sector.// This year alone, there has been an impressive capital investment of over Rs. 1000 crores directly due to this, not to speak of the massive spin-off benefits expected in the /// State's economy. Kerala is now poised for a quantum leap in the field of higher education. Our strategic move will restore to Kerala in the ability to supply human resources. (5)

Dear Sir,

On receipt of your letter of the 6th instant, for which I thank you, I got in touch at once with the railway company as you suggested, in / order to find out whether they could offer any explanation of delay in delivery of the packages referred to. The officials whom I saw assured me that, in view if // the special nature of the contents, every precaution had been taken to make sure that the goods should reach you within the time limit which you had laid down. They /// are, however, making further inquiries at every station along the line, and as soon as the result of these is to had they are to communicate with me. At the (6) same time I have been to the offices of the shipping company to see to what extent, if any they are responsible. It will be day or two / before I can have any definite reply to my inquiry in this quarter as they have first to communicate with their offices in Liverpool. From their attitude in the matter // however, I feel sure that they will do their best to clear the situation.

We shall be pleased to send you samples on application and can assure you that all /// your orders shall have our prompt attention, delivery being made as early as possible under present difficult conditions. Assuring you of my careful attention to your esteemed enquiries.

Yours faithfully, (7)

DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE — APRIL, 2019

SHORTHAND ENGLISH – 120 WPM (Speed & Theory)
Part — B (Theory)

[Time : 1½ hours

(Maximum marks : 50)

Marks

I Answer any *five* questions from the following.

1. Illustrate with examples how Essential Vowels are placed.
2. State the principles of forming the Special Contractions.
3. Explain with examples hooks and loops in forming advanced phraseograms.
4. Write with examples the use of R (down), R (up) and Sr (up) in Intersection.
5. Illustrate with example the use of having and doubling principle in advanced Phraseograms.
6. Give outlines for the following.

(a) Declare a dividend	(e) Bank note
(b) Board of directors	(f) Negotiable Instrument
(c) Prime minister	(g) Letter of regret
(d) Secretary of state	(h) Sinking Fund
7. Give outlines for the following.

(a) Accident Insurance Co.	(e) Electric current
(b) Motor Car	(f) Primary battery
(c) Advances against shipment	(g) High court of justice.
(d) Free on rail	(h) Marriage Settlement

(5×4 = 20)

II Write Advanced Phraseogram/Contractions.

1. I think it is necessary
2. Traders association
3. If it is not
4. My dear sir
5. Last year
6. Into the matter
7. In connection with the
8. Amalgamation
9. Mathematician
10. Thankful

(10×½ = 5)

III Differentiate the meaning of following words.

1. Weak, Week
2. Prominent, Permanent
3. Steal, Steel
4. Prescribe, Proscribe
5. Lose, Loose

(5×1=5)

IV Write into shorthand.

It is said that civilization has deprived man of his love of nature, and it is only necessary to observe the small proportion of city dwellers who delight in the out of doors life to find confirmation of this statement. This has been spoken of many times, and as we think, and as we shall maintain, it is very unfortunate that such a state of affairs exists. Nature is ever striving after perfection; and this is the one great lesson of life we have to learn, that the greatest happiness is to be found in the pursuit of perfection, for as Stevenson says, it is more blessed to travel than to arrive. All lovers of nature should read Stevenson's account of a leisurely journey through the north east of France by canoe and on foot. He was a lover of nature.

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V Transcribe into longhand.

It is said that civilization has deprived man of his love of nature, and it is only necessary to observe the small proportion of city dwellers who delight in the out of doors life to find confirmation of this statement. This has been spoken of many times, and as we think, and as we shall maintain, it is very unfortunate that such a state of affairs exists. Nature is ever striving after perfection; and this is the one great lesson of life we have to learn, that the greatest happiness is to be found in the pursuit of perfection, for as Stevenson says, it is more blessed to travel than to arrive. All lovers of nature should read Stevenson's account of a leisurely journey through the north east of France by canoe and on foot. He was a lover of nature.

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(Revision 2015)

Reg.No.
Signature.

DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/MANAGEMENT/
COMMERCIAL PRACTICE – APRIL -2019.

SHORTHAND ENGLISH 120 W.P.M- ELABORATION

(Maximum Marks : 100)

[Time for dictation: 7 minutes

Time for Elaboration: 2 hours 30 minutes]

- Instructions: 1. The following questions should be dictated to the candidates loudly and distinctly ; and only once, at the rate of 120 words per minute. Question number should also be dictated.
2. Speed should be regulated to every quarter of a minute.
 3. The question paper should not be handed over to the candidates.
 4. The candidates should be asked to take down the matter in shorthand and elaborate the notes in to longhand in proper form.
 5. The shorthand notes and answer books should be collected from the candidates.
 6. Each question carries 15 marks. 5 marks should be given for neat and well written shorthand outlines and 5 marks should be given for neat and correct formatting of the answers.

Qn.No.1 Draft a Government Order signed by V.S. Senthil , Secretary (Finance).
Government of Kerala – abstract – finance department – group insurance scheme – reduction of rate of interest – orders issued.
Finance (GIS) / Department G.O.(P)No.48/04/Fin. Dated,
Thiruvananthapuram, 22nd January, 2004 .
Read – 1. G.O.(P) No.392/84/Fin. dated // 9-8-1984 Order - The Government of India have reduced the rate of interest allowed for the

Savings Fund of group Insurance Scheme for the Central Government Employees to /// 9 % with effect from 1-1-2003 The Group Insurance Scheme for the State Government is similar to that of Central Government Employees and enhancement and reduction of (1) rate of interest whenever made by the Central Government is applicable to the State.

Government after examining the matter, are pleased to order that the rate of interest for the / Savings Fund of Group Insurance Scheme will be reduced from 11 % to 9 % with effect from 1-1-2003.

Qn.No.2 Draft a notice issued by // B. George, Secretary for the 6th annual general meeting of the ITC Limited, Kolkata which will be held at the registered office of the company at Jawaharlal Nehru /// Road, Kolkata, on Friday, the 28th day of July, 2017, at 10.00 a.m. for the transaction of the following businesses:-

1. To consider and adopt the director's report (2) and the audited Balance sheet of the Company for the financial year ended 31st March, 2017
2. To declare dividend for the financial year ended 31st March, / 2017
3. To appoint a Director in place of Mr. Balkrishnan who retires by rotation.
4. To elect new members in place of those retiring.

Qn.No.3 Sealed Tenders // are invited from the reputed Contractors for the construction of one hundred houses for weaker sections of the people. Tender Number 5 / 17 . Total cost of the work is /// Rupees One Crore. Work should be completed within ten months from the date of contract. Tender forms can be obtained from the office of the Executive Engineer, Public Works Department, (3) Thiruvananthapuram on any working day. The cost of the tender form is Rupees Two Hundred. Earnest Money is Rupees Five Lakhs. Last date for submission

of tender forms: Tenth November, / 2017 at 3 PM. Tenders opened on the same day at 4 PM. Prepare a Tender Notice signed by the Executive Engineer.

Qn.No.4 Draft an // official letter signed by the Director of Industries and Commerce, Thiruvananthapuram dated 20th April 1996 to the Secretary to the Government, Industries Department, Thiruvnanathapuram. Subject :- State Aid to /// Industries Loan – Application from Messrs. Jayaraj and Company, Market Road, Kochi. Ref:- Government letter No.3214/95/ID dated 15-3-1996.

As required in (4) the Government letter cited, the Assistant Director of Industries and commerce himself personally visited the Company and submitted a report about the financial position of the Company. In his report / it is stated that there are 70 persons working in the Company and the machinery and building etc. are estimated for the value of Rs.20 lakhs.

In the circumstances, // I request that the loan applied by M/s. Jayaraj and company may be sanctioned.

Qn.No.5 There was a bus accident near a dam. The bus ran off the road. The /// bus tipped over. Two people died. Eight people were hurt. The bus driver was going too fast. . It is a narrow road and the road looks like a snake. The (5) speed limit is 25 kilometre per hour. The bus was going 50 kilometer per hour. The bus ran in to a guard rail and the bus tipped over. Passengers screamed. / Passengers fell down. Passengers fell on other passengers. Luggage flew through the air. The windows broke. The front glass of the bus broken. Glass was everywhere. The ambulances came. They // took people to the hospital. The police came and the driver was taken in to custody.

Qn.No.6 The insensitive use of loudspeakers has become quite a nuisance in

our cities. /// The most annoying thing is that loudspeakers have now become an integral part of almost all celebrations. People seem to believe that even private occasions like marriages and birthday parties (6) would be incomplete without the blaring of loudspeakers. Noise pollution is already one of the greatest problems that people living in cities have to deal with. The excessive use of / loudspeakers makes it even worse. Of course, there are occasions when their use is absolutely necessary, but there is no justification in using them during every party or meeting.

The // worst hit by this improper use of loudspeakers are the elderly and the children. Due to the excessive noise, the elderly can't sleep properly and the children can't concentrate on /// their studies. It is high time the authorities did something to regulate the use of loudspeakers. Write a letter to the editor of a paper pointing out the above points. (7)

DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE — APRIL, 2019

SHORTHAND MALAYALAM (Speed & Theory) 50 WPM

Section - B (Theory)

[Time : 1½ hours

(Maximum marks : 50)

Marks

- I ആദ്യത്തെ 10 ചോദ്യങ്ങൾക്ക് ഒന്നോ രണ്ടോ വാക്യത്തിൽ ഉത്തരമെഴുതുക.
1. സമാന്തര രേഖകൾ ഏതെല്ലാമാണ് ?
 2. ഷർ രേഖ ഏത് ഗതിയിലാണ് എഴുതേണ്ടത് ?
 3. വക്ര രേഖകളിൽ ന്, ണ്, ഹുക്കും വൃത്തവും വന്നാൽ എങ്ങനെ എഴുതണം ?
 4. ല, ഉ രേഖകൾ മദ്ധ്യ ഭാഗത്ത് എഴുതുമ്പോൾ എങ്ങനെ എഴുതാം ?
 5. ബഹുവചനത്തെ സൂചിപ്പിക്കുന്നതിന് ഉപയോഗിക്കുന്ന അടയാളമേത് ?
 6. വലിയ ലാഭം എന്നതിന്റെ ചുരുക്കെഴുത്ത് എഴുതുക.
 7. കേരള ഹൈക്കോടതി എന്നത് ചുരുക്കെഴുത്തിലെഴുതുക.
 8. വൃഞ്ജനരേഖകൾ എത്രയെണ്ണമുണ്ട് ?
 9. പത്താമത്ത് എന്നത് ചുരുക്കെഴുത്തിൽ എങ്ങനെ എഴുതാം ?
 10. ഒരു വാക്കിന്റെ ആദ്യം സ്വ വന്നാൽ എന്ത് ചെയ്യണം ? (5×2 = 10)
- II 5 ചോദ്യങ്ങളിൽ തെരഞ്ഞെടുത്ത ഏതെങ്കിലും 3 എണ്ണത്തിന് ഉത്തരമെഴുതുക.
1. ഗതിയെ അടിസ്ഥാനമാക്കി രേഖകളെ എത്രയായി തിരിച്ചിരിക്കുന്നു ?
 2. മൂന്ന് സ്വരങ്ങൾ എന്നാലേത് ?
 3. ആവർത്തനവാക്ക് അടയാളപ്പെടുത്തുന്നത് എങ്ങനെ ?
 4. സ്ത വൃത്തം രേഖപ്പെടുത്തുന്നത് എങ്ങനെ ?
 5. ഫ, വ ഹുക്കുകൾ രേഖപ്പെടുത്തുന്നത് എങ്ങനെ ? (3×2 = 6)
- III 4 ചോദ്യങ്ങളിൽ തെരഞ്ഞെടുത്ത ഏതെങ്കിലും 3 എണ്ണത്തിന് ഉത്തരമെഴുതുക.
1. സ്വ സസ് വൃത്തങ്ങളെ കുറിച്ചെഴുതുക.
 2. അയ, ഓയ അടയാളങ്ങൾ വിശദമാക്കുക.
 3. ആദ്യ ഹുക്കിൽ സ്വ സ്ത എന്നിവ വന്നാൽ എഴുതേണ്ടതെങ്ങനെയാണ് ?
 4. ഷ, ഴ രേഖകളുടെ മൂന്ന് നിയമങ്ങൾ എഴുതുക. (3×3 = 9)

IV താഴെ പറയുന്ന വാക്കുകളും ഫ്രെയ്സുകളും ചുരുക്കെഴുത്തിലെഴുതുക.

- | | |
|-------------------|-----------------|
| 1. ബന്ധങ്ങൾ | 6. എവിടെയും |
| 2. സ്വായത്തം | 7. മാസ്റ്റേഴ്സ് |
| 3. പാസഞ്ചർ | 8. പ്രചാരം |
| 4. നിൽക്കാത്തതാണ് | 9. കേണൽ രാജ |
| 5. വരുന്നില്ല | 10. സർവ്വശക്തി |

(10x½= 5)

V താഴെ കൊടുത്തിരിക്കുന്നത് ചുരുക്കെഴുത്തിലാക്കുക.

പൊതുമുതൽ നശീകരണത്തിന് അറസ്റ്റ് ചെയ്യപ്പെടുന്നയാൾ കോടതി കുറ്റം ചെയ്തിട്ടില്ലെന്ന് ബോധ്യമായാൽ മാത്രമേ ജാമ്യം അനുവദിക്കാൻ പാടുള്ളൂവെന്ന് വ്യവസ്ഥ എടുത്തുകളഞ്ഞശേഷം പൊതുമുതൽ നശിപ്പിക്കലും നഷ്ടം വരുത്തലും തടയൽ ബില്ലി് കേരള നിയമസഭ പാസ്സാക്കി. ബില്ലി് പാസാക്കുന്നതിന് പ്രതിഷേധിച്ച പ്രതിപക്ഷ അംഗങ്ങൾ വാക്കുട്ട് നടത്തി. പൊതുമുതൽ നശിപ്പിക്കുന്നതിനോട് പ്രത്യേകം സമീപനം ആവശ്യമാണെന്ന അഭിപ്രായമാണ് ഗവൺമെന്റിനുള്ളതെന്നും അതുകൊണ്ട് അതിന് കൂടുതൽ ശിക്ഷ നൽകണമെന്ന ഉദ്ദേശത്തോടുകൂടിയാണ് ബില്ലി് കൊണ്ട് വന്നതെന്നും ചർച്ചയ്ക്ക് മറുപടിയായി മന്ത്രി പറഞ്ഞു.

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VI മലയാളത്തിൽ വിവർത്തനം ചെയ്യുക.

Handwritten Malayalam script on lined paper, showing several lines of text with some corrections marked by 'x'.

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DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE — APRIL, 2019

TYPEWRITING ENGLISH – 45 WPM
PART - II (Manuscript)

[Time : 2½ hours

(Maximum marks : 50)

- [Instructions : — 1. The matter is to be typed neatly, accurately and in proper form.
2. Abbreviations should be amplified and spelling mistakes corrected.
3. Figures should be punctuated wherever necessary.
4. Each question should be answered in a separate sheet.]

Qtn No : 1

Type the following story with vertical column & ruled up. Story showing circulation of news paper in Tamil Nadu

Name of City	Weekly		Monthly		Daily	
	English	Tamil	English	Tamil	English	Tamil
Madurai	1.25	3.40	3.50	5.80	11.90	15.90
Coimbatore	0.27	0.43	0.17	0.49	1.20	3.58
Madurai	0.18	0.41	0.09	2.88	2.10	5.30
Salem	0.09	0.32	0.28	0.88	13.5	2.51
Trichy	0.17	0.39	0.08	0.92	2.93	9.17

MARK 10

①

Qfn No. 2

2

Type the following letter in proper form
by Ronaldson (London) 29 West Street Kolkata-15
Ltr no. PDS 1839/2010-11 dtd 20 Sep 2010

Sirs,

Pls refer your ltr dt 11/sep/2010 requesting
us to send u ~~our~~ indent for / supply of
certain items required urgently. Accordingly
we wish to place an order as follow for
the supply of following items.

1. 18 g flexible wire - (144 gross)
2. 5 amp fuse wire - (18 tonnes)
3. Dp switches - 10 amp - 12 gross //

The above ordered goods be shipped sent
through the available ocean lines and /
document sent through M/s Sulaiman Rawther
our Agent

Thanking u

(X) next

for yours faithfully
Manager

(MARK - 10)

Q to No. 3

Type the following G.O in proper form and taking two carbon copies.

G.O. of Kozhikode → all caps

Abstract

Higher Edu. Dep. G.O CRT no. 648/08/H Edn
dttd: TUM 21/04/08

Higher Education - Establishment - Collegiate Education -
Appointment and payment of Cow Catcher - Cum -
Watchman made by principal, Govt. Victoria College,
Palakkad - Ratified - Order Issued.

Read: 1) Ltr no. A6/1779/01/CDC dttd 21/2/07 of
Principal, Govt. Victoria College, Palakkad

2) Letter no. D6. 2005/4638/9 dttd 28/3/08 of
District Collector Palakkad.

ORDER

In the circumstances report by District Collector,
Palakkad in his letter read as 2nd paper above, of
appointment and payment of XX made by the
Principal Govt. Victoria College Palakkad which was
done with the approval of college Palakkad Development
Committee is hereby ratified.

XX Cow catcher - cum - watchman

By Order of GOVR

A MOTHANAKUMAR
Un. Secy

TO The Dir. of collegiate edu, TUM
The AIC (Gen. ABE) / Adit, Kozh, TUM
The Dist Collector Palakkad
The Principal Govt. Victoria College Palakkad

Mark 10

Qtn. No. 4

4

Type the following B/s of THOMPSON & Co
as on 30/12/2013.

Liability (all cap)

Authorised Captl	20000	—————>	
Secs			10000
B/P			2500
P&L acc			3500
			<u>36000</u>

Asset (all cap)

B/R			12000
Furni	12000	—————>	
G/W			4000
Secs			1000
Cash in hand			(250)
Cash at bank			(150)
			<u>36000</u>

Auditors report

We v audited the above B/s
obtained all information required and certify
the B/s is correctly drawn up.

TVM
R/01/14

KRISHNA ASSOCIATES
C/A

(4)

Mark - 20

DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/MANAGEMENT/
COMMERCIAL PRACTICE – APRIL -2019.

SHORTHAND MALAYALAM SPEED AND THEORY 50 W.P.M.
SECTION A - SPEED

(Maximum Marks : 50)

[Time for dictation: 7 minutes
Time for Transcription: 1 hour 30 minutes]

Instructions:

1. This question paper should not be handed over to the candidates.
2. The shorthand notes and answer books should be collected from the candidate.

.....

മനുഷ്യാവകാശങ്ങളുടെ അടിത്തറയായി ലോക ജനതകളെക്കൊണ്ടു സാർവദേശീയ മനുഷ്യാവകാശ പ്രഖ്യാപനം നിലവിൽ വന്നിട്ട് ഏതാണ്ട് ഏഴ് പതിറ്റാണ്ടുകൾ പിന്നിടുകയാണ്. മനുഷ്യാവകാശ സംരക്ഷണത്തിനായി അചഞ്ചലമായ നില കൊള്ളുക, //മനുഷ്യാവകാശ ലംഘനങ്ങളെ വെച്ച് പൊറുപ്പിക്കരുത് എന്നിവയാണ് ഈ വർഷത്തെ മനുഷ്യാവകാശദിന സന്ദേശമായി ഐക്യ///രാഷ്ട്രസഭയും അതിന്റെ കീഴിലുള്ള മനുഷ്യാവകാശ കമ്മീഷനും മുന്നോട്ടു വെക്കുന്നത്.

രാജ്യത്ത് പൗരാവകാശങ്ങളിൽ ഏറ്റവും (1) സ്രേഷ്ടമായതാണ് ജീവനും സ്വാതന്ത്ര്യത്തിനുമുള്ള അവകാശം. ഇന്ത്യൻ ഭരണഘടനയുടെ ഇരുപത്തൊന്നാം അനുച്ഛേദം ജീവനും / സ്വാതന്ത്ര്യത്തേയും നിയമത്താൽ നിശ്ചയിക്കപ്പെട്ട നടപടി ക്രമത്തിലൂടെയല്ലാതെ നിഷേധിക്കുവാനാവില്ല എന്ന് പ്രത്യേകം വ്യക്ത // മാക്കുന്നു. മനുഷ്യജീവൻ സാധാരണവും ദൂരവ്യാപകവുമായ വ്യാഖ്യാനമാണ് നീതിന്യായ കോടതികൾ നൽകിയിട്ടുള്ളത്. ജീവൻ /// എന്ന പദം

കൊണ്ട് സസ്യങ്ങളുടെ ജീവനോ, മൃഗങ്ങളുടെ ജീവിതമോ അല്ല അർത്ഥമാക്കുന്നതെന്നും അന്തസ്സോടെയും അഭിമാനത്തോടെയും (2) ജീവിക്കാനുമുള്ള ഓരോ പൗരന്റെയും അവകാശമാണ് അതിൽ അന്തർലീനമായിരിക്കുന്നതെന്നും സുപ്രീം കോടതി കൺസ്യൂമർ / എജുക്കേഷൻ കേസിൽ 1995 ൽ വിധിയെഴുതി. ജീവൻ എന്ന അവകാശത്തിൽ ജീവിതമാർഗം കണ്ടെത്താനും അന്തസ്സോടെ തൊഴിൽ ചെയ്ത് ജീവിക്കാനുമുള്ള അവകാശവും ഉൾപ്പെടുന്നുവെന്ന് കോടതി എടുത്തു പറയുകയുണ്ടായി. മനുഷ്യവകാശങ്ങൾ ഇന്ന് നേരിടുന്ന ഏറ്റവും വലിയ പ്രതിസന്ധിക്കു കാരണം സാമൂഹിക ജനാധിപത്യത്തിന്റെ അഭാവമാണ്.

ഭരണ (3) ധികാരികൾ ഭരണ തീരുമാനങ്ങൾ വേണ്ടത്ര ചർച്ച കൂടാതെ ജനങ്ങളിൽ അടിച്ചേല്പിക്കുകയും ആ തീരുമാനങ്ങൾക്കു കീഴ് / പെട്ടുകൊണ്ട് അസംതൃപ്തരായി ജീവിതം തള്ളി നീക്കേണ്ടിവരികയുംചെയ്യുന്ന ദുരവസ്ഥയാണ് ഇന്ന് പൊതുജനം നേരിടുന്നത്.// ഭരണ തീരുമാനങ്ങളിൽ ജനങ്ങൾക്ക് പങ്കാളിത്തം ലഭിക്കുന്നില്ല. ജീവിതത്തിന്റെ അടിസ്ഥാന തത്വങ്ങളായ സ്വാതന്ത്ര്യം, സമത്വം, സാഹോദര്യം എന്നീ ആശയങ്ങളെ അംഗീകരിക്കുന്ന രീതിയാണ് സാമൂഹിക ജനാധിപത്യം. എന്നാൽ നമ്മുടെ രാഷ്ട്രീയ ജനാധിപത്യ(4)ത്തിൽ സാമൂഹിക ജനാധിപത്യത്തിന്റെ കണികകൾ പ്രതിഫലിക്കുന്നില്ല. സ്വാതന്ത്ര്യത്തെ സമത്വത്തിൽ നിന്നോ സമത്വത്തെ സ്വാതന്ത്ര്യത്തിൽ നിന്നോ / വേർതിരിക്കാനാവില്ല. ഇന്ന് രാജ്യം നേരിടുന്ന ഏറ്റവും വലിയ പ്രതിസന്ധിയാണ് പട്ടിണി. പട്ടിണി മരണങ്ങൾ ഇല്ലായ്മ ചെയ്യാനാ // യിട്ടില്ല. അത് ഇല്ലാതാക്കാൻ ഭക്ഷ്യ സുരക്ഷാ നിയമം കൊണ്ടുവന്നെങ്കിലും അതിലെ വ്യവസ്ഥകൾ എത്രമാത്രം നടപ്പാക്കി എന്നത് ചിന്തിക്കേണ്ടിയിരിക്കുന്നു.

യൂണിസെഫിന്റെ കണക്കുകൾ പ്രകാരം ലോകത്ത് പോഷകാഹാരക്കുറവ് നേരിടുന്ന ജനങ്ങളിൽ 27 (5) ശതമാനവും വസിക്കുന്നത് ഇന്ത്യയിലാണ്. പോഷകാഹാരക്കുറവ് നേരിടുന്ന കുട്ടികളിൽ മൂന്നിലൊരു ഭാഗവും ഇന്ത്യയിൽ തന്നെ. / നമ്മുടെ രാജ്യത്ത് മൂന്നു വയസ്സിൽത്താഴെ പ്രായമുള്ള 46 ശതമാനം കുട്ടികളും പ്രായത്തി//നൊത്ത ശാരീരിക വളർച്ച // ഇല്ലാത്തവരാണ്. ഈ പ്രായ പരിധിയിലുള്ള 76 ശതമാനം കുട്ടികൾക്കും പോഷകാഹാര കുറവ് മൂലമുള്ള വിളർ //ച്ചയുണ്ട്. വിശപ്പിന്റെ ലോകം ഭീതിയുടെ ലോകമാണ്. ദാരിദ്ര്യം കുട്ടികളുടെ വ്യക്തി വികാസത്തെയും ശാരീരിക വളർച്ചയെയും പ്രതി (6) കൂലമായി ബാധിക്കുന്നു. രാജ്യം നേരിടുന്ന നിശബ്ദ പ്രതിസന്ധി കൂടിയാണിത്. എന്നാൽ, ഇതൊരു മനുഷ്യാവകാശ പ്രശ്നമായി ആരും / കണ്ടറിയുന്നില്ല.

ഭക്ഷ്യാവകാശം ആരുടേയും ഔദാര്യമല്ല. അത് ജനങ്ങളുടെ ജന്മാവകാശമാണ്. ജീവിക്കുവാനുള്ള അവകാശ //ത്തിൽ ഭക്ഷ്യാവകാശവും ഉൾപ്പെടുന്നു എന്ന് വ്യക്തമാക്കിയ സുപ്രീംകോടതി, ആയിരത്തി തൊള്ളായിരത്തി എൺപത്തിഒന്ന്പതിലെ കിഷൻ// പട്നായിക് കേസിൽ പട്ടിണി മരണങ്ങൾ തടയേണ്ടത് ഭരണകൂടത്തിന്റെ ചുമതലയാണെന്ന് ഓർമ്മിപ്പിക്കുകയുണ്ടായി... (7)

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE — APRIL, 2019**

TYPEWRITING ENGLISH — 45 WPM

PART I (Speed)

[Time : 10 minutes

(Maximum marks : 50)

- [Instructions :—
1. The passage is to be typed in double line spacing with a margin of 10 degree on the left hand side and 5 degree on the right hand side.
 2. Write your Register Number only in the space provided for the purpose in the Answer Book.
 3. Do not write your name on the answer sheet.
 4. Special care should be taken for neatness and accuracy.]

Everybody should have some ambition in life. Without ambition one cannot have a proper career. When one has an ambition, one can properly lead himself steadfastly and strenuously in lead him to his goal and he has his heart's content. Without ambition there is no fulfillment. With out the fulfillment one leads a dejected and frustrated life. My ambition in life is to join Indian Foreign Service. This is the proper thing for a lady to do. Ladies have few professional and vocational opportunities and so it is best for them to aim at the highest. Sky should be their limit. They should bitch their wagon to a star. A woman should be ambitious to serve the nation in the best and the widest possible sphere of national activities. Indian Foreign Service does indeed offer that opportunity to paint our ambitions on a wide canvas.

Of course it is the most difficult examination. It is very challenging ambition and I believe in accepting challenges. The more one aspires, the more one works, the more one succeed. If a person aims his arrow at the heavens, he reaches out at least as high as the palm tree. But if only a palm tree is the height one wants to achieve, he may fail event to do that therefore, the higher one aims, the better it is, I am the highest. There is no higher service available that Indian Foreign Service. For getting though Indian Foreign Service I have to take a very stiff examination. The best and the most brilliant brains of the country are in competition. It is a topmost prize of the top most students in the country. If other's can be topmost, why not I ? A man can do what a man has done.

Now I am studying the First year of the degree honours English classes. After passing it honours I will pass another examination it is not necessary to pass master degree although many students prefer to do so before going in for competitions. The competition is the same for civil service. There are a dozen service associated with civil service officers. Those who qualify for the examination but can't get into civil service can get other services which they have marked in order of priority. I am sure that I will be selected. And I am very proud.