

Exam. Code : 105401

Subject Code : 1359

Bachelor in Business Administration (BBA) 1st Semester

BUSINESS ORGANIZATION AND SYSTEMS

Paper—BBA-104

Time Allowed—3 Hours]

[Maximum Marks—50

Note :— There are **Eight** questions. Candidates are required to attempt any **Five** questions. **All** questions carry equal marks.

SECTION—A

1. What is the scope of Commerce ? Discuss inter-relationship between Trade, Commerce and Industry.
2. Write a note on :—
 - (a) Effects of Industrial Revolution
 - (b) Evolution of Industry.

SECTION—B

3. What is creativity ? Discuss the importance of Creativity in Entrepreneurship.
4. Write a note on :—
 - (a) Feasibility study
 - (b) Joint Stock Company.

SECTION—C

5. What do you mean by Professionalization ? Discuss the effects of Codes of Ethics on Professionalization.
6. Write a note on :—
 - (a) Business Culture
 - (b) Changing Business Concept.

SECTION—D

7. Discuss the recent trends in Wholesale and Retailing in India in detail.
8. Write a note on :—
 - (a) Bombay Stock Exchange
 - (b) Listing procedure at Stock Exchange.

Exam. Code : 105401

Subject Code: 1355

Bachelor in Business Administration (B.B.A.) 1st Semester

BBA-101 : ENGLISH COMPULSORY

Time Allowed—3 Hours]

[Maximum Marks—50

Note :— Student 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

I. (A) Put the verb in correct form **Present Simple** or **Present Continuous** :—

(I) Alan says he is 80 years old but nobody(believe) him.

(II) She told me her name, but (I/not/remember) it now.

(III) Air (consist) mainly of Nitrogen and Oxygen.

(IV)(I/think) of selling my car. Would you be interested in buying it?

(B) Put in **must** or **can't** :—

(I) I am sure I gave you the key. You have it. Have you looked in your bag ?

(II) You got here very quickly. You have walked very fast.

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

(C) Complete the sentences with **mustn't** or **don't/doesn't have to** :—

(I) Richard wear a suit to work but usually does.

(II) You not forget what I told you. It is very important.

(III) I eat too much. I'm supposed to be on diet. $1 \times 10 = 10$

II. (A) Complete the sentences using **could**, **couldn't** or **managed to** :—

(I) My grandfather travelled a lot. He speak five languages.

(II) They didn't want to come with us at first but we persuade them.

(III) I had forgotten to bring my camera, so I take any pictures.

(B) Put in the correct form **Past Perfect (I had done)** or **Past Simple (I did)** :—

(I) I felt very tired when I got home, so I (go) straight into bed.

(II) The house was very quiet when I got home. Everybody (go) to bed.

(III) Sorry, I am late. The car (break) down on my way home.

(IV) 'Was Paul at the party when you arrived ?'
'No, he (go) home.'

(C) Complete the sentences with use(d) to + a suitable verb :—

(I) Sophie a motorbike but last year she sold it and bought a car.

(II) Jackie my best friend but we are not good friends anymore.

(III) We moved to Spain a few years ago. We in Paris. $1 \times 10 = 10$

SECTION—B

III. (A) Write a paragraph on any **one** of the following topics :—

(I) The Value of Forests

(II) The Indian Culture. $1 \times 5 = 5$

(B) Are these sentences right or wrong ? Correct them where necessary :—

(I) I wish our flat would be a bit bigger.

(II) I wish everything would not be so expensive $2 \times 1 = 2$

(C) Put the verbs into correct form **Present Simple or Past Simple, Active or Passive** :—

(I) Water (cover) most of the Earth surface.

(II) Robert's parents (die) when he was very young.

(III) While I was on holiday, my camera (steal) from my hotel room. $3 \times 1 = 3$

IV. (A) Write a paragraph on any **one** of the following topics :—

(I) Women Education

(II) Summer Vacations.

1×5=5

(B) Complete the sentences with **say** or **tell** (in the correct form). Use only **one** word each time :—

(I) Don't just stand there! something!

(II) Dan me that he was bored with his job.

(III) The doctor that I should rest for at least a week.

(IV) Gary couldn't help me. He me to ask Chris.

(V) Ann goodbye and left me.

1×5=5

SECTION—C

V. Write a character sketch of the Bachelor. 10

VI. Write a note on the theme of humour and satire in the story *The Luncheon*. 10

SECTION—D

VII. Write in detail the character descriptions of misers and spendthrifts as depicted in the essay *On Spendthrifts*.

10

VIII.(A) When and where did democracy first begin ? What did it mean then ?

5

(B) What does the declaration say about marriage and family ?

5

Exam. Code : 105401

Subject Code : 1356

Bachelor in Business Administration (BBA) 1st Semester

PUNJABI COMPULSORY

Paper-BBA-102 (i)

Time Allowed—3 Hours]

[Maximum Marks—50

ਨੋਟ :- ਕੁੱਲ ਅੱਠ ਪ੍ਰਸ਼ਨ ਹਨ। ਪ੍ਰੀਖਿਆਰਥੀ ਕੋਈ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨ। ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਅੰਕ ਬਰਾਬਰ ਹਨ।

ਸੈਕਸ਼ਨ—ਏ

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

ਬਹੁਤੇ ਦੁੱਖ ਉਹ ਝੱਲਦੇ ਦੇਸ਼ ਬਦਲੇ,

ਬੰਦੇ ਕੌਮ ਦੇ ਜਿਹੜੇ ਦਲੇਰ ਹੁੰਦੇ।

ਇੱਟਾਂ ਓਸੇ ਨੂੰ ਬਹੁਤੀਆਂ ਪੈਂਦੀਆਂ ਨੇ,

ਜਿਹੜੀ ਬੇਰੀ ਦੇ ਨਾਲ ਨੇ ਬੇਰ ਹੁੰਦੇ।

ਕੌਣ ਪੁੱਛਦਾ ਕਾਂਵਾਂ ਤੇ ਗਿੱਦਤਾਂ ਨੂੰ,

ਕੈਦ ਪਿੰਜਰੇ ਬਾਜ਼ ਤੇ ਸ਼ੇਰ ਹੁੰਦੇ।

ਕਤਰੇ ਲਹੂ ਤੇ ਪਾਣੀ ਦੇ ਬੰਦ ਹੋ ਕੇ,

ਸ਼ਰਫ ਮੋਤੀ ਤੇ ਮੁਸ਼ਕ ਉਹ ਫੇਰ ਹੁੰਦੇ।

2. ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ ਦੁਆਰਾ ਰਚਿਤ ‘ਬਾਰਾਂਮਾਹ’ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ ਲਿਖੋ।

ਸੈਕਸ਼ਨ—ਬੀ

3. ਭਗਵਾਨ ਬੁੱਧ ਦੀ ਜੀਵਨੀ ਨੂੰ ਆਪਣੇ ਸ਼ਬਦਾਂ ਵਿੱਚ ਬਿਆਨ ਕਰੋ।
4. ਇਬਰਾਹਿਮ ਲਿੰਕਨ ਦੀ ਜੀਵਨੀ ਦਾ ਸਾਰ ਲਿਖੋ।

ਸੈਕਸ਼ਨ—ਸੀ

5. ਹੇਠ ਲਿਖੇ ਵਿਸ਼ਿਆਂ ਵਿੱਚੋਂ ਕਿਸੇ ਇੱਕ ਵਿਸ਼ੇ 'ਤੇ ਪੈਰਾ ਰਚਨਾ ਕਰੋ :

(ੳ) ਖੇਤੀਬਾੜੀ ਕਿੱਤੇ ਦੀਆਂ ਸਮੱਸਿਆਵਾਂ

(ਅ) ਵਰਤਮਾਨ ਸਮੇਂ ਵਿੱਚ ਮੀਡੀਏ ਦਾ ਰੋਲ

(ੲ) ਵਿਦਿਆ ਦਾ ਵਪਾਰੀਕਰਣ।

6. ਹੇਠ ਲਿਖੇ ਪੈਰੂ ਨੂੰ ਪੜ੍ਹ ਕੇ ਦਿੱਤੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦਿਉ :

ਮੈਂ ਕੋਸ਼ਿਸ਼ ਕਰ ਰਹੀ ਹਾਂ ਆਪਣੇ ਬਚਪਨ 'ਚ ਜਾ ਕੇ ਉਹ ਵੇਲਾ ਯਾਦ ਕਰਨ ਦਾ, ਜਦੋਂ ਮੈਂ ਸੋਚਿਆ ਹੋਵੇਗਾ ਕਾਸ਼! ਮੈਂ ਮੁੰਡਾ ਹੁੰਦੀ। ਅਨਪੜ੍ਹ ਮਾਂ-ਬਾਪ ਦੀ ਕੁੜੀ ਕਾਂਨਵੈਂਟ ਸਕੂਲ 'ਚ ਪਾ ਦਿੱਤੀ ਗਈ। ਸਫੇਦ ਸ਼ਰਟਾਂ, ਸਫੇਦ ਨਿੱਕਰਾਂ, ਕੁੜੀਆਂ ਦੀਆਂ ਸਕਰਟਾਂ, ਸਟਾਇਲਿਸ਼ ਟਿਫਿਨ। ਇੰਝ ਲਗਦਾ ਜਿਵੇਂ ਮੈਂ ਪਰੀ ਲੋਕ 'ਚ ਹੋਵਾਂ। ਕਲਾਸ ਵਿੱਚ ਪਹਿਲੇ ਦਿਨ ਹੀ ਇੱਕ ਮੁੰਡੇ ਦਾ ਜਨਮ ਦਿਨ ਸੀ। ਮੈਨੂੰ ਪਤਾ ਨਹੀਂ ਸੀ ਕਿ ਜਨਮ ਦਿਨ ਇੰਝ ਵੀ ਮਨਾਇਆ ਜਾਂਦਾ ਹੈ। ਗੁਪਤਾ ਨਾਂ ਦੀ ਮੈਡਮ ਸੀ ਸਾਡੀ, ਜਦੋਂ ਉਸ ਨੇ ਮੁੰਡੇ ਨੂੰ ਕੋਲ ਬੁਲਾਇਆ ਤੇ ਉਸ ਦੀ ਗੱਲ ਤੇ ਕਿੱਸ ਕੀਤੀ ਤਾਂ ਮੈਂ ਹੈਰਾਨ ਹੀ ਰਹਿ ਗਈ ਅਤੇ ਅੱਖਾਂ ਅੱਗੇ ਹੱਥ ਰੱਖ ਲਿਆ ਸੀ। ਸਾਰੇ ਬੱਚਿਆਂ ਨੇ ਤਾੜੀਆਂ ਮਾਰੀਆਂ 'ਹੈਪੀ ਬਰਥ ਡੇ' ਦੇ ਸੰਗੀਤ ਨਾਲ ਸਾਰੀ ਕਲਾਸ ਝੁਮ ਉੱਠੀ। ਸਾਰਿਆਂ ਨੂੰ

ਏਕਲੇਅਰ ਟਾਫੀਆਂ ਖਾਣ ਨੂੰ ਦਿੱਤੀਆਂ ਗਈਆਂ ਇਹ ਟਾਫੀਆਂ ਉਸ ਵੇਲੇ ਸਭ ਤੋਂ ਮਹਿੰਗੀਆਂ ਟਾਫੀਆਂ ਸਨ। ਉਹ ਟਾਫੀ ਬਚਾ ਕੇ ਮੈਂ ਆਪਣੇ ਘਰ ਲੈ ਆਈ। ਰਾਤ ਨੂੰ ਅਸੀਂ ਸਾਰੇ ਪਰਿਵਾਰ ਨਾਲ ਖਾਣਾ ਖਾਂਦੇ ਸੀ। ਮੈਂ ਸਕੂਲੇ ਮਨਾਏ ਗਏ ਜਨਮ ਦਿਨ ਦੀ ਗੱਲ ਸੁਣਾਉਂਦਿਆਂ ਅਤੇ ਭੈਣਾਂ ਨੂੰ ਚਿੜਾਉਂਦਿਆਂ ਕਿਹਾ ਕਿ ਮੈਂ ਵੀ ਆਪਣਾ ਜਨਮ ਦਿਨ ਮਨਾਵਾਂਗੀ। ਅਜੇ ਮੈਂ ਬੋਲ ਹੀ ਰਹੀ ਸੀ ਕਿ ਪਿਤਾ ਦਾ ਇਕ ਜ਼ੋਰ ਦੀ ਥੱਪੜ ਪਿਆ ਤੇ ਨਾਲ ਹੀ ਕੌੜੇ ਸ਼ਬਦਾਂ ਦੀ ਬੋਛਾਰ ਵੀ 'ਕੁੜੀਆਂ ਦਾ ਜਨਮ ਦਿਨ ਅਸੀਂ ਘਰਾਂ ਚ ਨਹੀਂ ਮਨਾਉਂਦੇ। ਵੱਡੀ ਨੇ ਸਕੂਲ ਚ ਮਨਾਉਣਾ ਹੈ'। ਉਹ ਮੇਰੀ ਜ਼ਿੰਦਗੀ ਦਾ ਪਹਿਲਾ ਦਿਨ ਸੀ ਜਦੋਂ ਮੈਨੂੰ ਅਹਿਸਾਸ ਹੋਇਆ ਕਿ ਕੁੜੀਆਂ ਮੁੰਡਿਆਂ ਤੋਂ ਵੱਖਰੀਆਂ ਹੁੰਦੀਆਂ ਹਨ। ਉਹ ਪਹਿਲਾ ਦਿਨ ਸੀ ਜਦੋਂ ਮੈਨੂੰ ਕੁੜੀ ਹੋਣ ਤੇ ਅਫਸੋਸ ਹੋਇਆ।

ਪ੍ਰਸ਼ਨ :

- (ੳ) ਲੇਖਕਾ ਦੇ ਮਾਂ ਬਾਪ ਕਿੰਨੇ ਪੜੇ-ਲਿਖੇ ਸਨ ?
- (ਅ) ਲੇਖਕਾ ਦਾ ਸਕੂਲ ਕਿਹੋ ਜਿਹਾ ਸੀ ਅਤੇ ਉਥੇ ਪਹਿਲੇ ਦਿਨ ਕੀ ਵਾਪਰਿਆ ?
- (ੲ) ਲੇਖਕਾ ਨੇ ਘਰ ਆ ਕੇ ਕੀ ਖਾਹਿਸ਼ ਜਾਹਰ ਕੀਤੀ ?
- (ਸ) ਲੇਖਕਾ ਦੀ ਰੀਝ ਬਾਰੇ ਉਸਦੇ ਬਾਪ ਦਾ ਕੀ ਪ੍ਰਤੀਕਰਮ ਸੀ ?
- (ਹ) ਇਸ ਪੈਰ੍ਹੇ ਦਾ ਕੋਈ ਢੁੱਕਵਾਂ ਸਿਰਲੇਖ ਦਿਉ।

ਸੈਕਸ਼ਨ-ਡੀ

7. ਹੇਠ ਲਿਖੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦਿਉ :
- (ੳ) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ ਪੰਜਾਬੀ ਦੀ ਕਿਹੜੀ ਉਪ-ਭਾਸ਼ਾ ਨੂੰ ਅਤੇ ਕਿਉਂ ਮੰਨਿਆ ਜਾਂਦਾ ਹੈ ?
- (ਅ) ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਵਿੱਚ ਕੀ ਅੰਤਰ ਹੁੰਦਾ ਹੈ ?
8. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਨਿਕਾਸ ਅਤੇ ਵਿਕਾਸ ਬਾਰੇ ਵਿਸਥਾਰ ਸਹਿਤ ਨੋਟ ਲਿਖੋ।

Exam. Code : 105401
Subject Code : 1362

Bachelor in Business Administration (BBA) 1st Semester
BUSINESS COMMUNICATION
Paper—BBA-107

Time Allowed—3 Hours] [Maximum Marks—50

Note :— There are **EIGHT** questions. Candidates are required to attempt any **FIVE** questions. All questions carry equal marks.

SECTION—A

1. What is the importance of communication in business ? Describe the types of information needed for effective communication.
2. What are the barriers of communication ? Describe ways to overcome the barriers.

SECTION—B

3. Discuss the role of audience audit in making a good presentation. How is it done ?
4. Discuss business to business etiquettes you need to keep in mind while communicating with clients from USA.

SECTION—C

5. What different types of customer correspondence does a company need to do ? Discuss.
6. What is the relationship between active listening and a good presentation ? Discuss the factors affecting listening in detail.

SECTION—D

7. Board of Directors of Coral Industries Limited (CIL) at their meeting in May 2020, approved a scheme of bonus debentures to be issued to their shareholders. They proposed to issue one fully paid debenture of Rs. 170 for every Rs. 10 equity share held. The scheme was approved by the shareholders at the general meeting held in August 2020. Write a communication to debenture holders announcing the same to the debenture holders.
8. Elaborate in detail the principles of letter writing.

Exam. Code : 105401

Subject Code: 1361

Bachelor in Business Administration (B.B.A.) 1st Semester

COMPUTER APPLICATIONS FOR BUSINESS—I

Paper—BBA-106

Time Allowed—3 Hours]

[Maximum Marks—35

Note :— There are **Eight** questions. Candidates are required to attempt any **five** questions. All questions carry equal marks.

SECTION—A

1. Define computer. Discuss the role of different components of a computer. 7
2. (a) What are the different types of ROM ? Explain. 5
(b) Define and distinguish between system and application software. 2

SECTION—B

3. What are the different types of software ? Briefly discuss purpose of each type of software. 7
4. Discuss any three internal and external commands each of DOS. 7

SECTION—C

5. What are the different types of views available in MS Word ? Briefly discuss features of each type of view. 7

6. (a) How headers and footers are inserted in MS Word document ? 2.5
- (b) How different headers 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 formulae are applied in MS Excel ? Explain. 2.5
- (b) What are the various methods of pasting data in MS Excel ? 2.5
- (c) Write the procedure of creating a pie chart 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 : 1358

Bachelor in Business Administration (BBA) 1st Semester
BBA-103 : BASIC ACCOUNTING

Time Allowed—3 Hours] [Maximum Marks—50

Note :— There are *eight* questions. Candidates are required to attempt any *five* questions. All questions carry equal marks.

SECTION—A

1. What do you mean by accounting standards ? Explain the objectives and benefits of accounting standards.
2. Mr. D.Chadha commenced business on 1st January, 2020. His transactions for the month are given below. Journalise them :

2020		Rs.
Jan 1	Commenced business with cash	2,50,000
Jan 2	Paid into bank	2,35,000
Jan 3	Bought goods from Ramesh and Co.	54,000
Jan 3	Sold goods to Rajesh	48,000
Jan 7	Bought goods from Ram Chand	64,500
Jan 7	Paid wages in cash	800
Jan 7	Sold goods to Mahesh Chand	53,500
Jan 10	Received cheque from Rajesh (Discount allowed Rs. 1,200)	46,800
Jan 10	Paid into bank	46,800

2020		Rs.
Jan 11	Paid to Ramesh and Co. (Discount received Rs. 2,700)	51,300
Jan 12	Paid rent for three months up to March	4,000
Jan 13	Bought from C. Khare	74,000
Jan 15	Paid wages in cash	800
Jan 15	Paid office expenses in cash	700
Jan 16	Sold goods to Jagdish	32,000
Jan 17	Sold goods to Rajesh	16,000
Jan 21	Sold goods to Mahesh Chand	25,000
Jan 21	Payment received by cheque from Jagdish	32,000
Jan 22	Paid wages in cash	800
Jan 22	Paid office expenses in cash	500
Jan 22	Paid Ram Chand by cheque (Discount Rs. 3,200)	61,300
Jan 25	Received cheque from Mahesh Chand (Discount Rs. 1,500)	52,000
Jan 27	Mahesh Chand returned goods (Not up to sample)	2,000
Jan 29	Paid wages in cash	800
Jan 31	Paid office expenses in cash	400
Jan 31	Paid salaries for the month	20,000
Jan 31	Received Rs. 20,000 for a bill receivable from Hari and deposited the same into the bank	

SECTION—B

3. Explain different methods of depreciation. What are the advantages and disadvantages of these methods ?
4. Enter the following transactions in the cash book of Sudhir and Sons :

2020		Amount
April 1	Opening cash balance	2,250
	Bank overdraft	4,000
April 2	Cash sales Rs. 5,000 out of which deposited in bank	1,500
April 3	Paid to Suresh by cheque	1,400
April 5	Received cheque from Jaswant and sent to bank	8,000
April 6	Paid wages	2,450
April 6	Cash purchases	1,100
April 8	Paid office exp. by cheque	1,600
April 9	Cash sales	2,000
April 10	Paid rent	1,200
April 12	Received cheque from Dinesh in full settlement of his account of Rs. 3,700 and deposited it in bank	3,600

2020		Amount
April 15	Paid to Ram by cheque	1,650
	He allowed discount	50
April 17	Received cash from K. Prasad	2,650
	Allowed him discount	50
April 18	Bought furniture from Mohan and paid him by cheque	3,000
April 19	Drew from bank	900
April 20	Paid advertisement expenses	530
April 21	Received cheque from Subhash	2,550
April 24	Deposited the above cheque into bank	
April 25	Paid salary	1,550
April 25	Subhash's cheque was returned dishonoured	
April 26	Paid octroi by cheque	100
April 27	Cash deposited in bank	1,000
April 29	Withdrew by cheque for domestic expenses	400

SECTION—C

5. What do you mean by financial statements ? What are the different elements of financial statements ?
6. From the following balances extracted from the books of Mr. Soni, prepare trading and profit and loss account for the year ended 31st March 2020 and balance sheet as at that date after taking into consideration the adjustments :

Heads of account	Dr.	Cr.
Cash in hand	1,080	
Cash at bank	5,260	
Purchases	81,350	
Returns outward		1,000
Sales		1,97,560
Returns inward	1,360	
Wages	20,960	
Fuel and power	9,460	
Carriage on sales	6,400	
Carriage on purchases	4,080	
Opening stock	11,520	
Building	60,000	
Freehold land	20,000	

Heads of account	Dr.	Cr.
Machinery	40,000	
Salaries	30,000	
Patents	15,000	
General expenses	6,000	
Insurance	1,200	
Capital		1,42,000
Drawings	10,490	
Sundry debtors	29,000	
Sundry creditors		12,600
Total	3,53,160	3,53,160

Adjustments :

- (1) Closing stock was valued at Rs. 13,600.
- (2) Machinery is to be depreciated @ 10% and patents @ 20%.
- (3) Salaries for the month of March 2020 amounted to Rs. 3,000 were unpaid.
- (4) Insurance included a premium of Rs. 170 for next year.
- (5) Wages include a sum of Rs. 4,000 spent on the erection of a cycle shed for employees and customers.
- (6) A provision for doubtful debts is to be created to the extent of 5% on sundry debtors.

SECTION—D

7. Explain the features and usefulness of accounting package : Tally.
8. Explain main provisions of Companies Act, 2013 with regard to the preparation of final accounts of a company.