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A-401

**BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (Jan 2025)
Management Principles and Organizational Behaviour (B24-BBA-101)**

**Time- 3hrs
Max.Marks-60**

The paper is divided into 2 parts: A and B. Both parts are compulsory.

1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.
2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.

Part-A - Short Answer Type

- (a) Define planning in the context of management.
- (b) List two components of the decision-making process.
- (c) Define the concept of organizing in management.
- (d) What is meant by delegation of authority?
- (e) What are the key steps involved in the staffing process?
- (f) What is the difference between formal and informal groups in an organization?

Part-B - Long Answer Type

Unit-1

1. Discuss the evolution of management thought, highlighting key contributions from different approaches.

Or

2. Explain the four primary functions of management and their significance in achieving organizational goals.

Unit-2

1. Discuss the types of organizational structures, including line, functional, and line & staff relationships. Provide examples for each type.

Or

2. Compare and contrast centralization and decentralization, highlighting their advantages and disadvantages

Unit-3

1. Explain the elements of directing and discuss the principles that guide effective directing within an organization. Why is directing considered crucial for organizational success?

Or

2. Compare and contrast traditional and modern control techniques. Provide examples of each and discuss their effectiveness in different organizational contexts.

Unit-4

1. Explain different theories of group formation theory. Discuss how these theories help in understanding why people form groups.

Or

2. Discuss the fundamental concepts of Organizational Behavior and their significance in understanding employee behavior within organizations.

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Roll No.....

A-401

BBA, BBA-DM, BBA-BA I Semester Examinations (Jun2025)
Management Principles & Organizational Behaviour (B24-BBA-101/BBA-101A)

Time- 3hrs
Max.Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory

- 1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.**
- 2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.**

Part A - Short Answer Type

1.

- (a) Define management and list its key functions.
- (b) What are the steps involved in the planning process?
- (c) Distinguish between centralization and decentralization
- (d) What is meant by staffing in management?
- (e) Write two important principles of directing.
- (f) What is meant by group dynamics?

Part-B - Long Answer Type

Unit-1

2. Explain the evolution of management thought. How do modern management theories influence current practices?

or

3. Define managerial roles as per Henry Mintzberg. How are these roles important in performing managerial functions?

Unit-2

4. Discuss the characteristics and advantages of line, functional, and line & staff organizational structures with appropriate examples.

or

5. What is the delegation of authority? Explain the key elements of delegation and compare it with decentralization.

Unit-3

6. Explain the staffing process in detail. Why is each step important in building an effective workforce?

or

7. What is controlling in management? Describe the controlling process and give examples of modern techniques of control.

Unit-4

8. Define group development. Discuss the various stages of group development and their impact on team performance.

or

9. What are the main theories of group formation? Analyze their relevance in today's dynamic organizational settings.

A-402
BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (Jan 2025)
Accounting for Managers (B24-BBA-102)

Time- 3hrs
Max.Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

- 1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.**
- 2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.**

Part-A - Short Answer Type

- 1.**
 - (a) Explain the double-entry system of accounting. Illustrate its application with suitable examples.
 - (b) Discuss the accounting concepts and conventions. Elaborate on their importance with examples.
 - (c) Illustrate the process of identifying and rectifying errors in the trial balance using practical examples.
 - (d) Explain the objectives of financial statements for a sole proprietorship. Discuss their importance for stakeholders.
 - (e) Comment on the relevance of Social Responsibility Accounting in the context of corporate social responsibility initiatives.
 - (f) Analyze the advantages and limitations of computerized accounting systems. Discuss their implications for the future of accounting practices.

Part-B - Long Answer Type

Unit-1

- 2. Explain the need for accounting in business. Describe the various users of accounting information and different branches of accounting with examples.**
- Or
- 3. Show the Accounting Equation on the basis of the following transactions:**

S. No	Particulars	Rs.
1	Maharana commenced business with cash	1,00,000
2	Purchased goods for cash	70,000
3	Purchased goods on credit	80,000
4	Purchased furniture for cash	3,000
5	Paid rent	2,000
6	Sold goods for cash costing Rs.45,000	60,000
7	Paid to creditors	20,000
8	Withdrew cash for private use	10,000
9	Paid salaries	5,000
10	Sold goods on credit (cost price Rs.60,000)	80,000

Unit-2

- 4. Explain the importance of a journal and ledger in the accounting process. Illustrate the process of posting journal entries into ledger accounts with examples.**
- Or
- 5. Enter the following transactions in journal and post them in the ledger of Mr. Karthik and prepare the trial balance.**

2023, Oct 1 Received cash from Ramesh Rs.1,60,000.
 2023, Oct 5, Bought goods for cash Rs.60,000.
 2023, Oct 7, Sold to Suresh Rs.30,000.
 2023, Oct 15, Bought from Dayalan Rs.40,000.
 2023, Oct 18, Sold to Ganesan Rs. 50,000.
 2023, Oct 20, Withdrew cash for personal use Rs.18,000.
 2023, Oct 25, Received commission Rs.20,000.
 2023, Oct 30, Paid rent Rs.5,000.
 2023, Oct 31, Paid salary Rs.10,000.

Unit-3

6. Write a note on any four of the following:
1. Provision for bad and Doubtful debts.
 2. Accumulated Depreciation.
 3. Provision for discount on Creditors.
 4. Adjustment entry
 5. Suspense Account

Or

7. The following are the balances extracted from the books of Ms. Swathi as on 31st March, 2024.

Particulars	Debit Balances (Rs.)	Credit Balances (Rs.)
Drawings	40,000	
Cash at Bank	17,000	
Cash in hand	60,000	
Capital		2,00,000
Sales		1,60,00
Sundry Creditors		45,000
Buildings	1,00,000	
Sundry debtors	44,000	
Bills Receivable	29,000	
Rent	4,500	
Commission	2,500	
General Expenses	8,000	
Furniture	10,000	
Wages	10,000	
Purchases	20,000	
Stock (31.03.23)	60,000	
	4,05,000	4,05,000

Additional information

1. Closing Stock Rs.40,000 valued as on 31.03.24.
2. Interest on Capital at 6% to be provided.
3. Interest on Drawings at 5% to be provided.
4. Depreciate buildings at the rate of 10% per annum.
5. Write off Bad debts Rs.1,000.

Prepare Trading and Profit & Loss Account and Balance Sheet as on 31st March 2024.

Unit-4

8. Explain the importance of addressing contemporary challenges in accounting, such as sustainability, human resources, and inflation, with examples from real-world practices.

Or

9. Define Human Resource Accounting and describe its role in economic development. Discuss the challenges associated with its implementation in modern businesses and suggest measures to overcome these challenges.

2025, March 1 Ravi started business with cash ₹1,00,000 and furniture worth ₹20,000.
 2025, March 3 Purchased goods for cash ₹25,000.
 2025, March 5 Sold goods for cash ₹15,000.
 2025, March 7 Purchased goods from M/s Gupta Traders on credit ₹30,000.
 2025, March 10 Paid ₹5,000 to M/s Gupta Traders as part payment.
 2025, March 12 Goods worth ₹2,000 returned to M/s Gupta Traders.
 2025, March 15 Sold goods to M/s Sharma & Co. on credit ₹10,000.
 2025, March 18 Received ₹8,000 from M/s Sharma & Co.
 2025, March 22 Paid rent for the month ₹3,000.
 2025, March 25 Withdrew ₹5,000 cash from the business for personal use.

Unit-3

6. Explain the format of a Balance Sheet as per Schedule III of the Companies Act, 2013. Discuss the effect of adjustments of depreciation and outstanding expenses on the financial statements.

Or

7. The following are the balances extracted from the books of Ms. Saraswathi as on 31st March, 2024.

Particulars	Debit Balances Rs.	Credit Balances Rs.
Capital		3,00,000
Sales		2,50,000
Sundry Creditors		1,05,000
Purchases	2,00,000	
Salaries	10,000	
Rent	7,500	
Insurance Premium	1,500	
Machinery	1,40,000	
Cash at bank	22,500	
Computers	1,25,000	
Furniture	50,000	
Cash	10,000	
Opening Stock	26,000	
Sundry Debtors	12,500	
	6,55,000	6,55,000

1. Closing stock as on 31.3.2005 Rs. 39,000
2. Rent outstanding Rs. 1,000
3. Provide interest on capital @ 10% and on Drawings @ 8%

Prepare Trading and Profit & Loss Account and Balance Sheet as on 31st March 2024.

Unit-4

8. Give an overview of Computerized Accounting Systems (CAS). Discuss the transformation brought by these systems on traditional accounting practices. Discuss the advantages and potential risks associated with computerized accounting.

Or

9. Define Inflation Accounting. Discuss the effect of inflation on the financial statements of an enterprise. Evaluate the different methods of inflation accounting and explain their impact on financial analysis and investor decision-making.

A-403
BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (Jan 2025)
Business Organization (B24-BBA-103)

Time- 3hrs
Max.Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

- 1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.**
- 2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.**

Part-A - Short Answer Type

- 1.**
 - (a) What are the key objectives of a business organization?
 - (b) Define partnership and mention one of its characteristics.
 - (c) What are the main features of a Joint Stock Company?
 - (d) Briefly explain the concept of an MNC.
 - (e) What is meant by a Non-Profit Organization?
 - (f) What are the factors to be considered when deciding the location of a new business?

Part-B - Long Answer Type

Unit-1

- 2.** Describe about business evolution. Explain the different types of business organizations with suitable examples.
- Or**
- 3.** What is a partnership deed? Discuss the process of its formation and the rights and duties of partners.

Unit-2

- 4.** Discuss the characteristics and formation process of a Joint Stock Company.
- Or**
- 5.** Explain the concept and importance of corporate governance in today's business environment.

Unit-3

- 6.** Analyze the emergence of Indian MNCs and their role in the global business environment.
- Or**
- 7.** What are trade associations? Discuss their relevance in contemporary business.

Unit-4

- 8.** Discuss the importance of creativity and innovation in generating new business ideas and what are the main factors to be studied for it.
- Or**
- 9.** Explain the SEZ (Special Economic Zone) policy and its role in supporting new businesses.

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A-403

BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (Jun 2025)

Business Organization (B24-BBA-103/BBA-105A)

Time- 3hrs

Max.Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

- 1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.**
- 2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.**

Part-A - Short Answer Type

1.

- (a) . Define the term “business” and explain its social importance.**
- (b) . What are the primary and secondary objectives of a business?**
- (c) . State three features of a partnership firm.**
- (d) . Point out the three differences between a private and public limited company.**
- (e) . What is a feasibility study?**
- (f). List three challenges faced by start-ups.**

Part-B - Long Answer Type

Unit-1.

- 2. Discuss the importance of leadership and motivation in organizational success.**

Or

- 3. Compare and contrast sole proprietorship, partnership, and joint-stock company.**

Unit-2

- 4. Evaluate the significance and impact of multinational corporations (MNCs) in the Indian business environment.**

Or

- 5. Explain the structure, benefits, and legal aspects of a Limited Liability Partnership (LLP).**

Unit-3

6. What are trade associations? Explain their objectives and functions.

Or

7. Discuss the emergence and growth of Indian multinational corporations (MNCs).

Unit-4

8. Evaluate the internal and external factors an entrepreneur must consider before starting a new business unit. Include market, legal, financial, and technological factors in your answer.

Or

9. Explain the process of setting up a new business in India, including legal and financial aspects.

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A-404

BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (June 2025)

Business Mathematics-I (B24-BBA-CC-(M1)-104/ASH-MAT-135A)

Note: Attempt Five question in all. Section A is compulsory and one question from each unit of section B. All question carries equal marks

Time- 3hrs

Max.Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries **2 marks**.
2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries **12 marks**.

Part-A - Short Answer Type

1. (a). Write down all the Subsets of the set $A = \{1, 2, 3\}$
(b). If $A = \{2, 3, 4, 6, 8\}$ and $B = \{3, 6, 8, 10, 13\}$, Write $A \cup B$ and $A \cap B$?
(c). Solve the equation: $3x^2 - 4x - 12 = 0$
(d). If $\frac{1}{6!} + \frac{1}{7!} = \frac{x}{8!}$, find x .
(e). If $12 {}^n C_2 = {}^{2n} C_3$, find n .
(f). If $X + Y = \begin{bmatrix} 2 & 2 \\ 5 & 5 \end{bmatrix}$ and $X - Y = \begin{bmatrix} -6 & 2 \\ 5 & -8 \end{bmatrix}$, find the values of X and Y

Part-B - Long Answer Type

Unit - I

2. A town has a total population of 50,000 out of which 28,000 read 'Indian Express' and 23,000 read 'The Times of India', while 4,000 read both the papers. Indicate:
 - a) How many read neither of the two papers?
 - b) How many read 'Indians Express' only?
 - c) How many read 'The Times of India' only?
3. If $U = \{1, 2, 3, 4, 5, 6, 7, 8, 9, 10\}$, $A = \{2, 3, 4, 6, 8, 9\}$ and $B = \{1, 3, 4, 6, 8, 9\}$ then verify that
 - a) $(A \cup B)' = (A' \cap B')$
 - b) $(A \cap B)' = A' \cup B'$

Unit - II

4. Solve for x, y, z :

$$\frac{xy}{x+y} = \frac{2}{3}; \quad \frac{yz}{y+z} = \frac{4}{3}; \quad \frac{zx}{z+x} = \frac{4}{5}$$

5. Solve the following equation:

$$\frac{x-1}{x-2} + \frac{x-3}{x-4} = \frac{x-5}{x-6} + \frac{x-7}{x-8}$$

Unit - III

6. How many different words can be formed of the letters of the word 'COMBINE' so that:

- a) Vowels always remain together?
- b) No two vowels are together?
- c) Vowels may occupy odd places?

7. The third, fourth and fifth terms in the expansion of $(x + a)^n$ in descending powers of x are 84, 280, 560 respectively; find x , a and n .

Unit - IV

8. Find the inverse of the following matrix:

$$\begin{bmatrix} 0 & 1 & 2 \\ 1 & 2 & 3 \\ 3 & 1 & 1 \end{bmatrix}$$

9. Solve the following equations using Cramer's rule :

$$3x + y + 2z = 3$$

$$2x - 3y - z = -3$$

$$x + 2y + z = 4$$

A-405
BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (Jan 2025)
Personal Finance (B24-BBA-MDC-1)

Time- 3hrs
Max.Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

- 1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.**
- 2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.**

Part-A - Short Answer Type

1. Explain the following

- (a) “Risk and return go hand in hand in investments.” Discuss this statement with examples.
- (b) What role does financial literacy play in making sound investment decisions?
- (c) Do you think real estate is a better investment? Justify your answer.
- (d) Evaluate the pros and cons of investing in gold.
- (e) RERA
- (f) Retirement Strategies

Part-B - Long Answer Type

Unit-1

2. What do you mean by Personal Finance. Explain the key components of personal finance, along with its objectives.

Or

3. What exactly is financial planning, and why is it crucial for both people and families? Why is establishing financial goals so important to the process of financial planning?

Unit-2

4. What is meant by Budgetary control. Also explain the advantages and disadvantages of Budgetary control.

Or

5. What is difference between Savings and Investment? Why is investment important for individuals and businesses? What are the major types of investments? Give examples of each.

Unit-3

6. Analyze the concept of good debt vs. bad debt. Can bad debt ever turn into good debt? Justify with examples.

Or

7. Review the Role and Functions of following Institutions:

- a) SEBI
- b) AMFI

Unit-4

8. Why is early retirement planning essential? Discuss the benefits of starting retirement savings early.

Or

9. “Insurance is not an investment but a risk management tool.” Discuss this statement with examples.

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A-405

**BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (Jun 2025)
Personal Finance (B24-BBA-MDC-I/BBA-107A)**

**Time- 3hrs
Max. Marks-60**

The paper is divided into 2 parts: A and B. Both parts are compulsory.

1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.
2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.

Part-A - Short Answer Type

1.

Discuss the concept of time value of money.

- a) What is the importance of budgeting?
- b) Define debt management.
- c) Describe how retirement planning helps securing financial stability post-retirement.
- d) Explain the importance of insurance in personal financial planning.
- e) “Institutional regulators like SEBI and IRDA protect investor interests.” – Analyze the statement in the Indian context

Part-B - Long Answer Type

Unit-1

2. Discuss the entire personal financial planning process and explain the key factors affecting it. How does it help individuals achieve their financial goals?

OR

3. How does personal financial planning contribute to overall financial well-being? How can demographic factors such as age, income, family size, and employment status influence personal financial planning?

Unit-2

4. Explain the concept of risk and return in investments. Describe the role of diversification in reducing overall portfolio risk? Support your answer with examples.

OR

5. What are the various types of investments available to individuals? Compare their features, risk levels, and return potential in detail.

Unit-3

6. Write a note on SEBI (Securities and Exchange Board of India). Explain its main objectives and key functions. How do these functions help protect investors?

OR

7. What is a credit score? How is it calculated, and what factors influence it? Discuss the importance of maintaining a good credit score in personal financial planning.

8. Why is it essential to include insurance in an individual's financial plan? Discuss the various types of insurance policies available in India with suitable examples.

OR

9. What is retirement planning and why is it important? Discuss the stages of retirement planning and how one should prepare at each stage of life.

A-406

**BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (Jan 2025)
English Language and Communication [Level I] (B24-BBA-AEC-1)**

**Time- 3hrs
Max.Marks-60**

The paper is divided into 2 parts: A and B. Both parts are compulsory.

- 1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.**
- 2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.**

Part-A - Short Answer Type

1. Write short notes on the following topics:
 - a. Morphology
 - b. Oral Communication
 - c. Message
 - d. Body Language
 - e. Effective Listening
 - f. Conjunctions

Part-B - Long Answer Type

Unit-1

2. Define the concept of language. What are the major components of language making?
Or
3. 'Language does play a vital role in professional development'. Write a detailed note.

Unit-2

4. What is verbal communication? What are its various types? Explain the written form of communication.
Or
5. What do you understand by communication process? Explain its important parts in detail.

Unit-3

6. How effective listening is important in your business organization? Discuss about the strategies of improving effective listening skills.
Or
7. Make a light on the mechanism of listening.

Unit-4

8. Distinguish between Adverbs and Adjectives. Provide the examples of these two with complete sentences.
Or
9. Explain briefly with examples:
 - a. Nouns
 - b. Prepositions
 - c. Interjections

No. of Pages:2

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A-406

**BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (Jun 2025)
English Language & Communication I (B24-BBA-AEC-I/ASH-HUM-138A)**

Time- 3hrs

Max.Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.

2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit which carries 12 marks.

Part-A - Short Answer Type

1. (a) What is a Language?
(b) Write four characteristics of a Language.
(c) Define Communication in your own words?
(d) What do you understand by Verbal Communication?
(e) What is Listening?
(f) Elaborate Noun in your own words.

Part-B - Long Answer Type

Unit-I

2. Explain in detail the Functions of a Language.

Or

3. Why English Language is essential for the growth of career? Critically analyse from your point of view.

Unit-II

4. Elaborate the Process of Communication along with diagrammatic representation as well.

Or

5. Explain in detail Verbal Communication along with examples as well.

Unit-III

6. Describe in detail the ways through which we can improve our Listening Skills.

Or

7. Critically analyse the five common factors that affect the ability to listen effectively.

Unit-IV

8. Briefly explain Noun and its types along with examples as well.

Or

9. Fill in the blanks with correct Prepositions.

1. She learned Russian _____ the age of 45.
2. The book was written _____ Mark Twain.
3. I'll show you the picture _____ the palace.

4. We can only get to the camp _____ foot.
5. He reminds me _____ his old history teacher.
6. What are you talking _____?
7. _____ the end of next year we will have made over £ 100,000.
8. She always gets up early _____ the morning and goes to bed late _____ night.
9. I went to work _____ Tuesday but I didn't go _____ Friday.
10. You'll have to wait. He'll be with you _____ a minute.
11. Philip waited _____ her at the movie theatre.
12. He started learning English _____ 2005.
13. You have to pay _____ the tickets on the day you order them.
14. We are very proud _____ this company.
15. It's very kind _____ you to help us.
16. The old man suffered _____ a heart attack.
17. Please write _____ pencil.
18. It's _____ time you told him the truth.
19. The manager didn't take part _____ the discussion.
20. He is very good _____ telling jokes.
21. I'll see you _____ the conference.
22. We sat down _____ the grass and ate our lunch.
23. My parents got married _____ the 1970s.
24. There's a good restaurant _____ the end of the street.

A-407
BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (Jan 2025)
Basic IT Skill (B24-BBA-SEC-1)

Time- 3hrs
Max.Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

- 1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.**
- 2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.**

Part-A - Short Answer Type

1. Write short note on
 - a. Explain input unit.
 - b. Distinguish between compiler and interpreter.
 - c. What is GUI?
 - d. Explain header & footer in MS word.
 - e. What is system software?
 - f. Explain date & time function in MS Excel.

Part-B - Long Answer Type

Unit-1

2. Describe the working of a computer using the block diagram along with major components. Also discuss the various applications of Computer.

Or

3. a. Briefly explain Taskbar and Control Panel in Computer system.
b. Differentiate between input and output units of Computer System.

Unit-2

4. What are the Functions of Operating system in a Computer? Give a brief description of various types of Operating systems.

Or

5. Differentiate between CUI and GUI Interface. How windows act as GUI operating system?

Unit-3

6. Explain following features of MS Word
 - a. Spell check
 - b. Text alignment
 - c. Clip Art
 - d. Word Art.

Or

7. Describe how Power Point presentation is created? Also explain how animation is used in the PPTs?

Unit-4

8. Give an overview of MS Excel. Describe one application where you can use MS Excel and how?

Or

9. Explain following features of MS Excel
 - a. Inserting Table
 - b. Mathematical functions
 - c. Sort and filter
 - d. Text functions.

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A-407

BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (June 2025)

Basic I T Skills (B24-BBA-SEC-I/BCA-115A)

Time: 3 Hrs

Max. Marks: 60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.

2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question carries 12 marks.

Part-A - Short Answer Type (6 × 2 = 12 Marks)

1. a) Define Input and Output Devices with example each.
- b) What are icons and how are they used in Windows?
- c) What is the role of an Operating System?
- d) Define Application Software with an example.
- e) What is Mail Merge in MS Word?
- f) What is the use of the Sort function in Excel?

Part-B - Long Answer Type (4 × 12 = 48 Marks)

Unit 1

2. Explain the classification of computers and characteristics of a good computer system.

OR

3. Discuss how to manage files and folders in Windows. Also explain how to use the Control Panel to add/remove hardware/software.

Unit 2

4. Define Operating System. Explain its need, functions and various types with examples.

OR

5. Differentiate between Compiler, Interpreter, and Assembler. What are the types of computer languages?

Unit 3

6. Describe the features and functions of MS Word. How can a user create and format a document with tables and Word Art?

OR

7. Explain the different types of views in Presentation Software. How can animations and sounds be added to enhance a presentation?

Unit 4

8. What are the functions in MS Excel? Explain Date & Time, Mathematical and Statistical functions with examples.

OR

9. How can charts and graphs be created and formatted in Excel? Explain using steps.

A-408
BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (Jan 2025)
Human Values and Ethics. (B24-BBA-VAC-1)

Time- 3hrs
Max.Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

- 1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.**
- 2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.**

Part-A - Short Answer Type

1.
 - i. What are human values?
 - ii. What is Harmony?
 - iii. Write the difference between value and ethics?
 - iv. Write the difference between Dharma and Artha?
 - v. What is empathy?
 - vi. What are Moral values?

Part-B - Long Answer Type

Unit-1

2. What is value education? Discuss its importance.

Or

3. Explain the process of value education. Write the difference between skills and values.

Unit-2

4. What are human values. Explain the basics of human values.

Or

5. What is integrity? Explain the types of integrity

Unit-3

6. How does the concept of an Integrated Personality relate to the Three Gunas theory of Sankhya philosophy? Discuss the implications of the Three Gunas for personal growth.

Or

7. What is meant by personality? Describe the big five personality traits in detail.

Unit-4

8. Define professional ethics and explain their key characteristics.

Or

9. What is global citizenship? Provide an explanation.

No. of Pages- 1

Roll No.....

A-408

BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (Jun 2025)

Human Values & Ethics (B24-BBA-VAC-I/ASH-HUM-137A)

Time- 3hrs

Max.Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.

2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit which carries 12 marks.

Part-A

1. Write Short notes on-

- (a) Value Education
- (b) Spiritual Values
- (c) Human values
- (d) Types of personality
- (e) Happiness
- (f) Professional ethics

Part-B

Unit-1

2. Explain the classification of values in value education. Briefly describe personal, social, moral, and spiritual values with examples.

Or

3. Discuss the process of value education. How can reflective learning, role play, and service activities help in developing values among students?

Unit-2

4. Discuss the significance of human values in life. How do they contribute to the development of a compassionate, harmonious society?

Or

5. Explain the relationship between values and ethics. How do human values guide ethical decision-making.

Unit-3

6. What is meant by an integrated personality? Discuss how the three gunas (Sattva, Rajas, and Tamas) from Sankhya philosophy contribute to the development of personality.

Or

7. Introduce the concept of positive psychology. How does it contribute to our understanding of happiness, well-being, and a fulfilling life?

Unit-4

8. Define professional ethics. Explain its nature, characteristics, and scope in the context of modern professions.

Or

9. What is global citizenship? How can professional ethics support the development of responsible global citizens.

No. of Pages- 2

Roll No.....

B-401
BBA/ BBA(DM)/ BBA(BA) I Semester Examinations (Jun 2025)
Business Statistics (BBA-102A)

Time- 3hrs
Max.Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory

- 1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.**
- 2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.**

Part-A - Short Answer Type

- 1.**
 - (a)** Explain types of Data
 - (b)** Mention the ways of presenting a frequency distribution graphically.
 - (c)** List various measures of Central tendency.
 - (d)** What is coefficient of Variation? What purpose does it serve?
 - (e)** Distinguish Karl Pearson and Bowley's Measures of Skewness.
 - (f)** Why are Index numbers called economic barometers?

Part-B - Long Answer Type

Unit-1

- 2.** "Statistics are numerical statements of facts in any department of inquiry and placed in relation to each other." Comment and discuss the characteristics and functions of Statistics.

Or

- 3.** Explain the various methods that are used in the collection of primary data pointing out their merits and demerits.

Unit-2

- 4.** Calculate Mean, Median and Mode from the following data:

Marks:	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45
No of Students	7	10	16	30	24	17	10	5	1

Or

- 5.** Calculate Standard Deviation and Variance for the following data:

Marks:	0-10	10-20	20-30	30-40	40-50	50-60	60-70	70-80
No of Students	5	10	20	40	30	20	10	4

Unit-3

6. Find out the coefficient of correlation between X and Y by the method of Rank differences:

X	15	10	20	28	12	10	16	18
Y	16	14	10	12	11	15	18	12

Or

7. The following table gives the aptitude test scores and productivity indices of 10 workers selected at random:

Aptitude Score (X)	60	62	65	70	72	48	53	73	65	82
Productivity Index (Y)	68	60	62	80	85	40	52	62	60	81

Obtain regression equation X on Y and estimate the test score of a worker whose productivity index is 75.

Unit -4

8. What are the advantages of Sampling as compared to Census method? How do you select a random sample from a population?

Or

9. Construct Index number of prices from the following data by (i) Laspeyre's method (ii) Paasche's method and (iii) Fisher's method.

Commodity	2024		2025	
	Price (Rs.)	Quantity	Price (Rs.)	Quantity
A	1.0	60	1.25	50
B	1.50	25	2.50	20
C	2.00	10	3.00	10
D	12.0	3	18.00	4
E	0.10	40	0.15	60

Also Show that Fisher's formula satisfies the time reversal test.

No. of Pages: 2

Roll No.....

B-402

BBA/ BBA(DM)/ BBA(BA) II Semester Examinations (Jun 2025)

Managerial Economics (BBA-104A)

Time: 3 Hours

Max. Marks: 60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

- 1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.**
- 2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.**

Part-A – Short Answer Type Questions

1.

- (a) Define managerial economics in brief.
- (b) State the law of diminishing marginal utility.
- (c) What are the types of elasticity of demand?
- (d) Define average cost and marginal cost.
- (e) State the key features of perfect competition.
- (f) What is the importance of revenue function in business decisions?

Part-B – Long Answer Type Questions

Unit I

2. Explain the objectives of a firm. How do these objectives influence managerial decision-making?

Or

3. What is the marginal principle? Explain its application in pricing and output decisions.

Unit II

4. Define demand forecasting. Discuss the significance and methods used for demand forecasting.

Or

5. Compare and contrast Cardinal Utility Theory and Indifference Curve Theory.

Unit III

6. Explain cost-output relationship in the short run and long run.

Or

7. What are the different types of production functions? Explain with suitable examples.

Unit IV

8. Explain price discrimination. Under what conditions can a firm successfully practice it?

Or

9. Discuss how price and output are determined under monopolistic competition.

No. of Pages:2

Roll No

B-403

**BBA/ BBA(DM)/ BBA(BA) II Semester Examinations (Jun 2025)
Human Resource Management (BBA-106A)**

Time: 3 Hours

Max Marks: 60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries two marks.

2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.

PART A – Short Answer Type

- 1(a) Define Human Resource Management and its significance.
- 1(b) What are the key objectives of HRM?
- 1(c) What is the purpose of recruitment?
- 1(d) List any two training methods.
- 1(e) Define employee compensation.
- 1(f) Define the term collective bargaining.

PART B - Long Answer Type

Unit-1

2. Explain the evolution of HRM and its importance in modern organizations.

Or

3. Discuss the functions and scope of Human Resource Planning.

Unit-2

4. Differentiate between recruitment and selection processes with examples.

Or

5. Explain the significance of training and development in employee performance.

Unit-3

6. Describe the key components of Compensation Management.

Or

7. Discuss the importance of employee health and safety measures in the workplace.

Unit - 4

8. Analyze the impact of Digital HRM on employee engagement.

Or

9. Explain the relevance of People Analytics in modern HR practices.

B-404

BBA, BBA(DM), BBA(BA) Second Semester Examinations (June 2025)

Business Mathematics II (ASH-MAT-136A)

Time-3hrs.

Max. Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.
2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.

Part-A - Short Answer Type

1. (a) The strength of students in a school, when increased by 8%, becomes 2,160. Find the original strength of students in the school.
(b) Find the compound interest on ₹ 400 for 2 years at 10% per annum.
(c) Find the present value of an ordinary annuity of ₹ 200 per month for 5 years if money is worth 6% compounded monthly.
(d) Solve: $2^{x+7} = 2^{x+5} + 3$
(e) The sum of an infinite G.P. is 2 and its common ratio is $\frac{1}{3}$. What is its 1st term?
(f) A bank pays interest at the rate of 6% p.a. compounded continuously. If a man deposits ₹ 1000 in a bank each year, how much will be in his account after 3 years?

Part-B - Long Answer Type**Unit - I**

2. Gopal bought an article for ₹ 200 and sold it at a profit of 10%. What would have been the increase in the profit percent if it was sold for ₹230?
3. A person buys an article for ₹ 1200 and marks it 30% above it. He then sells it after allowing a discount of 20%. Find the selling price and profit percent.

Unit - II

4. Find the compound interest on ₹ 12,500 for 9 months at 8% p.a. when the interest is payable quarterly.
5. If $2^x = 3^y = 12^z$, prove that $\frac{1}{z} = \frac{1}{y} + \frac{2}{x}$

Unit - III

6. The sum of three consecutive numbers in A.P. is 15 and sum of their squares is 83.
Find the terms.
7. The sum of three numbers in G.P. is $39/10$ and their product is 1. Find the numbers.

Unit - IV

8. Solve the following linear programming problem by using Simplex method
Maximize $Z = x_1 - x_2 + 3x_3$,
subjects to the constraints:
 $x_1 + x_2 + x_3 \leq 10$,
 $2x_1 - x_3 \leq 2$,
 $2x_1 - 2x_2 + 3x_3 \leq 0$,
 $x_1 \geq 0, x_2 \geq 0, x_3 \geq 0$
9. Solve the following linear programming problem by using graphical method
Minimize $Z = 2x + 3y$
Subject to constraints
- $$\begin{aligned}x + y &\leq 4 \\3x + y &\geq 4 \\x + 5y &\geq 4 \\x &\leq 3 \\y &\leq 3 \\x, y &\geq 0\end{aligned}$$

No. of Pages-2

Roll No

B-405

BBA/ BBA (DM)/ BBA (BA) II Semester Examination (June2025)
Fundamentals of Banking & Insurance (BBA-108A)

Time: 3 Hrs.

The paper is divided into 2 parts: A and B. Both parts are compulsory.

1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries two marks.

2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.

Max. Marks: 60

Part A- Short Answer Type

1. (a) What is Chain Banking?
- (b) Difference between IMPS and SWIFT.
- (c) Difference between Scheduled Banks and Non-Scheduled Banks.
- (d) Explain “Principle of Indemnity” as principle of Insurance.
- (e) “Life Insurance provides Protection and Tax relief”. Explain this statement.
- (f) A property is valued at ₹8,00,000 and insured for ₹6,00,000 and actual loss due to fire is ₹4,00,000. Calculate value of amount claim according to Average Policy.

Part B- Long Answer Type

Unit-1

2. What is a commercial bank? Explain the functions of commercial banks.

Or

3. (a) Difference between payment banks and small finance banks.
- (b) Define NBFCs. Explain its role in promoting inclusive growth of India.

Unit-2

4. Define utility functions of commercial banks. Discuss the various types of utility functions.

Or

5. Explain the general principles which should guide a banker in granting loans and advances to the customers.

Unit-3

6. Explain the concept of insurance. Briefly explain the purpose and need of getting insurance for an individual and a business firm.

Or

7. Explain the features and benefits of following insurance plans:

(a) Jeevan Anand

(b) Jeevan Saathi

Unit-4

8. Explain in detail the procedure of taking an insurance policy.

Or

9. Define health insurance. Explain the factors that are responsible for rising demand of health insurance facility in India.

No. of Pages: 2

Roll No.....

B-406

BBA/ BBA(DM)/ BBA(BA) II Semester Examinations (Jun 2025)

English Language & Communication II (ASH-HUM-139A)

Time- 3hrs

Max.Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.

2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit. Each question from one unit is compulsory and carries 12 marks.

Part-A - Short Answer Type

- 1.**
- (a) What do you mean by effective reading skills? 2
- (b) What is the meaning of Role-play in the context of Communication? 2
- (c) What is Report writing? 2
- (d) Define an assertive sentence. 2
- (e) What is the full form of C.V.? 2
- (f) Explain Modals in English Grammar. 2

**Part-B – Long Answer Type
Unit I**

2. Answer the following Questions after reading the paragraph:-

Have you ever heard someone use the phrase “once in a blue moon?” People use this expression to describe something that they do not do very often. For example, someone might say that he tries to avoid eating sweets because they are unhealthy, but will eat chocolate “once in a blue moon.” Or someone who does not usually like to go to the beach might say, “I visit the shore once in a blue moon.” While many people use this phrase, not everyone knows the meaning behind it. The first thing to know is that the moon itself is never actually blue. This is just an expression. The phrase “blue moon” actually has to do with the shape of the moon, not the colour. As the moon travels around the Earth, it appears to change shape. We associate certain names with certain shapes of the moon. For example, when we can see a small part of the moon, it is called a crescent moon. A crescent is a shape that looks like the tip of a fingernail. When we cannot see the moon at all, it is called a new moon. When we can see the entire moon, it is called a full moon. Usually, there is only one full moon every month. Sometimes, however, there will be two full moons in one month. When this happens, the second full moon is called a “blue moon.” Over the next 20 years, there will only be 15 blue moons. As you can see, a blue moon is a very rare event. This fact has led people to use the expression “once in a blue moon” to describe other very rare events in their lives.

Q (a) What do you understand by “Once in a blue Moon”?

Q (b) Write a sentence of your own using the same idiom.

Q (c) When does a blue moon happen in nature?

Q (d) As described in the paragraph, what is another example of something that has a crescent shape?

- Q (e) What do you mean by New Moon or Full Moon?
Q(f) Give a suitable Title to the paragraph. 6*2=12

OR

3. Discuss the different features of Précis Writing. 12

Unit II

4. What are the Dos and Don'ts of a Group Discussion? Discuss. 12

OR

5. How to make Public Speaking effective? 12

Unit III

6. Write the format of a formal Report. 12

OR

7. Draft a C.V. of your own with a covering letter to apply for the post of a Senior Executive. 12

Unit IV

8. Fill the blanks with the correct forms of the verb:-

- (a) By this time next year, the committee _____ (conclude) its investigation. 2
- (b) She spoke as though she _____ (not/experience) any hardship in her life, which was clearly untrue. 2
- (c) By 2030, most cars _____ (run) on electricity. 2
- (d) Her employment..... her to answer the phone (require) 2
- (e) Did you think you _____ Diya somewhere before? (See) 2
- (f) They _____ (live) in London since 2001, but they plan to move next year. 2
- 6*2=12**

OR

9. Describe different types of sentences with examples. 12

No. of Pages- 2

Roll No.....

B-407

BBA/ BBA(DM)/BBA(BA) II Semester Examinations (Jun 2025)

Advanced IT Skills (BCA-116A)

Time- 3hrs

Max.Marks-60

The paper is divided into 2 parts: A and B. Both parts are compulsory.

1. Part A contains 6 Short Answer Type Questions, all are compulsory. Each question carries 2 marks.

2. Part B contains 8 Long Answer Type Questions, two questions from each unit. Attempt four questions by selecting one from each unit which is compulsory. Each question carries 12 marks.

Part-A - Short Answer Type

Q. 1 Answer the following questions in brief:

- a) What do you understand by URL? Explain its components.
- b) Describe some essential online safety practices while using e-commerce platforms.
- c) How we can achieve collaboration with other team members while working on Google docs.
- d) Definer Cyberspace.
- e) What are the merits and demerits of Cloud Computing?
- f) What is Artificial Intelligence? Give examples.

Part-B - Long Answer Type

UNIT-I

Q. 2 What is e-Commerce? Explain its types and benefits.

OR

Q. 3 What is e-Governance? Discuss the role of the following e-Governance services in India:

- a) Passport services
- b) Railway Reservation
- c) e-Hospital (ORS)
- d) UIDAI (Aadhaar)

UNIT-II

Q. 4 Explain the concept of Google Services and their role in enhancing productivity.

OR

Q. 5 Suggest how educational institutions or organizations can use Google Forms for feedback, attendance, or assessment. Which in-built analysis tools are there to support such responses?

UNIT-III

Q. 6 Discuss the major issues and challenges faced in implementing effective cyber security strategies today.

OR

Q. 7 Discuss the contributions of CERT-In, Cyber Crime Cells, Ministry of Home Affairs, and other key institutions dealing with cybercrime and cyber security in India.

UNIT-IV

Q. 8 What are the 5 Vs of Big Data? What is Big Data analytics? Mention some tools to deal/manage Big Data.

OR

Q. 9 Describe the working and significance of emerging technologies like Virtual Reality, 3D Printing, and Robotics Process Automation (RPA) in modern industries. Give examples.

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