

2031  
Bachelor of Commerce  
First Semester  
BCM-101B: History and Culture of Punjab  
(From the Earliest Times to 1849)  
(Common with BBA/BCA)

Time allowed: 3 Hours

Max. Marks: 45

**NOTE:** Attempt five questions in all, including Question No. I which is compulsory and selecting one question from each Unit.

x-x-x

- I. Answer any five of the following in about 25-30 words each:-
- Name the four animals engraved on the seals of the Harappan Civilization.
  - What was the terms use to address the Head of the family during the latter Vedic period?
  - What was the name of Gautam Buddha's wife and son?
  - Name the Greek ambassador at the court of the Mauryan dynasty and the book written by him.
  - Who had written *Devichandraguptam*?
  - Name four reformers of Bhakti movement.
  - '*Baba Ki Beri*' was associated with which Guru?
  - Who compiled the *Adi Granth* and under who's supervision?
  - Name the live things associated with Khalsa Panth which starts with K.
  - Name two social practices which were prevalent and against the right of the women.

(5x1)

**UNIT - I**

- II. Explain in detail the town planning of the Harappan Civilization. (10)
- III. What do you know about the Social and Religious life of the Vedic age? (10)

**UNIT - II**

- IV. Briefly discuss the social and religious life of the people of Punjab during the Maurayas. (10)
- V. Discuss the salient features of the Bhakti movement and its effects on Punjab. (10)

P.T.O.

(2)

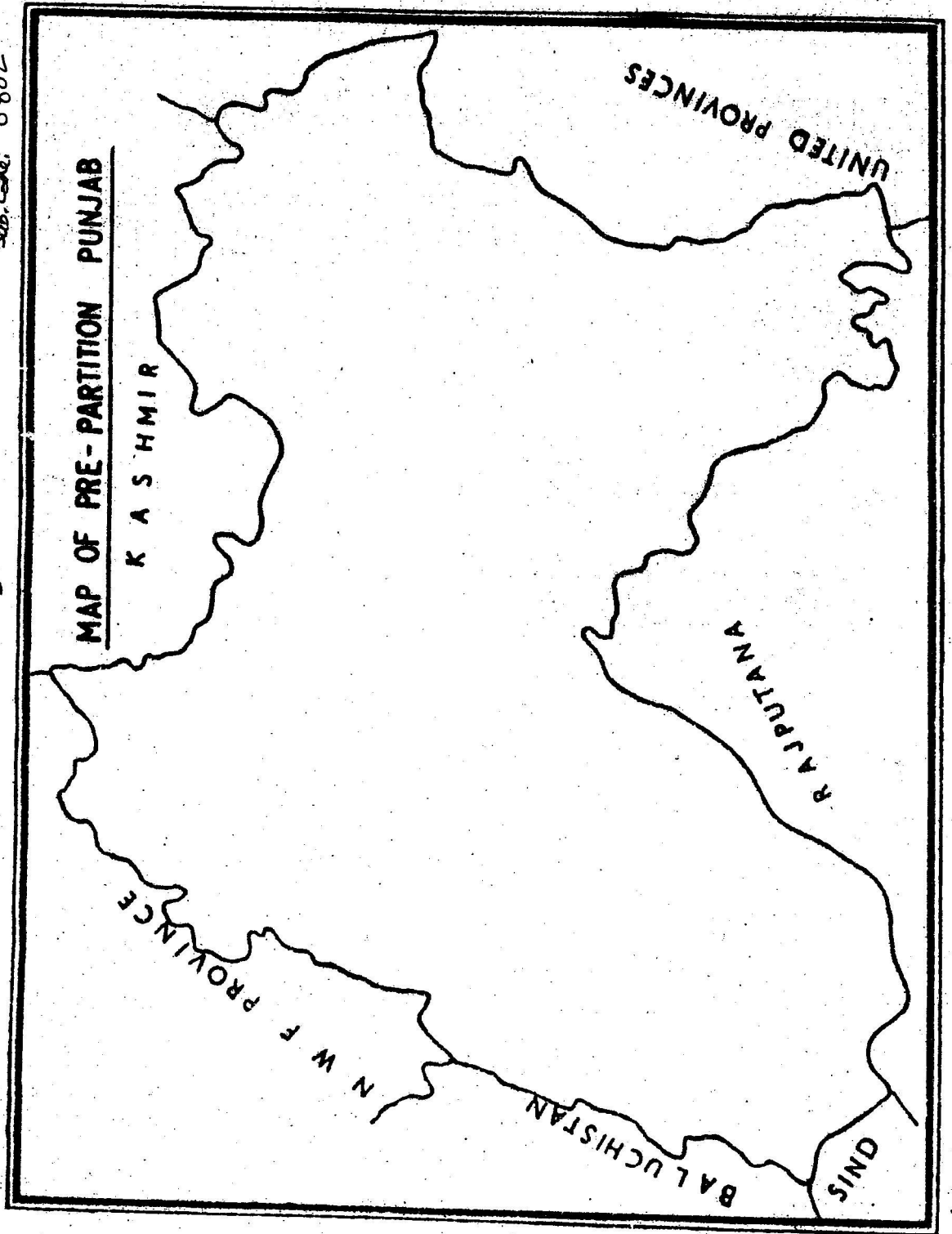
**UNIT – III**

- VI. Narrate the incidents which led to the martyrdom of Guru Tegh Bahadur and consequences of it. (10)
- VII. Briefly explain the principal of Khalsa and its significance in Punjab? (10)

**UNIT – IV**

- VIII. Describe the socio-economic life of the people of Punjab under Maharaja Ranjit Singh. (10)
- IX. On the outline map of Punjab, show the following places and write explanatory notes two:  
Mohenjodaro, Amritsar, Taran-Taran, Khadur Sahib, Goindwal, Anandpur Sahib  
(6+4)

x-x-x



2030

B.B.A.-1<sup>st</sup> Semester

BBA: 101-A: Punjabi

Time allowed: 3 Hours

Max. Marks: 45

ਨੋਟ:- ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹਨ।

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1. ਕਿਸੇ ਇਕ ਕਾਵਿ-ਟੋਟੇ ਦੀ ਪ੍ਰਸੰਗ ਦੱਸ ਕੇ ਵਿਆਖਿਆ ਕਰੋ:-  
 (ੳ) ਇਨ੍ਹਾਂ ਦੀ ਗਰੀਬੀ ਨਿੱਕੀ,  
 ਇਨ੍ਹਾਂ ਦਾ ਸੰਤੋਖ ਵੱਡਾ।  
 ਇਹ ਠੰਡੇਪਾਣੀ ਵਾਂਗ,  
 ਮੇਰੇ ਜੀ ਨੂੰ ਠਾਰਦੇ।  
 (ਅ) ਦੁੱਧ ਦਿੱਟੀਆਂ ਰੰਗਦਾਰ ਮਰਮਰਾ,  
 ਦੇ ਹਾਲ ਘੱਤ ਕੇ ਬਾਰੀ।  
 ਸੁਰਲ ਪਤਲੀਆਂ ਚੰਨ ਦੀਆਂ ਰਿਸਮਾਂ,  
 ਸੁੱਤੀਆਂ ਬੇਪਰਵਾਹੀਂ (5)
2. ਕਿਸੇ ਇਕ ਕਵਿਤਾ ਦਾ ਸਾਰ ਜਾਂ ਕੋਂਦਰੀ ਭਾਵ ਲਿਖੋ:-  
 ਇਲਮਅਮਲ, ਪੰਜਾਬ ਦੇ ਦਰਿਆਂ, ਤਾਜ ਮੱਹਲ, ਅਧਵਾਟੇ। (5)
3. ਇਕ ਕਹਾਣੀ ਦਾ ਸਾਰ ਆਪਣੇ ਸ਼ਬਦਾਂ ਵਿੱਚ ਲਿਖੋ:-  
 ਭੱਤਾ, ਸਵੇਰ ਹੋਣ ਤੱਕ (5)
4. ਭਾਈ ਵੀਰ ਸਿੰਘ ਜਾਂ ਕੁਲਵੰਤ ਸਿੰਘ ਵਿਰਕ ਦੇ ਜੀਵਨ, ਰਚਨਾ ਅਤੇ ਸਾਹਿਤਕ ਯੋਗਦਾਨ ਬਾਰੇ ਚਰਚਾ ਕਰੋ। (8)
5. ਕਿਸੇ ਇਕ ਉਪਰ 500 ਸ਼ਬਦਾਂ ਤੱਕ ਲੇਖ ਲਿਖੋ:-  
 (ੳ) ਵਿਦਿਆਰਥੀ ਅਤੇ ਫੈਸ਼ਨ  
 (ਅ) ਧਰਮ ਅਤੇ ਵਿਗਿਆਨ  
 (ੲ) ਨਸ਼ਾਬੰਦੀ  
 (ਸ) ਕਾਲਾ ਧਨ (7)

P.T.O.

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6. ਕੋਈ ਸੱਤ ਵਾਕਾਂ ਨੂੰ ਹਰ ਪੱਖੋਂ ਸੋਧ ਕੇ ਲਿਖੋ:-

(ੳ) ਕ੍ਰਿਕਟ ਹੈ ਖੇਡ ਦਾ ਰਮੇਮ।

(ਅ) ਤੁਸੀਂ ਕੀ ਦਿੱਲੀ ਜਾਓਗੇ।

(ੲ) ਨਹੀਂ ਫਲ ਕੱਚਾ ਪਾਣਾ ਚਾਹੀਦਾ।

(ਸ) ਕੁੱਤਾ ਕਾਲਾ ਮਰ ਗਿਆ।

(ਹ) ਅਸੀਂ ਘਰ ਜਾਂਦੇ ਹਨ।

(ਕ) ਕੀ ਤੂੰ ਪੜ੍ਹਦੇ ਸੀ।

(ਖ) ਸੁਰਜੀਤ ਖੇਤਦਾ ਸਨ।

(ਗ) ਮੈਂ ਰੋਟੀ ਨਹੀਂ ਖਾਧਾ।

(ਘ) ਤੁਸੀਂ ਆ ਗਈ।

(ਙ) ਇਹ ਘਰ ਅਸਾਂ ਦਾ ਹੈ।

(7)

7. ਕੋਈ ਅੱਠ ਤਕਨੀਕੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਲਿਖੋ:-

(i) Audit

(ii) Assets

(iii) Back log

(iv) Broker

(v) Book value

(vi) Cash book

(vii) Deduct

(viii) Finance

(ix) Excise duty

(x) Fixed capital

(8)

2031  
Bachelor of Business Administration  
First Semester  
BBAS-102: Organization Behaviour

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:-
- What are the psychological factors which affect individual behaviour?
  - Write note on organisational Commitment.
  - Discuss the various stages in conflict.
  - Explain the various team norms?
  - What is emotional intelligence?
  - How does motivation affect behaviour? (4x5)

**Section – B**

- II. What are the various determinants of organisational behaviour? Discuss the general implications of models of organisational behaviour. (15)
- III. What are the most common perceptual errors? How they be rectified? (15)
- IV. Describe the various theories of attitude formation and change. (15)
- V. Write short notes on:-
- Self esteem,
  - Principle of perceptual grouping
  - Halo effect (3x5)

**Section – C**

- VI. Explain in detail the Maslow's theory of motivation. How does it significantly differ from ERG theory of motivation? (15)
- VII. Discuss the reasons of various types of conflicts in an organisation. Suggest measures to resolve them. (15)

P.T.O.

(2)

- VIII. "Coping strategies for job stress exist at both the individual and the organisational levels." Summarize and evaluate these strategies for preventing or effectively managing stress. (15)
- IX. What are the various types of organisational changes? Under what circumstances would each change be desirable? (15)

*x-x-x*

2031  
Bachelor of Business Administration  
First Semester  
BBAS-103: Fundamentals of Information Technology

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:-
- Define Information Technology and its application.
  - Difference between Bit and Byte.
  - Define Headers and Footers .How we can change margin in word document?
  - What is microprocessor?
  - Define Search Engines and how to perform searches on internet?
  - State and explain Voice Over Protocol (VOIP). (4x5)

**Section – B**

- II. Discuss types of computers in details and also difference between hardware and software. (15)
- III. Explain various types of input and output devices. (15)
- IV. Explain in details formatting the paragraphs. Difference between double spacing and single spacing. (15)
- V. Discuss basics of PowerPoint. How to make PowerPoint presentation? (15)

**Section – C**

- VI. Define the term Internet and explain services of Internet. How to evaluate websites? (15)
- VII. What is E-business Infrastructure? Difference between Intranets and Extranets. Also discuss web Services and Service-Oriented Architecture (SOA). (15)
- VIII. Explain use of Excel spreadsheet, working with worksheet-editing and formatting. (15)
- IX. Discuss the internet standards- Audio and Video Standards. Also discuss future of Internet infrastructure. (15)

x-x-x



2031  
Bachelor of Business Administration  
First Semester  
BBAS-104: Management Concept and Practices

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:-
- What do you mean by MBO?
  - Write a short note on Span of control.
  - What do you understand by Organisation Chart and Organisation Manual?
  - "Coordination is the essence of Management." Explain.
  - Describe the techniques of Direction.
  - What is Knowledge management? (4x5)

**Section – B**

- II. What are the principles of management? Do you think that there are universal principles of management that affect the success of all organizations and managers? (15)
- III. Assess the contribution of Henry Fayol to management thought. (15)
- IV. "Decision making is the primary task of management." Discuss the statement and explain the process of decision making. (15)
- V. What are the basic principles of delegation of authority? Suggest practical guidelines to make delegation effective. (15)

**Section – C**

- VI. What is meant by hierarchical nature of needs? Is this hierarchy rigid? Explain.(15)
- VII. What do you mean by controlling? Discuss the various steps involved in this process. (15)
- VIII. What is the concept of Leadership? Discuss the theories of leadership. (15)
- IX. What do you mean by management of strategic change? Discuss the need and role of strategic change. (15)

x-x-x

2031  
B.B.A.-1<sup>st</sup> Semester  
BBAS105: Financial Accounting

Time allowed: 3 Hours

Max. Marks: 80

**NOTE:** Attempt any four short answer type questions from Section-A. Attempt any two questions from Section-B & C respectively.

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**SECTION-A**

- I. Attempt any four of the following: -
- (a) Write a note on accounting equation.
  - (b) State the limitations of accounting.
  - (c) A firm purchases a leasehold property for a period of 5 years for Rs. 10,000 on 1.1.2019. It decides to write off the lease by Annuity method presuming the rate of interest at 5%p.a. The annuity table shows that the annual amount necessary to write off Rs. 1 of 5%p.a. is Rs.0.230976. You are required to prepare the lease hold property account for 5 years & show the net amount to be charged to profit & loss account for those five years.
  - (d) Journalize the following transactions: -
    - (i) Atul started business with cash Rs. 50,000
    - (ii) He paid into bank Rs. 3,000
    - (iii) He purchased furniture & paid by cheque Rs. 5,000.
    - (iv) He sold goods to Rajeev Rs. 4,000
    - (v) He received from Rajeev Rs. 3,960 in full settlement
  - (e) A trader purchased goods for Rs. 1,70,000. The opening stock of inventory prior to the said purchase was Rs. 30,000. His sale was Rs. 2,10,000. Find out the closing stock of inventory if the gross profit margin is 25% on cost.
  - (f) B Ltd. forfeited 100 shares of Rs. 10 each, Rs. 10 per share being called up which were issued at a discount of Re 1 per share for non-payment of first call of Rs. 3 per share. Of those forfeited shares, 80 shares were re-issued subsequently by the company at Rs. 5, as Rs. 8 paid up per share. Give journal entries for forfeiture & re-issue of shares. (4×5)

**P.T.O.**

(2)

**SECTION-B**

II. Write notes on: -

(a) GST

(b) Book keeping &amp; accounting (15)

III. Explain the need &amp; significance of depreciation. What factors should be considered for determining amount of depreciation? (15)

IV. On 1<sup>st</sup> January, 1999, the following were the ledger balances of Rajan & Co.:  
 Cash in hand Rs. 900; Cast at Bank Rs. 21,000; Soni (Cr.) Rs. 3,000; Zahir (Dr.)  
 Rs. 2,400; Stock Rs. 12,000; Prasad (Cr.) Rs. 6,000, Sharma (Dr.) Rs. 4,500; Lall  
 (Cr.) Rs. 2,700; Ascertain Capital.

Transactions during the month were:

1999		Rs.
Jan. 2	Bought goods of Prasad	2,700
Jan. 3	Sold to Sharma	3,000
Jan. 5	Bought goods to Lall for cash, paid by cheque	3,600
Jan. 7	Took goods for personal use	200
Jan. 13	Received from Zahir in full settlement	2,350
Jan. 17	Paid to Soni in full settlement	2,920
Jan. 22	Paid cash for stationery	50
Jan. 29	Paid to Prasad by cheque	2,650
	Discount allowed by him	50
Jan. 30	Provided interest on capital	100
	Rent due to landlord	200

Journalise the above transactions and post to the ledger and prepare a Trial  
 Balance. (15)

V. Sen submits to you the following trial balance. Prepare final accounts for the year ending March 31, 2019 and a balance sheet as on that date after giving effect to the undermentioned adjustments:

**Contd.....P/3**

(3)

Dr.	₹		₹	Cr.
Drawings	3,250	Capital	15,000	
Stock (1-4-2018)	17,445	Returns Inwards	554	
Carriage Inwards	1,240	Deposit with Das Gupta	1,375	
Rent	820	Carriage Outwards	725	
Returns Outwards	840	Loan to Chatterjee @ 5%p.a	1,000	
Rent Outstanding	130	Interest on above	25	
Purchases	12,970	Stock (31-3-2019)	18,792	
Debtors	4,000	Creditors	3,000	
Advertisement	954	Provision for Doubtful Debts	1,200	
Bad Debts	400	Sales	27,914	
Patents and Patterns	500	Discount Allowed	330	
Wages	754			
Cash	62			
Goodwill	1,730			
	<u>45,095</u>			<u>69,915</u>

- (a) Manager is entitled to a commission of 10% of net profits after charging such commission.
- (b) Increase bad debts by ₹600. Provision for doubtful debts is to be 10% and provision for discount on debtors at 5%.
- (c) Stock valued at ₹1,500 destroyed by fire. Insurance Co., admitted claim for ₹950 only. Payment is yet to be received.
- (d) Carry forward ₹200 of advertisement to next year.
- (e) Amount was loaned to Chatterjee on April 1, 2018. (15)

### SECTION-C

- VI. What is a balance sheet? Why it is prepared? Give a specimen of balance sheet. (15)
- VII. Write notes on: -
- (a) Redemption of debentures
- (b) Rights issue & bonus issue (15)
- VIII. VXL Ltd. issued a prospectus inviting applications for 20,000 shares of Rs. 10 each at a premium of Rs. 2 share payable as under:-
- |                           |                           |
|---------------------------|---------------------------|
| On application            | Rs. 2                     |
| On allotment              | Rs. 5 (including premium) |
| On first call             | Rs. 3 and                 |
| On second and final calls | Rs. 2                     |

Contd.....P/4

(4)

Applications were received for 30,000 shares and pro rata allotment was made to the applicants for 24,000 shares. Excess money paid on applications was utilized towards allotment money.

Mohan to whom – 400 shares were allotted, failed to pay the allotment money. On his subsequent failure to pay the first call, his shares were forfeited.

Suresh, the holder of 600 shares, failed to pay the two calls, and his shares were forfeited after the second call. Of the shares forfeited, 800 shares were sold to Ramesh credited as fully paid for Rs. 9 per share, the whole of Mohan's shares being included. Pass the necessary journal entries in the books on VXL Ltd.

(15)

IX. Following is the Trial Balance of Abhinav Trading Co. as on 31<sup>st</sup> March, 2019:

Particulars	Dr. (₹)	Cr. (₹)
Plant & Machinery	81,000	
Furniture & Fittings	35,000	
Bank Overdraft		3,20,000
Capital Account		2,30,000
Drawings	45,000	
Purchases	4,32,500	
Return Outward		9,500
Opening Stock	2,64,000	
Wages	44,650	
Provision for Doubtful Debts		11,400
Provision for Discount on Debtors		2,750
Sundry Debtors	3,00,000	
Sundry Creditors		1,55,000
Advance to Suppliers	5,000	
Bad Debts	4,400	
Bad Debts Recovered		2,500
Salaries	65,300	
Outstanding Salaries		10,700
Prepaid Rent	1,000	
Rent	13,000	
Carriage Inward	4,700	
Carriage Outward	6,500	
Sales		5,76,200
Return Inward	11,000	
Advertisement Expenses	16,000	
Printing & Stationery	3,250	
Cash in Hand	5,750	
Cash in Bank	14,500	
Miscellaneous Income		35,000
	<b>13,53,050</b>	<b>13,53,050</b>

(5)

Prepare a Trading and Profit & Loss Account for the year ended 31<sup>st</sup> March, 2019 and also a Balance sheet as on that date after making the following adjustments:

- (i) Bank Overdraft is secured against hypothecation of stock. The bank overdraft outstanding as on 31-3-2019 accounted for 80% of drawing power. Such drawing power is ascertained by deducting 20% as margin from the value of stock as on that date.
- (ii) Wages paid for installation of machinery amounting to ₹1,500 was included in Wages Account. Machinery was installed on 1-4-2018.
- (iii) Sales include sale of old furniture for ₹4,500 on 1-4-2018. The book value of furniture sold was ₹4,500 on 1-4-2018.
- (iv) Depreciation is to be provided on plant and machinery @15%p.a. and on furniture @10% per annum.
- (v) Manager is to be given commission @10% of net profit after charging the commission.
- (vi) Create a provision for doubtful debts @5% and provision for discount on debtors @  $2\frac{1}{2}\%$ . (15)

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2031  
Bachelor of Business Administration  
First Semester  
BBAS-106: Essential of Business Economics -I

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:-
- Define the concept of Equi-marginal principle.
  - State exceptions to Law of Demand.
  - What is Income Elasticity of demand? Give its degrees.
  - Give types of price discrimination.
  - Establish relationship between average cost and marginal cost.
  - Distinguish between selling costs and production costs. (4x5)

**Section – B**

- II. Differentiate between:-
- Increase in Demand and Extension of Demand
  - Decrease in Demand and Contraction of Demand (15)
- III. Give types of elasticity of demand. Explain factors affecting elasticity of demand. (15)
- IV. State and explain law of supply. What are the determinants of supply? (15)
- V. What are returns to scale? Explain in detail three types of returns to scale. (15)

**Section – C**

- VI. Discuss Economies and Diseconomies of scale with suitable examples. (15)
- VII. Define the concept of Total Revenue, Average Revenue and Marginal Revenue. Bring out the relationship between Average Revenue, Marginal Revenue and Elasticity of Demand. (15)
- VIII. Give features of perfect competition. Explain the role of time element in price determination under perfect competition. (15)
- IX. What is Monopolistic Competition? How equilibrium of a firm and industry is determined under Monopolistic competition. (15)

x-x-x