

Exam. Code : 105401

Subject Code : 1382

Bachelor in Business Administration (BBA) 1st Semester

ENGLISH (Compulsory)

Paper—BBA-101

Time Allowed—Three Hours] [Maximum Marks—50

Note :—Students are required to attempt FIVE questions in all, selecting at least ONE from each section. The fifth question may be attempted from any section.

SECTION—A

1. (A) Put the Verb in correct form past continuous or past simple :
 - (I) Sam _____ (take) a picture of me while I _____ (not/look).
 - (II) When I was young, I _____ (want) to be a pilot.
 - (III) How fast _____ (you/drive) when the accident (happen) ?
- (B) Correct the sentences wherever necessary :
 - (I) Lucy has left the school in 1999. _____
 - (II) Where have you been yesterday evening ?

 - (III) I am looking for Mike. Have you seen him ?

(C) Complete the sentences using **can** or **(be) able to** :

(I) Nicole _____ drive but she doesn't have a car.

(II) I can't understand Mark. I've never _____ understand him.

(III) Ask Katherine about your problem. She might _____ help you.

(IV) I haven't _____ sleep very well recently.

1×10=10

2. (A) Complete the sentences. Put the verbs in correct form, positive or negative :

(I) We were very tired, so we _____ the party early. (leave)

(II) The hotel wasn't very expensive. It _____ very much to stay there. (cost)

(III) I was in hurry, so I _____ time to phone you. (have)

(B) Put in **must** or **can't** :

(I) That restaurant _____ be very good. It is always full of people.

(II) That restaurant _____ be very good. It is always empty.

(III) Bill and Sue always stay at luxury hotels, so they _____ be short of money.

(IV) You got here very quickly. You _____ have walked very fast.

(C) Complete the sentences using **have to/has to/had to** :

(I) I don't have much time. _____ soon.
(I/go)

(II) How is Paul enjoying his job ? _____ a lot.
(he/travel)

(III) There was nobody to help me. _____ everything by myself.
(I/do)

1×10=10

SECTION—B

3. (A) Write a paragraph on any **ONE** of the following topics :

(I) Environmental Pollution

(II) Sports and India. 1×5=5

(B) Put the verb into the correct form, present simple or past simple, active or passive :

(I) I was born in London but I _____ (grow up) in Canada.

(II) While I was on holiday, my camera _____ (steal) from my hotel room.

(C) Put the verbs in correct order :

(I) serviced / her car / Sarah / once a year / has

(II) had / in the kitchen / fitted / some new cupboards / we've

(III) my eyes / I / two years ago / had / tested / the last time / was 1×5=5

4. (A) Write a paragraph on any **ONE** of the following topics :

(I) Advantages of Social Media

(II) The Key to Success. 1×5=5

- (B) Put the verb into correct form :

(I) I don't think Carry and Emma will get married. I _____ (be) amazed if they did.

(II) Don't lend Amy your car. If she _____ (ask) me, I wouldn't lend her mine.

(III) What would you do if you _____ (be) in a lift and it _____ (stop) between floors ?

(IV) If the computer factory closed down, many people _____ (lose) their jobs.

(V) I'd be very scared if somebody _____ (point) a gun at me. 1×5=5

SECTION—C

5. Write a character sketch of Iona. 10
6. (A) How does Mrs. Orielle succeed in getting claim from the insurance company ? 5
- (B) What is author's attitude towards Gheesu and Madhav ? 5

SECTION—D

7. (A) In what way does a spendthrift lack balance and perspective ? 5
- (B) What does the declaration expect from the individuals by way of duties ? 5
8. When and why did Grimsdyke become discontented with his life ? 10

Exam. Code : 105401

Subject Code : 1383

Bachelor in Business Administration (BBA) 1st Semester

PUNJABI COMPULSORY

Paper : BBA-102 (i)

Time Allowed—3 Hours]

[Maximum Marks—50

ਨੋਟ : ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹਨ। ਹਰੇਕ ਭਾਗ ਵਿੱਚ ਦੋ ਪ੍ਰਸ਼ਨ ਹਨ ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

ਭਾਗ—ਪਹਿਲਾ

1. ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ ਦੇ ਜੀਵਨ 'ਤੇ ਚਾਨਣਾ ਪਾਉਂਦੇ ਹੋਏ 'ਦੋ ਰੰਗ' ਪੁਸਤਕ ਵਿੱਚ ਸ਼ਾਮਲ 'ਬਾਰਾਂ ਮਾਹ' ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ ਲਿਖੋ।

10

2. ਨਿਮਨਲਿਖਤ ਦੋਵੇਂ ਬੰਦਾਂ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਕਰੋ :

(ੳ) ਬਾਬੇ ਨਾਨਕ ਦੀਏ ਵਡਿਆਈਏ!

ਬੁਲ੍ਹੇ ਸ਼ਾਹ ਦੀਏ ਸਿਰ ਤੇ ਚਾਈਏ!

ਫੇਰੇ ਦਿਨ ਤੇਰੇ ਸਿਰਜਣਹਾਰ ਨੇ,

ਸਿਦਕਾਂ ਵਾਲਿਆਂ ਦੇ ਬੇੜੇ ਪਾਰ ਨੇ।

(ਅ) ਸੁਣਿਉਂ ਵੇ ਕਲਮਾਂ ਵਾਲਿਉ
 ਸੁਣਿਉਂ ਵੇ ਅਕਲਾਂ ਵਾਲਿਉ
 ਸੁਣਿਉਂ ਵੇ ਹੁਨਰਾਂ ਵਾਲਿਉ
 ਹੈ ਅੱਖ ਚੁਭੀ ਅਮਨ ਦੀ
 ਆਇਉ ਵੇ ਫੂਕਾਂ ਮਾਰਿਉ
 ਇੱਕ ਦੋਸਤੀ ਦੇ ਜ਼ਖਮ ਤੇ
 ਸਾਂਝਾਂ ਦਾ ਲੋਗੜ ਬੰਨ੍ਹ ਕੇ
 ਸਮਿਆਂ ਦੀ ਥੋਹਰ ਪੀੜ ਕੇ
 ਦੁੱਧ! ਦਾ ਛੱਟਾ ਮਾਰਿਉ।

5+5=10

ਭਾਗ—ਦੂਜਾ

3. ਪ੍ਰਿੰਸੀਪਲ ਤੇਜਾ ਸਿੰਘ ਰਚਿਤ 'ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ' ਦੀ ਜੀਵਨੀ ਦਾ ਸਾਰ ਲਿਖੋ। 10
4. ਪ੍ਰੋ. ਵਰਿਆਮ ਸਿੰਘ ਰਚਿਤ 'ਰਾਣੀ ਲਕਸ਼ਮੀ ਬਾਈ ਝਾਂਸੀ' ਦੀ ਜੀਵਨੀ ਵਿੱਚੋਂ ਨਾਇਕਾ ਬਿੰਬ ਉਭਾਰੋ। 10

ਭਾਗ—ਤੀਜਾ

5. ਨਿਮਨਲਿਖਤ ਵਿਸ਼ਿਆਂ ਵਿੱਚੋਂ ਕਿਸੇ ਇੱਕ ਵਿਸ਼ੇ 'ਤੇ ਪੈਰਾ ਰਚਨਾ ਕਰੋ :
 (ੳ) ਨੌਜਵਾਨ ਪੀੜ੍ਹੀ ਅਤੇ ਨਸ਼ਿਆਂ ਦਾ ਰੁਝਾਨ
 (ਅ) ਸਿੱਖਿਆ ਦਾ ਵਪਾਰੀਕਰਨ
 (ੲ) ਵਾਤਾਵਰਣ ਪ੍ਰਦੂਸ਼ਣ। 10

6. ਨਿਮਨਲਿਖਤ ਪੈਰਾ ਪੜ੍ਹ ਕੇ ਹੇਠ ਲਿਖੇ ਸਵਾਲਾਂ ਦੇ ਜਵਾਬ ਦਿਉ :

ਮਾਂ ਦੇ ਗਰਭ ਵਿੱਚ ਪੱਕਣ ਵਾਲਾ ਅੰਡਾ ਇੱਕ ਦਿਨ ਲਹੂ-ਹੱਡ-ਮਾਸ ਦੇ ਪੁਤਲੇ ਦਾ ਰੂਪ ਧਾਰ ਕੇ ਮਮਤਾ ਦੀ ਮੂਰਤ ਮਾਂ ਦੀ ਛਾਤੀ ਤੋਂ ਆਪਣਾ ਪਹਿਲਾ ਆਹਾਰ ਪ੍ਰਾਪਤ ਕਰਦਾ ਹੈ। ਮਾਂ ਦੀ ਯੋਗ ਅਗਵਾਈ ਵਿੱਚ ਅਸੀਮ ਤੇ ਪਾਕ ਪਿਆਰ-ਦੁਲਾਰ, ਪਾਲਣ-ਪੋਸ਼ਣ, ਸੁਰੱਖਿਆ ਅਤੇ ਆਹਾਰ ਲੈ ਕੇ ਉਹ ਹੌਲੀ-ਹੌਲੀ ਵਧਣ-ਫੁੱਲਣ ਲੱਗਦਾ ਹੈ। ਬਾਲ ਦੀ ਸ਼ਖਸੀਅਤ ਉਸਾਰੀ ਵਿੱਚ ਮਾਂ ਦੀ ਵੱਡੀ ਭੂਮਿਕਾ ਹੁੰਦੀ ਹੈ। ਬਾਲ ਦੇ ਪਾਲਣ ਵਿੱਚ ਭਾਵੇਂ ਪਿਤਾ ਦੇ ਯੋਗਦਾਨ ਨੂੰ ਵੀ ਅੱਖੋਂ ਪਰੋਖੇ ਨਹੀਂ ਕਰਨਾ ਬਣਦਾ ਫਿਰ ਵੀ ਪਰ-ਨਿਰਭਰ ਬਾਲ ਲਈ ਮਾਂ ਤੋਂ ਬਿਨ੍ਹਾਂ, ਉਸਦਾ ਪਾਲਣ-ਪੋਸ਼ਣ ਮਾਂ ਵਾਂਗ ਹੋਰ ਕੋਈ ਨਹੀਂ ਕਰ ਸਕਦਾ। ਅਜਿਹਾ ਨਹੀਂ ਕਿ ਬੱਚਾ ਮਾਪਿਆਂ ਦੇ ਆਪਣੇ ਪ੍ਰਤੀ ਪਿਆਰ ਭਾਵ ਨੂੰ ਮਹਿਸੂਸ ਨਹੀਂ ਕਰਦਾ ਸਗੋਂ ਉਹ ਤਾਂ ਉਨ੍ਹਾਂ ਦੇ ਸਮਰਪਣ ਵਾਲੇ ਪਿਆਰ ਤੋਂ ਸੁਰੱਖਿਆ ਅਤੇ ਆਨੰਦ ਮਹਿਸੂਸ ਕਰਦਾ ਹੈ। ਦੁਨੀਆਂ ਦੀ ਕੋਈ ਭਾਸ਼ਾ ਅਜਿਹੀ ਨਹੀਂ ਜਿਸ ਦੇ ਲੇਖਕਾਂ ਨੇ ਮਾਂ ਦੀ ਮਮਤਾ ਨੂੰ ਨਾ ਵਡਿਆਇਆ ਹੋਵੇ। ਪ੍ਰੋ. ਮੋਹਨ ਸਿੰਘ, ਗੁਰਬਖਸ਼ ਸਿੰਘ ਪ੍ਰੀਤਲੜੀ ਅਤੇ ਹੋਰ ਅਨੇਕ ਸਾਹਿਤਕਾਰਾਂ ਨੇ ਆਪੋ ਆਪਣੇ ਢੰਗ ਨਾਲ ਆਪਣੀਆਂ ਭਾਵਨਾਵਾਂ ਵਿਅਕਤ ਕਰਦੇ

ਹੋਏ ਲਿਖਿਆ ਹੈ ਕਿ ਮਾਂ ਦਾ ਰਿਣ ਉਤਾਰਨਾ ਕੋਈ ਸੌਖਾ ਕਾਰਜ ਨਹੀਂ ਹੈ। ਜਨਮਦਾਤੀ ਦੀ ਮਹਿਮਾ ਨੂੰ ਅੱਖੋਂ ਪਰੋਖੇ ਕਰਕੇ ਉਸ ਨੂੰ ਮਹਿਜ਼ ਬੱਚੇ ਜੰਮਣ ਵਾਲੀ ਮਸ਼ੀਨ ਕਹਿਣ ਵਾਲੇ ਸਾਡੇ ਸਭ ਲਈ ਤ੍ਰਿਸਕਾਰ ਦੇ ਪਾਤਰ ਹਨ।

(ੳ) ਉਪਰੋਕਤ ਪੈਰ੍ਹੇ ਦਾ ਢੁੱਕਵਾਂ ਸਿਰਲੇਖ ਲਿਖੋ।

(ਅ) ਲਕੀਰੇ ਸ਼ਬਦਾਂ ਦੇ ਅਰਥ ਲਿਖੋ।

(ੲ) ਬਾਲ ਦੀ ਸ਼ਖਸੀਅਤ ਉਸਾਰੀ ਵਿੱਚ ਮਾਂ ਦੀ ਕੀ ਭੂਮਿਕਾ ਹੈ ?

(ਸ) ਮਾਂ ਦਾ ਪਿਆਰ ਪਾ ਕੇ ਬੱਚਾ ਕਿਵੇਂ ਮਹਿਸੂਸ ਕਰਦਾ ਹੈ ?

(ਹ) ਮਾਂ ਬਾਰੇ ਲੇਖਕ ਕਿਹੋ ਜਿਹੀਆਂ ਭਾਵਨਾਵਾਂ ਵਿਅਕਤ ਕਰਦੇ ਹਨ ? 10

ਭਾਗ—ਚੌਥਾ

7. ਉਪ-ਭਾਸ਼ਾ ਕੀ ਹੁੰਦੀ ਹੈ ? ਮਾਝੀ ਉਪਭਾਸ਼ਾ ਦੇ ਖੇਤਰ ਅਤੇ ਭਾਸ਼ਾਈ ਲੱਛਣਾਂ ਬਾਰੇ ਚਰਚਾ ਕਰੋ। 10

8. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਨਿਕਾਸ ਅਤੇ ਵਿਕਾਸ 'ਤੇ ਨੋਟ ਲਿਖੋ।

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Exam. Code : 105401

Subject Code : 1385

Bachelor in Business Administration (BBA)

1st Semester

BASIC ACCOUNTING

Paper-BBA-103

Time Allowed—3 Hours] [Maximum Marks—50

Note :— (1) Question paper is divided into four sections :
A, B, C and D.

(2) Attempt any **five** questions in all, selecting
at least **one** question from each Section.

(3) All questions carry equal marks.

SECTION-A

1. What do you mean by accounting standards ? Explain the need and benefits of accounting standards.
2. Journalise the following transactions in the books of M/s Anil and Sons :

2018		Rs.
April 1	Commenced business with cash	40,000
April 2	Deposited in bank	30,000
April 5	Bought goods with cash	5,000
April 7	Sold goods to Amit	2,500
April 9	Bought goods from Parvat	5,100
April 12	Received cash from Amit	1,950
	Discount allowed	50

2018		Rs.
April 13	Paid cash to Parvat	3,900
	Discount allowed by him	100
April 14	Received cash for goods sold	2,750
April 15	Bought goods from Dinesh	2,350
April 16	Withdrew cash for private expenses	1,000
April 17	Received cash from Amit and deposited into bank	500
April 20	Paid sundry trade expenses	250
April 25	Paid rent	450
April 28	Paid cash to Dinesh	2,300
	Discount received	50
April 29	Goods sold to Romy	4,750
April 30	Paid for carriage	50

SECTION-B

3. On 1st January 2016 Z Ltd. purchased machinery for Rs. 1,20,000 and on 30th June 2017, it acquired additional machinery at a cost of Rs. 20,000. On 31st March 2018, one of the original machines (purchased on 1st January 2016) which had cost of Rs. 5,000 was found to have become obsolete and was sold as scrap for Rs. 500. It was replaced on that date by a new machine costing Rs. 8,000. Depreciation is to be provided @ 15% p.a. on the written down value. Accounts are closed on 31st December each year. Show the machinery account for the first three years.

4. What is bank reconciliation statement ? Explain the purpose of preparing such statement. What are some reasons on account of which there is disagreement of balance shown by pass book and cash book ?

SECTION-C

5. From the following balances extracted from the books of X & Sons, prepare the trading and Profit & Loss Account and Balance Sheet taking into account the adjustments :

Heads of Accounts	Dr. (Rs.)	Cr. (Rs.)
Drawings and capital	7,500	50,000
Purchases and Sales	72,100	95,000
Returns	1,300	2,700
Debtors and Creditors	18,200	35,750
Stock on 1 st April 2018	19,800	
Bad debts	3,000	
Bill receivables and payables	12,000	23,000
Cash in hand	300	
Office expenses	6,210	
Sales Van	15,000	
Sales Van expenses	1,400	
Discount		2,910
Rent and taxes	10,700	
Telephone expenses	1,050	
Postage and telegram	950	
Furniture	5,000	

Heads of Accounts	Dr. (Rs.)	Cr. (Rs.)
Printing and Stationery	2,750	
Commission	8,400	
Carriage inwards	3,200	
Salaries and wages	20,500	
Total	2,09,360	2,09,360

Adjustments :

1. Closing stock was valued at Rs. 61,700.
2. Depreciate furniture and machinery @ 10% p.a. and sales van @ 20% p.a.
3. Outstanding rent amounted to Rs. 900.
4. Bad debts Rs. 200.
5. Make a provision for doubtful debts @ 5% on debtors.
6. Charge one-fourth of salaries and wages to the trading account.
6. What are the main reasons for preparation of financial statements ? How financial statements are useful for financial analysis ?

SECTION-D

7. Computerized accounting is much better than manual accounting. Justify this statement by giving a comparison of manual accounting and computerized accounting.
8. Draw the Balance Sheet and Profit and Loss Account of a company with imaginary figures.

Exam. Code : 105401

Subject Code : 1386

Bachelor in Business Administration (BBA)

1st Semester

BUSINESS ORGANIZATION & SYSTEMS

Paper—BBA-104

Time Allowed—Three Hours] [Maximum Marks—50

Note :— Attempt **FIVE** questions in all, selecting at least **ONE** question from each section and the **fifth** question may be attempted from any section. Each question carries **equal** marks.

SECTION—A

1. What do you mean by Industrialization ? Write a brief history of Industrialization in India.
2. Write a note on :
 - (a) Difference between Commerce and Trade
 - (b) Functions of Aids to Trade.

SECTION—B

3. What do you mean by Joint Stock Company ? What is the procedure of registration of a company with ROC ?
4. Write a note on :
 - (a) Selection of a suitable form of organization
 - (b) Problems in starting a new business.

SECTION—C

5. Write a detailed note on Corporate Social Responsibility under Companies Act in India.
6. What do you mean by Export Trade ? Discuss the Export Trade Procedure in detail.

SECTION—D

7. What do you mean by Wholesale Retailing ? Discuss the different features of wholesale markets in India.
8. Write a note on :
 - (a) Effects of Malls and Super Markets on the Economy
 - (b) Stock Exchange Dealers.

Exam. Code : 105401
Subject Code : 1387

Bachelor in Business Administration (BBA)
1st Semester

MANAGERIAL ECONOMICS-I
Paper-BBA-105

Time Allowed—3 Hours] [Maximum Marks—50

Note :— Attempt **five** questions, selecting at least **one** question each from Sections A, B, C and D. The **fifth** question may be attempted from any Section. All questions carry equal marks.

SECTION-A

- I. Define price elasticity of demand. Explain the various methods to measure price elasticity of demand.
- II. State and explain Law of Demand. Why does it slope downward ?

SECTION-B

- III. What is an indifference curve ? Explain the properties of Indifference Curve.
- IV. State and explain the Law of Supply. Also explain the factors affecting Supply.

SECTION-C

- V. State and explain Law of Variable Proportions. Also write which stage is rational.
- VI. Discuss the relationship between Average Cost and Marginal Cost. Also explain why the short run AC Curve is U Shaped.

SECTION-D

- VII. How price and output of Industry are determined under Perfect Competition in the short run period and long run period ? Explain.
- VIII. Explain price and output determination under monopoly. Also explain dumping type monopoly.

Exam. Code : 105401

Subject Code : 1388

Bachelor in Business Administration (BBA) 1st Semester

COMPUTER APPLICATION FOR BUSINESS—I

Paper—BBA-106

Time Allowed—3 Hours]

[Maximum Marks—35

Note :— Attempt any **FIVE** questions, selecting at least **ONE** question from each section. The **fifth** question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. Define Computer. Discuss the role of different components of a computer. 7
2. (a) Briefly discuss the working of any three storage devices. 5
(b) Distinguish between system and application software. 2

SECTION—B

3. Discuss the anatomy of Windows operating system. 7
4. Discuss any three internal and external commands each of DOS. 7

SECTION—C

5. Write the different methods of opening, saving and closing MS Word files. 7
6. (a) How header and footers are inserted in MS Word document ? 2.5
(b) How different header and footers are inserted for odd and even pages of a MS Word document ? 2.5
(c) How current date and page numbers are inserted in footer ? 2

SECTION—D

7. (a) How numbers and text are formatted in MS Excel ? Explain. 2.5
(b) How headers and footers are applied in a spread sheet ? Explain. 2.5
(c) Write the procedure of protecting worksheet and cells in MS Excel. 2
8. Write short notes on the following :
 - (a) Printing slides
 - (b) Slide sorter view
 - (c) Notes view
 - (d) Outline view
 - (e) Header and Footer in presentation. 7

Exam. Code : 105401

Subject Code : 1389

Bachelor in Business Administration (BBA)

1st Semester

BUSINESS COMMUNICATION

Paper-BBA-107

Time Allowed—3 Hours]

[Maximum Marks—50

Note :— The question paper consists of **8** questions, **2** from each section. Candidates are required to attempt **5** questions, selecting at least **ONE** question from each section. **Fifth** question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. What is the importance of communication in modern day business ? Illustrate process of communication while highlighting the various reasons for noise.
2. Differentiate between following :
 - (a) Formal and informal communication
 - (b) Internal and external communication.

SECTION—B

3. Discuss the role of audience audit in making a good presentation. How is it done ?

4. What is self reference criterion in cross cultural etiquette ? Discuss some cross cultural issues Indian business man faces while dealing with an American counterpart.

SECTION—C

5. Analyse the following memo and list its weaknesses. Also revise the memo :

To : All New Sales Reps : Old and New in Years

From : Thomas Kotrola, Manager

Date : August 15, 2008

Subject : Training

Dear new staffers, both old and new in years :

I would like to welcome you mates aboard my ship. Training begins soon and I want to let you know that with my guidance and your whole-hearted attention, we will have smooth sailing in no time at all. Unlike the last group of new staffers who were dumber than a box of rocks, I hand picked you all and I know you will do great because the light bulb is on above your head.

My training program is based on the American Association of Knitters and Weaver's most recent handbook, published two years ago. No fears; you all will do fine, especially you younger ones who can think on your feet. You single people who have flexible schedules due to your lack of family commitments are in for a lot of overtime if you want it.

The meeting begins at 8:00 a.m. sharp, not 8-ish. Be on time, I gave the last old timer so much trouble he left here with his hair on fire and his backside catching.

It is sink or swim now !

Thom

6. Write short notes on the following :
 - (a) Structure of a sales report
 - (b) Prepare a structure form for a customer to file complaint.

SECTION—D

7. Write a letter to ABC Companies shareholders on occasion of their 150th anniversary, informing them of the company's achievements. Following are achievements of the company :
 - (a) Changed dynamics of the industry ; new competitive dynamics, changing substantially as consumers embrace new trends, habits and lifestyles. This has led to sharpening of companies focus and strengthening of efforts to create value.
 - (b) The company has experienced Organic growth was 3.2%, with real internal growth reaching a three-year high of 2.4%.
 - (c) Sales increased by 0.8% to Rs. 89.5 billion, with a foreign exchange impact of -1.6%. The Group's trading operating profit was Rs. 13.7 billion with a

margin of 15.3%, up 20 basis points on a reported basis and up 30 basis points in constant currency.

- (d) Underlying earnings per share in constant currency increased by 3.4%. Operating cash flow improved by Rs. 1.3 billion to Rs. 15.6 billion. Free cash flow improved by Rs. 200 million to Rs. 10.1 billion or 11.3% of sales. Based on these results, the Board of Directors is proposing the 22nd consecutive dividend increase, underlining our commitment to continuity, up from Rs. 2.25 last year to Rs. 2.30 this year.

- 8. Draft an interview letter inviting candidates to be present for their job interview as a portfolio manager in a financial advisory company on 22nd Nov 2019 at the office of the company (SCO 34, sector 17, Chandigarh) by 9:30a.m. Clearly list any assumptions that you make while drafting the letter.

Exam. Code : 105401

Subject Code : 1390

Bachelor in Business Administration (BBA) 1st Semester

**DRUG ABUSE : PROBLEM, MANAGEMENT AND
PREVENTION**

(Problem of Drug Abuse)

Time Allowed—Three Hours] [Maximum Marks—50

Note :—There are **EIGHT** long answer type questions of equal marks. Candidates are required to attempt **FIVE** questions, selecting at least **ONE** question from each Section. The **fifth** question may be attempted from any Section. (5×10=50)

SECTION—A

1. Write the types of Drugs on Social Basis.
2. Define reasons behind the increase of drug abuse in India.

SECTION—B

3. Write a note on the consequences of Drug Abuse for society.
4. What is problem of Drug Abuse in Punjab ?

SECTION—C

5. What is the role of Drug De-addiction Centres for the prevention of Drug Abuse ?
6. How drug abuse is becoming a threat to the school and college going students ?

SECTION—D

7. Write a note on the Family Support in the prevention of Drug Abuse.
8. How internal and exterior environment affects Drug Abuse ?