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ENGLISH FOR COMMERCIAL PRACTICE - III

[Time: 3 hours

(Maximum marks: 100)

PART - A

Marks

- I Answer all questions in one or two sentences. Each question carries 2 marks.
 - 1. Where did the narrator and her friend decide to go in that afternoon?
 - 2. Why did Marissa come to Baroda?
 - 3. How did the passers-by react to the incident?
 - 4. What were the gifts that the family exchanged with Marissa?
 - 5. What according to Swami Vivekananda is the solution to human misery?
 - 6. What is referred to as 'one of the greatest honours ever given to a musician'?
 - 7. Which help is least important and why?
 - 8. What is the secret of the great power of Subbulakshmi's voice ?
 - 9. What was the most dominant feature of the old lady?
 - 10. Who is the greatest benefactor of mankind?

 $(10 \times 2 = 20)$

- II Answer any Three questions in a paragraph. Each question carriers 5 marks.
 - 1. Describe Marissa's stay at the Indian home.
 - 2. What are Swami Vivekananda's views on physical help?
 - 3. Describe how the narrator helped the old lady in "The Stranger Within".
 - Describe M. S. Subbulakshmi's performance at the United Nations General Assembly.

 $(3 \times 5 = 15)$

5

5

5

10

PART — B

Write a precis on the following passage.

Technical education in India has seen phenomenal growth over the past decade or so, both in number of students and number of colleges and has come to dominate the education scenario. However, the average quality of the colleges and their graduates is an area of concern. The question of quality of Technical Education in the context of globalization of economy and emergence of knowledge society cannot be overemphasized.

A survey of human resource professionals at multinational corporations in India revealed that only one quarter of technical graduates with a suitable degree could be employed irrespective of great demand. Another survey of employers shows that only a handful of the existing technical colleges in India are recognized as providing world class education with graduates worthy of consideration for employment. The current situation, with the abundance of low quality technical education is projected to stifle growth of the Indian economy. It is intended here to investigate the factors that lead to the current state of technical education in India and to suggest ways that would rectify the situation.

Technology is an important engine of development as it plays a vital role in enhancing in productivity with reduced costs and response time. In the era of Globalizing of the economy, the developing countries have to compete with the technologically advanced countries who use technology to enhance their productivity. The quality of technical education, research and innovation, therefore plays a vital role in the technological progress of a country.

Present your views on "Impact of Western Culture on Indian youth" in a Group Discussion. Describe yourself before an interview board. Write a paragraph on the topic "Unity in Diversity." VI 10

VII Prepare a presentation on Waste Management. 10 VIII Prepare a resume and a Covering letter for the post of Confidential Assistant in the

PART — C

IX Correct the following sentences.

High Court of Kerala.

- 1. They completed the work themself.
- I think the rice is finished.
- He is going to the Gym everyday.
- It should get very hot in Hyderabad.
- She want to buy a new Necklace.
- Why you didn't do the homework?

 $(10 \times 1 = 10)$

	.vidii
7. Where is you?	
8. You must doing your homework regularly.	
9. My mother come from the US yesterday.	
10. You can call myself if you need any help.	$(10 \times 1 = 10)$
Fill in the blanks using appropriate words and phrases from those given in the bracket.	
(prefers, sympathetic, hymns, concert, frugal, annihilated, knocked over, overwhelmed, compassion, wobbling)	
1. My brother a can of milk while playing in the kitchen.	
2. The enemy troops were by the soldiers.	
3. The sung by K. J. Yesudas are very popular.	
4. After the Economic crisis, people are forced to live a life.	
5. There is a at town hall tonight.	
6. Ravi was with grief when he saw the little girl begging for food.	
7. I felt great for the bird bleeding from the broken wing.	
8. His knees hit on the basket.	

9. She coffee to tea.

10. Rani had a attitude to the poor people.

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

BANKING

[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. Define Banking.
 - 2. Describe the term Collateral security.
 - 3. What do you understand by Passbook?
 - 4. Define Negotiable Instrument.
 - 5. What is the meaning of Garnishee order?

 $(5 \times 2 = 10)$

PART - B

(Maximum marks: 30)

- II Answer any five of the following questions. Each question carries 6 marks.
 - 1. Explain the general relationship between banker and customer.
 - Explain the precautions to be taken by a banker while opening an account in the name of a minor.
 - Explain different kinds of bank accounts.
 - 4. What are the forms of advances provided by banks?
 - 5. Describe the terms (a) Stale cheque (b) Marking (c) Paying Banker
 - 6. List out the advantages and disadvantages of ATM Cards.
 - 7. Identify different types of crossing.

 $(5 \times 6 = 30)$

	DART	Marks
	PART — C (Maximum marks : 60)	
	(Answer <i>one</i> full question from each unit. Each full question carries 15 marks.)	
	Unit — I	
TTT		5
III		
	(b) Explain the rights and duties of banker.	10
	OR	
IV	Explain the relationship between a banker and customer.	15
	Unit — II	
V	Explain the procedures to be followed by a banker while opening an account in the name of a partnership firm.	15
	OR	
VI	List out the circumstances under which a bank account may be closed.	15
	Unit — III	
VII	Define endorsement and explain the types of endorsement.	15
	OR	
/III	What are the circumstances under which a cheque is dishonoured by the paying	
	banker ?	15
	Unit — IV	
IX	List out the general principles of sound lending.	15
	OR	
X	(a) Define Mortgage and explain the types of Mortgage.	7
	(b) Describe the advantages of credit card.	8

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

COST ACCOUNTING

[Time: 3 hours

(Maximum marks: 100)

PART — A

(Maximum marks: 10)

Marks

- I Answer all questions in one or two sentences. Each question carries 5 marks.
 - 1. Define Unit costing.
 - 2. What is Cost unit?
 - 3. What is Process costing?
 - Explain Variable costing.
 - 5. State the meaning of Margin of safety.

 $(5 \times 2 = 10)$

PART -B

(Maximum marks: 30)

- II Answer any five of the following questions. Each question carries 6 marks.
 - Describe the Methods of costing.
 - Identify the cost unit suitable for various enterprises.
 - 3. Classify cost on the basis of Variability.
 - 4. Prepare the statement of cost from the following information.

Cost of materials	3,00,000
Factory overheads	1,50,000
Administrative overheads	1,68,000
Direct wages	2,50,000
Selling overheads	1,12,000
Distribution overheads	70,000
Profit is 20% on selling price.	

Marks

5. Describe the areas of application of process costing.

6. Find out Contribution and P/V ratio from the following information.

Sales ₹ 1,20,000

Variable cost ₹ 60,000

Fixed cost ₹ 30,000

7. Construct a Break Even Chart.

 $(5 \times 6 = 30)$

PART — C

(Maximum marks: 60)

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

Unit - I

III Explain the advantages and limitations of Cost accounting.

15

OR

IV (a) Distinction between Cost Accounting and Financial Accounting .

8

(b) Describe the techniques of costing.

7

Unit - II

V The director of a manufacturing business requires a statement showing the production results of the business for the month of March 2011. The cost accounts reveal the following information:

Stock on hand on 1st March, 2011:	
Raw materials	25,000
Finished goods	17,360
Stock on hand on 31st March, 2011:	
Raw materials	26,250
Finished goods	15,750
Purchase of raw materials	21,900
Work-in-progress:	
1st March, 2011:	8,220
31st March, 2011:	9,100
Sales of finished goods	72,310
Direct wages	17,150
Work expenses	8,340
Office and administrative expenses	6,870
Selling and distribution expenses	4,210
Sale of scrap	330

You are required to construct the statement so as to show: (i) The value of materials consumed (ii) The total cost of production (iii) The cost of goods sold (iv) The net profit for the month.

Marks

15

6

9

VI The accounts of a machine manufacturing company disclose the following information for the six months ending 31-12-2010.

Material used₹ 1,50,000Productive wages₹ 1,20,000Factory overhead expenses₹ 24,000Establishment and general expenses₹ 17,640

Prepare the cost sheet of the machines and calculate the price which the company should quote for the manufacture if a machine requiring materials valued at Rs. 1,250 and expenditure in productive wages of ₹ 750, so that the price may yield a profit of 20% on the selling price.

Unit - III

VII (a) Distinguish between job costing and process costing.

(b)

Write a note on : (i) Normal loss (ii) Abnormal loss (iii) Abnormal gain

OR

VIII Product X requires three distinct processes and after the third process the product is transferred to finished stock. You are required to prepare various process accounts from the following information.

	Total	Process A	Process B	Process C
	₹	₹	₹	₹
Direct material	5,000	4,000	600	400
Direct wages	4,000	1,500	1,600	900
Direct expenses	800	500	300	***
Production overheads	6,000			****

Production overheads to be allocated to different processes on the basis of 150% of direct wages. Production during the period was 200 units. Assume there is no opening or closing stock.

UNIT - IV

IX (a) State Marginal Costing Equation.

3

(b) Explain the decision making uses.

(i) Selling price fixation (ii) Make or buy decision (iii) Profit planning

12

15

OR

X Calculate the Break even point, Margin of safety and sales required to earn a profit of ₹ 5,000 from the following information.

	₹
Sales	40,000
Fixed cost	7,500
Direct material	20,000
Direct labour	6,000
Direct expenses	4,000

15

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DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/ MANAGEMENT/COMMERCIAL PRACTICE, OCTOBER/NOVEMBER – 2019

SHORTHAND ENGLISH CONDENSATION AND THEORY

PART A - CONDENSATION

Maximum Marks: 50

Time for dictation: 6 minutes

Time for Condensation: Ihour

Instructions:

- The following matter is to be dictated to the candidates loudly and clearly and only once at @ 100wpm.
- Before commencement of the dictation the candidates should be asked to take down the passage in shorthand and condense it in reporting style in around 200 words.
- 3. Speed should be regulated at every quarter of a minute.
- The shorthand notes tied along with the answer book should be collected from the candidates.
- 5. The question paper should not be handed over to the candidates.

Ladies and Gentlemen.

We have all gathered here today to discuss about the developments made and the problems we faced since our country got political / freedom. There are many factors which contribute to the development of a nation and I would like to discuss about two important aspects, namely Unity // and Planning.

Unity is the need of the hour. Without Unity nothing can be achieved. It was because of this Unity that we succeeded in /// getting freedom for our country. When we debate about Unity, it does not mean that our country is on the point of disintegration or that (1) we are facing some very serious danger. We are concerned because only a united nation can move towards progress and prosperity. There are two extreme / options expressed when we talk of Unity. One section believes that there is // no danger to our Unity and the other believes that there is. It is a fact that we are facing many problems. Some of the present difficulties were

passed on to us and some of them are /// under progress which we are making. When we move forward, we come across certain evils like communalism, regionalism etc. One of the main remedies for (2) these social evils are the economic advance. I am repeating same thing which I said earlier. We are not meeting because of some threat to / our Unity but we want to stop the forces which are working towards creating trouble.

Our society is divided on the basis of caste, colour // and religion. There is lack of faith between one community and the other and they are ready to fight at the slightest pretext. Such internal /// differences ultimately take a violent turn and when it takes a communal colour, the problem aggravates. Division of States on the basis of languages has (3) also contributed to the disunity among our people. We are passing through a stage where persons from one State are treated as strangers in another / State. This restricts the movement of an individual within the country and such restrictions harm the Unity of the country. In spite of all these, // we are marching forward and are competing with other countries. Whatever be the case, the problems we are facing today are no doubt grave. I /// have no doubt that our people have the capacity to solve them and they will solve them in due course of time. The basic thing (4) is that we should have faith in ourselves, in our people and in our capacity to work unitedly forgetting our differences.

Coming to the role / of Planning in \Development, the argument of some that the exercise of Planning is a waste and should be scrapped cannot be accepted. Planning is // not merely drawing up a list of projects and finding resources to execute them but it is a continuous movement towards a goal. Political freedom /// is not full without economic freedom. It should give an opportunity to a large number of people to profit by the democratic method and to have (5) equal chance to prosper. To achieve this goal, Planning is necessary.

Progress and Planning are inter-related. We may take help from others, but should rely / on ourselves. This is the basis of progress. Progress of all sections is the essence of Planning. At the time of our independence, we were // very backward. With the successive 5 year plans, now we are one of the fast developing nations and respected by rest of the world. In /// conclusion, I wish to state that instead of fighting over the minor issues, we should work in a planned way towards united and prosperous India.(6)

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മലയാളം ടൈപ്പ്റൈറ്റിംഗ് - ഒന്നാം പേപ്പർ

[സമയം 10 മിനുട്ട്

(ആകെ മാർക്ക് : 50)

- [നിർദ്ദേശങ്ങൾ:—1. താഴെ കൊടുത്തിരിക്കുന്നത് പേപ്പറിന്റെ ഇടതുവശത്ത് 10 ഡിഗ്രിയും വലതുവശത്ത് 5 ഡിഗ്രിയും മാർജിൻ കൊടുത്തും ഡബിൾ ലൈനിൽ ഭംഗിയായും ടൈപ്പ് ചെയ്യണം.
 - രജിസ്റ്റർ നമ്പർ ഫെയ്സിംഗ് ഷീറ്റിലെ (ഒ. എം. ആർ. ഷീറ്റ്) കോളത്തിൽ മാത്രം രേഖപ്പെടുത്തുക.]

ദൈവം ലോകത്തെ സൃഷ്ടിച്ചു. മൈക്രോസോഫ്റ്റിന്റെ നായകൻ ബിൽഗേറ്റ്സ് അതിനെ പുനഃ സംഘടിപ്പിച്ചു എന്നു വിവരസാങ്കേതിക വിദ്യയുടെ ഈറ്റില്ലമായ അമേരിക്കയിൽ പറയാറുണ്ട്. കമ്പ്യൂട്ട റുകളും ഇന്റർനേറ്റും ലോകത്തെല്ലായിടത്തും ജനങ്ങളുടെ ജീവിത രീതിയെ മാത്രമല്ല, ചിന്തയെപ്പോലും ഗൗരവമായി സ്വാധീനിക്കാൻ തുടങ്ങിയതിനാൽ ബിൽഗേറ്റ്സിനെക്കുറിച്ചുള്ള ഈ വിശേഷണത്തിൽ അതിശയോക്തിയില്ല. ലോകത്തിലെ ഏറ്റവും വലിയ ധനാഢ്യനും ഏറ്റവും വലിയ കമ്പ്യൂട്ടർ കമ്പനി കളിലൊന്നായ മൈക്രോസോഫ്റ്റിന്റെ സ്ഥാപകനുമായ ബിൽഗേറ്റ്സിനായി ഇന്ത്യയുടെ കവാടങ്ങൾ കഴിഞ്ഞ ദിവസം തുറക്കപ്പെട്ടു. ഒരു ദിവസത്തെ ഹ്രസ്വ സന്ദർശനത്തിനെത്തിയ അദ്ദേഹം ഇന്ത്യയിൽ കൂടുതൽ മുതൽ മുടക്കു നടത്തുമെന്ന് പ്രഖ്യാപിച്ചു. ഗ്രാമീണ തലത്തിൽ കമ്പ്യൂട്ടർ വിദ്യാഭ്യാസത്തിനായി അദ്ദേഹം 50 ലക്ഷം ഡോളർ സംഭാവന ചെയ്തു.

ഒരു രാഷ്ട്രത്തലവന് കിട്ടാവുന്നത്ര ആവേശകരമായ സ്വീകരണവും സവിശേഷമായ ശ്രദ്ധയും ബിൽഗേറ്റ്സിനു ലഭിച്ചുവെന്നത് വിവരസാങ്കേതിക മേഖല എന്ന മൂന്നാം തരംഗത്തിന്റെ സർവതല സ്പർശിയായ പ്രാധാന്യത്തെ വിളിച്ചറിയിക്കുന്നു. കാർഷികയുഗമെന്ന ആദ്യ തരംഗത്തിനും വ്യവസായ വത്ക്കരണ ത്തിന്റെ രണ്ടാം തരംഗത്തിനും ഇത്രയേറെ ലോകത്തെ സ്വാധീനിക്കാനായില്ല. മൈക്രോസോഫ്റ്റിന്റെ ഇരുപത്തിയഞ്ചാം ജന്മദിനം സിലിക്കൺ വാലിയിൽ ആഘോഷിച്ചശേഷമാണ് ബിൽഗേറ്റ്സ് രണ്ടാം തവണ ഡൽഹിയിൽ എത്തിയത്. പത്തുവർഷം മുൻപാണ് മൈക്രോസോഫ്റ്റ് ഇന്ത്യയിൽ പ്രവർത്തനം ആരംഭിച്ചത്.

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Signature

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

SHORTHAND ENGLISH (Condensation and Theory)

PART — B Theory

[Time: 11/2 hours

(Maximum marks: 50)

Marks

- I Answer any five of the following questions. Each question carries 4 marks.
 - What are the essential qualities of Advanced Phrases? Explain with any two examples.
 - 2. Explain dot form of Suffix Ing.
 - 3. Explain diphone signs used for dash vowel plus any vowel.
 - 4. State the circumstances under which Doubling Principle is not employed.
 - 5. What is meant by Halving? Explain position of half length forms.
 - 6. Write rules governing the formation of Special Contractions.
 - 7. Explain how Contractions are formed by omission of consonants. $(5 \times 4 = 20)$
- II Give shorthand outline for the following:
 - 1. Along

6. Welcoming

According

7. Mistaken

3. I know there is

8. Unanimity

4. Geographical

9. Please let us know

5. Quality

10. It is said

 $(10 \times \frac{1}{2} = 5)$

- III Differentiate the meaning of the following words:
 - 1. Principal, Principle
 - 2. Lightly, Lately
 - 3. Quiet, Quite
 - 4. Sufficient, Efficient
 - 5. Evidence, Confidence

 $(5 \times 1 = 5)$

[183]

P.T.O.

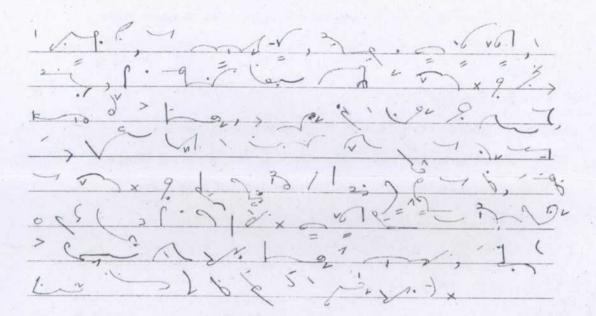
IV Write into shorthand.

The judge in his charge to the jury said: This poor boy's injury is very severe, and if what he states is right, it was due to the absence of a hooter on the car which Robinson drove along the arcade at a very fast rate, his speed, if we can take the story of the police as correct, being at least forty miles an hour, far too fast in so busy a thoroughfare. The boy says the car came on with a rush, no alarm was given, he was struck and thrown which a force so terrific as to break his right leg. If you think his story is right, you will give him damages. If you assume his story is wrong, and if it appears to you the injury was caused by his own lack of vigilance, you will refuse him the damages for which he asks. You must carefully weigh both the boy's case and the case as set out by Robinson and decide on the facts as they appear to you.

Н

10

V. Transcribe the following into longhand.



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മലയാളം ടൈപ്പ്റൈറ്റിംഗ് – രണ്ടാം പേപ്പർ

(മാനുസ്ക്രിപ്റ്റ്)

[സമയം : 1½ മണിക്കൂർ

(ആകെ മാർക്ക് : 50)

[നിർദ്ദേശങ്ങൾ :— 1. ഓരോ ചോദ്യത്തിന്റെയും ഉത്തരം പ്രത്യേകം ഷീറ്റിൽ ടൈപ്പ് ചെയ്യുക.

- 2. പേപ്പറിന്റെ ഒരു വശത്തുമാത്രം ടൈപ്പ് ചെയ്യുക.
- തെറ്റുകൾ തിരുത്തി ടൈപ്പ് ചെയ്യണം.
- അക്കങ്ങൾക്ക് ചിഹ്നമിട്ട് ടൈപ്പ് ചെയ്യണം.
- രജിസ്റ്റർ നമ്പർ ഫെയ്സിങ് ഷീറ്റിലെ (ഒ. എം. ആർ.) കോളത്തിൽമാത്രം രേഖപ്പെടുത്തുക.]

ളോ ത്യം - 1 ത്രങ്ങള് തകാടുത്തിരിക്കും പിളിൽ പ്രശിച്ചച്ച

വിഡ ജില്പാളിൽ [xxx] പരിജനമാമ്യതിയ വിദ്യാർത്തി

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സരസ്വതി പത്യിക്കോക്ക് , ക്കാം ജി റോഡ്, ഹന്തനാ ക്യൂം , ടക്കുട്ടയാം , തമ-തമ്മ. ഭറാഡ് ഭദവി ത്യുത് ഡിലോയ്ക് രഹ്മാച്ച മാര്ത്ത്. തം പൻ ത്ത്. പി - 940/93 തിയതി 1993 ത്യലായ് 25.

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INDUSTRIAL MANAGEMENT AND SAFETY

[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 term Nominal partners.
 - 2. Define Real wages.
 - 3. Define Inventory.
 - 4. List the applications of PERT and CPM.
 - 5. Write full form of SIDBI and TBI.

 $(5 \times 2 = 10)$

PART — B

(Maximum marks: 30)

- II Answer any five of the following questions. Each question carries 6 marks.
 - 1. Explain the terms staffing and directing.
 - Explain the advantages of training.
 - 3. List the benefits of ISO 9000: 2000 Company.
 - 4. Explain EOQ and ABC inventory models.
 - 5. Differentiate between CPM and PERT.
 - Explain the precautions to be observed while working under hazardous environment.
 - 7. Write short notes on unsafe condition and unsafe act.

 $(5 \times 6 = 30)$

PART - C

(Maximum marks: 60)

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

Unit -- I

III (a) Write short notes on financial incentives, Non-financial incentives and semi financial incentives.

7

(b) Explain Line and staff organisational structure with a chart.

8

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IV (a) Compare the contributions of FW Taylor and Henry Fayol in scientific management.

7

(b) State the Partnership organization. Give its advantages and disadvantages.

8

Unit -- II

V (a) Describe the duties and responsibilities of a store keeper.

7

(b) Define Total Quality Management and List the Ten Manthra's for TQM.

8

OR

VI (a) Distinguish between centralised store and de-centralised store.

7

(b) Explain the store purchasing procedure.

UNIT - III

VII (a) A factory producing two components named A and B. It requires machining and assembly processes. The component A and B requires time and profit as follows. Formulate Linear programming solution for maximization of the profit.

Process	Components		Available time	
	A	В		
Machining	5	4	160	
Assembling	2	5	100	
Profit	30	60		

(b) A small plant assembles PCs through inter linked activities as follows. Draw an arrow diagram (network), find Critical path and the total assembly duration.

Activities	1-2	1-3	1-4	2-5	3-6	3-7	4-6	5-8	6-9	7-8	8-9
Duration	2	2	- 1	4	8	5	3	1	. 5	4	3

VIII (a) Find out the basic feasible solution by least cost method and Total cost for the given transportation problem.

	DI	D2	D3	D4	Supply	
S1	19	30	50	10	7	
S2	70	30	40	60	9	
S3	40	8	70	20	18	
Ι	Demand	5	8	7	14	9

(b) Compute saddle point and optimal strategies for player A and player B by using max-min and mini-max principle.

			Player A		
	3	-1	5	10	
Player B	-5	4	3	7	
	8	7	6	8	6

UNIT --- IV

IX (a) What are the constituents of feasibility study?

(b) Explain the environmental causes of accident.

OR

X (a) Explain the procedure for registration of a small scale industry.

(b) Discuss about different accident prevention techniques 4E s.