2061

Bachelor of Business Administration

Fourth Semester

BBA-221: English and Business Communication Skills

Time allowed: 3 Hours

Max. Marks: 45

NOTE: Attempt all questions. Attempt all the parts of a question according to instruction.

x-x-x

Section – I

I. Answer any two of the following in about 100-200 words each:-

a) Why can even notorious bores always be sure of an audience?

b) What is the role of Chandalika's mother in the play 'Chandalika'?

c) How do married people demonstrate their status in Lamb's essay 'A Bachelor's complaint of the behaviour of Married People'.

d) Discuss the theme of the essay 'El Dorado' by R.L. Stevenson.   (2x2½)

II. Answer any one of the following in 300 - 500 words:-

a) Draw the character sketch of Ananda.

b) 'Bores, as a rule, are bores always'. Discuss.   (9)

III. Match the following words given under Column-A with their respective meaning in Column - B.

Column - A	Column - B
a) Aspiration	enjoyment
b) Privilege	pain
c) Penance	desire
d) Agony	respect
e) Homage	regret
f) Gusto	advantage (6)

Section - II

IV. Write a report to the general manager of the bank on the installation of computers in the bank.

OR

Write a report on safety and cleanliness in a hospital in Delhi.   (10)

P.T.O.

V. Read the passage carefully and write a precis with suitable heading:-

The vital need to moderate the rise in the consumption of petroleum has been ignored during this period. On the contrary, the official reform policy has smugly assumed that the rise in consumption way beyond the availability of indigenous supplies is not only necessary but even desirable for the growth   and modernization of the economy. The pattern of consumption of commercial energy has been mindlessly shifted in favour of petroleum products and has become more and more import-intensive. This position has become glaring with the plans to import gas on a massive scale for power generation and the development of the automobile industry. The import of LPG for use as a household fuel is part of this extravagance. The development of hydro and coal resources, let alone the non-conventional sources of energy, has been half-hearted.

(5)

VI. What is an e-mail? Describe its advantages.

OR

What is the difference between verbal and non-verbal communication?   (5)

VII. Prepare C.V. for the post of English language instructor.   (5)

x-x-x

2071
Bachelor of Business Administration
Fourth Semester
BBA-222: Project Management

Time allowed: 3 Hours

Max. Marks: 80

NOTE: Attempt four short answer type questions from Section–A. Attempt two questions each from Section B and C respectively.

x-x-x

Section – A

I.   Attempt any four of the following:-

a) Discuss the importance of Project Planning and Management.

b) What are the advantages of matrix organization design in project management?

c) "Payback Period method does not measure the true profitability of a project." Explain.

d) What is the difference between scenario analysis and sensitivity analysis?

e) What are the various methods of resource leveling?

f) Which factors control the cost of a project? How does time over-run affect the project cost?   (4x5)

Section - B

II.   Explain Project Life Cycle and discuss it with the help of example. Also explain the important phases of a Project Life Cycle and key issues involved in it.   (15)

III. Explain the traditional methods and modern methods of financial evaluation of the projects.

IV.   Write short notes on:-

a) Monitoring the Environment

b) Project Rating Index

c) Pre Feasibility Study   (3x5)

V.   "Project Management is a Profession." Explain the statement.   (15)

Section - C

VI.   Write a detailed note on the objectives of project appraisal techniques?   (15)

VII.   Write short notes on:-

a) Measurement of risk in Project Management

b) Decision Tree Analysis

c) Monte Carlo Simulations   (3x5)

VIII. "Detailed Project Report (DPR) forms the foundation on which the entire super structure of the project is built, if it is weak, the project cannot withstand the turbulent times ahead". Explain the statement and bring out the dos and don'ts of a good DPR.

(15)

IX.   Answer the following:-

a) Explain the critical path activities and why they are considered important?

b) Describe PERT and its advantages.

c) Write a note on project crashing and explain the procedure for crashing of project activities.   (3x5)

x-x-x

2071
Bachelor of Business Administration
Fourth Semester
BBA-223: Research Methodology

Time allowed: 3 Hours   Max. Marks: 80

NOTE: *Attempt four short answer type questions from Section–A. Attempt two questions each*
from Section B and C respectively.

x-x-x

Section – A

I.   Attempt any four of the following:-

a)   Differentiate between qualitative and quantitative research.

b)   Explain the features of a good research design.

c)   Differentiate between primary data and secondary data.

d)   Explain the role of computers in research.

e)   What are type I and type II errors?

f)   Explain limitation of hypothesis testing.   (4x5)

Section - B

II.   What do you mean by business research? Explain different types of business research.
                                                                                   (15)
III.   Explain the role of ethics in business research? What are the main ethical issues in

conducting research?   (15)

IV.   Explain the procedure of developing a Likert scale. What are the advantages and

disadvantages of Likert scale?   (15)

V.   Differentiate between questionnaire and schedule. What are the merits and demerits

of schedule?   (15)

Section - C

VI.   What do you mean by sampling design? Explain the steps to be followed while

developing a sampling design.   (15)

P.T.O.

VII.   What do you mean by hypothesis? Explain the procedure for hypothesis testing.

VIII.   The table given below shows the data obtained during the outbreak of Covid-19 by Chennai Biotech.

	Infected	Not infected	Total
Vaccinated	40	460	500
Not vaccinated	380	1120	1500
Total	420	1580	2000

Test the effectiveness of vaccination in preventing the attack from Covid-19. Test your results with the help of Chi-Square at 5% level of significance.   (15)

IX.   A Restaurant near the railway station at Ambala has been having average sales of 500 tea cups per day. Because of the development of bus stand nearby, it expects to increase its sales. During the first 12 days after the start of the bus stand, the daily sales were as under:

550, 570, 490, 615, 505, 580, 570, 460, 600, 580, 530, 526

On the basis of this sample information, can one conclude that the Restaurant's sales have increased? Use 5 per cent level of significance.   (15)

x-x-x

2071
Bachelor of Business Administration
Fourth Semester
BBA-224: Human Resource Management

Time allowed: 3 Hours   Max. Marks: 80

NOTE: Attempt four short answer type questions from Section–A. Attempt two questions each from Section B and C respectively.

x-x-x

Section – A

I. Attempt any four of the following:-

a) Define Selection.

b) What do you mean by Job Enrichment?

c) Distinguish between training and development.

d) Define Human Resource Audit.

e) Enumerate the functions of HR Department.

f) What do you understand by Human Resource Information System (HRIS)? (4x5)

Section - B

II. Explain various challenges of Human Resource Management which are faced by modern HR managers.   (15)

III. Define Human Resource Planning (HRP). What are its various sequences and requisites for successful HRP? How far has it been adopted by Indian organisations?   (15)

IV. Discuss the basis of promotion. What should be the elements in a sound promotion policy?   (15)

V. Define Recruitment. Explain the various sources of Recruitment.   (15)

Section - C

VI. What is Human Resource Information System (HRIS)? What activities does it help organizations perform?   (15)

P.T.O.

VII. Explain in detail HRM and its environment. (15)

VIII. What is HR Records? Describe nature, objectives and significance of maintaining HR records. (15)

IX. What is Human Resource Audit? Explain need, process and types of human resource audit. (15)

x-x-x

2071
Bachelor of Business Administration
Fourth Semester
BBA-225: Goods and Service Tax

Time allowed: 3 Hours   Max. Marks: 80

NOTE: Attempt four short answer type questions from Section–A. Attempt two questions each from Section B and C respectively.

x-x-x

SECTION – A

I. Attempt any four of the following:-

a) What is Goods and Service Tax?

b) Write a short note on GST Council.

c) What is voluntary registration?

d) What is revisional authority?

e) Write a short note on:-

    i)   GSTR - I form

    ii)   GSTR - 2 form

f) Explain the term ITC under GST.   (4x5)

SECTION – B

II.   Discuss the reasons for the introduction of GST in detail.   (15)

III. Discuss in detail persons who are liable for registration.   (15)

IV.   What are the powers of officers under GST?   (15)

V.   Explain in detail the provisions of Levy and collection of CGST, SGST and IGST.
                                                                          (15)

SECTION – C

VI.   What is input tax credit? Explain various provisions to claim credit under GST and its

     utilization.   (15)

VII.   Explain Government related exemptions from GST.   (15)

VIII.   What is an appeal under GST? Explain the procedure for filling appeal under GST.

(15)

IX.   Discuss the provisions regarding compounding of offences under GST.   (15)

x-x-x

2071

Bachelor of Business Administration

Fourth Semester

BBA-226: Database Management System

Time allowed: 3 Hours   Max. Marks: 80

NOTE: *Attempt four short answer type questions from Section–A. Attempt two questions each from Section B and C respectively.*

x-x-x

Section – A

I.   Attempt <u>any four</u> of the following:-

    a) What are tables and Fields?

    b) Define foreign key. Explain its significance?

    c) Explain the common data types available in SQL.

    d) What are the objectives of Normalisation?

    e) What are weak entities?

    f) Explain Data independence?   (4x5)

Section - B

II.   List various advantages of Data Base approach over Traditional File system approach.
                                                                        (15)

III. Explain architecture of DBMS with diagram.   (15)

IV.   Explain the different operations in Relational Algebra with the help of an example.
                                                                        (15)

V.   Write note on:-

    a) E-R model

    b) Relational Calculus   (15)

Section - C

VI.   Compare DDL, DML and DCL. Give two examples of each.   (15)

VII. What is the security need of data base also explain threats to database with Recovery Techniques.   (15)

VIII.   Discuss various types of normalization? Explain with the help of example difference between 3rd Normal form and BCNF?   (15)

IX.   Write note on:-
   a) RDBMS
   b) Granting Revoking Privileges   (15)

x-x-x