Bachelor of Business Administration 1ˢᵗ Sem.

(2122)

PUNJABI

Paper : BBA101-A

Time Allowed : Three Hours]   [Maximum Marks : 45

ਨੋਟ :– ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹਨ।

1. ਹੇਠ ਲਿਖੇ ਕਾਵਿ-ਟੋਟਿਆਂ ਵਿੱਚੋਂ ਕਿਸੇ **ਇੱਕ** ਦੀ ਪ੍ਰਸੰਗ ਦੱਸ ਕੇ ਵਿਆਖਿਆ ਕਰੋ :

   (ੳ) ਮੈਨੂੰ ਰੰਗ ਬੰਨ੍ਹਣਾ ਨਹੀਂ ਆਉਂਦਾ ਹਾਲੀਂ,

   ਉਹ ਰੰਗ ਜਿਹੜਾ ਕਦੀ ਕਦੀ,

   ਮੇਰੇ ਅੰਦਰ ਕਣੀਂ ਕਣੀਂ, ਅੱਚਨਚੇਤ ਵਰ੍ਹਦਾ!

   ਮਾੜਾ ਮਾੜਾ ਰੰਗ ਕੁਝ ਘੁਲ ਘੁਲ ਸਿੰਮਦਾ।

   (ਅ) ਸ਼ਾਂਤ ਸੁਤੇ ਜਮਨਾ ਦੇ ਕੰਢੇ,

   ਹਰੇ ਭਰੇ ਅਤੇ ਸਾਵੇ,

   ਨੀਂਦ-ਵਿਗੁਤੀ ਜਲ ਧਾਰਾ ਨੂੰ,

   ਬੰਨੀ ਵਿਚ ਕਲਾਵੇ।   5

2. ਹੇਠ ਲਿਖੀਆਂ ਕਵਿਤਾਵਾਂ ਵਿੱਚੋਂ ਕਿਸੇ **ਇੱਕ** ਦਾ ਸਾਲ ਜਾਂ ਕੇਂਦਰੀ ਭਾਵ ਲਿਖੋ :

   (ੳ) ਇਲਮ ਤੇ ਅਮਲ

   (ਅ) ਸਾਉਣ

   (ੲ) ਪੰਜਾਬ ਦੇ ਮਜ਼ੂਰ

   (ਸ) ਤਾਜ ਮਹਿਲ।   5

3. ਹੇਠ ਲਿਖੀਆਂ ਕਹਾਣੀਆਂ ਵਿੱਚੋਂ ਕਿਸੇ **ਇੱਕ** ਦਾ ਸਾਰ ਲਿਖੋ :

   (ੳ) ਸਵੇਰ ਹੋਣ ਤਕ

   (ਅ) ਸ਼ੇਰਨੀਆਂ

   (ੲ) ਗੋਈ।   5

4. ਹੇਠ ਲਿਖੇ ਕਿਸੇ **ਇੱਕ** ਕਵੀ ਜਾਂ ਕਹਾਣੀਕਾਰ ਦਾ ਜੀਵਨ, ਰਚਨਾ ਅਤੇ ਯੋਗਦਾਨ ਸੰਬੰਧੀ ਚਰਚਾ ਕਰੋ :

   (ੳ) ਸੰਤੋਖ ਸਿੰਘ ਧੀਰ

   (ਅ) ਮੋਹਨ ਸਿੰਘ।   8

5. ਹੇਠ ਲਿਖੇ ਵਿਸ਼ਿਆਂ ਵਿੱਚੋਂ ਕਿਸੇ **ਇੱਕ** ਉਪਰ ਲੇਖ ਲਿਖੋ :

   (ੳ) ਵੱਧ ਰਹੀ ਆਬਾਦੀ

   (ਅ) ਨੌਜਵਾਨਾਂ ਵਿੱਚ ਨਸ਼ਿਆਂ ਦਾ ਰੁਝਾਨ

   (ੲ) ਭਰੂਣ ਹੱਤਿਆ

   (ਸ) ਧਾਰਮਿਕ ਕੱਟੜਤਾ।   7

6. ਹੇਠ ਲਿਖੇ ਵਾਕਾਂ ਵਿੱਚੋਂ **ਸੱਤ** ਵਾਕਾਂ ਨੂੰ ਸੋਧ ਕਰਕੇ ਲਿਖੋ :

   (ੳ) ਮਸ਼ੀਨਾਂ ਬਰਤਨ ਬਨਾਉਣ ਲਈ ਲਾਈਆਂ ਗਈਆਂ ਹਨ।

   (ਅ) ਮਿਹਨਤ ਦਾ ਮਿੱਠਾ ਫਲ ਹੁੰਦਾ ਹੈ

   (ੲ) ਉਸਦੇ ਦੋਵੇਂ ਭਰਾ ਵੱਡੇ ਹਨ ਉਸ ਤੋਂ।

   (ਸ) ਉਹ ਕਮਲਿਆ ਤੂੰ ਇਹ ਕੀ ਕਹਿਰ ਕੀਤਾ

   (ਹ) ਕਲ ਅੱਜ ਦੇ ਯੁਗ ਵਿੱਚ ਰਹਿੰਦਿਆਂ ਹਰੇਕ ਦੇ ਮਨ ਬਿਚੋਂ ਸ਼ਾਨਤੀ ਉਡ ਚੁਕੀ ਹੈ

(ਕ) ਭਗਤ ਸਿੰਘ ਦਾ ਨਾਹਰਾ ਸੀ ਇਨਕਲਾਬ ਜਿੰਦਾ ਬਾਦ।

(ਖ) ਮੁੰਡਾ ਨੇ ਸੋਟੀ ਨਾਲ ਕੁੱਤੇ ਨੂੰ ਮਾਰਿਆ

(ਗ) ਸਪਾਹੀ ਨੇ ਚਪੇੜ ਮਾਰ ਕੇ ਮੋਹਨ ਨੂੰ ਥੱਲੇ ਸੁਟ ਲਿਆ

(ਘ) ਪੁਰਾਨੇ ਲੋਗ ਬਹਿਮਾਂ ਭਰਮਾਂ ਵਿੱਚ ਫਸੇ ਹਨ।

(ਙ) ਵਾਹ ਬਈ ਵਾਹ ਇਹ ਤਾਂ ਕਮਾਲ ਹੈ।   7

7. ਹੇਠ ਲਿਖੇ ਤਕਨੀਕੀ ਸ਼ਬਦਾਂ ਵਿੱਚੋਂ ਕਿਸੇ **ਅੱਠ** ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਕਰੋ :

    (i)   Accountant

    (ii)   Acknowledgment

    (iii)   Balance Sheet

    (iv)   Beneficial

    (v)   Capital Expenditure

    (vi)   Capital Goods

    (vii)   Devaluation

    (viii)   Dividend

    (ix)   Export Tax

    (x)   Gross Profit.   8

(i) Printed Pages : 2   Roll No. ....

(ii) Questions   : 9   Sub. Code : | 0 | 8 | 6 | 2 |
                               Exam. Code : | 0 | 0 | 2 | 1 |

Bachelor of Business Administration 1ˢᵗ Semester

(2122)

ORGANIZATION BEHAVIOUR

Paper : BBAS-102

Time Allowed : Three Hours]   [Maximum Marks : 80

Note :— Attempt any **four** questions from Section-A and **two** questions each from Section-B and Section-C.

SECTION—A

1. (a) What is emotional intelligence ?

    (b) Discuss the various stages in conflict.

    (c) Explain the various types of emotions.

    (d) What are the psychological factors which affect interpersonal behaviour ?

    (e) Write short note on organizational commitment.

    (f) How does motivation affect behaviour ?   4×5=20

SECTION—B

2. What are the various determinants of individual behaviour ? Discuss the general implications of models of individual behaviour.

3. Discuss the relationship between Information Technology and Organizational behaviour in detail.

4. Explain the perceptual process in detail. How can the perception be improved ?

5. Describe the various theories of attitude formation and change.

15×2=30

SECTION—C

6. Explain in detail the Maslow's theory of motivation. How does it significantly differ from Herzberg's theory of motivation ?

7. Discuss the reasons of various types of conflicts in an organization. Suggest measures to resolve them.

8. Explain in detail the organizational strategies in coping with employee's stress.

9. What are the various types of organizational changes ? How can the resistance to change be overcome ? 15×2=30

Bachelor of Business Administration 1st Semester

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FUNDAMENTALS OF INFORMATION TECHNOLOGY

Paper : BBAS103

Time Allowed : Three Hours]   [Maximum Marks : 80

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

SECTION—A

I.   Attempt any **four** of the following :

(a)   Define BYTE.

(b)   What is spreadsheet ?

(c)   Define VOIP Protocol.

(d)   Difference between internet and intranet.

(e)   Difference between Primary and Secondary memory.

(f)   Difference between application and system software.

(g)   How to evaluate websites ?   4×5

SECTION—B

II. Explain types of computer memory in detail and also difference between RAM and ROM.   15

III. Explain various types of input and output device in details.   15

IV. How can you change margin in word document ? Also explain in details formatting the paragraphs.   15

V. Explain the features of Ms-Excel in detail Also explain working with worksheet-editing and formatting.   15

SECTION—C

VI. What is E-business Infrastructure ? Also discuss future of internet infrastructure.   15

VII. Define Search Engines and how to perform searches on Internet. Difference between Internet, Intranet and Extranet.   15

VIII. Explain The Internet Standard-Audio and Video Standards.   15

IX. State and explain SOA (Service Oriented Architecture) and also discuss how to manage E-Business infrastructure. 15

(i) Printed Pages : 2   Roll No. ....

(ii) Questions   : 9   Sub. Code : 0 8 6 4
                                Exam. Code : 0 0 2 1

Bachelor of Business Administration 1ˢᵗ Semester

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MANAGEMENT CONCEPTS AND PRACTICES

Paper : BBA 104

Time Allowed : Three Hours]   [Maximum Marks : 80

Note :— Attempt **FOUR** short answer type questions from Section-A. Attempt **TWO** questions each from Section B and C respectively.

SECTION—A

1. Attempt any **FOUR** of the following :—

  (a) Management as an Art. Explain.

  (b) Unity of Command principle.

  (c) Define MBO.

  (d) Positive Motivation vs Negative Motivation.

  (e) Free-rein style leader.

  (f) What is Learning organisation ?   4×5=20

SECTION—B

2. Discuss the classification of various managerial functions.   15

3. What are the various limitations of Planning ? How can planning be made effective ? 15

4. Explain decision-making process. Discuss various types of decisions. 15

5. What do you mean by Controlling ? What are the pre-requisites of a good control system ? 15

SECTION—C

6. Define Supervision. What are the qualities of a good supervisor ? 15

7. What is Co-ordination ? Explain various techniques of effective Co-ordination. 15

8. Discuss the components of Knowledge. Also describe the process of Knowledge Assets. 15

9. "Effective Leadership is a function of three factors : The Leader, The led and The situation." Discuss. 15

(i)   Printed Pages : 7   Roll No. ....

(ii) Questions   : 9   Sub. Code : | 0 | 8 | 6 | 5 |
                             Exam. Code : | 0 | 0 | 2 | 1 |

Bachelor of Business Administration 1st Semester
(2122)
FINANCIAL ACCOUNTING
Paper : BBAS105

Time Allowed : Three Hours]   [Maximum Marks : 80

Note :—Attempt **FOUR** short answer type questions from Section-A. Attempt **TWO** questions each from Sections B and C respectively.

SECTION—A
Attempt any **FOUR** of the following.

I. (a) What is business dual aspect concept ?

    (b) Prepare a journal for the following transactions :

Date	Transactions	Rs.
2020 Jan 1	Sold goods to Aman	50,000
Jan 2	Purchased goods from Raman	10,000
Jan 5	Aman returned goods	2,000
Jan 7	Paid cash to Raman, discount received	9,500 500
Jan 10	Aman declared insolvent and final dividend of 50 paisa in the rupee received	

(c) X Limited forfeited 2000 shares of Rs.10 each, Rs. 8 per share being called up on which a shareholder paid application and allotment money of Rs. 5 per share but did not pay the first call money of Rs. 3 per share. Of these forfeited shares, 1500 shares were subsequently re-issued by the company as fully paid up for Rs. 8 per share. Pass journal entries for forfeiture and reissue.

(d) On 1st January 2020 machinery was purchased by A for Rs. 50,000. On 1st July 2021 additions were made to the extent of Rs. 10,000. On 1st April 2022 further additions were made to the extent of Rs. 6,400.

On 30th June 2023, machinery the original value of which was Rs. 8,000 on 1st January 2020 was sold for Rs. 6,000. Depreciation is charged at the rate of 10% p.a. on original cost. Show the machinery account from 2020 to 2023 in the books of A. A closes his books on 31st December.

(e) Prepare accounting equation on the basis of the following :

   (i) Rahim started business with cash Rs. 20,000.

   (ii) Rahim purchased furniture for cash Rs. 2,000.

   (iii) Rahim paid rent Rs. 200.

   (iv) Rahim purchased goods on credit Rs. 3,000.

   (v) Rahim sold goods (cost price Rs. 2,000) for Rs. 3,000 on cash.

(f) Distinguish between Reserve Capital and Capital Reserve.

4×5

SECTION—B

II. Discuss the merits and demerits of various methods of calculating depreciation. 15

III. What do you understand by Bank Reconciliation statement ? Why and how it is prepared. 15

IV. From the following figures extracted from the books of Shri Mohan you are required to prepare a Trading and Profit and Loss Account for the year ended 31st March 2017 and a Balance Sheet on that date after making the necessary adjustments :

Particulars	Amount in Rs.	Particulars	Amount in Rs.
Shri Mohan's Capital	2,28,800	Stock on 1-4-2017	38,500
Shri Mohan's Drawings	13,200	Wages	35,200
Plant and Machinery	99,000	Sundry Creditors	44,000
Freehold Property	66,000	Postage and Telegrams	1,540
Purchases	1,10,000	Insurance	1,760
Return Outwards	1,100	Gas and fuel	2,970
Salaries	13,200	Bad debts	660
Office Expenses	2,750	Office Rent	2,860
Office Furniture	5,500	Freight	9,900
Discount A/c (Dr.)	1,320	Loose Tools	2.200
Sundry Debtors	29,260	Factory Lighting	1,100
Loss to Shri Mohan @ 10% per annum balance on 1-4-2016	44,000	Provision for doubtful debts	880
Cash at Bank	29,260	Interest on loan to Shri Krishna	1,100
Bills Payable	5,500	Cash in hand	2,640
		Sales	2,31,440

Adjustments :

1. Stock on 31" March 2017 was valued Rs. 72,600.

2. A new machine was installed during the year costing Rs. 15,400, but it was not recorded in the books as no payment was made for it. Wages Rs. 1,100 paid for its erection has been debited to wages account.

3. Depreciate Plant and Machinery by $33\frac{1}{3}\%$.

   Furniture by 10%

   Freehold property by 5%

4. Loose tools were valued at Rs. 1,760 on 31st March 2007.

5. Of the Sundry Debtors Rs. 600 are bad and should be written off.

6. Maintain a provision of 5% on Sundry Debtors for doubtful debts.

7. The manager is entitled to a commission of 10% of the net profits after charging such commission. 15

V. Prepare a Three Column Cash Book from the following transactions and bring down the balance for the start of next month.

2018 April		In Rs.	2018 April		In Rs.
1	Cash in Hand	2,500	19	Paid into Bank	400
1	Cash at Bank	10,000	23	Withdrew from	
2	Paid into Bank	1,000		Bank for private	
5	Brought furniture			expenses	600
	and issued cheque	2,000	24	Received cheque	
8	Purchased goods for			from Patel	1,430
	cash	500		Allowed him	
12	Received from			discount	20
	Mohinder	980	26	Deposited Patel's	
	Discount Allowed	20	28	Cheque into Bank	
14	Cash Sales	4,000	30	Withdrew cash	2,000
16	Paid to Amarnath by			from Bank for	
	cheque	1,450		Office use	
	Discount allowed	50		Paid rent by	
				Cheque	800

15

SECTION—C

VI. What are Right shares ? State the relevant provisions of the Companies Act regarding rights issue in the case of public company. How is the value of right shares computed ?   15

VII. Prepare in a summarized form and contents of Profit and Loss account of a company as per Companies Act 2013.

15

VIII. On 1st January 2020 A Limited Company issued 10,000 14% Debentures of Rs. 10 each payable after 3 years. It has been decided to establish a Sinking fund for their redemption. The annuity table shows that the annuity of Rs. 1 for three years at 10% interest amounts to Rs. 33,100. The investment yields 10% interest. The investment is to be made in nearest 10 rupees. Prepare necessary accounts for three years.

15

IX. X Ltd. invited applications for the issue of 80,000 shares of Rs. 10 each at a premium of 2.50 payable as follows :

On Application   Rs. 3

On Allotment   Rs. 4.5 (including premium)

On first call   Rs. 2

On final Call   Rs. 3

Applications were received for 1,70,000 shares out of which application for 10,000 shares were rejected. The allotment was made pro-rata to the remaining applicants. Money overpaid was adjusted on allotment. Anil to whom 2,000 shares were allotted failed to pay allotment money and on his subsequent failure to pay the first call, his shares were forfeited.

Sunil the holder of 1,200 shares did not pay the two calls and his shares were also forfeited after the second call. Of these forfeited shares 2,400 shares were reissued @ Rs. 8 per share as fully paid up including the whole of Anil's share.

Show necessary Journal entries and balance sheet.   15

(i) Printed Pages : 2   Roll No. ....

(ii) Questions   : 9   Sub. Code : | 0 | 8 | 6 | 6 |
                           Exam. Code : | 0 | 0 | 2 | 1 |

Bachelor of Business Administration 1ˢᵗ Semester

(2122)

ESSENTIALS OF BUSINESS ECONOMICS–I

Paper : BBAS106

Time Allowed : Three Hours]   [Maximum Marks : 80

Note :— (i) Question No. **1** consists of **six** short questions. Attempt any **four** short questions. Each question carries **5** marks.

(ii) Attempt any **two** questions each from Section B and C. Each question carries **15** marks.

SECTION—A

1. Attempt any **four** short questions from the following :

   (a) State equi-marginal principle.

   (b) Give exceptions to the law of demand.

   (c) Define income elasticity of demand.

   (d) State production function and its types.

   (e) Implicit and Explicit costs.

   (f) Types of Price Discrimination.   4×5=20

2. Explain :

   (i) Extension of Demand and Contraction of Demand.

   (ii) Increase in Demand and Decrease in Demand.   15

3. State price elasticity of demand. Explain in detail factors affecting price elasticity of demand.   15

4. State and explain Law of Supply. Give its determinants.   15

5. Discuss Laws of Returns to Scale with suitable examples.   15

SECTION—C

6. Give types of Costs. Explain long run cost curves with tables and diagrams.   15

7. Define total, average and marginal revenue. Establish relationship between average revenue, marginal revenue and elasticity of demand.   15

8. State features of monopoly. How price and output is determined under monopoly ?   15

9. What are selling costs ? Determine equilibrium of monopolistic firm with respect to selling cost.   15