

ACCOUNTS ASSISTANT SAMPLE QUESTION Workbook

accounts assistant sample question is a common topic for individuals preparing for accounting roles or seeking to improve their interview readiness. Whether you're applying for an entry-level position or looking to refine your knowledge, understanding the kinds of questions you might face is essential. This comprehensive guide explores typical accounts assistant sample questions, how to approach them, and tips for effective responses to help you excel in your interviews and assessments.

Understanding the Role of an Accounts Assistant

Before diving into sample questions, it's important to understand the key responsibilities of an accounts assistant. This knowledge will help you frame your answers appropriately.

Key Responsibilities

- Processing invoices and receipts
- Maintaining financial records and ledgers
- Assisting in payroll processing
- Reconciling bank statements
- Supporting month-end and year-end closing procedures
- Preparing financial reports
- Ensuring compliance with financial policies and procedures

Common Accounts Assistant Sample Questions

Preparing for interviews or assessments involves familiarizing yourself with typical questions that test your technical skills, understanding of accounting principles, and your ability to handle real-world scenarios.

Technical Knowledge Questions

- Can you explain the process of bank reconciliation?
- What is the difference between accounts payable and accounts receivable?
- How do you handle discrepancies in financial records?

- Describe the process of processing an invoice from receipt to payment.
- What accounting software are you familiar with?
- Explain the concept of double-entry bookkeeping.

Behavioral and Situational Questions

- Describe a time when you identified an error in financial data. How did you handle it?
- How do you prioritize your tasks during busy periods such as month-end closing?
- Tell me about a time you had to meet a tight deadline. How did you manage it?
- Describe a situation where you had to communicate complex financial information to a non-financial colleague.

Scenario-Based Questions

- If you discover a significant discrepancy in the accounts, what steps would you take?
- Suppose a supplier requests urgent payment, but funds are limited. How would you handle this situation?
- Imagine you are tasked with preparing a financial report with incomplete data. How would you proceed?

Sample Answers and Tips for Success

To help you prepare, here are sample responses to some of the common questions, along with tips for crafting your own effective answers.

1. Explain the process of bank reconciliation.

Sample Answer: Bank reconciliation involves comparing the company's financial records with the bank's statement to ensure they match. The process includes collecting the bank statement and the company's ledger, then identifying any discrepancies such as outstanding checks or deposits in transit. Adjustments are made to the company's records to reflect bank charges, interest, or errors. This process helps verify the accuracy of financial data and ensures the records are up-to-date.

Tips: Highlight your understanding of the importance of accuracy, attention to detail, and regular reconciliation to prevent financial fraud or errors.

2. How do you handle discrepancies in financial records?

Sample Answer: When I encounter discrepancies, I first review the relevant transactions to identify

potential causes such as data entry errors, duplicate entries, or timing differences. I cross-verify the information with source documents like invoices and receipts. Once I identify the issue, I correct the records, document the steps taken, and communicate with relevant departments if necessary. Ensuring proper documentation helps prevent future errors.

Tips: Emphasize your problem-solving skills, thoroughness, and communication abilities.

3. Describe your experience with accounting software.

Sample Answer: I have experience working with accounting software such as QuickBooks, Xero, and Sage. I am comfortable processing invoices, reconciling bank statements, generating financial reports, and managing accounts receivable and payable. I am also quick to learn new systems and adapt to different software environments.

Tips: Mention specific tasks performed with each software and any certifications or training undertaken.

Preparation Strategies for Accounts Assistant Interviews

Success in interviews often hinges on thorough preparation. Here are some strategies to help you excel:

1. Review Basic Accounting Principles

- Double-entry bookkeeping
- Understanding of financial statements
- Knowledge of VAT and tax regulations

2. Practice Common Questions

- Rehearse answers to technical, behavioral, and scenario-based questions
- Prepare examples from past experiences that demonstrate your skills

3. Familiarize Yourself with Software

- Practice using popular accounting software if possible
- Be ready to discuss your proficiency and adaptability

4. Understand the Company

- Research the company's industry, size, and financial practices
- Prepare questions to ask about their accounting processes or tools

Additional Tips for Answering Accounts Assistant Questions

- Be Clear and Concise: Structure your answers logically, providing enough detail without overloading.
- Use the STAR Method: For behavioral questions, describe the Situation, Task, Action, and Result.
- Show Attention to Detail: Highlight your accuracy and thoroughness, crucial traits for financial roles.
- Demonstrate Problem-Solving Skills: Share examples of how you've handled financial discrepancies or challenges.
- Express Willingness to Learn: Mention your eagerness to develop skills and adapt to new processes.

Conclusion

Preparing for accounts assistant sample questions is an essential step toward securing an accounting position. By understanding the common questions, practicing well-structured answers, and demonstrating your technical knowledge and soft skills, you increase your chances of performing confidently in interviews and assessments. Remember to stay calm, be honest about your experience, and showcase your enthusiasm for the role. With thorough preparation, you'll be well on your way to impressing potential employers and advancing your career in finance.

End of guide.

Accounts Assistant Sample Question: An Expert Review and Guide

In today's competitive job market, acing the role of an Accounts Assistant requires more than just basic bookkeeping skills. Employers increasingly seek candidates who demonstrate a solid understanding of accounting principles, practical knowledge, and the ability to handle real-world scenarios through structured interview questions. One of the most valuable tools for both candidates and recruiters is the accounts assistant sample question. This article provides an in-depth review of what these questions entail, how they are structured, and how to prepare effectively to succeed.

Understanding the Role of an Accounts Assistant

Before delving into sample questions, it's essential to understand what an Accounts Assistant does and the skills required. An Accounts Assistant supports the finance department by handling routine financial tasks, maintaining accurate records, and assisting with financial reporting.

Key Responsibilities:

- Data entry of financial transactions
- Processing invoices and payments
- Reconciling bank statements
- Assisting with payroll and expenses
- Maintaining ledger accounts
- Supporting year-end audits

Core Skills Required:

- Numeracy and attention to detail
- Proficiency with accounting software (e.g., QuickBooks, Sage)
- Good organizational skills
- Basic understanding of financial regulations and compliance
- Effective communication skills

Why Sample Questions Matter

Sample questions serve multiple purposes:

- Preparation: They help candidates anticipate what interviewers might ask.
- Assessment: They allow recruiters to evaluate technical knowledge and problem-solving skills.
- Benchmarking: They set a standard for what competency looks like at different levels of experience.

By practicing these questions, candidates can identify areas of strength and weakness, refine their responses, and build confidence. For employers, sample questions ensure consistency and fairness in the interview process.

Categories of Accounts Assistant Sample Questions

Sample questions for an Accounts Assistant role can generally be categorized into:

- Technical Accounting Questions

These focus on fundamental accounting principles and practical application.

- Situational and Behavioral Questions

These assess problem-solving skills, teamwork, and adaptability.

- Software and Practical Skills Questions

Candidates may be tested on their familiarity with specific accounting tools and processes.

- Numerical and Data Interpretation Questions

These evaluate mathematical ability and data analysis skills.

Sample Technical Accounting Questions

Q1: What is the double-entry bookkeeping system, and why is it important?

Explanation:

This question tests understanding of fundamental accounting principles. The double-entry system is based on the concept that every financial transaction affects at least two accounts, with a debit in one and a credit in another, ensuring the accounting equation ($\text{Assets} = \text{Liabilities} + \text{Equity}$) remains balanced. It is crucial because it provides accuracy, helps detect errors, and ensures comprehensive financial recording.

Q2: How do you reconcile a bank statement?

Explanation:

Reconciling a bank statement involves comparing the company's ledger records with the bank's records to identify discrepancies. The process includes listing outstanding checks, deposits in transit, bank charges, and errors. A well-reconciled bank statement ensures that the company's financial records are accurate and trustworthy.

Q3: Can you explain VAT and how it affects financial records?

Explanation:

Value Added Tax (VAT) is a consumption tax levied on goods and services. An accounts assistant must understand how to record VAT correctly, distinguish between VAT on sales (output VAT) and VAT on purchases (input VAT), and ensure proper reporting to tax authorities. Proper VAT handling is vital for compliance and accurate financial statements.

Sample Situational and Behavioral Questions

Q4: Describe a time when you identified an error in financial data. How did you handle it?

Insights:

This assesses attention to detail, problem-solving, and integrity. An effective answer would outline recognizing the discrepancy, investigating the cause, correcting the mistake, and implementing measures to prevent future errors.

Q5: How do you prioritize your tasks during busy periods such as month-end closing?

Insights:

Time management skills are key here. The candidate should demonstrate organizational strategies, such as creating checklists, setting deadlines, and communicating with team members to ensure deadlines are met.

Q6: Give an example of a difficult stakeholder or team member interaction and how you managed it.

Insights:

This evaluates communication skills and professionalism. A strong response would highlight listening skills, empathy, and conflict resolution strategies.

Sample Software and Practical Skills Questions

Q7: Which accounting software are you familiar with, and how have you used it in your previous roles?

Explanation:

Candidates should specify relevant software such as QuickBooks, Sage, Xero, or SAP. They should describe tasks performed, such as invoicing, reporting, or data entry, demonstrating practical

competence.

Q8: How do you ensure data accuracy when entering financial information?

Explanation:

This involves discussing systematic approaches like double-checking entries, using validation features of software, and maintaining organized records.

Q9: What steps do you follow when processing an invoice?

Explanation:

A detailed process might include verifying invoice details, matching it with purchase orders, recording it in the accounting system, and scheduling payments accordingly.

Sample Numerical and Data Interpretation Questions

Q10: If a company's expenses increased by 15% last month, what could be the possible reasons?

Analysis Approach:

Candidates should consider factors such as higher operational costs, additional expenses, or one-off payments. They should demonstrate analytical thinking and understanding of financial data.

Q11: Given a set of financial figures, can you prepare a basic profit and loss statement?

Expected Response:

This tests practical skills in summarizing revenue and expenses to calculate net profit, highlighting the candidate's ability to handle financial data effectively.

Effective Preparation Tips for Accounts Assistant Sample Questions

- Review Key Accounting Principles: Refresh knowledge on double-entry bookkeeping, financial statements, VAT, and other relevant topics.
- Practice Technical Scenarios: Use mock questions to simulate real interview conditions.
- Enhance Software Skills: Gain hands-on experience with popular accounting systems.
- Develop Behavioral Responses: Prepare STAR (Situation, Task, Action, Result) stories for situational questions.

- Improve Data Interpretation Skills: Practice analyzing financial data sets and preparing basic reports.

Conclusion: Mastering Sample Questions for Success

An in-depth understanding of accounts assistant sample questions is a vital component of interview success. These questions serve as a mirror to the skills and knowledge an employer values, ranging from technical expertise to problem-solving and communication abilities. Preparing thoroughly by understanding the core concepts, practicing realistic scenarios, and honing practical skills will not only boost confidence but also distinguish you from other candidates.

In essence, mastering these questions transforms the job interview from a daunting challenge into an opportunity to showcase your competence, readiness, and enthusiasm for a career in finance. Whether you're just starting or seeking to advance your career, a strategic approach to sample questions is your pathway to becoming a standout accounts assistant.

Remember: Consistent practice, ongoing learning, and genuine engagement with the role's demands are the keys to turning sample questions into your stepping stones for success.

Question What are some common accounting concepts that might be tested in an accounts assistant interview? Common concepts include understanding of double-entry bookkeeping, basic financial statements (like balance sheet and income statement), VAT and tax procedures, journal entries, and reconciling accounts. How should I prepare for practical questions in an accounts assistant interview? Review basic accounting tasks such as data entry, bank reconciliations, invoicing, and expense coding. Practice using accounting software like QuickBooks or Sage, and be ready to demonstrate attention to detail and accuracy. What questions are typically asked about handling discrepancies in accounts? Interviewers may ask how you identify, investigate, and resolve discrepancies in accounts. You should explain your methodical approach, such as reviewing transaction records, cross-checking statements, and communicating with relevant departments. Are technical skills important for an accounts assistant role? Yes, proficiency in accounting software, Excel, and understanding basic financial principles are crucial. Demonstrating your ability to handle calculations, prepare reports, and maintain accurate records is highly valued. What behavioral questions might be asked in an accounts assistant interview? Questions may focus on your attention to detail, ability to work under pressure, teamwork, and how you handle deadlines. Prepare examples demonstrating your organizational skills and reliability. Can you provide an example of a sample question for testing accounting knowledge? Sample question: 'Explain the process of reconciling a bank statement with company accounts.' Answer: 'It involves comparing the bank statement with the company's ledger, identifying any discrepancies, and making necessary adjustments or corrections to ensure both records match.'

Related keywords: accounts assistant, sample questions, accounting interview, finance assistant

interview, basic accounting questions, bookkeeping questions, accounting skills test, financial assistant interview, accounting job preparation, accounts clerk questions

Gndu Sample Papers Gndu Sample Papers

gndu sample papers gndu sample papers are an essential resource for students preparing for exams at Guru Nanak Dev University (GNDU). Whether you're a first-year undergraduate or a postgraduate student, accessing and practicing with sample papers can significantly enhance your exam readiness, boost confidence, and improve overall academic performance. In this comprehensive guide, we will explore everything you need to know about GNDU sample papers, their importance, how to access them, and tips for effective preparation.

Understanding the Importance of GNDU Sample Papers

Sample papers serve as a mirror to the actual exams, offering students a glimpse of the question paper pattern, marking scheme, and the types of questions that may appear. Here's why GNDU sample papers are invaluable:

1. Familiarity with Exam Pattern

Sample papers help students understand the structure of the question paper, including:

- Number of questions
- Types of questions (short answer, long answer, multiple choice, etc.)
- Distribution of marks
- Time allocation per section

2. Practice and Time Management

Consistent practice using sample papers enhances speed and accuracy, allowing students to manage their exam time effectively.

3. Identifying Important Topics

Practicing sample papers highlights recurring questions and topics, guiding students to focus their revision on significant areas.

4. Reducing Exam Anxiety

Familiarity with the question pattern reduces uncertainty and nervousness during the actual exam.

Types of GNDU Sample Papers Available

GNDU offers a variety of sample papers tailored for different courses and semesters. These include:

1. Undergraduate Sample Papers

For courses like B.A., B.Sc., B.Com., B.Tech., and others, covering all semesters and subjects.

2. Postgraduate Sample Papers

For master's programs such as M.A., M.Sc., M.Com., MBA, and more.

3. Professional and Diploma Courses

Sample papers for diploma and certificate courses offered by GNDU.

4. Previous Year Question Papers

Though technically not the same as sample papers, previous year papers are often used interchangeably and provide real exam scenarios.

How to Access GNDU Sample Papers

Accessing sample papers is straightforward, with multiple sources available:

1. Official GNDU Website

The most reliable source is the official Guru Nanak Dev University website:

- Visit gndu.ac.in
- Navigate to the 'Examinations' or 'Student Resources' section
- Look for 'Sample Question Papers' or 'Previous Year Papers'
- Select your course, semester, and subject to download PDFs

2. University Departments and Faculties

Departments often upload sample papers relevant to their specific courses on departmental portals or notice boards.

3. Educational Portals and Bookstores

Many educational websites and bookstores provide compiled collections of GNDU sample papers, often with solutions and practice tests.

4. Coaching Centers and Online Forums

Coaching institutes and online student forums share sample papers, mock tests, and tips for effective preparation.

Effective Strategies for Using GNDU Sample Papers

Merely downloading sample papers isn't enough; students must adopt strategies to maximize their benefits:

1. Create a Study Schedule

Allocate specific days for practicing sample papers, ensuring coverage of all subjects before exams.

2. Simulate Exam Conditions

Attempt sample papers within the set time limit and in a quiet environment to mimic real exam conditions.

3. Analyze Your Performance

Post-practice, evaluate your answers to identify strengths and weaknesses. Focus on improving areas where mistakes are frequent.

4. Review Solutions and Explanations

Compare your answers with model solutions to understand correct approaches and learn alternative methods.

5. Revise Important Topics

Use insights from sample papers to revise key topics, ensuring comprehensive preparation.

Benefits of Regular Practice with GNDU Sample Papers

Consistent practice with sample papers offers numerous advantages:

- **Enhanced Problem-Solving Skills:** Develops quick thinking and analytical abilities.
- **Improved Memory and Retention:** Reinforces learning and helps memorize important concepts.
- **Increased Confidence:** Familiarity with question types reduces exam anxiety.
- **Better Score Potential:** Practice helps identify common questions, increasing chances of scoring higher.

Tips for Effective Exam Preparation Using GNDU Sample Papers

To derive maximum benefit from sample papers, consider these tips:

1. Start Early

Begin practicing well in advance of exams to allow ample revision and self-assessment.

2. Cover All Subjects

Ensure all course topics are practiced; don't focus solely on weaker areas.

3. Maintain Accuracy Over Speed

Initially, prioritize accuracy to understand concepts, then gradually increase speed.

4. Seek Clarification

If you encounter doubts while practicing, consult teachers or peers for clarification.

5. Keep a Record

Maintain a log of your practice scores and errors to monitor progress.

Conclusion

gndu sample papers gndu sample papers are an indispensable tool for students aiming for academic excellence at Guru Nanak Dev University. By regularly practicing these sample papers, students can gain familiarity with exam patterns, improve their time management skills, and boost

their confidence. Remember, consistent practice paired with strategic revision is the key to success in university examinations. Access these resources from official and trusted sources, adopt effective study strategies, and stay committed to your preparation journey for the best results.

FAQs about GNDU Sample Papers

- **Are GNDU sample papers available for all courses?** Yes, sample papers are available for most undergraduate, postgraduate, and professional courses offered by GNDU.
- **Can I find solved sample papers online?** Yes, many educational websites and coaching institutes provide solved sample papers for better understanding.
- **How often should I practice sample papers?** It's recommended to practice at least one sample paper per subject per week, depending on your syllabus timeline.
- **Do practicing sample papers guarantee good grades?** While practicing improves your chances, success also depends on thorough revision, understanding concepts, and exam strategies.

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In the realm of higher education, especially for students pursuing undergraduate and postgraduate courses at Guru Nanak Dev University (GNDU), the importance of effective exam preparation cannot be overstated. One of the most vital resources that students turn to for honing their skills and understanding the exam pattern is the collection of GNDU sample papers. These sample papers serve as a mirror reflecting the actual question papers, enabling students to gauge the difficulty level, structure, and types of questions they can expect in their upcoming exams. In this article, we delve into the significance of GNDU sample papers, how they can be utilized effectively, and the benefits they bring to students' academic success.

Understanding the Significance of GNDU Sample Papers

What Are GNDU Sample Papers?

GNDU sample papers are meticulously curated question papers that replicate the format, marking scheme, and difficulty level of actual university examinations. These papers are often prepared by faculty members, university departments, or trusted educational platforms to aid students in their preparation.

Why Are Sample Papers Important?

Sample papers are more than just practice tools; they are strategic resources that help students:

- Familiarize themselves with the exam pattern: Understanding the distribution of questions, types (descriptive, objective, short answer), and marking scheme.
- Identify important topics: Recognizing recurring themes and frequently asked questions.
- Improve time management: Practicing within time limits to ensure efficiency during the actual exam.
- Boost confidence: Reducing exam anxiety by practicing under simulated conditions.
- Assess their preparation level: Gauging strengths and weaknesses to focus their revision.

How to Access GNDU Sample Papers

Official University Resources

The most reliable source for GNDU sample papers is the official university website. GNDU regularly uploads sample papers for various courses and subjects, often aligned with the latest syllabus updates.

Educational Platforms and Coaching Institutes

Many reputed coaching centers and educational websites curate and distribute sample papers tailored for GNDU exams. They often supplement these with detailed solutions and marking schemes.

Student Forums and Social Media Groups

Online student communities, forums, and social media groups dedicated to GNDU students are valuable platforms where peers share sample papers, discuss strategies, and exchange insights.

Effective Strategies to Utilize GNDU Sample Papers

Simply practicing sample papers is not enough; students must adopt strategic approaches to maximize their benefits.

- Set a Realistic Exam Environment
- Simulate exam conditions: Time yourself, avoid distractions, and adhere to the exam duration.
- Use proper resources: Practice with the same type of paper (handwritten or digital) as the actual exam.

- Analyze Your Performance

- Mark your answers and compare with model solutions or answer keys.
- Identify mistakes and understand where you went wrong.
- Track your progress over multiple practice sessions.

- Focus on Weak Areas

- Review topics where you scored low.
- Revisit the relevant chapters and seek additional resources if needed.
- Practice more questions from those sections.

- Incorporate Past and Model Papers into Your Routine

- Use sample papers as part of your regular revision cycle.
- Gradually increase difficulty level by attempting previous years' question papers.

- Discuss and Clarify Doubts

- Join study groups or seek guidance from teachers.
- Analyze solutions thoroughly to understand the methodology.

Benefits of Regular Practice with GNDU Sample Papers

Consistent practice with sample papers yields multiple advantages:

Improved Exam Readiness

Students become familiar with the question style, reducing surprise elements during the actual exam.

Enhanced Time Management Skills

Practicing under timed conditions helps students allocate appropriate time to each section or

question.

Better Answer Presentation

Regular practice encourages clarity, conciseness, and proper structuring of answers, which can positively impact scores.

Reduced Exam Anxiety

Preparedness breeds confidence, reducing stress and anxiety associated with exams.

Identification of Knowledge Gaps

Sample papers highlight areas that need further revision, enabling targeted study.

Common Challenges and How to Overcome Them

While GNDU sample papers are invaluable, students often face certain challenges:

Limited Access to Quality Sample Papers

Solution: Rely on official sources and verified educational platforms. Avoid dubious websites that may provide outdated or incorrect papers.

Time Constraints During Practice

Solution: Start practicing early and gradually increase the difficulty level. Use timers to simulate real exam conditions.

Over-Reliance on Sample Papers

Solution: Balance practice with comprehensive syllabus coverage. Use sample papers as a supplement, not a substitute, for thorough studying.

Difficulty in Understanding Solutions

Solution: Seek guidance from teachers, online tutorials, or peer groups. Focus on understanding the reasoning behind each answer.

Future Trends: Digital Resources and Sample Papers

The advent of digital learning has transformed how students access and utilize sample papers. Key trends include:

- Online repositories: Universities and educational platforms offering downloadable sample papers.
- Mobile apps: Dedicated apps providing access to sample papers, mock tests, and interactive quizzes.
- E-learning portals: Integrated platforms offering video explanations, solution walkthroughs, and practice tests.

Students should leverage these digital tools to enhance their preparation and stay updated with the latest exam patterns.

Conclusion

In conclusion, GNDU sample papers are indispensable resources for students aiming for academic excellence at Guru Nanak Dev University. They serve as practical tools for understanding the exam format, practicing time management, and assessing one's preparedness. By approaching sample papers strategically—setting a simulated exam environment, analyzing performance, and focusing on weak areas—students can significantly improve their chances of success. As the academic landscape evolves with digital innovations, staying proactive and utilizing these resources effectively will empower students to navigate their exams confidently and achieve their academic goals. Whether you are a first-time examinee or a seasoned student, integrating GNDU sample papers into your study routine can make a substantial difference in your performance and overall learning experience.

Question Where can I find the latest GNDU sample papers for practice? You can access the latest GNDU sample papers on the official Guru Nanak Dev University website under the 'Examinations' or 'Downloads' section. **Are GNDU sample papers available for all courses and semesters?** Yes, GNDU provides sample papers for most courses and semesters to help students prepare effectively for their exams. **How can GNDU sample papers help in exam preparation?** GNDU sample papers familiarize students with the exam pattern, question types, and marking scheme, aiding better preparation and time management. **Are the GNDU sample papers updated annually?** Yes, the university updates its sample papers regularly to reflect the latest syllabus and exam pattern changes. **Can I download GNDU sample papers in PDF format?** Yes, most GNDU sample papers are available for download in PDF format from the official university website. **Do GNDU sample papers include previous years' question papers?** Some sample papers may include previous years' questions; however, for comprehensive practice, students should also refer to actual past exam papers available online. **Are there any online platforms offering GNDU sample papers?** Yes, several educational websites and coaching platforms provide GNDU sample papers and

practice tests for students. How can I use GNDU sample papers effectively for my exam revision? Use them to simulate exam conditions, practice time management, and identify weak areas to focus your revision accordingly. Is it advisable to rely solely on GNDU sample papers for exam preparation? While sample papers are helpful, it's important to study the entire syllabus, revise concepts, and practice previous years' question papers for comprehensive preparation. Where can I get additional guidance on solving GNDU sample papers? You can seek guidance from professors, join online study groups, or consult coaching centers that offer specialized assistance in solving sample papers.

Related keywords: GNDU previous year papers, GNDU model question papers, GNDU exam papers, GNDU sample question papers, GNDU degree papers, GNDU semester papers, GNDU PDF downloads, GNDU exam preparation, GNDU undergraduate papers, GNDU postgraduate papers

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