

(i) Printed Pages : 3

Roll No. ....

(ii) Questions : 7

Sub. Code : 

1	7	8	6	7
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Exam. Code : 

0	0	2	2
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Bachelor of Business Administration 2<sup>nd</sup> Semester  
(2055)

PUNJABI

Paper : BBA-121A

Time Allowed : Three Hours]

[Maximum Marks : 45

ਨੋਟ :- ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹਨ। ਇੱਕ ਪ੍ਰਸ਼ਨ ਦੇ ਸਾਰੇ ਭਾਗ ਇਕੱਠੇ ਇੱਕੋ ਜਗ੍ਹਾ ਹੱਲ ਕੀਤੇ ਜਾਣ।

1. ਹੇਠ ਲਿਖੇ ਕਾਵਿ-ਬੰਦਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਇੱਕ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਕਰੋ :

(ੳ) ਲੱਖ ਸੂਰਜ, ਚੰਨ, ਤਾਰੇ,

ਲੱਭਦੇ ਲੱਭਦੇ ਹਾਰੇ,

ਨਾ ਮਿਲੀ ਸੁਤੰਤਰਤਾ,

ਕੈਦੀ ਹੀ ਰਹੇ ਸਾਰੇ,

ਭਰਮਾਂ ਦਾ ਭਾਰ ਨਾ ਚੁੱਕ,

ਫਿਕਰਾਂ ਦੇ ਨਾਲ ਨਾ ਸੁੱਕ,

ਦਿਲ ਵਿੱਚ ਕੋਈ ਪ੍ਰੀਤ ਜਗਾ

ਬੰਦਿਆ ਦਸਤੂਰ ਦਿਆ!

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[Turn over

(ਅ) ਮੈਂ ਰਾਜੇ ਦੀ ਬਰਦੀ ਅੜਿਆ

ਤੂੰ ਰਾਜੇ ਦਾ ਜਾਇਆ,

ਤੁਹੀਓਂ ਦੱਸ ਵੇ ਮੋਹਰਾਂ ਸਾਹਵੇਂ,

ਮੁੱਲ ਕੀ ਖੋਵਣ ਧੇਲੇ ?

ਸਿਖਰ ਦੁਪਹਿਰਾਂ ਜੇਠ ਦੀਆਂ ਨੂੰ

ਸਾਉਣ ਕਿਵੇਂ ਮੈਂ ਆਖਾਂ,

ਚੌਹੀਂ ਕੂਟੀਂ ਭਾਵੇਂ ਲੱਗਣ

ਲੱਖ ਤੀਆਂ ਦੇ ਮੇਲੇ।

2. ਕਿਸੇ ਇੱਕ ਕਵਿਤਾ ਦਾ ਸਾਰ ਜਾਂ ਕੇਂਦਰੀ ਭਾਵ ਲਿਖੋ :

(ੳ) ਅਪ੍ਰਮਾਣਿਕ (ਹਰਿਭਜਨ ਸਿੰਘ)

(ਅ) ਧਰਮੀ ਬਾਬਲਾ (ਸ਼ਿਵ ਕੁਮਾਰ)

(ੲ) ਖ਼ਤਾਂ ਦੀ ਉਡੀਕ (ਸੁਰਜੀਤ ਖ਼ਾਤਰ)

(ਸ) ਤਰੱਕੀ (ਬਾਵਾ ਬਲਵੰਤ)।

3. ਕਿਸੇ ਇੱਕ ਕਹਾਣੀ ਦਾ ਸਾਰ ਲਿਖੋ :

(ੳ) ਸੱਗੀ-ਫੁੱਲ (ਗੁਰਦਿਆਲ ਸਿੰਘ)

(ਅ) ਦਰਦ ਵਿਛੋੜੇ ਦਾ ਹਾਲ (ਖ਼ਾਲਿਦ ਹੁਸੈਨ)।

4. ਕਿਸੇ ਇੱਕ ਦੇ ਜੀਵਨ, ਰਚਨਾ ਅਤੇ ਯੋਗਦਾਨ ਬਾਰੇ ਲਿਖੋ :

(ੳ) ਬਾਵਾ ਬਲਵੰਤ

(ਅ) ਰਘੁਬੀਰ ਢੰਡ।

5. ਕਿਰਾਏ ਲਈ ਖਾਲੀ ਮਕਾਨ ਸੰਬੰਧੀ ਅਖਬਾਰ ਵਿੱਚ ਦੇਣ ਲਈ ਇਸ਼ਤਿਹਾਰ ਲਿਖੋ।

ਜਾਂ

ਕਾਲਜ ਵਿੱਚ ਕਰਵਾਏ ਗਏ ਕਵਿਤਾ ਉਚਾਰਨ ਮੁਕਾਬਲੇ ਸੰਬੰਧੀ ਪ੍ਰੈਸ ਨੋਟ ਲਿਖੋ। 8

6. ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹ ਲਗਾਓ :

ਸ਼ੇਰੂ ਨੇ ਕਿਹਾ ਅੰਬੋ ਜੂਨ ਭੋਗਣ ਨਹੀਂ ਆਏ ਖਾਣਾ ਹੰਢਾਣਾ ਦੋ ਈ ਚੀਜ਼ਾਂ ਨੇ ਦੁਨੀਆਂ ਵਿਚ ਦੇਹ ਨਰੋਈ ਤੇ ਦਿਲ ਖੁਸ਼ ਰੱਖਣਾ ਜਾਣਦੇ ਆਂ ਅਸੀਂ ਤੇ ਕਮਲੀਏ ਭੱਠ ਨਹੀਂ ਝੋਕਣੇ ਜਿਹੜੇ ਚਾਰ ਦਿਹਾੜੇ ਜੀਣਾ ਐਸ ਨਾਲ ਜੀਣਾ 6

7. ਹੇਠ ਲਿਖੇ ਸ਼ਬਦਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਅੱਠ ਦੇ ਖੰਜਾਬੀ ਰੂਪ ਲਿਖੋ :

(i) Index of Profit

(ii) Liquidator

(iii) Ledger

(iv) Mortgage

(v) Invoice

(vi) Recession

(vii) Trademark

(viii) Short Bills

(ix) Write Off

(x) Imports. 8

(i) Printed Pages : 4 Roll No. ....

(ii) Questions : 14 Sub. Code : 

1	7	8	6	8
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Exam. Code : 

0	0	2	2
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**Bachelor of Business Administration 2<sup>nd</sup> Semester  
(2055)**

**BUSINESS STATISTICS**

**Paper : BBA122**

**Time Allowed : Three Hours] [Maximum Marks : 80**

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

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

**SECTION-A**

1. Explain the uses of statistics in business.
2. Find the Harmonic Mean for the following frequency distribution :

Wages (in Rs.)	40-50	50-60	60-70	70-80	80-90	90-100
No. of workers	12	10	15	17	8	3

3. Calculate median from the following data :

Income (in Rs.)	100	150	80	200	250	180
No. of persons	12	13	8	10	3	15

4. Given :

$$\text{Mean} = 50$$

$$\text{Coefficient of Variation (C.V.)} = 40\%$$

$$\text{Karl Pearson's coefficient of skewness} = (-) 0.4$$

Find standard deviation and mode.

5. Find mean deviation from mean :

Height (in cms.)	95-105	105-115	115-125	125-135	135-145	145-155
No. of days	9	13	26	30	12	10

6. State and explain the uses of index numbers.  $5 \times 4 = 20$

### SECTION-B

7. (i) Describe the relationship of statistics with other disciplines.

(ii) The mean of 100 items was found to be 80. Later on, it was found that one item was misread as 92 instead of 29. Find the correct mean.  $8 + 7 = 15$

8. From the data given below state which Group is more variable, A or B ?

Marks	10-20	20-30	30-40	40-50	50-60	60-70	70-80
Group A	9	17	32	33	40	10	9
Group B	10	20	30	25	43	15	7

15

9. (i) Calculate Karl Pearson's coefficient of correlation from the following, taking 63 and 66 as assumed means of x and y respectively.

x	60	62	64	66	68	70	72
y	61	63	63	63	64	65	62

- (ii) Explain the different techniques of measuring correlation. 10+5=15
10. An investigation into demand of television sets in 7 towns has resulted into the following data :

Population (X) in thousand	11	14	14	17	17	21	25
No. of TV sets demanded (Y)	15	27	27	30	34	38	46

Fit a regression equation of Y on X and estimate the demand of TV sets for a town with population of 30 thousand. 15

### SECTION-C

11. Calculate Bowley's coefficient of skewness from the following data :

Wages	58-61	61-64	64-67	67-70	70-73
No. of workers	12	17	23	18	10

Income (in Rs.)	100	150	80	200	250	180
No. of persons	12	13	8	10	3	15

12. (i) Explain the importance of time series in business.  
 (ii) Write the components of time series with appropriate examples. 7+8=15
13. (i) Explain the time reversal and factor reversal tests in index numbers.  
 (ii) Highlight the problems faced while constructing the index numbers. 7+8=15
14. Fit a straight line trend to the data given below :

Years	2012	2013	2014	2015	2016	2017
Sale (in Rs.)	28	32	29	35	40	50

Estimate sale for 2018. What is the annual and monthly increase in sale ? 15

Group	2012	2013	2014	2015	2016	2017
Group A	84	125	187	131	101	120
Group B	10	20	30	43	51	65

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

(ii) Questions : 9 Sub. Code : 

1	7	8	6	9
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Exam. Code : 

0	0	2	2
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Bachelor of Business Administration 2<sup>nd</sup> Semester  
(2055)

ESSENTIALS OF BUSINESS ECONOMICS-II

Paper : BBAS123

Time Allowed : Three Hours] [Maximum Marks : 80

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

**SECTION-A**

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

- (a) Discuss importance of macroeconomics.
- (b) Discuss value added method of measuring national income.
- (c) How can secular stagnation be controlled ?
- (d) Explain demand pull inflation.
- (e) What are objectives of fiscal policy ?
- (f) Write a short note on Say's law of market. 4×5

## SECTION-B

2. State the difference between national income at current price and national income at constant prices. What are various conceptual and statistical problems while estimating national income ? 6,9
3. Explain Classical theory of income and employment. What are its weaknesses ? 10,5
4. State and explain Keynesian principle of effective demand. What is its importance in macroeconomics ? 10,5
5. Explain the term propensity to consume. What are main features and characteristics of consumption function ? 6,9

## SECTION-C

6. Distinguish between autonomous investment and induced investment. Explain the measures to stimulate private investment in a capitalist economy. 6,9
7. Define multiplier. Discuss its forward and backward working. Also give leakages in its operations. 3,8,4
8. What is meant by monetary policy ? Explain its various instruments. 5,10
9. Examine effects of inflation on economic development. Suggest measures to control it. 9,6

(i) Printed Pages : 2

Roll No. ....

(ii) Questions : 14 Sub. Code : 

1	7	8	7	0
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Exam. Code : 

0	0	2	2
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Bachelor of Business Administration 2<sup>nd</sup> Semester  
(2055)

LEGAL ASPECTS OF BUSINESS

Paper : BBA124

Time Allowed : Three Hours] [Maximum Marks : 80

Note :— Attempt **FOUR** questions from Section-A carrying 5 marks each. Attempt **TWO** questions each from Sections-B and C respectively carrying 15 marks each.

**SECTION-A**

1. Define a contract of Indemnity.
2. Coercion vs. Undue influence.
3. Misrepresentation vs. Fraud.
4. Conditions vs. Warranties.
5. Rule of Caveat Emptor.
6. Who is Consumer ? 4×5=20

**SECTION-B**

7. "All contracts are agreements but all agreements are not contracts" – explain in brief.

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8. What do you understand by discharge of a contract ? Explain different modes of discharge of contract.
9. What do you mean by contract of Agency ? What are the various ways in which an agency relationship can be terminated ?
10. What do you understand by Contract of Bailment ? Discuss the rights and duties of Bailee. 2×15=30

### SECTION-C

11. What do you understand by Contract of Sale ? Differentiate between Sale and Agreement to Sell.
12. According to the Sale of Goods Act, 1930, what are the different categories of rights available to an unpaid seller ?
13. What do you understand by Contract of Sale ? How it is formed ? Explain its important features.
14. Explain in detail the Consumer Dispute Redressal Machinery in resolving consumer grievances. 2×15=30

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

(ii) Questions : 9 Sub. Code : 

1	7	8	7	1
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Exam. Code : 

0	0	2	2
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**Bachelor of Business Administration 2<sup>nd</sup> Semester  
(2055)**

**PERSONALITY DEVELOPMENT AND PROFESSIONAL  
SKILLS**

**Paper : BBA125**

**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**

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

- (a) What are the fundamental elements that constitute self-concept ?
- (b) How can one enhance one's problem-solving abilities ?
- (c) What strategies can be employed to improve listening proficiency ?
- (d) What are the essential components that define effective public speaking skills ?
- (e) What are the various types of group discussions ?
- (f) Define Etiquette and its need in any official settings.

4×5

### SECTION-B

2. What are the key components of self-concept ? Discuss its impact on behavior and interactions. 15
3. How can personal skills like reading, problem-solving be improved over time ? 15
4. Why are public speaking and presentation skills important for career development, and how can they improve ? 15
5. What types of job interviews exist ? How can a candidate prepare a better resume for the job ? 15

### SECTION-C

6. Describe team development. How can an individual master the strategy of conflict resolution ? 15
7. How does organizational culture impact employee performance ? Discuss the strategy of an organization to improve work efficiency of the employee. 15
8. Why is capacity building essential for personal and professional development, and how can it be achieved ? 15
9. How does non-verbal communication and etiquette influence workplace interactions and contribute to professionalism ? 15

(i) Printed Pages: 5 Roll No. ....

(ii) Questions : 14 Sub. Code : 

1	7	8	7	2
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Exam. Code : 

0	0	2	2
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Bachelor of Business Administration 2<sup>nd</sup> Semester  
(2055)

MANAGERIAL ACCOUNTING

Paper—BBA126

Time Allowed : Three Hours] [Maximum Marks : 80

Note :—Attempt any FOUR questions from Section—A. Each question in this section carries 5 marks. Attempt any TWO questions each from Sections B and C respectively. Each question in these sections carries 15 marks.

SECTION—A

1. From the following information, prepare a Common-Size Statement of Profit and Loss for the year ended 31<sup>st</sup> March, 2024 :

	Rs.
Revenue from Operations	15,00,000
Other Income	10,000
Cost of Material Consumed	10,25,000
Other Expenses	20,000
Tax	1,12,500

2. From the following information, calculate Cash Flow from Operating Activities :

	Rs.
Cash Sales	2,00,000
Cash received from Customers	60,000
Cash Purchases	50,000
Cash paid to suppliers of goods	38,000
Commission Received	20,000
Office Expenses Paid	14,000
Selling Expenses	6,000
Salaries Paid	28,000
Income Tax Paid	24,000

3. The following data relate to Makkar Ltd. :

Output and Sales 40,000 units, Sale Price per unit Rs. 15, Material and Labour Cost per unit Rs. 8. Production Overheads : Variable Rs. 2 per unit, Fixed Rs. 50,000, Other Rs. 1,00,000.

Prepare Income Statement under absorption costing.

4. The cost of revenue from operations of XYZ Ltd. is Rs. 5,00,000. The opening inventory is Rs. 40,000 and the closing inventory is Rs. 60,000 (at cost). Find out inventory turnover ratio.
5. Explain and illustrate Comparative Balance Sheet.
6. Write a note on Key Factor.

### SECTION—B

7. From the following Balance Sheet, you are required to prepare a Funds Flow Statement :

Particulars	31-3-2024	31-3-2023
<b>I. Equity and Liabilities</b>		
1. <i>Shareholders' funds</i> :		
Share Capital	2,50,000	2,00,000
Reserve and Surplus (Retained Earnings)	23,000	10,000
2. <i>Current Liabilities</i> :		
Trade Payable (Creditors)	45,000	70,000
Total	<b>3,18,000</b>	<b>2,80,000</b>
<b>II. Assets</b>		
1. <i>Non-Current Assets</i> :		
Tangible Assets :		
Land	66,000	50,000
2. <i>Current Assets</i> :		
Inventories	90,000	80,000
Trade Receivables (Debtors)	1,15,000	1,20,000
Cash and Cash Equivalents (Cash)	47,000	30,000
Total	<b>3,18,000</b>	<b>2,80,000</b>

**SECTION—B**

7. From the following Balance Sheet, you are required to prepare a Funds Flow Statement :

Particulars	31-3-2024	31-3-2023
<b>I. Equity and Liabilities</b>		
1. <i>Shareholders' funds</i> :		
Share Capital	2,50,000	2,00,000
Reserve and Surplus (Retained Earnings)	23,000	10,000
2. <i>Current Liabilities</i> :		
Trade Payable (Creditors)	45,000	70,000
Total	<b>3,18,000</b>	<b>2,80,000</b>
<b>II. Assets</b>		
1. <i>Non-Current Assets</i> :		
Tangible Assets :		
Land	66,000	50,000
2. <i>Current Assets</i> :		
Inventories	90,000	80,000
Trade Receivables (Debtors)	1,15,000	1,20,000
Cash and Cash Equivalent (Cash)	47,000	30,000
Total	<b>3,18,000</b>	<b>2,80,000</b>

8. With the help of the following information prepare the Balance Sheet of Bhatia Ltd. :

Equity Share Capital Rs. 2,00,000

The relevant ratios of the company are as follows :

- Current debt to total debt 0.40
- Total debt to owner's equity 0.60
- Fixed assets to owner's equity 0.60
- Total assets turnover 2 times
- Inventory turnover 8 times

9. How far financial statements are helpful to the parties interested to know the position of the enterprise ? Also discuss the limitations of financial statements.

10. "Management Accounting is the preparation of accounting information in such a way as to assist management in the creation of policy and in the day-to-day operations of the undertaking". Elucidate this statement.

#### SECTION—C

11. "The ascertainment of cost involves the analysis and classification of costs". Describe the statement.

12. Write short notes on :

(a) Marginal vs. Absorption Costing

(b) Margin of Safety

(c) Marginal Equation.

13. Dhir Ltd. presents the following information for a year :  
Materials Rs. 1,20,000; Wages Rs. 2,40,000; Fixed Expenses Rs. 1,20,000; Variable Overheads Rs. 60,000; Selling Price per unit Rs. 50. Output in units 12,000.

The available capacity is 20,000 units of production in a year. The company has an offer to sell 5,000 additional units at Rs. 40 each in a foreign market. It is anticipated that by accepting this offer there will be a saving of Re. 1 per unit in material cost on all units manufactured but fixed expenses will increase by Rs. 30,000 and an overall efficiency will drop by 2% on all production. Whether this offer be accepted ?

14. The sales and profits during two periods were as follows :

	Sales (Rs.)	Profit (Rs.)
Period I	1,00,000	15,000
Period II	1,20,000	23,000

You are required to calculate :

- P/V Ratio
- Fixed Cost
- Break-even Point
- The profit made when sales are Rs. 1,25,000
- The sales required to earn a profit of Rs. 20,000.

(i) Printed Pages : 4

Roll No. ....

(ii) Questions : 9

Sub. Code : 

1	0	5	3	5
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Exam. Code : 

5	0	0	2
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**Bachelor of Arts (FYUP) 2<sup>nd</sup> Semester**

**(2055)**

**HISTORY & CULTURE OF PUNJAB**

**Paper : (Other Than B.A.) (In English/Hindi Mediums)**

**Time Allowed : Three Hours]**

**[Maximum Marks : 45**

**Note :—** (1) Attempt **five** questions in all. Question No. 1 is compulsory.

(2) Attempt **two** questions from each Unit.

(3) For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of Internal Assessment.

1. Attempt any **five** of the following in about **20** to **25** words each :

(1) Name three members of the Board of Administration.

(2) Who was Charles Greville Mansel ?

(3) Name two indigenous works of canal irrigation system done by the British in Punjab.

- (4) Name any two colleges run by Christian missionaries in Punjab.
- (5) What were the names of Baba Dayal's parents ?
- (6) What is the other name of Kuka movement ?
- (7) Write the names of the first president and secretary of the Ghadar Party.
- (8) Write the names of two leaders of the Gurdwara Reform Movement. 1×5=5

#### UNIT-I

2. Describe the functions of the Board of Administration in Punjab from 1849 to 1853 A.D. 10
3. Discuss the factors responsible for the rise of the middle class in Punjab. 10
4. Briefly describe the history of western education in Punjab till 1947. 10
5. Was there any common agenda of the social religious reform movements ? Explain in detail with the example of Arya Samaj and Singh Sabha. 10

#### UNIT-II

6. How did the Ghadar movement affect Punjabi society ? Discuss. 10

7. Describe the history of the Jallianwala Bagh tragedy of 1919 in Amritsar. Find out its consequences on India's freedom struggle. 10
8. Describe the formation of Shiromani Gurdwara Parbandhak Committee and Akali Dal Movement in Punjab. 10
9. What do you understand by Quit India Movement ? What was its impact ? 10

(हिन्दी माध्यम)

- नोट :- (1) कुल पांच प्रश्न हल करें। प्रश्न संख्या 1 अनिवार्य है।  
(2) प्रत्येक यूनिट में से दो प्रश्न हल करें।  
(3) निजी अभ्यर्थियों के लिए, जिनका आंतरिक मूल्यांकन पहले नहीं हुआ है, आंतरिक मूल्यांकन के बदले में उनके द्वारा थ्योरी पेपर में प्राप्त अंकों को पेपर के अधिकतम अंकों के अनुपात में बढ़ा दिया जाएगा।

1. किन्हीं पांच प्रश्नों के बारे में उत्तर 20 से 25 शब्दों में दो :
  - (1) प्रशासन मंडल के तीन सदस्यों के नाम बताइए।
  - (2) चार्ल्स ग्रेविले मासेल कौन था ?
  - (3) पंजाब में अंग्रेजों द्वारा किए गए नहर सिंचाई प्रणाली के दो स्वदेशी कार्यो के नाम बताइए।
  - (4) पंजाब में ईसाई मिशनरियों द्वारा संचालित किन्हीं दो कॉलेजों के नाम बताइए।

- (5) बाबा दयाल के माता-पिता का क्या नाम था ?
- (6) कूका आंदोलन का दूसरा नाम क्या है ?
- (7) गदर पार्टी के पहले अध्यक्ष एवं सचिव के नाम लिखो।
- (8) गुरूद्वारा सुधार आंदोलन के दो नेता के नाम लिखो। 1×5=5

#### यूनिट-I

2. 1849 से 1853 ई. तक पंजाब में प्रशासन बोर्ड के कार्यों का वर्णन कीजिए। 10
3. पंजाब में मध्यम वर्ग के उदय के लिए उत्तरदायी कारकों की चर्चा करें।
4. पंजाब में 1947 तक पश्चिमी शिक्षा के इतिहास का संक्षेप में वर्णन कीजिए
5. क्या सामाजिक धार्मिक सुधार आंदोलनों का कोई साझा एजेंडा था ? आर्य समाज और सिंह सभा के उदाहरण सहित विस्तार से बताएं।

#### यूनिट-II

6. गदर आंदोलन ने पंजाब समाज को किस प्रकार प्रभावित किया ? चर्चा करें। 10
7. अमृतसर के जलियाँवाला बाग त्रासदी, 1919 का इतिहास बताएं। भारत के स्वतंत्रता संग्राम पर इसके परिणामों का पता लगाएं।
8. पंजाब में शिरोमणि गुरूद्वारा प्रबंधक कमेटी के निर्माण एवं अकाली दल आंदोलन का वर्णन करें।
9. भारत छोड़ो आंदोलन से आप क्या समझते हैं ? इसका क्या प्रभाव पड़ा ?

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

(ii) Questions : 6 Sub. Code : 

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Exam. Code : 

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**Bachelor of Business Administration (FYUP) 2<sup>nd</sup> Semester  
(2055)**

**PUNJABI**

**Paper : Compulsory Punjabi (PUN126)**

**Time Allowed : Three Hours [Maximum Marks : 45**

**ਯੂਨਿਟ-I**

1. (ੳ) ਕਿਸੇ ਇੱਕ ਕਹਾਣੀ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ ਲਿਖਦੇ ਹੋਏ ਸਾਰ ਲਿਖੋ :  
ਬਸ਼ੀਰਾ, ਗਧੀ ਵਾਲਾ। 8

(ਅ) ਹੇਠ ਲਿਖਿਆਂ ਵਿੱਚੋਂ ਕਿਸੇ ਇੱਕ ਦਾ ਪਾਤਰ-ਚਿਤਰਨ ਕਰੋ :  
ਰਿਕਸ਼ੇ ਵਾਲਾ (ਸਵਰਗ ਦੀ ਝਲਕ)

**ਜਾਂ**

ਗਧੀ ਵਾਲਾ (ਗਧੀ ਵਾਲਾ)। 8

(ੲ) ਕਿਸੇ ਇੱਕ ਵਾਰਤਾਲਾਪ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਕਰੋ :

“ਕੌਣ ਇਹਨਾਂ ਤੋਂ ਜ਼ਮੀਨ ਖੋਹ ਲੈਂਦਾ ਹੈ ? ਕੌਣ ਇਹਨਾਂ ਤੋਂ ਕੰਮ ਖੋਹ ਲੈਂਦਾ ਹੈ ? ਕੌਣ ਇਹਨਾਂ ਤੋਂ ਵਹੁਟੀਆਂ ਖੋਹ ਲੈਂਦਾ ਹੈ ?” ਮੈਂ ਸ਼ਾਇਦ ਬਹੁਤ ਉੱਚੀ ਕੂਕਿਆ।

**ਜਾਂ**

“ਹੋਰ ਲਿਖ ਦੇ ਪੁੱਤ, ਬਈ ਕਰਤਾਰੋ ਦੇ ਕਾਕਾ ਹੋ ਕੇ ਗੁਜ਼ਰ ਗਿਆ।  
ਕਰਤਾਰੋ ਮੰਜੇ ਤੇ ਮਰਨ ਵਾਲੀ ਪਈ ਐ। ਜਲਦੀ ਤੋਂ ਜਲਦੀ ਸਾਹਬ ਨੂੰ  
ਕਹਿ ਕੇ ਨਾਮਾਂ ਕਟਾ ਆਵੇ। ਚਿੱਠੀ ਨੂੰ ਤਾਰ ਸਮਝੋ।” 4

## ਯੂਨਿਟ-II

2. ਹੇਠ ਲਿਖੇ ਸ਼ਬਦਾਂ ਵਿੱਚੋਂ ਪੰਜ ਦੇ ਪੰਜਾਬੀ ਰੂਪ ਲਿਖੋ :  
Habitat, Employer, Professional, Dispute, Kinship, Regulation,  
Paradox. 5
3. ਕੋਈ ਪੰਜ ਮੁਹਾਵਰਿਆਂ ਨੂੰ ਅਰਥ ਦੱਸ ਕੇ ਵਾਕਾਂ ਵਿੱਚ ਵਰਤੋਂ :  
ਉਂਗਲਾਂ ਤੇ ਨਚਾਉਣਾ, ਇੱਕ ਅੱਖ ਨਾਲ ਦੇਖਣਾ, ਉਠ ਦੇ ਮੂੰਹ ਵਿੱਚ ਜੀਰਾ  
ਦੇਣਾ, ਸੌ ਸੁਨਿਆਰ ਦੀ ਇੱਕ ਲੁਹਾਰ ਦੀ, ਘੋਗਾ ਚਿੱਤ ਕਰਨਾ, ਮੌਤ ਦੇ ਮੂੰਹ  
ਵਿੱਚੋਂ ਬਚਣਾ, ਘੋੜੇ ਵੇਚ ਕੇ ਸੌਣਾ। 5×1=5
4. ਤੁਸੀਂ ਸ਼ਹਿਰ ਵਿੱਚ ਰੈਡੀਓ ਗਾਰਮੈਂਟਸ ਦਾ ਨਵਾਂ ਸ਼ੋਅ ਰੂਮ ਖੋਲ੍ਹਿਆ ਹੈ। ਉਸ  
ਸੰਬੰਧੀ ਇਸ਼ਤਿਹਾਰ ਲਿਖੋ।

ਜਾਂ

ਤੁਸੀਂ ਸਮਰਾਲਾ ਸ਼ਹਿਰ ਵਿੱਚ ਖਾਣੇ ਲਈ 'ਟਿਫਿਨ ਸਰਵਿਸ' ਸ਼ੁਰੂ ਕੀਤੀ ਹੈ ਉਸ  
ਸੰਬੰਧੀ ਇਸ਼ਤਿਹਾਰ ਲਿਖੋ। 5

5. ਹੇਠ ਲਿਖੇ ਪੈਰ੍ਹੇ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਕਰੋ :  
Today environmental pollution has become a great health hazard  
so much so that man's existance is threatened. Man's callous  
treatment of nature has brought the situation to this pass. Vehicular  
smoke and smoke from factory chimneys has left the air unfit to  
breathe in. Water too is contaminated. 5
6. ਤੁਹਾਡੀ ਲੁਧਿਆਣਾ ਵਿਖੇ ਜੱਤੀਆਂ ਵੇਚਣ ਦੀ ਦੁਕਾਨ ਹੈ। 'ਪੰਜਾਬ ਲੈਦਰ  
ਕਾਰਪੋਰੇਸ਼ਨ' ਨੂੰ ਇੱਕ ਪੱਤਰ ਲਿਖ ਕੇ ਉਹਨਾਂ ਦੀ ਏਜੰਸੀ ਲੈਣ ਲਈ ਵੇਰਵਿਆਂ  
ਦੀ ਮੰਗ ਕਰੋ।

ਜਾਂ

ਆਪਣੇ ਮੁਹੱਲੇ ਦੇ ਪੋਸਟ ਮਾਸਟਰ ਨੂੰ ਗੁੰਮ ਹੋਏ ਮਨੀਆਰਡਰ ਦੀ ਪੜਤਾਲ ਕਰਨ  
ਬਾਰੇ ਬੇਨਤੀ ਪੱਤਰ ਲਿਖੋ। 5

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

(ii) Questions : 14 Sub. Code : 

1	3	0	2	1
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Exam. Code : 

5	0	3	2
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**Bachelor of Business Administration (FYUP) 2<sup>nd</sup> Semester  
(2055)**

**HUMAN RESOURCE MANAGEMENT**

**Paper : NBBA201**

**Time Allowed : Three Hours] [Maximum Marks : 80**

**Note :—** Attempt any **FOUR** 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. Discuss the importance of HRM.
2. What is succession planning ?
3. What are the objectives of job analysis ?
4. Differentiate between training and development.
5. Write a note on performance appraisal.
6. What do you mean by demotion ?

### SECTION—B

7. What is human resource planning ? Why is it necessary ?  
Discuss the various steps involved in it.
8. Discuss in detail the objectives and techniques of job design.
9. Define Recruitment. Discuss the various sources of recruitment.
10. What do you understand by selection process ? Discuss various steps involved in it.

### SECTION—C

11. Explain the different methods of training that are adopted for grooming the employees of industrial concern.
12. Explain in detail the various methods of performance appraisal.
13. What do you mean by transfer ? What are its various kinds ?  
Bring out clearly the salient features of a sound transfer policy.
14. How do you evaluate the effectiveness of training programme ?

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

(ii) Questions : 9 Sub. Code : 

1	3	0	2	2
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Exam. Code : 

5	0	3	2
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**Bachelor of Business Administration (FYUP) 2<sup>nd</sup> Semester  
(2055)**

**MACRO ECONOMICS**

**Paper : NBBA202**

**Time Allowed : Three Hours] [Maximum Marks : 80**

**Note :—** Attempt **FOUR** short answer types 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 :

- (i) Income methods of measuring national income.
- (ii) Propensity to consume.
- (iii) Implications of Say's law of market.
- (iv) Prospective Yield.
- (v) Demand Pull inflation.
- (vi) Instruments of Fiscal Policy. 5×4=20

**SECTION—B**

2. Explain the nature and scope of Macro Economics. 15
3. Explain classical theory of income, output and employment. 15
4. Critically explain Keynesian theory of employment. 15
5. Explain Psychological Law of consumption and its importance. 15

**SECTION—C**

6. Explain autonomous and induced investment. Discuss the factors affecting the investment. 15
7. Define Multiplier. Relation between MPC and Multiplier. Explain the Forward and Backward action of Multiplier. 15
8. Explain the objectives and instruments of Monetary Policy. 15
9. Define Inflation. Explain the causes and measures to correct inflation. 15

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

(ii) Questions : 14 Sub. Code : 1 3 0 2 3

Exam. Code : 5 0 3 2

Bachelor of Business Administration (FYUP) 2<sup>nd</sup> Semester  
(2055)

**FINANCIAL STATEMENT ANALYSIS**

Paper : NBBA203

Time Allowed : Three Hours] [Maximum Marks : 80

Note :— (1) Attempt any **FOUR** question from Section-A. Each question carries **5** marks.

(2) Attempt **TWO** questions each from Section-B and Section-C. Each question carries **15** marks.

**SECTION—A**

1. What are financial statements ?
2. What do you mean by debt equity ratio ?
3. Prepare Comparative Statement of Profit and Loss from the following data :

Particulars	31 <sup>st</sup> March 2021 (in Rs.)	31 <sup>st</sup> March, 2020 (in Rs.)
Revenue from Operations	Rs. 4,00,000	Rs. 3,00,000
Cost of Material Consumed (% of Revenue from Operations)	60%	70%
Employee Benefit Expenses	Rs. 60,000	Rs. 20,000
Rate of Income Tax	30%	30%

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1

[Turn over

4. Prepare a Common Size Statement of Profit and Loss from the following information :

Particulars	31 <sup>st</sup> March, 2021	31 <sup>st</sup> March, 2020
	(in Rs.)	(in Rs.)
Revenue from Operations	2,50,000	2,00,000
Cost of Material Consumed	1,70,000	1,40,000
Finance Costs	20,000	16,000
Other Expenses	10,000	14,000
Other Income	10,000	10,000

5. Calculate current ratio, when inventory is Rs. 80,000, prepaid expenses are Rs. 2,000; quick ratio is 2.5 to 1 and current liabilities are Rs. 50,000.
6. From the following information, calculate net cash flow from financing activities :

Particulars	31 <sup>st</sup> March, 2020	31 <sup>st</sup> March, 2021
	(in Rs.)	(in Rs.)
Share Capital	2,50,000	4,00,000
10% Debentures	2,00,000	1,50,000
Securities Premium	25,000	40,000

Additional Information : Interest paid on debentures Rs. 20,000.

**SECTION—B**

7. Discuss the use and importance of financial statements.
8. Briefly discuss various financial statements.
9. From the following Balance Sheets of Ujala Ltd. as at 31<sup>st</sup> March 2021 and 2020, prepare a Comparative Balance Sheet :

**Balance Sheet**

Particulars	Note No.	2021 (Rs.)	2020 (Rs.)
<b>I. Equity and Liabilities</b>			
Shareholders' Funds:			
Share Capital		20,00,000	10,00,000
Reserves and Surpluses		4,00,000	6,00,000
Non-current Liabilities:			
10% Loan		16,00,000	10,00,000
Current Liabilities		8,00,000	4,00,000
<b>Total</b>		<b>48,00,000</b>	<b>30,00,000</b>
<b>II. Assets</b>			
Non-current Assets:			
Tangible Assets:			
Fixed Assets		30,00,000	20,00,000
Current Assets		18,00,000	10,00,000
<b>Total</b>		<b>48,00,000</b>	<b>30,00,000</b>

10. Following are the summarized Balance Sheets of Sansar Industries Ltd. as at March 31, 2020 and 2019 :

**Balance Sheet**

Particulars	Note No.	2020 (Rs.)	2019 (Rs.)
<b>I. Equity and Liabilities</b>			
Shareholders' Funds:			
Equity Share Capital		6,00,000	4,00,000
Reserves and Surplus		3,54,000	3,12,000
Non-current Liabilities:			
Debentures		1,00,000	50,000
Long term Loans on Mortgage		2,55,000	1,50,000
Current Liabilities:			
Accounts Payable		1,17,000	2,55,000
Other Current Liabilities		10,000	7,000
<b>Total</b>		<b>14,36,000</b>	<b>11,74,000</b>
<b>II. Assets</b>			
Non-current Assets:			
Fixed Assets:			
Land and Buildings		1,70,000	2,70,000
Plant and Machinery		7,86,000	3,10,000
Furniture and Fixture		18,000	9,000
Other Fixed Assets		30,000	20,000
Long-term Loans		59,000	46,000

Particulars	Note No.	2020 (Rs.)	2019 (Rs.)
<b>Current Assets:</b>			
Cash in hand and at Bank		10,000	1,18,000
Receivables		1,90,000	2,09,000
Inventory		1,30,000	1,60,000
Prepaid Expenses		3,000	3,000
Other Current Assets		40,000	29,000
<b>Total</b>		<b>14,36,000</b>	<b>11,74,000</b>

### SECTION—C

11. What is fund flow statement ? Examine its managerial uses.
12. What is meant by ratio analysis ? Discuss its objects and limitations.
13. From the following information, make out a statement of Proprietors' Funds with as many details as possible :
  - (i) Current Ratio 2
  - (ii) Liquid Ratio 1.25
  - (iii) Proprietary Ratio  
(Fixed Assets/Proprietors' Funds) 0.60
  - (iv) Working Capital Rs. 50,000
  - (v) Reserves and Surplus Rs. 25,000
  - (vi) Bank Overdraft Rs. 10,000
  - (vii) There is no long term loan or fictitious assets.

14. The following is the summarized Balance Sheet of Mridul Ltd. as on 31<sup>st</sup> March, 2021 :

Particulars	31 <sup>st</sup> March 2021 (Rs.)	31 <sup>st</sup> March 2020 (Rs.)
<b>I. Equity and Liabilities</b>		
Shareholders' Funds:		
Share Capital	50,000	40,000
Reserves and Surplus:		
General Reserve	15,000	10,000
Statement of Profit and Loss	15,000	10,000
Non-current Liabilities:		
10% Debentures	20,000	20,000
Current Liabilities:		
Trade payables (Sundry Creditors)	3,000	1,500
Tax Provision	5,000	4,000
<b>Total</b>	<b>1,08,000</b>	<b>85,500</b>
<b>II. Assets</b>		
Non-current Assets:		
Fixed Assets	70,000	50,000
Less: Provision for Depreciation	(20,000)	(15,000)
Long-term Investments	18,000	20,000
Current Assets:		
Inventories	10,000	15,000
Trade Receivables	20,000	12,000
Cash and Cash Equivalents	9,500	2,500
Underwriting Commission	500	1,000
<b>Total</b>	<b>1,08,000</b>	<b>85,500</b>

The following transactions took place during the year 2020-21 :

- (a) Dividend paid Rs. 4,000 and Income Tax paid Rs. 5,000.
- (b) Profit on sale of investments amounted to Rs. 1,000.
- (c) A fixed asset (cost Rs. 5,000 on which accumulated depreciation Rs. 4,000) was sold for Rs. 2,000.

You are required to prepare a Fund Flow Statement and a Statement Showing Changes in Working Capital.

Attempt any FOUR questions from Section-A. Each question carries 5 marks.

Attempt THREE questions each from Section-B and Section-C. Each question carries 15 marks.

#### SECTION - A

1. What are financial statements?
2. What do you mean by cost equity ratio?
3. Prepare Charge Sheet and Statement of Profit and Loss from the following data:

Particulars	31 <sup>st</sup> March 2020 (in Rs.)	31 <sup>st</sup> March 2020 (in Rs.)
Revenue from Operations	Rs. 4,50,000	Rs. 3,00,000
Cost of Material Consumed	60%	70%
% of Revenue from Operations		
Employee Benefit Expenses	Rs. 60,000	Rs. 25,000
Rate of Income Tax	30%	30%

[Turn over]