

Bachelor of Business Administration
First Semester Main Examination, Dec-2020
Managerial Skills [BBA101T]

Time: 3:00 Hrs

Max Marks 80

Note: - Attempt any five questions.

All question carry equal marks.

- Q.1 Which key skills are necessary for a competent manager?
- Q.2 Explain steps for analytical problem solving?
- Q.3 What is importance of supportive communication system? How it is beneficial?
- Q.4 Write a short note on Team Building?
- Q.5 What is meaning and dimension of empowerment?
- Q.6 What should be consider during delegation of work?
- Q.7 What is required for submitting report of projects? Write detail process?

Bachelor of Business Administration
First Semester Main Examination, Dec-2020
Fundamentals of Management [BBA102T]

Time: 3:00 Hrs

Max Marks 80

Note: - Attempt any five questions.

All question carry equal marks.

- Q.1 Mention the Scientific Principles of Management and also specify the features of scientific Management.
- Q.2 What are the bases of departmentalization of an organization? Discuss the advantages of each of them.
- Q.3 What is employee compensation? Explain its importance.
- Q.4 Define Motivation. Explain the importance of motivation in an organization. Discuss critically the Herzberg's theory of motivation.
- Q.5 Define control. What are the features of a good control system?
- Q.6 Critically analyze centralize and decentralize organizational system.
- Q.7 Define Planning? Explain its importance for an organization?

Bachelor of Business Administration
First Semester Main Examination, Dec-2020
ECONOMICS-I [BBA103T]

Time: 3:00 Hrs

Max Marks 80

Note : Attempt any five question out of seven.

All question carry equal marks.

- Q.1 Define economics. Explain the scope of economics.
- Q.2 Explain the Law of Diminishing marginal utility. What are the difficulties of its application in real life?
- Q.3 Explain the relationship between Total Utility and Marginal Utility. Using table and diagram.
- Q.4 Define elasticity of supply. What are the various categories of elasticity of supply?
- Q.5 How will you define economies of scale? What are the sources of internal and external economies?
- Q.6 Examine critically the profit maximization hypothesis. What are the alternative objectives of business firms?
- Q.7 What problems do the depreciation and capital gains cause in measuring profit? What are the methods of resolving the problems?

Bachelor of Business Administration
First Semester Main Examination, Dec-2020
Basic Accounting [BBA104T]

Time: 3:00 Hrs**Max Marks 80****Note: - Attempt any five questions.****All question carry equal marks.**

- Q.1 What is the meaning of Accounting? What are its branches? Explain briefly limitations of Financial Accounting.
- Q.2 Describe various conventions of accounting.
- Q.3 Write out the following transactions in cash book with cash and bank columns:
 2020
- | | |
|--------|---|
| Jan 1 | Chandrika commences business with Rs.30,000 in cash. |
| Jan 2 | He pays Rs.19,000 into bank account. |
| Jan 4 | He received cheque for Rs.600 from Kirti and Co. |
| Jan 7 | He pays Rattan and Co. by cheque Rs.330 and allowed discount Rs.20. |
| Jan 10 | He pays into bank Kirti and Co. cheque for Rs.600. |
| Jan 12 | He receives cheque for Rs.450 from Warsi and allowed him discount Rs.10 |
| Jan 15 | Tripathy and Co. pays into his bank account Rs.475. |
| Jan 20 | He receives cash Rs.75 and cheque for Rs.100 for cash sales. |
| Jan 25 | He pays into bank Rs.1000. |
| Jan 27 | He pays by cheque for cash purchase Rs.275. |
| Jan 30 | He pays sundry expenses in cash Rs.50. |
| Jan 30 | He pays John and Co. Rs.375 in cash and is allowed discount Rs.25. |
| Jan 31 | He pays office rent by cheque Rs.200. |
| Jan 31 | He pays staff salaries by cheque Rs.300. |
| Jan 31 | He draws a cheque for private use Rs.250. |
| Jan 31 | He draw a cheque for office use for Rs.400. |
| Jan 31 | He pays cash for stationery Rs.25. |
| Jan 31 | He purchased goods for cash Rs.125. |
| Jan 31 | He pays Jaspal by cheque for commission Rs.300. |

- Jan 31 He gives cheque to Ram Saran for cash purchases of furniture for office Rs.1575.
- Jan 31 He receives cheque for commission Rs.500 from Raghubir and Co. and pays the same into bank.
- Jan 31 He receives cheque from Kesri and Co. for Rs.450.

- Q.4 What is Bank Reconciliation Statement?
- Q.5 Explain the meaning of depreciation. Differentiate between straight line method and written down value method of providing depreciation.
- Q.6 What do you understand by the term 'Reserve'? What are the Kinds of Reserve and how it is different from provision?
- Q.7 A Company had bought machinery for Rs.1,80,000 on 1st April 2005 and another machinery worth Rs.20,000 on 1st April 2007. The Machinery had been credited on the written down value method for the past three years at the rate of 10%. Prepare Machinery account for past three years..

Bachelor of Business Administration
First Semester Main Examination, Dec-2020
Hindi [BBA105]

Time: 3:00 Hrs

Max Marks 80

नोट : सभी प्रश्न हल करना अनिवार्य है। सभी प्रश्नों के अंक समान हैं।

- Q.1 एक अच्छे मित्र में कौन-कौन से गुण होना आवश्यक हैं?
- Q.2 समास कितने प्रकार के होते हैं? उदाहरण सहित समझाइये।
- Q.3 लक्ष्य और उद्देश्य हमारे जीवन का मूल आधार हैं? इस कथन की विवेचना कीजिए।
- Q.4 आदिकाल के नामकरण सम्बंधी विभिन्न मतों की समीक्षा कीजिए।
- Q.5 भक्तिकाल को हिन्दी साहित्य का स्वर्णयुग क्यों कहा जाता है?
- Q.6 अशुद्धियाँ कितने प्रकार की होती हैं? समझाइये।
- Q.7 एक व्यावसायिक पत्र किसे कहते हैं? समझाते हुये व्यावसायिक पत्र का प्रारूप तैयार कीजिए।

Bachelor of Business Administration
First Semester Main Examination, Dec-2020
Information Technology [BBA106T]

Time: 3:00 Hrs.

Max Marks 70

Note: - Attempt any five questions.

All question carry equal marks.

- Q.1 Explain with example the various generations of computers?
- Q.2 What is Operating System? Define the various functions of operating system with examples?
- Q.3 Explain Primary & Secondary storage device? Also differentiate them?
- Q.4 How to create animated slide in MS-Power Point?
- Q.5 Define Information Technology? Discuss evolution of IT?
- Q.6 Explain Artificial Intelligence & expert system in IT?.
- Q.7 Explain any four:-
- i) Mail Merge
 - ii) Internal Commands of DOS
 - iii) Formulas in Excel
 - iv) Bullets & Numbering
 - v) Memory.