

(i) Printed Pages: 3

Roll No.

(ii) Questions : 7

Sub. Code :

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Exam. Code :

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Bachelor of Business Administration 1st Semester

(1129)

PUNJABI

Paper—BBA-101-A

Time Allowed : Three Hours]

[Maximum Marks : 45

1. ਹੇਠ ਲਿਖੀਆਂ ਕਾਵਿ ਪੰਕਤੀਆਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਕਰੋ :

ਤਿਲਕ ਗਈ ਮੇਰੇ ਹੱਥ ਦੀ ਪੁਣੀ

ਚੁੱਪ ਹੋ ਗਈ ਘੁਕੋਂਦੜੀ ਚਰਖੀ

ਅਰਸ਼ਾਂ ਦਾ ਚੰਨ ਜ਼ਿਮੀ ਆ ਖਲੋਤਾ

ਸੂਰਤ ਗਈ ਮੈਥੋਂ ਨਿਰਖੀ ਨ ਪਰਖੀ

ਜਾਂ

ਛੱਡ ਦੇ, ਚੂੜੇ ਵਾਲੀਏ ਕੁੜੀਏ

ਛੱਡ ਦੇ ਸੋਨੇ ਲੱਦੀਏ ਪਰੀਏ

ਛੱਡ ਦੇ ਛੱਡ ਦੇ ਮੇਰੀ ਬਾਂਹ

ਮੈਂ ਨੀ ਰਹਿਣਾ ਤੇਰੇ ਗਿਰਾਂ।

5

2. ਹੇਠ ਲਿਖੀਆਂ ਕਵਿਤਾਵਾਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਦਾ ਕੇਂਦਰੀ ਭਾਵ ਜਾਂ ਸਾਰ ਲਿਖੋ :
 - (1) ਤਾਜ ਮਹੱਲ (ਸਾਰ)
 - (2) ਤਰੱਕੀ (ਸਾਰ)
 - (3) ਪਾਂਧੀ ਦੂਰ ਦਿਆ (ਕੇਂਦਰੀ ਭਾਵ)
 - (4) ਬਿਰਹੁ ਦੀ ਰੜਕ (ਕੇਂਦਰੀ ਭਾਵ)। 5
3. ਹੇਠ ਲਿਖੀਆਂ ਕਹਾਣੀਆਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਦਾ ਸਾਰ ਆਪਣੇ ਸ਼ਬਦਾਂ 'ਚ ਲਿਖੋ :
 - (1) ਮੋਹ ਮਿੱਟੀ (ਸੁਖਵੰਤ ਕੌਰ ਮਾਨ)
 - (2) ਸਵੇਰ ਹੋਣ ਤੱਕ (ਸੰਤੋਖ ਸਿੰਘ ਧੀਰ)। 5
4. ਹੇਠ ਲਿਖੇ ਕਹਾਣੀਕਾਰਾਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਦੇ ਜੀਵਨ, ਰਚਨਾ ਤੇ ਯੋਗਦਾਨ ਬਾਰੇ ਲਿਖੋ :
 - (1) ਕੁਲਵੰਤ ਸਿੰਘ ਵਿਰਕ
 - (2) ਮੋਹਨ ਸਿੰਘ। 8
5. ਹੇਠ ਲਿਖੇ ਵਿਸ਼ਿਆਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਉੱਤੇ 500 ਸ਼ਬਦਾਂ ਦਾ ਲੇਖ ਲਿਖੋ :
 - (1) ਵਿਦਿਆਰਥੀ ਤੇ ਫੈਸ਼ਨ
 - (2) ਵਾਤਾਵਰਣ ਪ੍ਰਦੂਸ਼ਣ
 - (3) ਮੇਰੇ ਜੀਵਨ ਦਾ ਉਦੇਸ਼। 7
6. ਹੇਠ ਲਿਖੇ ਵਾਕਾਂ ਵਿਚੋਂ ਕੇਵਲ 7 ਵਾਕਾਂ ਨੂੰ ਸ਼ੁੱਧ ਕਰਕੇ ਲਿਖੋ :
 - (1) ਪਾਲਤੂ ਕੁੱਤਾ ਮੈਂ ਰੱਖਿਆ ਹੈ।
 - (2) ਰਾਮ ਦੀ ਚਾਦਰ ਤੇ ਝੱਗਾ ਗੁਆਚ ਗਿਆ ਹਨ।
 - (3) ਤੇਹਾ ਵੱਢੇਗੇ ਜੇਹਾ ਬੀਜੇਗੇ।
 - (4) ਬਲਦ ਤੇ ਗਾਵਾਂ ਘਾਹ ਚਰਦੀਆ ਹੈ।

- (5) ਸੀਲਾ ਰੋਟੀ ਪਕਾਈ।
 - (6) ਯਤੀਮਖਾਨੇ ਦੇ ਮੈਨੇਜਰ ਚੰਗਾ ਹੈ।
 - (7) ਮੇਰੇ ਲਈ ਉਸਨੇ ਘੜੀ ਲਿਆਂਦੀ।
 - (8) ਗੱਲ ਸੱਚੀ ਸਭ ਨੂੰ ਔਖੀ ਲਗਦੀ ਹੈ।
 - (9) ਵੇਲੇ ਦਾ ਕੰਮ ਕੁਵੇਲੇ ਦੀ ਕਹਾਣੀ।
 - (10) ਮੈਂ ਬਾਰਾਂ ਸਾਲਾਂ ਤੋਂ ਇਕ ਦੂਜੇ ਨੂੰ ਜਾਣਦੇ ਹਨ।
7. ਹੇਠ ਲਿਖੇ ਸ਼ਬਦਾਂ ਵਿਚੋਂ ਕੋਈ 8 ਸ਼ਬਦਾਂ ਨੂੰ ਪੰਜਾਬੀ ਵਿੱਚ ਲਿਖੋ :
- (1) Average Income
 - (2) Annuity
 - (3) Audit
 - (4) Deduct
 - (5) Commodity
 - (6) Beneficial
 - (7) Company
 - (8) Excise Duty
 - (9) Duple Entry
 - (10) Fixed Costs.

(i) Printed Pages: 3

Roll No.

(ii) Questions : 14

Sub. Code :

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Exam. Code :

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Bachelor of Business Administration 1st Semester

(1129)

BUSINESS STATISTICS

Paper—BBAS102

Time Allowed : Three Hours]

[Maximum Marks : 80

Note :— Attempt *four* questions from Section-A and *two* questions each from Section-B and Section-C. Use of non-programmable calculator is allowed.

SECTION—A (4×5)

1. Distinguish between descriptive statistics and inferential statistics.
2. What is factor reversal test ?
3. A car travels with a speed of 40 miles per hour for the first half of the way. Then, the car travels with a speed of 60 miles per hour for the second half of the way. What is the average speed ?
4. For a sample of cities, the coefficient of rank correlation between increase in people in BPL category and increase in general population is 0.50. If the sum of squares of the rank differences is 82.50, find the number of cities.

5. A pack contains 4 blue, 2 red and 3 black pens. If a pen is drawn at random from the pack, replaced and the process repeated 2 more times, what is the probability of drawing 2 blue pens and 1 black pen ?
6. A coin is tossed 10 times. Assuming the coin to be unbiased, what is the probability of getting at least 4 heads ?

SECTION—B (2×15)

7. Define statistics. Explain its types, and importance to trade, commerce and business. What are the major limitations of statistics ?
8. What are the properties of a good estimator ? Explain how these properties are essential for estimating the population characteristics of interest.
9. In a distribution of 10 observations, the value of mean and variance are given as 20 and 64. By mistake, two values are taken as 2 and 6 instead of 4 and 8. Find out the value of correct mean and variance.
10. Find the two regression equations from the following data :

X	2	4	5	5	8	10
Y	6	7	9	10	12	12

Also estimate Y when X is 13 and estimate X when Y is 15.

SECTION—C (2×15)

11. Define independent and mutually exclusive events. Can two events be mutually exclusive and independent simultaneously ? Support your answer with an example.

12. Define random variable. How do you distinguish between discrete and continuous random variables ? Illustrate your answer with suitable examples.

13. Fit a linear trend curve by the least-squares method to the following data :

Year	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Output (kg.)	3	5	6	6	8	10	11	12	13	15

14. The following table contains information from the raw material purchase records of a small factory for the year 2016-17 and 2017-18 :

Commodity	2016-17		2017-18	
	Price (Rs./unit)	Total Value (Rs.)	Price (Rs./unit)	Total Value (Rs.)
A	5	50	6	72
B	7	84	10	80
C	10	80	12	96
D	4	20	5	30
E	8	56	8	64

Calculate Fisher's ideal index number. Prove that it satisfies time reversal test.

(i) Printed Pages : 2

Roll No.

(ii) Questions : 14

Sub. Code :

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Exam. Code :

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Bachelor of Business Administration 1st Semester

(1129)

FUNDAMENTALS OF INFORMATION TECHNOLOGY

Paper—BBAS-103

Time Allowed : Three Hours]

[Maximum Marks : 80

Note :— Attempt any **four** short answer type questions from Section A. Each question carries **5** marks. Attempt any **two** questions from Section B and Section C. Each carries **15** marks.

SECTION—A

1. What is the difference between Hardware and Software ?
2. What is the difference between Primary and Secondary memory ?
3. What are header and footer ? How are they put in document ?
4. How internet is affecting the modern life ?
5. What are the different Charts used in a Flowchart ?
6. What is sorting and filtering in spreadsheet ?

SECTION—B

7. Define Computer. Explain how computers can be classified on the basis of capacity, purpose and generation.
8. Explain input and output devices.

9. Write short notes on :—
- (I) Taskbar
 - (II) Toolbar
 - (III) Control panel
 - (IV) Recycle bin.
10. What is an Operating System ? Explain the different types of Operating System.

SECTION—C

11. How does E-commerce differ from Traditional Commerce ? What are the potential benefits of E-commerce ?
12. What is EDI ? What are the major benefits of EDI for business ?
13. What are the several factors that led to the emergence of e-commerce in the market ?
14. Write short notes on :—
- (i) WWW
 - (ii) HTTP
 - (iii) SOA
 - (iv) VOIP.

(i) Printed Pages : 2

Roll No.

(ii) Questions : 14

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Exam. Code :

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Bachelor of Business Administration 1st Semester
(1129)

MANAGEMENT CONCEPT AND PRACTICES
Paper—BBAS-104

Time Allowed : Three Hours]

[Maximum Marks : 80

Note :— Attempt any **four** questions from Section A carrying 5 marks each and attempt any **two** questions from Section B and Section C each carrying 15 marks each.

SECTION—A

1. What is management audit ? Why is it necessary ?
2. How can a manager make delegation effective ?
3. How is the Delphi technique used for decision making in an organisation ?
4. What is Line Organisation ? When is it the most suitable to be used ?
5. Explain Motivation hygiene theory.
6. What are the advantages of authoritarian style of leadership ?

5×4=20

SECTION—B

7. Critically evaluate the contribution of Max Weber in the development of Management thought.

8. State various benefits and limitations of Management by objectives.
9. Discuss the various techniques of Decision making.
10. Describe the meaning of Span of control. Which factors determine the span of control in an organisation ? 15×2=30

SECTION—C

11. Write short notes on :—
 - (a) Porter and Lawler model.
 - (b) Principles of co-ordination.
 - (c) Budgetary Control.
12. What do you mean by directing ? Explain the elements that are considered essential in the process of directing in management.
13. Discuss the advantages and problems of learning organisation.
14. Define recruitment. Critically evaluate the different sources of recruitment. 15×2=30

50/20

(i) Printed Pages: 8 Roll No.
(ii) Questions : 14 Sub. Code :

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Exam. Code :

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Bachelor of Business Administration 1st Semester

(1129)

FINANCIAL ACCOUNTING

Paper—BBAS105

Time Allowed : Three Hours] [Maximum Marks : 80

Note :— Attempt *four* questions from Section-A and *two* questions each from Section-B and Section-C. Use of non-programmable calculator is allowed.

SECTION—A (4×5)

1. Distinguish between provisions and reserves.
2. What is capitalisation of reserves ?
3. Books of Reshma Ltd. have shown the following balances. Prepare trial balance from these figures :

(Figures in Rupees)

Cash	4,000
Capital	19,000
S. Creditors	7,000
S. Debtors	14,500
Bank Overdraft	5,000
Opening Stock	1,500
Wages	2,500

(Figures in Rupees)

Salaries	1,500
Purchases	20,500
Sales	29,000
Rent Paid	1,000
Carriage Paid	2,500
Drawings	1,200
Depreciation	1,500
Machinery	6,000
Furniture	3,500
Bills Receivable	2,500
Bills Payable	4,500

4. Find the value of closing stock when sales are Rs. 1,80,000. Gross profit on cost is 20%. Opening stock is Rs. 10,000. Purchases are for Rs. 1,20,000 and direct expenses are worth Rs. 60,000.
5. Humanity Corporation is planning to raise funds by making rights issue of 3 new shares for 5 old shares at Rs. 35 per share to finance its expansion. The existing ordinary share capital of the company is Rs. 1 crore. The par value of its shares is Rs. 10 and the market price is Rs. 40. You are required to find value of right and percentage increase in share capital after right issue assuming the issue is fully subscribed.

6. Sneha Ltd. purchased machinery worth Rs. 1,98,000 from Sonali Ltd. The payment was made by issue of 12% debentures of Rs. 100 each. Pass the necessary journal entries for the purchase of machinery and issue of debentures when :
- (i) Debentures are issued at par;
 - (ii) Debentures are issued at 10% discount; and
 - (iii) Debentures are issued at 10% premium.

SECTION—B (2×15)

7. What do you understand by generally accepted accounting principles ? Briefly state the various concepts and conventions of accounting.
8. What is Bank Reconciliation Statement ? State various reasons of difference in the bank balance shown by cash book and pass book.
9. From the following information, prepare a triple column cash book for the month of July, 2018 :

Date Transaction.

- 1 Cash in hand Rs. 1,532 and balance at bank Rs. 18,500.
- 2 Received from Salman Rs. 590 and allowed him discount Rs. 10.

3. Paid salaries for the month of February Rs. 200.
4. Purchased merchandise payment made by cheque Rs. 3,200.
8. Paid Bilal & Co. by cheque Rs. 800 discount received Rs. 20.
10. Withdrew from bank for office use Rs. 400. Paid rent in cash Rs. 300.
14. Deposited into bank Rs. 500.
15. Cash sales Rs. 2,460.
18. Purchased a motor car for Rs. 6,500, payment made by cheque.
23. Received a cheque from Salman for Rs. 391, discount Rs. 9.
25. Paid wages Rs. 350.
28. Salman cheque paid into bank.
29. Paid general expenses Rs. 360.
31. Bank informed that Salman's cheque has been dishonoured.
31. Cash sales Rs. 6,440.

10. Prepare a Trading and P & L A/c for the year ending 31.03.2018 and a Balance Sheet as on that date from the following Trial Balance :

Trial Balance
As on 31st March, 2018

Particulars	Dr. (Rs.)	Cr. (Rs.)
Opening Stock	16,000	
Capital		45,000
Salaries	13,000	
Drawings	4,000	
Carriage Inwards	500	
Carriage Outwards	1,000	
Sales Return	1,000	
Purchase Return		700
Loan to Mr. X	11,000	
Loan from Mr. Y		7,000
Rent	1,300	
Rent Outstanding		200
Purchase	40,000	
Sales		73,100
Debtors	25,000	
Creditors		8,000
Bad Debt	800	

Particulars	Dr. (Rs.)	Cr. (Rs.)
Reserve for Bad Debt		1,200
Discount Allowed/Received	600	
Furniture	11,700	
Wages	500	
Insurance Premium	1,200	
Rent by Sub-letting		800
Cash	700	
Bank	8,000	
Total	1,36,300	1,36,300

Additional Information :

- Closing Stock Rs. 10,500, but the market value of Closing Stock was Rs. 9,500.
- Insurance premium prepaid Rs. 200.
- Loan to Mr. X, given at 10% interest p.a. and loan taken from Mr. Y carries 9% interest p.a.
- Depreciation is to be provided at 5% on furniture.
- Goods worth Rs. 500 have been taken by the proprietor for private use.
- Bad and doubtful debts are to be provided at 10%.

SECTION—C (2×15)

- Explain "Employee Stock Option Plan". What is the accounting treatment for Employee Stock Option Scheme? Journalize the transactions relating to "ESOPs".
- Out of what financial resources can debentures be redeemed? State various methods of redemption of debentures with suitable examples.

13. Pretty Co. Ltd. issued 30,000 equity shares of Rs. 10 each payable as Rs. 3 per share on Application, Rs. 5 per share (including Rs. 2 as premium) on Allotment and Rs. 4 per share on Call. All the shares were subscribed. Money due on all shares was fully received except from Raman, holding 500 shares, who failed to pay the Allotment and Call money and Dharam, holding 1,000 shares, who failed to pay the Call money. All these 1,500 shares were forfeited. Of the shares forfeited, 1,250 shares (including whole of Raman's shares) were subsequently re-issued to Jadubhai as fully paid up on a discount of Rs. 2 per share. Pass the necessary entries in the journal of the company to record the forfeiture and re-issue of the shares. Also prepare the Balance Sheet of the company.

14. The following information has been extracted from the books of account of Atlas Ltd. as at 31st March, 2018 :

Particulars	Dr. (Rs. '000)	Cr. (Rs. '000)
Amortisation Expenses	520	
Cash at Bank and on Hand	208	
Cash Received on Sale of Fittings		10
Long Term Loan		70
Investments	200	
Depreciation on Fixtures, Fittings, Tools and Equipment (1 st April, 2017)		260
Distribution Costs	62	
Factory Closure Costs	60	
Fixtures, Fittings, Tools and Equipment at Cost	680	
Profit & Loss Account (at 1 st April 2017)		80

Particulars	Dr. (Rs. '000)	Cr. (Rs. '000)
Purchase of Equipment	120	
Purchases of Goods for Resale	1,730	3,000
Sales (net of Excise Duty)		
Share Capital : (1,00,000 shares of Rs. 10 each fully paid)		1,000
Stock (at 1 st April, 2017)	140	80
Trade Creditors	780	
Trade Debtors	4,500	4,500

Additional Information :

- The stock at 31st March, 2018 (valued at the lower of cost or net realizable value) was estimated to be worth Rs. 2,00,000.
- Fixtures, fittings, tools and equipment all related to administration. Depreciation is charged at a rate of 20% per annum on cost. A full year's depreciation is charged in the year of acquisition, but no depreciation is charged in the year of disposal.
- During the year to 31st March, 2015, the company purchased equipment of Rs. 1,20,000. It also sold some fittings (which had originally cost Rs. 60,000) for Rs. 10,000 and for which depreciation of Rs. 30,000 had been set aside.
- The average income tax for the company is 50%. Factory closure cost is to be presumed as an allowable expenditure for income tax purpose.
- The company proposes to pay a dividend of 20% per equity share.

Prepare Atlas Ltd.'s Profit and Loss Account for the year and Balance Sheet to 31st March, 2018.

(i) Printed Pages : 2

Roll No.

(ii) Questions : 9

Sub. Code :

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Exam. Code :

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Bachelor of Business Administration 1st Semester

(1129)

ESSENTIALS OF BUSINESS ECONOMICS—I

Paper—BBAS-106

Time Allowed : Three Hours]

[Maximum Marks : 80

Note :— Question No. 1 is compulsory. Attempt **four** long questions—**two** questions from each Unit. Each question carries **15** marks.

1. Attempt any **four** notes :—

(a) Shut-Down Point

(b) Short Run Vs Long Run

(c) Returns to Scale

(d) Relationship between Total Product and Marginal Product.

(e) Price Discrimination.

(f) Consumer Equilibrium. 4×5=20

UNIT—I

2. Explain the Law of Demand with the help of Schedule and diagram.
Also state its exceptions. 15

3. What is the relevance of stages (or phases) of production to the producer ? 15

4. Define Price-Elasticity of Demand and explain the various methods of measuring price elasticity of demand. 15

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5. Explain Business Forecasting and the methods of Business Forecasting. 15

UNIT—II

6. Explain the relationship between Marginal cost and Average cost with the help of cost schedule and diagram. 15
7. What happens if the market price is more than and less than the equilibrium price. Use a schedule and diagram. 15
8. What is Imperfect Competition ? How selling costs are going to affect the output under this market form ? 15
9. Distinguish between Monopoly and Monopolistic competition. 15