

(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 (FYUP) 1st Semester
(2124)**

FUNDAMENTALS OF MANAGEMENT

Paper : NBBA 101

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 Section-C.

SECTION—A

1. Define the term Span of control.
2. Distinction between Centralization and Decentralization.
3. Write a note on free rein style of leadership.
4. Explain coordination is essence of management.
5. Distinction between management vs. administration.
6. Define unity of command. 4×5=20

SECTION—B

7. What do you understand by the term management ? Explain its features and functions in detail.

8. What are the causes of conflict between line and staff organization ? How the conflict can be resolved ?
9. Define delegation. What are the components of delegation ?
What are the factors determining the delegation of authority ?
10. What is planning ? Bring out clearly its nature and scope in Business administration. $2 \times 15 = 30$

SECTION—C

11. What is motivation ? Explain the theory of motivation advocated by Maslow. Comment upon the hierarchy of needs.
12. Define controlling. Explain its objectives and techniques in detail.
13. What do you understand by communication ? Explain its barriers and what measures you would suggest to overcome them.
14. What is supervision ? How does a supervisor balance the needs of employees with organizational objectives ? $2 \times 15 = 30$

(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 (FYUP) 1st Semester
(2124)**

MICRO ECONOMICS

Paper : NBBA 102

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 Sections B and C respectively . Each question carries **15** marks.

SECTION—A

1. Attempt any **four** of the following :
- Distinguish between Increase in demand and Extension in demand.
 - Define the concept of Elasticity of supply.
 - What do you mean by Income elasticity of demand ?
 - Explain the concept of excess capacity.
 - Explain relation between average cost and marginal cost.
 - Explain the concept of Market Price. $5 \times 4 = 20$

SECTION—B

2. Explain the law of demand. Why does demand curve slope downwards to the right ? Is there any exception to it ? 15
3. What is demand forecasting ? Explain the various methods of demand forecasting. 15
4. What is price elasticity of demand ? Explain the methods of price elasticity of demand. 15
5. State and explain the Law of Variable Proportion. 15

SECTION—C

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

(i) Printed Pages : 6 Roll No.

(ii) Questions : 14 Sub. Code :

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Exam. Code :

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**Bachelor of Business Administration (FYUP) 1st Semester
(2124)**

FINANCIAL ACCOUNTING

Paper : NBBA 103

Time Allowed : Three Hours] [Maximum Marks : 80

Note :— Attempt **four** short answer type questions from Section-A (5 marks each). Attempt **two** questions each from Section-B and Section-C (15 marks each).

SECTION—A

1. Write note on Money Measurement Concept.
2. Distinction between Capital Reserve and Reserve Capital.
3. X Ltd. Forfeited 100 shares of Rs. 10 each held by Ram on 15th Dec, 2017 for non-payment of first call of Rs. 2 per share and final call of Rs. 3 per share. These shares were reissued to Mr. Kumar @ Rs. 6.50 per share. Pass journal entries.
4. Kunal had the following transactions. Use accounting equation to show their effect on his Assets, Liabilities and Capital :
 - (a) Brought Rs. 45,000 in cash to start business.
 - (b) Purchased securities for cash Rs. 22,500.

- (c) Purchased an office building for Rs. 45,000 giving Rs. 15,000 in cash and the balance through a Loan.
 - (d) Sold securities costing Rs. 3,000 for Rs. 4,500.
 - (e) Purchased an old car for Rs. 8,400 cash.
 - (f) Received cash for rent Rs. 10,800.
 - (g) Paid cash Rs. 1,500 for Loan and Rs. 900 for Interest.
 - (h) Paid cash for office building expenses Rs. 900.
 - (i) Received cash for dividend on securities Rs. 600.
5. A company purchased assets of Rs. 3,50,000 and took over the liabilities of Rs. 30,000. It agreed to pay the purchase price Rs. 3,30,000 by issuing debentures of Rs. 100 each at a premium of 10%. Pass Journal entries.
6. Pass Journal entries for the following Transactions :
- (a) Business started with cash Rs. 90,000.
 - (b) Withdrew cash for personal use Rs. 8,000.
 - (c) Bought goods on cash for Rs. 5,700.
 - (d) Sold goods to Suresh for Rs, 5,700.
 - (e) Paid Ram salary Rs. 2,000.
 - (f) Paid trade expenses Rs. 250.

SECTION—B

7. What do you understand by Accounting ? Discuss its types, functions and Limitations.
8. What do you understand by Trial Balance ? Discuss the errors revealed and not revealed by the trial balance.
9. A Manufacturing concern whose books are closed on 31st March every year. Machinery Purchased for Rs. 2,50,000 on 1st April 2019. Additional machinery was purchased for Rs. 40,000 on 30th September, 2020 and for Rs. 25,000 on 1st April, 2022. The machinery which was purchased for Rs. 40,000 on 30th September, 2020 was sold for Rs. 34,000 on 30th September, 2022. Give the machinery account for the year ending 31st March, 2023 taking into account depreciation @ 10% p.a. on the basis of Written Down Value Method (WDV).
10. Following balances were taken from the books of Ram Prasad on 31st March, 2024 :
Capital 1,00,000, Drawings 17,600, Purchases 80,000, Sales 1,40,370, Purchases returns 2,820, Opening Stock 11,460, Bad Debts 1,400, Provision for Bad Debts 3,240, Rates and Insurance 1,300, Discount received 190, Bill Receivable 1,240, Sales returns 4,240, Wages 6,280, Buildings 25,000, Rent received 2,100,

Railway freight 16,940, Carriage Inwards 2,310, Office Expenses 1,340, Printing and stationery 660, Postage 820, Debtors 62,070, Creditors 18,920, Bank balance 12,400, Cash in hand 2,210, Furniture 3,500, Salary and commission 9,870, Additions to Building 7,000.

Additional Information's :

- (a) Depreciate old building @ 2.5% and new Building @ 2%, Office Furniture @ 5%.
- (b) Further Bad Debts 570.
- (c) New provision for Bad Debts @ 6% on debtors.
- (d) Outstanding salaries 570.
- (e) Rent receivable 200.
- (f) Interest on Capital @ 5%.
- (g) Closing stock at the end 14,290.
- (h) Unexpired Insurance 240.

Prepare Trading and Profit and Loss Account on 31st March, 2024.

SECTION—C

11. Following particulars are given from the records of Maxwell Ltd. relating to issue and forfeiture of equity shares. The amount per share was payable as Rs. 3 on application, Rs. 5 on allotment

(including Rs. 2 as premium) and Rs. 4 on first & final call :

Category	No. of shares allotted	No. of shares Applied
1	20,000	30,000
2	10,000	10,000
3	Nil	5,000
		App. Money refunded

Allotments were made pro-rata in category 1. Mr. Ram who applied for 450 shares in category 1 failed to pay the allotment money and call money and his shares were forfeited by the directors. Subsequently 200 forfeited shares were reissued to Mr. Harish as fully paid for Rs. 9 per share. Show the journal entries to record the transactions.

12. Explain the Journal Entries in case of issue of Debentures with suitable examples.
13. Write notes on the following :
 - (a) Write a note on Book Building Process.
 - (b) What are the purposes for which balance of securities premium account may be applied ?
 - (c) Types of Debentures.

14. On 1st April, 2013, Metal Products Ltd. Issued Debentures for Rs. 1,00,000 redeemable at par at the end of 5 years and it was resolved that a Sinking Fund should be formed and invested in tax free securities.

Give Journal entries for 5 years, assuming that the interest received on the investments was @ 5% on cost, that the interest was received yearly and immediately invested and that the investments were realised at a loss of Rs. 300 at the end of five years. Sinking fund table shows that Rs. 0.180975 invested at the end of the year @ 5% interest will produce Re. 1 at the end of 5 years.

(i) Printed Pages : 2

Roll No.

(ii) Questions : 7

Sub. Code :

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Exam. Code :

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Bachelor of Business Administration (FYUP) 1st Sem.

(2124)

PUNJABI

Paper : Compulsory Punjabi (PUN125)

Time Allowed : Three Hours]

[Maximum Marks : 45

ਨੋਟ : ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹਨ।

1. ਕਿਸੇ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਕਰੋ :
(ੳ) ਓਏ! ਮਜ਼ੂਰ ਚੰਗੇ ਲਗਦੇ,
ਨਿੱਕੇ ਨਿੱਕੇ ਖਿਆਲ ਇਹਨਾਂ ਦੇ ।
ਉਨ੍ਹਾਂ ਵਿੱਚ ਢਲੀਆਂ,
ਇਹਨਾਂ ਦੀਆਂ ਜ਼ਿੰਦਗੀਆਂ।
(ਅ) ਜ਼ਾਲਮ ਖੜ੍ਹਾ ਹਵਾ ਵਿੱਚ ਖੁੱਲ੍ਹੀ,
ਆਖੇ ਪਿੰਜਰਾ ਸੋਹਣਾ।
ਵਿੱਚ ਆ ਜਾਵੇਂ ਫਿਰ ਮੈਂ ਪੁੱਛਾਂ,
ਕਿੰਨਾ ਹੈ ਮਨਮੋਹਣਾ। 5
2. ਕਿਸੇ ਇੱਕ ਕਵਿਤਾ ਦਾ ਸਾਰ ਜਾਂ ਕੇਂਦਰੀ ਭਾਵ ਲਿਖੋ :
ਅਧਵਾਟੇ, ਪੰਜਾਬ ਦੇ ਦਰਿਆ, ਵਿਸਾਖੀ ਦਾ ਮੇਲਾ, ਚੇਤਰ 5
3. ਕਿਸੇ ਇੱਕ ਕਹਾਣੀ ਦਾ ਸਾਰ ਲਿਖੋ :
ਆਲ੍ਹਣੇ ਦੇ ਬੋਟ, ਸ਼ੇਰਨੀਆਂ 5
4. ਕਿਸੇ ਇੱਕ ਦਾ ਜੀਵਨ, ਰਚਨਾ ਤੇ ਯੋਗਦਾਨ ਲਿਖੋ :
ਮੋਹਨ ਸਿੰਘ, ਸੰਤੋਖ ਸਿੰਘ ਧੀਰ 8

5. ਕਿਸੇ ਇੱਕ ਵਿਸ਼ੇ ਤੇ 500 ਸ਼ਬਦਾਂ ਦਾ ਲੇਖ ਲਿਖੋ :

- (i) ਵਿਦਿਆਰਥੀ ਅਤੇ ਫੈਸ਼ਨ
- (ii) ਕਾਲਾ ਧਨ
- (iii) ਮੇਰਾ ਮਨ ਭਾਉਂਦਾ ਕਵੀ
- (iv) ਸ਼ੋਰ ਪ੍ਰਦੂਸ਼ਨ

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6. ਹੇਠ ਲਿਖੇ ਵਿੱਚੋਂ ਕਿਸੇ ਸੱਤ ਵਾਕਾਂ ਨੂੰ ਸੁੱਧ ਕਰਕੇ ਲਿਖੋ :

- (i) ਉਸਨੇ ਪੈਨ ਮੇਰੀ ਤੋੜ ਦਿੱਤਾ
- (ii) ਰਾਮ ਜਮਾਤ ਵਿੱਚ ਪੜ੍ਹਦੀ ਹੈ ਸ਼ਾਮ ਦੀ
- (iii) ਸੀਤਾ ਅਤੇ ਗੀਤਾ ਦੋਵੇਂ ਸਹੇਲੀ ਹੈ
- (iv) ਤੂੰ ਕੀ ਪੜ੍ਹਦਾ ਹੈਂ
- (v) ਸਵੇਰੇ ਉੱਠ ਕੇ ਨਹਾਉਣਾ ਚਾਹੀਦੀ ਹੈ ਹਰ ਰੋਜ਼
- (vi) ਸ਼ਾਮ ਦੁੱਦ ਪੀਂਦੀ ਹੈ
- (vii) ਟੈਲੀਵਿਜ਼ਨ ਤੇ ਮੈਚ ਚਲਦੀ ਹੈ ਕ੍ਰਿਕਟ ਦੀ
- (viii) ਬੱਚਾ ਰੋ ਰਿਹਾ ਹੈ ਉੱਚੀ ਉੱਚੀ
- (ix) ਪੜ੍ਹਾ ਰਹੀ ਹੈ ਮੈਡਮ ਕਲਾਸ ਵਿੱਚ
- (x) ਚਲੋ ਦੇਖਣ ਚੱਲੀਏ ਮੇਲਾ

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7. ਹੇਠ ਲਿਖਿਆਂ ਵਿੱਚੋਂ ਸੱਤ ਸ਼ਬਦਾਂ ਨੂੰ ਪੰਜਾਬੀ ਵਿੱਚ ਲਿਖੋ :

Account, Amalgamation, Beneficial, Commodity, Devaluation, Floation, Glut, Entrepreneur, Fiscal Policy, Back log.

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