

Exam. Code : 121701
Subject Code : 502523

Bachelor of Business Administration (BBA) (Hons.)
1st Semester (Batch 2025-29) (CBGS)
BBA01005T : BASIC ACCOUNTING

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. Discuss the limitations of Financial Accounting and how they affect decision-making. 20
- II. "Accounting conventions are guidelines for consistent financial reporting." Discuss this statement and explain any four important accounting conventions followed in India. 20

SECTION—B

- III. (a) Distinguish between a ledger and a subsidiary book with suitable examples. 10

(b) Prepare the sales day book from the following transactions.

Feb.1 Sold goods to Ram, 200 meters cloth @ Rs. 100 per meter less trade discount 7%

Feb.3 Sold to Rahim, 500 metres cloth @ Rs. 200 per meter less trade discount 5%, packing charges Rs. 3,000

Feb.4 Sold to Shyam, 2,000 metres cloth @ Rs. 200 per meter less trade discount 5%, other charges made of Rs. 2,500

Feb.7 Sold to Jadu, 300 metres cloth @ Rs. 250 per meter less trade discount of 10%.

10

IV. On 1st Jan. 2022, a company purchased a machine costing Rs. 5,00,000. Its estimated working life is 20 years at the end of which it will fetch Rs. 20,000. Additions are made on 1st Jan. 2023 and 1st July 2024 to the value of Rs. 80,000 (scrap value Rs. 4,000) and Rs. 40,000 (scrap value Rs. 2,000) respectively. The life of both the new machines is 20 years. Show Machine A/c for first four years.

20

SECTION—C

V. Explain the meaning of Financial Statements. Discuss their usefulness to different stakeholders of a business and describe the main elements of financial statements with suitable examples.

20

VI. Prepare Trading and Profit and Loss Account and Balance Sheet from the following data:

Trial Balance as on 31.12.2024

Particulars	Debit (Rs.)	Credit (Rs.)
Sales		3,00,000
Plant and Machinery	1,20,000	
Rent, Rates and Taxes	20,000	
Sales Return	30,000	
Freight	4,000	
Accounts Receivable	70,000	
Opening Inventory	1,20,000	
Purchase	2,30,000	
Discount Paid	5,000	
Interest on Bank Loans	5,000	
Salaries	70,000	
Cash in Hand	5,000	
Purchase Returns		10,000
Bank Loan		1,50,000
Capital		1,81,500
Accounts Payable		40,000
Bills Payable		26,000
Legal Charges	500	
General Expenses	8,000	
Cash at Bank	20,000	

Adjustments :—

1. Provision for bad and doubtful receivable @ 5% on Accounts Receivable.
2. Interest on Bank Loan outstanding Rs. 7,000.
3. Closing inventory as on 31.12.2024 Rs. 1,20,000.

SECTION—D

VII. Explain the important provisions of the Companies Act, 2013 relating to the preparation and presentation of Final Accounts of a company. Discuss the statutory requirements for format, content and disclosures. 20

VIII. Explain the steps involved in implementing a computerised accounting system in an organisation. What precautions should management take to ensure data security and reliability of accounting information? 20

Exam. Code : 121701

Subject Code : 502529

Bachelor of Business Administration (BBA) (Hons.)

1st Sem. (Batch 2025-29) (CBGS)

ENGLISH LANGUAGE SKILLS—I

Paper : ENAEC-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. (A) Put the verb into the correct form :

1. What time (the banks / close) here?
2. I've got a car, but I (not / use) it much.
3. 'Where (Ricardo / come) from?' 'From Cuba.'
4. 'What (you/do)?' 'I'm an electrician.'
5. It (take) me an hour to get to work.

(B) Make sentences from the words in brackets. Use the present perfect or past simple :

1. (the weather / be / cold / recently) The weather
2. (it / cold / last week) It
3. (I / not / read / a newspaper yesterday) I
4. (I / not / read / a newspaper today)
5. (Emily / earn / a lot of money / this year)

2. (A) Which form of the verb is better in these sentences? The verbs are underlined :

1. Diane isn't free on Saturday. She'll work / She's working.
2. I'll go / I'm going to a party tomorrow night. Would you like to come too?
3. I think Amy will get / is getting the job. She has a lot of experience.
4. I can't meet you this evening. A friend of mine will come / is coming to see me.
5. Don't be afraid of the dog. It won't hurt / It isn't hurting you.

(B) Put in 'had better' or 'should' :

1. I have an appointment in ten minutes. I go now or I'll be late.
2. It's a great film. You go and see it. You'll really like it.
3. You set your alarm. You'll never wake up on time if you don't.
4. When people are driving, they keep their eyes on the road.
5. I'm glad you came to see us. You come more often.

SECTION—B

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

1. Value of books
2. Reading Newspapers.

(B) Write sentences beginning I wish :

1. I don't have a computer (and I need one).
2. Helen isn't here (and I need to see her).
3. It's cold (and I hate cold weather).
4. I live in a big city (and I don't like it).
5. I can't go to the party (and I'd like to).

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

1. My School Days

2. Generation Gap.

(B) Put the words in the correct order :

1. had / a few weeks ago / the house / we / painted

2. serviced / her car / Sarah / once a year / has

3. twelve pounds / have / cleaned / it / my suit / cost / to

4. my eyes / I / two years ago / had / tested / the last time / was

5. had / in the kitchen / fitted / some new cupboards / we've.

SECTION—C

5. What do you learn about financial management on the basis of your reading of 'On Spendthrifts'?

6. Write a character sketch of Grimsdyke.

SECTION—D

7. Discuss the fundamental themes in the prose-chapter 'Beauty and the Beast'.

8. Discuss the elements of humour in the prose-chapter 'My Financial Career'.

Exam. Code : 121701
Subject Code : 800141

Bachelor of Business Administration (BBA) (Hons.)
1st Semester (Batch 2024–28) (CBGS) (Old Sylb.)
APPRECIATING ENGLISH LITERATURE—I
Paper : ENMDC–151

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. (a) Make questions with who or what.
 - (1) I hit somebody.
 - (2) Somebody lives in that house.
 - (3) I'm worried about something.
 - (4) Diane said something.
 - (5) Something fell off the shelf.
- (b) Put the verb into the correct form, to ... or -ing.
 - (1) I'm not going anywhere! I refuse. (move)
 - (2) I'm not in a hurry. I don't mind. (wait)
 - (3) I wish that dog would stop. It's driving me crazy. (bark)

- (4) David is very quiet. He tends not much. (say)
- (5) They didn't know I was listening to them.
I pretended asleep. (be)

2. (a) Put in a/an or the where necessary.

- (1) Paul plays tennis. He's very good player.
- (2) There isn't airport near where I live.
- (3) Nearest airport is 70 miles away.
- (4) There were no chairs, so we sat on floor.
- (5) Have you finished with book I lent you?

(b) Are these sentences OK? Correct them where necessary.

- (1) Three years are a long time to be without a job.
- (2) The committee want to change the rules of the club.
- (3) Susan was wearing a black jeans.
- (4) I like Martin and Jane. They're very nice persons.
- (5) I'm going to buy some new pyjamas.

SECTION—B

3. (a) Write a letter to your friend advising him to participate in extra-curricular activities.

- (b) Put in some or any.
- (1) You can use your card to withdraw money at cash machine.
 - (2) Those apples look nice. Shall we get?
 - (3) With the special tourist train ticket, you can travel on train you like.
 - (4) 'Can I have more coffee, please?'
'Sure. Help yourself.'
 - (5) If there are words you don't understand, look them up in a dictionary.
4. (a) Write a letter to your brother congratulating him on his success in National Games.
- (b) Complete the sentences using who/whom/whose/where.
- (1) We helped some people car had broken down.
 - (2) A cemetery is a place people are buried.
 - (3) A pacifist is a person believes that all wars are wrong.
 - (4) An orphan is a child parents are dead.
 - (5) What's the name of the hotel your parents are staying?

SECTION—C

5. Write a detailed essay on the themes in the story "The Lament".
6. What do you learn about the art of storytelling on the basis of your reading of the story "The Story Teller"?

SECTION—D

7. Write a character sketch of Odarka.
8. Comment on the theme of class-conflict in the story "The Doll's House".

Exam. Code : 121701

Subject Code : 800146

Bachelor of Business Administration (BBA)
1st Semester (Batch 2023-26) (CBGS) (Old Sylb)
ENC-101 : ENGLISH COMPULSORY

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. (a) Put the verb into the correct form, present continuous or present simple.
 - (1) Don't put the dictionary away..... (I / use) it.
 - (2) Who is that man? Why (he / look) at us?
 - (3) Govind says he's 30 years old, but nobody (believe) him.
 - (4) Air (consist) mainly of nitrogen and oxygen.
 - (5) Rain (fall). We cannot go out now.

(b) Put the verb into the correct form, positive or negative.

(1) It was warm, so I (take) off my coat.

(2) The novel wasn't very good. I (enjoy) it very much.

(3) The bed was very uncomfortable. I (sleep) very well.

(4) I was in a hurry, so I (have) time to phone you.

(5) My mother was tired, so she (wash) my school uniform.

2. (a) Read the situations and write sentences with just, already or yet.

(1) After lunch you go to see a friend at her house.
She says, 'Would you like something to eat?'
You say: No thank you. I (have lunch).

(2) Liza went shopping, but soon she returned.
Somebody asks, 'Is Liza still out shopping?'
You say: No, ... (come back).

- (3) You are eating in a hotel. The waiter thinks you have finished and starts to take your plate away. You say: Wait a minute! I
(not / finish).
- (4) You plan to eat at a restaurant tonight. You phoned to reserve a table. Later your friend says, 'Shall I phone to reserve a table?' You say: No, I (do it).
- (5) Is Sue coming to the cinema with us? You say: No, she (watch) the film.
- (b) Complete the sentences with mustn't or don't/doesn't have to :
- (1) Richard wear a suit to work, but he usually does.
- (2) I can sleep late tomorrow morning because I go to work.
- (3) Shiva get up early, but she usually does.
- (4) There's a lift in the building, so we climb the stairs.

SECTION—D

7. Summarize the main ideas in the prose chapter 'On Spendthrifts'.
8. Write a character sketch of Grimsdyke.

Exam. Code : 121701
Subject Code : 502526

Bachelor of Business Administration (BBA) (Hons.)
1st Semester (Batch 2025-29) (CBGS)

COMPUTER APPLICATIONS FOR BUSINESS

Paper : BBA01008T

Time Allowed—3 Hours]

[Maximum Marks—50

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. How do application and system software differ? Give various examples of both.
2. Explain different display device technologies. Write their features.

SECTION—B

3. (a) Which are various functions performed by an OS ?
(b) Write the booting procedure of DOS.

4. Explain copy, del, deltree and format commands of DOS.

SECTION—C

5. Explain the following in MS-Word :
- (a) Different types of margins
 - (b) Use of bookmark
 - (c) Indents & Outdents
 - (d) Page break.
6. What is the use and difference between paragraph and section in a document? How can you add paragraphs and sections? Also write various paragraph formatting options.

SECTION—D

7. Which are different types of graphs available in MS-Excel? Write the steps to add a graph in your worksheet.
8. Which are different views of slides in MS-PowerPoint? Write the use of each.

Exam. Code : 121701

Subject Code : 502524

Bachelor of Business Administration (BBA) (Hons.)

1st Sem. (Batch 2025-29) (CBGS)

BUSINESS ORGANIZATION & SYSTEMS

Paper—BBA01006T

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. What do you understand by Business and Commerce? Explain the objectives of business and essentials of successful business.
2. Briefly explain the Industrial Revolution—its effects and Industrialization in India.

SECTION—B

3. Discuss the following forms of Business Organization :—
 - (a) Sole-proprietorship and Partnership.
 - (b) Joint stock company and Cooperative society.
4. Briefly explain the decisions in setting up an Enterprise.

SECTION—C

5. What do you understand by Business and Society? Discuss the changing concepts and objectives of Business.
6. Explain the following :—
 - (a) Technological development and Social Change.
 - (b) Social responsibilities of Business.

SECTION—D

7. Describe Wholesale & Retail Trade. Explain the recent trends in Wholesale and Retailing.
8. What is the definition and meaning of Stock Exchange and Produce Exchange? Explain its importance and functions.

Exam. Code : 121701
Subject Code : 502522

Bachelor of Business Administration (BBA) (Hons.)

1st Sem. (Batch 2025-29) (CBGS)

PUNJABI COMPULSORY-I

Paper : BOA01002T

Time Allowed—3 Hours]

[Maximum Marks—100

ਨੋਟ :— ਹਰੇਕ ਭਾਗ ਵਿੱਚੋਂ ਘੱਟੋ-ਘੱਟ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦੀ ਚੋਣ ਕਰਦੇ ਹੋਏ, ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰੋ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਅੰਕ ਬਰਾਬਰ ਹਨ।

ਭਾਗ—ਓ

1. ਹੇਠ ਲਿਖੀਆਂ ਕਾਵਿ ਸਤਰਾਂ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਕਰੋ :

ਬਹੁਤੇ ਦੁੱਖ ਉਹ ਝਲਦੇ ਦੇਸ਼ ਬਦਲੇ,
ਬੰਦੇ ਕੌਮ ਦੇ ਜਿਹੜੇ ਦਲੇਰ ਹੁੰਦੇ।
ਇੱਟਾਂ ਉਸੇ ਨੂੰ ਬਹੁਤੀਆਂ ਪੈਂਦੀਆਂ ਨੇ,
ਜਿਹੜੀ ਬੇਰੀ ਦੇ ਨਾਲ ਨੇ ਬੇਰ ਹੁੰਦੇ।
ਕੌਣ ਪੁੱਛਦਾ ਕਾਵਾਂ ਤੇ ਗਿੱਦੜਾਂ ਨੂੰ,
ਕੈਦ ਪਿੰਜਰੇ ਬਾਜ਼ ਤੇ ਸ਼ੇਰ ਹੁੰਦੇ।
ਕਤਰੇ ਲਹੂ ਤੇ ਪਾਣੀ ਦੇ ਬੰਦ ਹੋ ਕੇ,
'ਸ਼ਰਫ' ਮੋਤੀ ਤੇ ਮੁਸ਼ਕ ਉਹ ਫੇਰ ਹੁੰਦੇ।

2. 'ਤੇਰੇ ਹਜ਼ੂਰ ਮੇਰੀ ਹਾਜ਼ਰੀ ਦੀ ਦਾਸਤਾਂ' ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ ਸਪੱਸ਼ਟ ਕਰਕੇ ਲਿਖੋ।

ਭਾਗ—ਅ

3. 'ਸੋਭਾ ਸਿੰਘ' ਨਿਬੰਧ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ ਲਿਖੋ।
4. 'ਕੇ. ਐਲ. ਸਹਿਗਲ' ਨਿਬੰਧ ਵਿਚੋਂ ਕਲਾਕਾਰ ਦਾ ਕਿਸ ਕਿਸਮ ਦਾ ਬਿੰਬ ਬਣਦਾ ਹੈ ?

ਭਾਗ—ੲ

5. ਹੇਠ ਲਿਖੇ ਵਿਸ਼ਿਆਂ ਵਿਚੋਂ ਕਿਸੇ ਇੱਕ ਤੇ ਪੈਰ੍ਹਾ ਰਚਨਾ ਕਰੋ :
 - (1) ਮਾਨਸਿਕ ਗਰੀਬੀ
 - (2) ਮਾਨਸਿਕ ਅਮੀਰੀ
 - (3) ਗਿਆਨ।
6. ਹੇਠ ਲਿਖਿਆ ਪੈਰ੍ਹਾ ਨੂੰ ਪੜ੍ਹ ਕੇ ਪੁੱਛੇ ਗਏ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦਿਓ :

ਗੁਰਚਰਨ ਸਿੰਘ ਪਹਿਲੀ ਵਾਰ ਕਾਂਗੜਾ ਵਾਦੀ ਵਿਚ 1949 ਵਿਚ ਆਪਣੀ ਕਰਮ-ਸ਼ਾਲਾ ਲਈ ਗਿਆ, ਤੇ ਦਸ ਬਾਰਾਂ ਸਾਲ ਇਸ ਦੀ ਖੋਜ ਵਿਚ ਰਿਹਾ। ਉਹ ਜ਼ਮੀਨ ਖਰੀਦਣਾ ਚਾਹੁੰਦਾ ਸੀ ਪਰ ਹਮੇਸ਼ਾ ਕੋਈ ਨਾ ਕੋਈ ਮੁਸ਼ਕਲ ਆ ਪੈਂਦੀ। ਜਾਂ ਤਾਂ ਜ਼ਮੀਨ ਆਬਾਦੀ ਤੋਂ ਬਹੁਤ ਦੂਰ ਹੁੰਦੀ ਜਾਂ ਬਹੁਤ-ਬਹੁਤ ਮਹਿੰਗੀ। 1960 ਵਿਚ ਉਹ ਨੌਰਾ ਰਿਚਰਡਜ਼ ਨੂੰ ਮਿਲਿਆ ਤੇ ਉਸ ਨੂੰ ਦਿੱਲੀ ਆਉਣ ਦਾ ਨਿਮੰਤ੍ਰਣ ਦਿਤਾ। ਉਹ ਉਸ ਦੇ ਘਰ ਠਹਿਰੀ। ਜਦੋਂ ਵਾਪਿਸ ਜਾਣ ਲੱਗੀ ਤਾਂ ਉਸ ਨੇ ਆਖਿਆ, 'ਗੁਰਚਰਨ, ਮੈਨੂੰ

ਤੇਰਾ ਕੰਮ ਪਸੰਦ ਹੈ। ਜੇ ਤੂੰ ਅੰਧਰੇਟੇ ਆ ਕੇ ਮੇਰੀ ਮਿਲਖ ਉੱਤੇ ਭਾਂਡੇ ਬਣਾਉਣ ਦਾ ਕੰਮ ਕਰਨਾ ਚਾਹੇਂ ਤਾਂ ਤੂੰ ਕੋਈ ਥਾਂ ਚੁਣਕੇ ਉਂਗਲ ਰਖ ਦੇਹ ਤੇ ਉਹ ਜ਼ਮੀਨ ਤੇਰੀ।

- (1) ਗੁਰਚਰਨ ਸਿੰਘ ਕੋਲ ਕਿਹੜੀ ਕਲਾ/ਮੁਹਾਰਤ ਸੀ ?
- (2) ਗੁਰਚਰਨ ਸਿੰਘ ਨੇ ਕਿਸ ਨੂੰ ਆਪਣੇ ਘਰ ਸੱਦਾ ਦਿੱਤਾ ?
- (3) ਗੁਰਚਰਨ ਸਿੰਘ ਨੂੰ ਆਪਣੀ ਕਰਮ-ਸ਼ਾਲਾ ਲਈ ਜ਼ਮੀਨ ਕਿਥੇ ਮਿਲੀ ?
- (4) ਨੌਰਾ ਦਾ ਗੁਰਚਰਨ ਸਿੰਘ ਦੇ ਕੰਮ ਬਾਰੇ ਕੀ ਖਿਆਲ ਸੀ ?
- (5) ਨੌਰਾ ਨੇ ਗੁਰਚਰਨ ਸਿੰਘ ਤੋਂ ਜ਼ਮੀਨ ਦਾ ਕੀ ਮੁੱਲ ਮੰਗਿਆ ਸੀ ?

ਭਾਗ—ਸ

7. ਪੰਜਾਬੀ ਦੀ ਮਾਝੀ ਅਤੇ ਮਲਵਈ ਉੱਪ-ਭਾਸ਼ਾ ਦੇ ਪਛਾਣ ਚਿੰਨ੍ਹ ਦੱਸਦੇ ਹੋਏ ਇਹ ਵੀ ਦੱਸੋ ਕਿ ਟਕਸਾਲੀ ਭਾਸ਼ਾ ਕਿਸ ਨੂੰ ਆਖਦੇ ਹਨ ?
8. ਪੰਜਾਬੀ ਨੂੰ ਦੂਜੀ ਭਾਸ਼ਾ ਵਜੋਂ ਕੌਣ ਪੜ੍ਹਦੇ ਹਨ, ਇਸਨੂੰ ਪੜ੍ਹਾਉਣ ਸਮੇਂ ਕੀ ਮੁਸ਼ਕਲਾਂ ਆਉਂਦੀਆਂ ਹਨ ਅਤੇ ਇਸ ਦੀ ਕੀ ਮਹੱਤਤਾ ਹੈ ?

Exam. Code : 121701

Subject Code : 502525

Bachelor of Business Administration (BBA) (Hons.)

1st Sem. (Batch 2025-29) (CBGS)

MANAGERIAL ECONOMICS

Paper—BBA01007T

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. What do you understand by price elasticity of demand? Discuss in detail its types and methods of measurement. 20
2. Define utility. Critically evaluate the law of diminishing marginal utility with the help of a suitable example. 20

SECTION—B

3. Explain in detail the separation of price effect into income and substitution effect. 20

4. (i) What are the conditions of consumer equilibrium under ordinal utility analysis? 10
- (ii) What is law of supply? Discuss the factors affecting supply. 10

SECTION—C

5. (i) Critically evaluate the law of variable proportions. 10
- (ii) Write a detailed note on economies of scale. 10
6. What is traditional cost theory? How modern cost theory is an improvement over the traditional theory of cost? 20

SECTION—D

7. What are the assumptions of a perfectly competitive market? Explain the price and output determination of a firm and industry under perfect competition. 20
8. Define monopoly. How a monopoly market is different from a perfectly competitive market? Discuss the price and output determination in short period under monopoly. 20