



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR  
नंगल मार्ग, रूपनगर, पंजाब-140001 / Nangal Road, Rupnagar, Punjab-140001

Test Paper - Assistant Registrar

Name of Candidate: \_

Roll No: \_

Date: \_

Signature of the Candidate: \_

90  
Time Allowed: 60 Minutes

Please note:

1. All questions are compulsory.
2. This test paper consists of 7 pages.
3. Chosen answers may be marked by encircling the appropriate number, using ink pen/ ball point pen (no pencil please). If required the blank space may be used.
4. Candidates found to be indulging in any malpractice shall be debarred from the recruitment process.
5. No extra paper will be provided.
6. Use of calculator is allowed.
7. Please handover the marked question paper to the invigilator before leaving the exam hall.
8. Questions 1 to 40 carry 1 mark each; Question 41 carries 10 marks

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1. Who is the Chairman of Senate of IIT Ropar:
    - a. Director IIT Ropar
    - b. Dean Academics, IIT Ropar
    - c. Chairman, BoG
    - d. Senior most professor
  2. According to the Statutes of IIT Ropar, if a Director abandons the institute before his/her term is completed, who will takeover as interim Director?
    - a. Deputy Director
    - b. Senior most professor
    - c. Senior most Dean
    - d. Any one chosen by the visitor
  3. Who is the Chairman of IIT Council?
    - a. The President of India
    - b. The senior most member of IIT Standing Committee
    - c. Union Minister for human resource development
    - d. Secretary, Higher Education, MHRD
  4. The highest academic body of an IIT is:
    - a. The BoG
    - b. The Senate
    - c. The academic standing committee
    - d. IIT Council
  5. The SCIC (Standing committee of IIT Council) is headed by
    - a. The senior most member of the SCIC.
    - b. The senior most Chairman, BoG of SCIC
    - c. The senior most Director of SCIC
    - d. Minister for HRD

6. JEE Main is conducted by:

7. JEE Advanced is conducted by:

8. IIT Director's tenure is

- a 5 years
- b 6 years
- c. Till retirement
- d. Unspecified

9. Temporary Transfer involves an absence for a period not exceeding \_\_\_\_\_ months

- a 6 months
- b. 3 months
- c. 5 months
- d. 4 months

10. Who is the custodian of all Academic Affairs of IIT Ropar.

- a) Registrar
- b) Director
- c) Senate
- d) BoG

11. As per the First Statutes of IIT Ropar, Minimum number of B&WC Members are :

- (a) Three
- (b) Five
- (c) Four
- (d) Six

12. As per the First Statutes of IIT Ropar, Maximum number of B&WC members:

- (a) Five
- (b) Eight
- (c) Seven
- (d) Six

13. The orders and decisions of Board are authenticated by the:

- (a) Chairman, BoG
- (b) Director
- (c) Registrar
- (d) Dean

14. Who defined democracy as a Government of the People, by the people and for the people?

- (a) Plato
- (b) Asistotle
- (c) Rustum
- (d) Abraham Lincoln

15. What term is used for maximum capital which the company can raise in its life time?

- (a) Authorised Capital
- (b) Registered Capital
- (c) Nominal Capital
- (d) All the three

16. Which among the following is not a subsidiary of RBI?

- (a) National Housing Bank
- (b) NABARD
- (c) Bharatiya Reserve Bank Note Mudran Pvt. Ltd.
- (d) SIDBI

17. Central Government servants are permitted to encash 10 days earned leave at the time of availing Leave Travel Concession, a balance of earned leave that should be his credit after taking into account the period of encashment as well leave should be at least :

- a) 120 days EL
- b) 60 days EL

c) 30 days EL

d) None of the Above

18. Depreciation is provided on:-

a) Current Assets

b) Intangible Assets

c) Tangible Fixed Assets

d) None of the Above

19. Which of the following taxes is not levied by the Government of India :

a) Income Tax

b) Wealth Tax

c) Profession Tax

d) Customs Duty

e) None of the above

20. GST Act comes into force in India from

a) 1<sup>st</sup> April'2017

b) 1<sup>st</sup> Jan'2018

c) 1<sup>st</sup> July'2017

d) 1<sup>st</sup> March'2017

21. Which of the following tax is not subsumed in GST

a) VAT    b) Stamp Duty    c) Entertainment Tax    d) Entry Tax

22. Actuarial valuation is mandatory to be done every year on .....

a) 1<sup>st</sup> April    b) 31<sup>st</sup> March    c) 30<sup>th</sup> September    d) None of the above.

23. Patents and copyrights are shown as .....

a) Current Assets    b) Intangible Assets    c) Fixed Assets    d) None of the above.

24. A current liability is one which will be due for payment normally not more than.....months

a) 6months    b) 12 months    c) 18 months    d) 24 month

25. Retirement benefits i.e. Pension Gratuity and leave Encashment are provided on the basis of .....

a) Cash Benefits

b) Accrual Benefits

c) Actuarial valuation

d) None of the above.

26. Write full form of the following abbreviation:

NIRF: \_\_\_\_\_

27. Write full form of the following abbreviation:

UAY: \_\_\_\_\_

28. Write full form of the following abbreviation:

PMRF: \_\_\_\_\_

29. Which of the following taxes will be levied on import of good of services

- 1) IGST                      2) CGST /GGST                      3) VAT                      4) Excise Duty

30. What is the current threshold limit of turnover in the proceeding FY for opting to pay tax under composition Scheme?

- A) 20 Lacs                      B) 30 Lacs                      c) 50 Lacs                      d) 1.5 Crore

31. An Institute spends half of its annual budget on staff salaries,  $\frac{1}{4}$ <sup>th</sup> for infrastructure development,  $\frac{1}{5}$ <sup>th</sup> for institute overheads, deposits the rest to the corpus fund. If Rs.1.5 Lakhs is deposited to the corpus last financial year, the size of the annual budget will be:

- A. 5 Lakhs                      B) 30 Lakhs                      C. 15 Lakhs                      D. 20 Lakhs

32. The principle of 'span of control' means -

- a. An employee should receive orders from one superior only
- b. The control or supervision of the superior over the subordinate
- c. The number of subordinate employees that an administrator can effectively direct
- d. The number of people being controlled

33. An Institute has 70% teaching staff (faculties) among all the staff. Out of these 60% are assistant professors, 30% are associate professors and rest are professors. Find the total percentage of professors?

- A. 42                      B. 21                      C. 7                      D. 14

34. Shifting from centralized management structure to a decentralized one offers many benefits except:

- A. Increased motivation and among those being empowered
- B. Higher consistency in decision making
- C. Skills enhancement amongst the juniors
- D. Increased efficiency in making operational decisions

35. A new state-of-the-art computer for your project costs \$10K. You expect for it to last for four years and to sell it for \$1K for parts. How much should you book in depreciation each year for the computer? (Assume you are using straight-line depreciation)

- A. \$1250
- B. \$2000
- C. \$2250
- D. \$2500

36. While deciding on management goals and objectives, organizations are advised to achieve 'SMART'. Which of the following is NOT part of the SMART scheme?

- A. Managers should be 'Specific' in the choice of objectives
- B. Managers must ensure that objectives are 'Tangible'
- C. In order to monitor the progress of existing processes, objectives must be 'Measurable'
- D. Personnel should feel that objectives set by the managers are practically 'Achievable'

37. A manager of Parametrix LLC. is considering two recruitment agencies to hire software professionals. The first agency (A) charges a one-time annual fee of \$4500 and an additional charge of \$350 per individual recruitment, while the other agency (B) doesn't charge any annual fee but charges \$500 per individual recruitment. If 'N' is the average number of professionals desired by Parametrix every year, which of the following is economically desirable?

- A. Always chose A over B if N is below 20
- B. Always chose B over A if N exceeds 20
- C. Both A and B are equally desirable if  $N = 20$
- D. Always chose B over A if N is below 20

38. The area of an institute is 500 acres. Assuming a square shape, calculate the length of the boundary wall in Km.

\_\_\_\_\_ Km

39. Calculate the compound interest for an investment of Rs 100 Crore for a period of 5 years with an interest rate of 6% per annum.

40. A visitor has come into your office and submitted an application. When you gave some more forms to complete, she complain about all the bureaucratic red tape that is slowing down approval of her application. In which of the following ways should you respond to visitor?

- (a) Simply be patient with her
- (b) Tell her reasons why your office needs the information
- (c) Suggest that she can contact her state legislators if she wants to suggest the new procedures
- (d) Say that you cannot process her application until all the forms have been completed.

4. IIT Ropar is going to organize a Quarter Marathon Race from Transit Campus to the Main Campus on October 2, 2018. Write a letter (use the space below) to the Deputy Commissioner, Ropar, requesting her to provide security and other logistical support clearly highlighting the requirements.