

(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 Sem.

(2123)

PUNJABI

Paper : BBA 101-A

Time Allowed : Three Hours]

[Maximum Marks : 45

ਨੋਟ :- ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹਨ।

1. ਕਿਸੇ ਇੱਕ ਕਾਵਿ-ਟੋਟੇ ਦੀ ਪ੍ਰਸੰਗ ਦੱਸ ਕੇ ਵਿਆਖਿਆ ਕਰੋ :

(ੳ) ਸਿਰ ਕਚਕੋਲ ਬਨਾ ਹੱਥ ਲੀਤਾ,

ਪੜ੍ਹਿਆਂ ਦੁਆਰੇ ਫਿਰਿਆ।

ਦਰ-ਦਰ ਦੇ ਟੁੱਕ ਮੰਗ ਮੰਗ ਪਾਏ,

ਤੁੰਨ-ਤੁੰਨ ਕੇ ਇਹ ਭਰਿਆ।

(ਅ) ਪੱਕ ਗਈਆਂ ਕਣਕਾਂ, ਲੁਕਾਠ ਰਸਿਆ,

ਬੂਰ ਪਿਆ ਅੰਬਾਂ ਨੂੰ, ਗੁਲਾਬ ਹੱਸਿਆ।

ਬਾਗਾਂ ਉੱਤੇ ਰੰਗ ਫੇਰਿਆ ਬਹਾਰ ਨੇ,

ਬੇਰੀਆਂ ਲਿਫਾਈਆਂ ਟਾਹਣੀਆਂ ਦੇ ਭਾਰ ਨੇ।

5

2. ਕਿਸੇ **ਇੱਕ** ਕਵਿਤਾ ਦਾ ਸਾਰ ਜਾਂ ਕੇਂਦਰੀ ਭਾਵ ਲਿਖੋ :
ਪੰਜਰੇ ਪਿਆ ਪੰਛੀ, ਪੰਜਾਬ ਦੇ ਮਜ਼ੂਰ, ਤਾਜ ਮਹੱਲ, ਰਾਤ ਮੇਰੀ ਜਾਗਦੀ।
5
3. ਕਿਸੇ **ਇੱਕ** ਕਹਾਣੀ ਦਾ ਸਾਰ ਆਪਣੇ ਸ਼ਬਦਾਂ ਵਿੱਚ ਲਿਖੋ :
ਆਲੁਣੇ ਦੇ ਬੋਟ, ਸਵੇਰ ਹੋਣ ਤੱਕ
5
4. ਮੋਹਨ ਸਿੰਘ ਜਾਂ ਸੰਤੋਖ ਸਿੰਘ ਧੀਰ ਦੇ ਜੀਵਨ, ਰਚਨਾ ਅਤੇ ਸਾਹਿਤਕ ਯੋਗਦਾਨ ਬਾਰੇ ਚਰਚਾ ਕਰੋ।
8
5. ਕਿਸੇ **ਇੱਕ** ਵਿਸ਼ੇ ਉੱਪਰ **500** ਸ਼ਬਦਾਂ ਤੱਕ ਦਾ ਲੇਖ ਲਿਖੋ :
ਵਿਦਿਆਰਥੀ ਅਤੇ ਅਨੁਸ਼ਾਸਨ, ਬੇਰੁਜ਼ਗਾਰੀ, ਨੌਜਵਾਨਾਂ ਵਿੱਚ ਵਧ ਰਿਹਾ ਪਰਵਾਸ, ਪੰਜਾਬ ਦੇ ਮੇਲੇ।
7
6. ਕੋਈ **ਸੱਤ** ਵਾਕਾਂ ਨੂੰ ਹਰ ਪੱਖੋਂ ਸੋਧ ਕੇ ਲਿਖੋ :
(ੳ) ਕੀ ਤੂੰ ਖਾਣਾ ਖਾਂਦੇ ਸੀ।
(ਅ) ਮੰਮੀ ਆ ਗਿਆ।
(ੲ) ਉਹ ਮੇਰਾ ਮਾਸੀ ਦਾ ਕੁੜੀ ਹੈ।
(ਸ) ਹਾਕੀ ਹੈ ਨਾਮ ਖੇਡ ਦਾ।
(ਹ) ਮੇਰਾ ਬਿੱਲੀ ਮਰ ਗਿਆ।
(ਕ) ਤੁਸੀਂ ਕੀ ਪੜ੍ਹਦਾ ਸੀ।
(ਖ) ਪ੍ਰਬੰਧ ਚੰਗਾ ਵਿਆਹ ਦਾ ਹੈ।
(ਗ) ਕੀ ਤੂੰ ਕਾਲਜ ਜਾਓਗੇ।
(ਘ) ਇਹ ਚਿੱਟਾ ਕਾਰ ਕਿਸਦਾ ਹੈ।
(ਙ) ਅਸੀਂ ਰਲ ਕੇ ਖਾਦਾ ਸਾਰਿਆਂ ਖਾਣਾ।
7

7. ਕੋਈ ਅੱਠ ਤਕਨੀਕੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਕਰੋ :

- (i) Account
- (ii) Alternative Cost
- (iii) Barter
- (iv) Census
- (v) Broker
- (vi) Export Tax
- (vii) Fixed Capital
- (viii) Hidden Tax
- (ix) Deflation
- (x) Cash Book

8

(i) Printed Pages : 4

Roll No.

(ii) Questions : 9

Sub. Code :

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Exam. Code :

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Bachelor of Commerce 1st Semester

(2123)

HISTORY AND CULTURE OF PUNJAB

**Paper : History & Culture of Punjab from the
Earliest Times to 1849 (BCM-101-B)**

(Common with BBA 1st Sem./BCA 3rd Sem.)

(In English/Hindi Mediums)

Time Allowed : Three Hours]

[Maximum Marks : 45

Note :— Attempt FIVE questions in all, including Question No. 1 which is compulsory and selecting ONE question from each Unit.

1. Answer any **FIVE** questions of the following in about **25-30** words each :
 - (i) When and how did the world come to know about the Harappan civilization ?
 - (ii) Name the four Ashramas.
 - (iii) What were the three important events of Gautam Buddha's life which fall on Buddha Purnima ?
 - (iv) Name the Mauryan King who got education at Taxila and name of his teacher also.

0802/PB-10823(T)

(Outline Map of Punjab)

1

[Turn over

- (v) Who wrote Allahabad inscription and about whom ?
 (vi) What does the word Sufi stand for ?
 (vii) Name the institutions started by Guru Nanak Dev Ji at Kartarpur.
 (viii) What do you mean by Miri-Piri ?
 (ix) When and where was Guru Gobind Singh born ?
 (x) What do you mean by Misl ? 5×1=5

UNIT-I

2. Explain the socio-economic life of the people of Harappan civilization. 10
 3. Give a brief account of the life and teachings of Mahavir Jain. 10

UNIT-II

4. What do you know about the society and culture under the Guptas ? 10
 5. Discuss in detail the origin and principles of Sufism. 10

UNIT-III

6. What were the circumstances leading to the martyrdom of Guru Arjan Dev and its impact on society ? 10
 7. Write in detail the principle of Khalsa and its impact on the people of Punjab. 10

UNIT-IV

8. How was the society of Punjab under Maharaja Ranjit Singh ? 10
 9. On the Outline map of Punjab, show the following places and write explanatory notes on any **TWO** :
 Sanghol, Kiratpur, Goindwal, Khadur Sahib, Harappa, Lahore.

6+4=10

(हिन्दी माध्यम)

नोट :- कुल पाँच प्रश्न करें, साथ ही प्रश्न नम्बर 1 जो कि अनिवार्य है।
प्रत्येक यूनिट में से एक प्रश्न का चयन करें।

1. निम्नलिखित में से किन्हीं पाँच प्रश्नों के उत्तर लगभग 25-30 शब्दों में दें :
- (i) विश्व को हड़प्पा सभ्यता के बारे में कब और कैसे पता चला ?
 - (ii) चार आश्रमों के नाम बताइये।
 - (iii) गौतम बुद्ध के जीवन की तीन महत्वपूर्ण घटनाएँ क्या थीं जो बुद्ध पूर्णिमा पर पड़ती हैं ?
 - (iv) उस मौर्य राजा का नाम बताइये जिसने तक्षशिला में शिक्षा प्राप्त की और उसके शिक्षक का नाम भी बताया।
 - (v) इलाहाबाद शिलालेख किसने और किसके बारे में लिखा ?
 - (vi) सूफी शब्द का क्या अर्थ है ?
 - (vii) गुरु नानक देव जी द्वारा करतारपुर में शुरू की गई संस्थाओं के नाम बताइये।
 - (viii) मिरी-पीरी से आप क्या समझते हैं ?
 - (ix) गुरु गोबिंद सिंह का जन्म कब और कहाँ हुआ था ?
 - (x) मिसल से आप क्या समझते हैं ? 5×1=5

यूनिट-I

2. हड़प्पा सभ्यता के लोगों के सामाजिक-आर्थिक जीवन की व्याख्या करें।
10
3. महावीर जैन के जीवन और शिक्षाओं का संक्षिप्त विवरण दीजिये।
10

यूनिट-II

4. गुप्तों के अधीन समाज और संस्कृति के बारे में आप क्या जानते हैं ? 10
5. सूफीवाद की उत्पत्ति एवं सिद्धांतों की विस्तार से चर्चा करें। 10

यूनिट-III

6. गुरु अर्जन देव की शहादत की परिस्थितियाँ क्या थीं और समाज पर इसका प्रभाव क्या था ? 10
7. खालसा के सिद्धांत और पंजाब के लोगों पर इसके प्रभाव को विस्तार से लिखें। 10

यूनिट-IV

8. महाराजा रणजीत सिंह के अधीन पंजाब का रहन-सहन कैसा था ? 10
9. पंजाब के रूपरेखा मानचित्र पर निम्नलिखित स्थान दिखाएँ और किन्हीं दो पर व्याख्यात्मक टिप्पणियाँ लिखें :
संघोल, किरतपुर, गोइंदवाल, खडूर साहिब, हड़प्पा, लाहौर।

6+4=10

(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

(2123)

ORGANIZATION BEHAVIOUR

Paper : BBAS-102

Time Allowed : Three Hours] [Maximum Marks : 80

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

SECTION—A

- I. (a) What is organisational commitment ?
- (b) Discuss various stages of conflict.
- (c) State the components of organisational culture.
- (d) What is emotional intelligence ?
- (e) Explain Locus of control.
- (f) Discuss individual behaviour in brief. 4×5=20

SECTION—B

- II. Elucidate the main theories of personality with pros and cons.
- III. How an attitude can be formed ? Discuss various techniques of its measurement.
- IV. Perception is the process of receiving, selecting, organising, interpreting, checking and reacting. Discuss.
- V. Discuss the various models of organisational behaviour in detail.

2×15=30

SECTION—C

- VI. Define stress. What are the main sources of stress ? Discuss.
- VII. Define motivation. Write a detailed note on Maslow's need hierarchy theory.
- VIII. What are the various types of organisational changes ? Under what circumstances would each change be desirable ?
- IX. How can resistance to change be overcome ? Discuss.

2×15=30

(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
(2123)**

FUNDAMENTALS OF INFORMATION TECHNOLOGY

Paper—BBAS—103

Time Allowed : Three Hours] [Maximum Marks : 80

Note :— Attempt any *four* questions from Section A. Each question is of 5 marks. Attempt *two* questions from Section B and C. Each question is of 15 marks.

SECTION—A

I. Attempt any **four** questions :

- (a) Explain the terms : Hardware and software. 5
- (b) Differentiate between RAM and ROM. 5
- (c) Explain any five shortcut keys used in MS Word. 5
- (d) How filters are applied in a spreadsheet ? 5
- (e) What is Cell, Cell address and Range in Excel ? 5
- (f) Explain VoIP. 5

SECTION—B

II. What is an operating system ? Explain the features of Windows Operating System. 15

- III. Explain working of any three input and three output devices. 15
- IV. What is a spreadsheet ? Elaborate its features and advantages. 15
- V. What are the features of MS-PowerPoint ? Explain steps to make a power point presentation and elaborate how animations can be applied in a presentation. 15

SECTION—C

- VI. Explain the term E-Business Infrastructure and how it is managed? Comment on Future of Internet Infrastructure. 15
- VII. (a) What is Internet ? What are its features and benefits ? 10
- (b) Explain various audio and video standards for Internet. 5
- VIII.(a) What is a search engine ? How search can be performed with the help of a search engine ? 10
- (b) How do you evaluate a website ? Explain. 5
- IX. Write notes on :
- (i) HTTP Protocol 5
- (ii) Service Oriented Architecture 5
- (iii) WWW 5

(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
(2123)**

MANAGEMENT CONCEPTS AND PRACTICES

Paper—BBAS—104

Time Allowed : Three Hours]

[Maximum Marks : 80

- Note :—** (1) Attempt any *four* questions from Section – A. Each question carries 5 marks.
(2) Attempt any *two* questions from Section – B. Each question carries 15 marks.
(3) Attempt any *two* questions from Section – C. Each question carries 15 marks.

SECTION—A

1. Attempt any **four** out of the following :
- Management as a Science. Explain.
 - Explain non-financial incentives of motivation.
 - Explain different styles of Leadership.
 - Explain Management of Strategic Change.
 - Scaler Chain principle.
 - What is charismatic leadership ?

SECTION—B

2. Management is art of getting things done through others. Explain
3. Explain different types of plans. How planning can be made effective ?
4. Explain Systems and Contingency approach of management thought.
5. What is delegation of authority ? Explain the factors affecting degree of delegation of authority. How delegation can be made effective ?

SECTION—C

6. What is motivation ? Critically analyze Maslow's need hierarchy of motivation.
7. Explain in detail regarding situational theories of leadership.
8. Coordination is an essence of Management. Explain.
9. What is controlling ? Explain different tools and techniques of controlling.

(i) Printed Pages : 7 Roll No.

(ii) Questions : 14 Sub. Code :

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Exam. Code :

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**Bachelor of Business Administration 1st Semester
(2123)**

FINANCIAL ACCOUNTING

Paper : BBAS105

Time Allowed : Three Hours] [Maximum Marks : 80

Note :—(1) From Section A : Attempt any **FOUR** out of **SIX** questions. Each carries **5** marks.

(2) From Section B and Section C : Attempt any **TWO** out of **FOUR** questions from each Section. Each carries **15** marks.

SECTION—A

1. Differentiate between cash basis and accrual basis systems of accounting.
2. Differentiate between debit note and credit note.
3. Prepare Accounting Equation from the following transactions :
 - (a) Mohan commenced business with cash Rs. 70,000.
 - (b) Purchased goods on credit from Sohan Rs. 14,000.
 - (c) Paid wages Rs. 500.
 - (d) Paid to Sohan Rs. 10,000.
 - (e) Purchased furniture Rs. 1,000.
 - (f) Goods stolen by the storekeeper Rs. 200.
 - (g) Received commission Rs. 100.

4. Dishtv Company Ltd. decided to make a right issue to existing shareholders in proportion of 3 shares for every 4 held. Issue price per share is Rs. 150. Market Price at the time of right issue is Rs. 200. Calculate Value of Right.
5. On 1st January 2010, a limited company issued debentures of the face value of Rs. 50,000 at a discount of 3%. The debentures were repayable by annual drawings of Rs. 10,000 made on 31st December each year. The directors decided to write off the discount on issue over the period of the debentures in such a way as to charge each year with an amount proportionate to debentures outstanding in that year. Show the amount of the discount that should be written off in each of the five years. Also show the discount on debentures account in the company's ledger for the period of the duration of debentures.
6. Pass Journal Entries for Set Off from the following information :
Output CGST 20,000; Output SGST 20,000; Input CGST 15,000; Input SGST 15,000.

SECTION—B

7. Y Ltd. purchased a second-hand machinery on 1st January 2007 for Rs. 3,70,000 and immediately spent Rs. 20,000 on its repairs and Rs. 10,000 for installation. On 1st July 2008, it purchased another machine for Rs. 1,00,000.

On 1st July 2009, it sold off the first machine for Rs. 2,50,000 and bought another for Rs. 3,00,000. Depreciation was provided on machine @ 10% p.a. on original cost annually on 31st December. With effect from 1st January 2010, the company changed the method of providing depreciation and adopted the W.D.V. method and the rate of depreciation was 15% p.a. Prepare Machinery Account for 4 years.

8. From the following balances extracted from the books of Mr. Rati Ram Saboo and the subjoined information, you are required to prepare Profit and Loss Account for the year ended on 31-3-2012 and Balance Sheet on that date :

	Debit (Rs.)	Credit (Rs.)
Stock on April 1, 2011	60,500	
Purchases and Sales	90,300	1,37,200
Returns	2,200	1,300
Capital		30,000
Drawings	4,500	
Land and Buildings	30,000	
Furniture and Fittings	8,000	
Sundry Debtors and Creditors	25,000	45,000
Cash in Hand	3,500	
Investments	10,000	

Interest		500
Commission		3000
Direct Expenditure	7,500	
Postage and Stationery	2,500	
Fire Insurance Premium	2,000	
Salaries	11,000	
Bank Overdraft		40,000
Total	2,57,000	2,57,000

Adjustments :—

- (a) Closing Stock on 31st March 2012 was valued at Rs. 65,000. Goods worth Rs. 500 are reported to have been taken away by the proprietor for his personal use at home during 2011-2012.
- (b) Interest on investments Rs. 500 is yet to be received while Rs. 1,000 of the commission received is yet to be earned next year.
- (c) Rs. 500 of the fire insurance premium paid is in respect of the quarter ending 30th June 2012.
- (d) Salaries Rs. 1,000 for March 2012 and bank overdraft interest estimated at Rs. 2,000 have to be recorded as outstanding charges.
- (e) Depreciation is to be provided on Land and Buildings @ 5% and on Furniture and Fittings @ 10%.

- (f) Write off Rs. 1,000 from debtors and make provision for doubtful debts @ 5% on debtors.
- (g) Rs. 10,000 claim against Mr. Rati Ram Saboo not acknowledged debt as yet.
9. Discuss in detail the various concepts and conventions of accounting.
10. Define Trial Balance. What are the various errors which are revealed and not revealed by the Trial Balance ?

SECTION—C

11. The following are the balances of Sanjay Limited as on 31st March 2020 :

Debit	Amount (Rs.)
Goodwill	2,50,000
Bank	4,07,000
Call in Arrears (on 10000)	75,000
Interim Dividend Paid	6,00,000
Purchases	18,50,000
Share Issue expenses	50,000
Wages	7,71,000
General expenses	69,000
Salaries	2,03,000
Premises	30,72,000
Plant	33,00,000
Inventories	7,50,000
Trade Receivables	8,70,000
Bad debts	21,000
Debenture Interest Paid	1,80,000
Total	1,24,68,000

Credit	Amount (Rs.)
Bills payable	3,70,000
Creditors	4,00,000
Profit and Loss Balance	2,63,000
General Reserve	2,50,000
Sales	41,50,000
Bad debts Provision	35,000
Equity Share capital (Rs. 10 each)	40,00,000
12% Debentures	30,00,000
Total	1,24,68,000

Additional Information :—

- (1) Write off Rs. 5,000 from share issue expenses.
- (2) Depreciate Plant by 10%.
- (3) Provide for income tax @ 35%.
- (4) Create 5% provision on trade receivables for doubtful debts.
- (5) Inventories on 31st March 2014 was Rs. 9,50,000.

Prepare statement of Profit and Loss Account and Balance Sheet.

12. S.P. Ltd. issued a prospectus inviting applications for 2,000 shares of 10 each at a premium of Rs. 2 per share, payable as following : On Application on 3 (including Re. 1 premium);

On Allotment Rs. 4 (including Re. 1 premium); On First call Rs. 3; On Second and Final Call Rs. 2.

Applications were received for 3,000 shares and pro-rata allotment was made on the applications for 2,400 shares. It was decided to utilize excess application money towards the amount due on allotment.

Ramesh to whom 40 shares were allotted, failed to pay the allotment money and on his subsequent failure to pay the first call, his shares were forfeited. Mohan, who applied for 72 shares failed to pay the two calls and on his such failure, his shares were forfeited.

Of the shares forfeited, 80 shares were sold to Krishan credited as fully paid for 9 per share, the whole of Ramesh's shares being included.

Give journal entries to record the above transactions. Also Prepare Balance Sheet.

13. Explain the SEBI guidelines regarding issue of bonus shares.
14. Discuss in detail the various methods of redemption of debentures.

(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

(2123)

ESSENTIALS OF BUSINESS ECONOMICS-I

Paper—BBAS 106

Time Allowed : Three Hours]

[Maximum Marks : 80

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

SECTION—A

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

- (i) Distinguish between extension in demand and increase in demand.
- (ii) Define the concept of Opportunity cost.
- (iii) What do you mean by Cross elasticity of demand ?
- (iv) Explain the Concept of Peak load pricing.
- (v) Define the term explicit cost and implicit cost.
- (vi) Distinguish between market price and normal price.

5×4=20

SECTION—B

- II. Explain the law of demand. Why does demand curve slope downwards to the right ? Is there any exception to it ? 15
- III. What is demand forecasting ? Explain the various methods of demand forecasting. 15
- IV. What is price elasticity of demand ? Explain its measurement by expenditure, point and revenue method. 15
- V. Explain the Law of Variable Proportion. What are the causes of its application ? 15

SECTION—C

- VI. Explain the traditional theory of costs both in short and in long run with the help of suitable diagrams. 15
- VII. Discuss the relationship between AR, MR and Elasticity of demand. 15
- VIII. What do you mean by price discrimination ? How price and output are determined under discriminating monopoly ? 15
- IX. Explain the main features of monopolistic competition. How price and output are determined under short and long period under it ? 15