

Exam. Code : 121701  
Subject Code : 4069

**Bachelor in Business Administration (B.B.A.)**  
**1<sup>st</sup> Semester (Batch 2023-26) (CBGS)**

**BASIC ACCOUNTING**

**Paper : BBA-103**

Time Allowed—3 Hours] [Maximum Marks—100

**Note** :—Attempt **FIVE** questions in all, 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. Explain the nature and scope of Financial Accounting. What is the difference between Accounting and Book Keeping ? 20
2. Following are the transactions of Raman for the month of July, 2022. You are required to journalize them.

2022		Rs.
July 1	Started business with cash	80,000
July 1	Cash paid into Bank	50,000
July 1	Bought stationery of Rs. 300 plus CGST and SGST @ 6% each for Cash	

2022		Rs.
July 2	Bought goods of Rs. 21,000 plus CGST and SGST @ 6% each for Cash	
July 5	Sold goods of Rs. 7,500 plus CGST and SGST @ 6% each for Cash	
July 6	Bought Office Furniture of Rs. 5,000 plus CGST and SGST @ 6% each from Banerjee Bros	
July 11	Sold goods of Rs. 10,000 plus CGST and SGST @ 6% each to Mahendra	
July 12	Received cheque from Mahendra for the amount due	
July 16	Sold goods of Rs. 5,000 plus CGST and SGST @ 6% each to Ramesh & Co.	
July 20	Bought goods of Rs. 20,000 plus IGST @ 12% from S. Seth & Bros.	

2022		Rs.
July 23	Bought goods of Rs. 2,250 plus IGST @ 12% for cash from S. Narain & Co.	
July 26	Ramesh & Co. paid on account	2,500
July 28	Paid to S. Seth & Bros. by cheque in full settlement	22,000
July 31	Rent is due to S. Sharma but not yet paid	1,000
		20

### SECTION—B

3. What do you mean by Depreciation, Amortization and Depletion ? Explain written down value method and original cost method in detail. 20
4. From the following particulars of a trader, prepare a Bank Reconciliation Statement as on 31<sup>st</sup> March, 2022 :
  - (1) Bank overdraft as per Cash Book Rs. 52,100.
  - (2) During the month, the total amount of cheques for Rs. 94,400 were deposited into the Bank but of these, one cheque for Rs. 11,160 has been entered into the Pass Book on 5<sup>th</sup> April.



- (3) During the month, cheques for Rs. 89,580 were drawn in favour of creditors. Of them one creditor for Rs. 38,580 encashed his cheque on 7<sup>th</sup> April whereas another for Rs. 4,320 has not yet been encashed.
- (4) As per instructions the Bank on 28<sup>th</sup> March paid out Rs. 10,500 to a creditor but by mistake, the same has not been entered in the Cash Book.
- (5) According to agreement on 25<sup>th</sup> March a debtor deposited directly into the Bank Rs. 9,000 but the same has not been recorded in the Cash Book.
- (6) In the month of March the Bank without any intimation, debited his account for Rs. 120 as Bank Charges and credited the same for Rs. 180 as interest.
- (7) Cash deposit of Rs. 5,780 in Bank was recorded as Rs. 7,580. The error was rectified by the Bank before 31<sup>st</sup> March. 20

### SECTION—C

5. Explain the meaning and objectives of Financial Statements. Who are the main users of financial statements ? Explain in detail. 20

6. Following is the Trial Balance of Mr. Anand a sole proprietor :

**Trial Balance**  
**As at 31<sup>st</sup> March, 2022**

Particulars	Dr. (Rs.)	Cr. (Rs.)
Cash in hand	31,700	—
Purchases	4,06,750	—
Sales	—	9,87,800
Returns inward	6,800	—
Wages	1,04,800	—
Sundry Creditors	—	63,000
Sundry Debtors	1,45,000	—
Capital	—	7,10,000
Return Outward	—	5,000
Power and Fuel	47,300	—
Drawings	52,450	—
Carriage on Sales	32,000	—
Carriage on Purchase	20,400	—
Stock on 1 <sup>st</sup> April, 2021	57,600	—
Building	3,50,000	—

Particulars	Dr. (Rs.)	Cr. (Rs.)
Car	50,000	—
Machinery	2,70,000	—
Salaries	1,60,000	—
General Exp.	30,000	—
Insurance (Annual Premium paid on 1 <sup>st</sup> October, 2021)	6,000	—
Salaries Outstanding	—	5,000
<b>Total</b>	<b>17,70,800</b>	<b>17,70,800</b>

Taking into consideration the following adjustments, prepare Trading and Profit and Loss Account for the year ended 31<sup>st</sup> March, 2022 and Balance Sheet as at that date :

- (1) Closing Stock at market price as on 31<sup>st</sup> March, 2022 Rs. 80,000. However its cost was Rs. 70,000.
- (2) Provide Depreciation on Machinery @ 10%.
- (3) A fire occurred on 1<sup>st</sup> April, 2022, destroying goods costing Rs. 5,000.
- (4) The car was sold at book value on 1<sup>st</sup> April, 2021 and the cash was used for personal need by Mr. Anand – account for this left unrecorded.

20

## SECTION—D

7. (a) Why there is a need for computerized accounting system ?
- (b) "Voucher entry in computerized accounting system is the end of accounting process." Explain. 20
8. Explain the main points to be considered while going through the annual report of a company. 20



**Exam. Code : 121701**

**Subject Code : 4070**

**Bachelor in Business Administration (B.B.A.)  
1<sup>st</sup> Semester (Batch 2023-26) (CBGS)  
BUSINESS ORGANIZATION AND SYSTEMS**

**Paper : BBA-104**

Time Allowed—3 Hours] [Maximum Marks—100

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

**SECTION—A**

- I. What are the factors required to make a Business successful ? Also discuss the scope of Business.
- II. Write notes on :
  - (1) Industrial Revolution
  - (2) Effects of Industrial Revolution.

**SECTION—B**

- III. What are different forms of Business Organisation ? Discuss different criteria for selection of a suitable form of organization.
- IV. Write notes on :
  - (1) Feasibility Study
  - (2) Problems of starting a new business.



### SECTION—C

- V. What do you mean by Social Responsibility of Business ? How does it affect business growth and development ?
- VI. What do you mean by Import, Export and Entrepot Trade ? Discuss the documentation of Import Export Business in brief.

### SECTION—D

- VII. What do you mean by Retail Trade ? Discuss the recent trends in Retail Business in India.
- VIII. What do you mean by Produce Exchange ? Discuss in brief the importance of Produce Exchange.

**Exam. Code : 121701**  
**Subject Code: 4067**

**Bachelor in Business Administration (BBA)**

**1<sup>st</sup> Semester (Batch 2023-26) (CBGS)**

**ENGLISH COMPULSORY**

**Paper : ENC-101**

Time Allowed—3 Hours]

[Maximum Marks—100

**Note** :— Attempt **FIVE** questions in all, 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. Attempt all the following problems :

Put in *had better* where suitable. If *had better* is not suitable, use *should* :

- (i) When people are driving, they keep their eyes on the road.
- (ii) I'm glad you came to see us. You come more often.
- (iii) She'll be upset if we don't invite her to the party, so we invite her.
- (iv) These biscuits are delicious. You try one.

Make one sentence from **two** :

(v) It will stop raining soon. Then we'll go out.

We'll go .....

(vi) I'll do the shopping. Then I'll come straight back home.

After .....

(vii) It's going to get dark. Let's go home before that.

..... before .....

What is going to happen in these situations ? Use the words in brackets :

(viii) There are a lot of black clouds in the sky.

(rain) It's .....

(ix) It is 8.30. Tom is leaving his house. He has to be at work at 8.45, but the journey takes 30 minutes.

(late) He .....

(x) There is a hole in the bottom of the boat. A lot of water is coming in through the hole.

(sink) The boat .....

1×20=20

2. Attempt all the following problems :

Read the situations and complete the sentences :

- (i) I had arranged to meet Tom in a restaurant. I arrived and waited for him. After 20 minutes I realised that I was in the wrong restaurant.

I, ..... for 20 minutes when I .....  
..... the wrong restaurant.

- (ii) Sarah got a job in factory. Five years later the factory closed down.

At the time the factory ....., Sarah .....  
there for five years.

Which is correct ?

- (iii) We haven't got much time. We must / mustn't hurry.
- (iv) We've got plenty of time. We mustn't / don't need to hurry.
- (v) I have to talk to Cary. I must / mustn't remember to call him.



For each situation, write a sentence ending with never ... before. Use the verb in brackets.

(vi) The man sitting next to you on the plane was very nervous. It was his first flight.

(fly) He .....

(vii) Somebody sang a song. I didn't know it.

(hear) I .....

(viii) Sam played tennis yesterday. He wasn't very good at it because it was his first game.

(play) He .....

Put in been or gone

(ix) Hello! I've just ..... to the shops. I've bought lots of things.

(x) Alice isn't here at the moment. She's ..... to the shop to get a newspaper.  $1 \times 20 = 20$

### SECTION—B

3. (a) Write a paragraph on the Indian Space Program in the light of its recently launched Chandrayaan III.

10

(b) Attempt the following :

Put the words in the correct order :

(i) serviced / her car / Sarah / once a year / has  
Sarah .....

(ii) twelve pounds / have / cleaned / it / my suit /  
cost / to  
.....

Write these sentences in another way, beginning in  
the way shown.

(iii) They asked me some difficult questions at the  
interview.

I .....

(iv) Amy's colleagues gave her a present when she  
retired.

Amy .....

Put the verb into correct form :

(v) I can't afford to buy a car. If I (buy) a car, I'd  
have to borrow the money. 10

4. (a) Write a paragraph on Women Empowerment. 10  
(b) Attempt the following :

Write these sentences in another way, beginning in the way shown.

(i) How much will they pay you for your work ?

How much will you .....

(ii) I think they should have offered Tom the job.

I think Tom .....

Rewrite these sentences. Instead of using somebody, they, people etc., write a passive sentence :

(iii) They cancelled all flights because of fog.

All .....

(iv) Somebody accused me of stealing money.

I .....

Write the given sentence in some other form using the underlined word :

(v) It is reported that the building has been badly damaged by the fire.

The building .....

2×5=10

### SECTION—C

5. Write an essay on the author's technique in "The Story Teller". 20
6. (a) Write a character sketch of the lady in "The Luncheon".
- (b) Write a character sketch of Iona Potapov. 10×2=20

### SECTION—D

7. (a) How was Grimsdyke's life deeply influenced by the "Power of Women" ?
- (b) In what way is a spendthrift selfish ? 10×2=20
8. What are the different definitions of Democracy proposed in "A Dialogue on Democracy" ? Do they arrive at any final definition ? 20



**Exam. Code : 121701**

**Subject Code : 4072**

**Bachelor in Business Administration (BBA)**

**1<sup>st</sup> Semester (Batch 2023-26) (CBGS)**

**COMPUTER APPLICATION FOR BUSINESS-I**

**Paper : BBA-106**

Time Allowed—3 Hours]

[Maximum Marks—100

**Note :—** Attempt **FIVE** questions in all, 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. Explain the role of each of major components of Computer system.
2. Explain any four storage devices with their pros and cons.

**SECTION—B**

3. Which are various functions of an OS ? Which are different types of OS ?
4. Explain any four internal and any four external commands of DOS with examples.

### SECTION—C

5. Which are various options that you can set while printing your document in MS-Word ?
6. Write note on the following with reference to MS-Word :
  - (a) Indents and Outdents
  - (b) Book marks
  - (c) Inserting files.

### SECTION—D

7. How can you create Graph in MS-Excel ? Which are different types of Graphs available in MS-Excel ? Give examples.
8. Which are different views of slides in MS-PowerPoint ?

**Sr.No.459**

**Exam Code: 121701  
Subject Code : 4073**

**BBA - Ist Semester (Batch 2023-26) (CBGS)  
(2223)**

**Paper : BBA-107 Business Communication**

**Time allowed: 3 hrs.**

**Max. Marks: 100**

**Note:** Candidates are required to attempt 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. Explain 7C's of effective business Communication.
2. Briefly discuss Formal and Informal Communication.

**SECTION – B**

3. Explain the factors affecting Presentations in detail.
4. Explain Business to business etiquette in detail.

**SECTION – C**

5. Discuss Drafting of Sales and Preparation of sales reports.
6. Explain the Customers Correspondence and Complaints in detail.

**SECTION – D**

7. Discuss Secretarial Correspondence in brief.
8. Explain the Final Appointment Orders in detail.

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Exam. Code : 121701  
Subject Code : 4071

Bachelor in Business Administration (B.B.A.)  
1<sup>st</sup> Semester (Batch 2023-26) (CBGS)  
MANAGERIAL ECONOMICS—I

Paper : BBA-105

Time Allowed—3 Hours] [Maximum Marks—100

Note :—Attempt FIVE questions in all, 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. Describe the concept of elasticity of demand. Explain its measurement in detail.
2. Critically discuss the law of equi-marginal utility in detail.

SECTION—B

3. Discuss the theory of revealed preference approach in detail.
4. What is Supply ? Discuss the law of supply and its limitations in detail.

SECTION—C

5. Explain the law of returns to scale in detail and also its implications.



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6. Write short notes on the following :
- (a) Concept of total, marginal and average costs.
  - (b) Theory of cost in short run and long run.

**SECTION—D**

- 7. Explain the features of perfect competition and discuss the equilibrium of firm under perfect competition in the short run and long run.
- 8. What is monopolistic competition ? Discuss the price and output determination under monopolistic competition.