

**Exam. Code : 105402**

**Subject Code : 1468**

**Bachelor in Business Administration 2<sup>nd</sup> Semester**

**ENGLISH COMPULSORY**

**Paper—BBA-201**

Time Allowed—Three Hours] [Maximum Marks—50

**SECTION—A**

I. Attempt **SIXTEEN (16)** of the following :—

*Make questions with who/what/when/how/which :*

- (1) Dane said something.
- (2) He was born in a village.
- (3) This word means something.

*Complete each sentence with a suitable verb :*

- (4) We could not afford \_\_\_\_\_ in London. Its too expensive.
- (5) There was a lot of traffic, but we managed \_\_\_\_\_ the airport in time.
- (6) We have got new computer software in our office. I haven't learnt \_\_\_\_\_ it yet.

*Make 1 sentence from 2. Use the sentence in brackets to make a relative clause :*

- (7) We often go to visit our friends in Cambridge.  
(It is not far from London.)

(8) Steven is one of my close friends. (I have known him for a very long time.)

(9) Lisa is away from home a lot. (Her job involves a lot of travelling)

*Put in "the" or "a/an" where necessary.*

(10) We had dinner in \_\_\_\_\_ very nice restaurant in Batala.

(11) We stayed at a very nice hotel – I can't remember \_\_\_\_\_ name now.

(12) It's a beautiful day. Let's sit in \_\_\_\_\_ garden.

*Which is correct ?*

(13) I looked down and there were two *ten-pound/ten pounds* notes on the ground.

(14) It's quite a long book. There are *450 page/450 pages*.

(15) There are *60 minute/60 minutes* in an hour.

(16) Its only a *two-hour/two hours* flight from London to Madrid.

*Put in "some" or "any" :*

(17) Tonight I'm going out with \_\_\_\_\_ friends of mine.

(18) Have you seen \_\_\_\_\_ good movies recently ?

(19) I didn't have \_\_\_\_\_ money, so I had to borrow.

(20) He did everything himself, without \_\_\_\_\_ help.

1×16=16

## SECTION—B

II. Attempt any **FOUR (4)** of the following. Choose at least **TWO** from each text. The answer to each question should not exceed **15 to 20** sentences.

- (1) What does Eveline decide in the end of the story ?  
(Eveline)
- (2) Discuss the use of irony and satire in "Toba Tek Singh".
- (3) Write a note on the theme of the story "The Taboo".
- (4) Observe the use of various figures of Speech in "A strand of cotton".
- (5) How does the writer make fun of fond parents ?  
(Beauty and The Beast).
- (6) What did the American tourist want to buy ?  
Why could she not get it ?  
(With a song on their lips)
- (7) Why does the author bank no more ?  
(My financial career)
- (8) What were the Scholastic methods used by Miss Beam in her school ? What was so original about her system ?  
(The School for Sympathy)  
 $3 \times 4 = 12$

III. Give meaning of the following words and use them in your sentences :

Avert, Elusive, Serge, Relentlessly.  $1 \times 4 = 4$

- IV. Write a letter to your Pen-friend in England, telling him/her some of the favourite games of rural Punjab.

**OR**

Write a Polite letter of Protest to one of your neighbours whose stereo-set is a nuisance to you. 4

**SECTION—C**

- V. Attempt the following in approximately **300** words :  
What is AIDS ? What steps are taken to combat and curb this silent invader ?

**OR**

Discuss the theme of Casteism in the Story "A Strand of Cotton".  $1 \times 6 = 6$

- VI. Read the following passage and answer the questions given below :—

I sat down shyly at the extreme end of the last row of benches. Most of the new students had already arrived and had scattered themselves here and there in their seats. A few seemed to know one another and were conversing softly among themselves. The rest were isolated and silent and looked blankly at the blackboards ahead of them, like a congregation in Church waiting for the service.

**Questions :—**

- (1) Name the chapter and its writer from which this extract has been taken.
- (2) Why did the writer sit shyly ?
- (3) What were most of the students doing ?
- (4) Explain "Like a congregation in church waiting for a service ?"

$2 \times 4 = 8$

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Subject Code : 1469

Bachelor in Business Administration 2<sup>nd</sup> Semester

ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

Paper-BBA-202(i)

Time Allowed—3 Hours]

[Maximum Marks—50

ਨੋਟ :- ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹਨ।

1. 'ਦੋ ਰੰਗ' ਪਾਠ ਪੁਸਤਕ ਵਿਚੋਂ 'ਭੂਆ' ਕਹਾਣੀ ਦਾ ਸਾਰ ਲਿਖੋ।

ਜਾਂ

'ਦੋ ਰੰਗ' ਪਾਠ ਪੁਸਤਕ ਵਿਚੋਂ 'ਲੱਛਮੀ' ਕਹਾਣੀ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ ਲਿਖੋ।

10

2. 'ਸੁਰਿੰਦਰ ਕੌਰ' ਰੇਖਾ-ਚਿੱਤਰ ਦਾ ਨਾਇਕ ਬਿੰਬ ਉਸਾਰੋ।

ਜਾਂ

'ਬਲਰਾਜ ਸਾਹਨੀ' ਰੇਖਾ-ਚਿੱਤਰ ਦੇ ਕਲਾਤਮਕ ਗੁਣ ਲਿਖੋ।

10

3. ਸ਼ਬਦ ਬਣਤਰ ਵਿਚ ਕਾਰਜਸ਼ੀਲ ਮੂਲ ਸੰਕਲਪਾਂ ਬਾਰੇ ਨੋਟ ਲਿਖੋ।

5

4. ਹੇਠ ਲਿਖਿਆਂ ਵਿਚੋਂ ਕਿਸੇ ਦੋ ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ ਬਾਰੇ ਸੰਖੇਪ ਜਾਣਕਾਰੀ ਦਿਓ :

ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ, ਪੜਨਾਂਵ, ਨਾਂਵ।

5

5. ਕਿਸੇ ਇੱਕ ਵਿਸ਼ੇ ਉੱਪਰ ਪੈਰਾ ਰਚਨਾ ਕਰੋ :

1. ਅਨਪੜਤਾ
2. ਨਾਨਕ ਦੁਖੀਆ ਸਭ ਸੰਸਾਰ
3. ਸਵੈ-ਅਧਿਐਨ।

5

6. ਪੈਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦਿਓ :

ਮਿੱਠਤ ਨਾਲ ਅਸੀਂ ਕਈ ਸੰਸਾਰਕ ਕਾਰਜ ਸਿੱਧ ਕਰ ਸਕਦੇ ਹਾਂ, ਲੋਕਾਂ ਕੋਲੋਂ ਸਤਿਕਾਰ ਤੇ ਪ੍ਰਸੰਸਾ ਪ੍ਰਾਪਤ ਕਰਦੇ ਹਾਂ ਤੇ ਉਨ੍ਹਾਂ ਉੱਤੇ ਆਪਣੇ ਸ਼ੁੱਭ ਆਚਰਨ ਦਾ ਪ੍ਰਭਾਵ ਪਾ ਸਕਦੇ ਹਾਂ। ਇਸ ਦੇ ਉਲਟ ਕੌੜਾ ਬੋਲਣਾ ਇਕ ਅਜਿਹਾ ਔਗੁਣ ਹੈ ਜਿਸਦੇ ਹੇਠਾਂ ਮਨੁੱਖ ਦੇ ਸ਼ੁੱਭ ਗੁਣ ਵੀ ਢੱਕੇ ਜਾਂਦੇ ਹਨ। ਕੌੜਾ ਬੋਲਣ ਵਾਲੇ ਤੋਂ ਲੋਕ ਦੂਰ-ਦੂਰ ਰਹਿੰਦੇ ਹਨ। ਅਜਿਹਾ ਬੰਦਾ ਭਾਵੇਂ ਕਿੰਨਾ ਵੀ ਅਮੀਰ ਤੇ ਗਿਆਨਵਾਨ ਹੋਵੇ ਜਾਂ ਕਿਸੇ ਉੱਚੀ ਪਦਵੀ ਉੱਤੇ ਹੋਵੇ, ਉਹ ਲੋਕਾਂ ਵਿਚ ਦਿਲੀ ਆਦਰ ਪ੍ਰਾਪਤ ਨਹੀਂ ਕਰ ਸਕਦਾ। ਸਭ ਲੋਕ ਮਿੱਠਤ ਦੇ ਗਾਹਕ ਹਨ ਤੇ ਸਾਰੇ ਹੀ ਕੌੜੀ ਚੀਜ਼ ਨੂੰ ਥੁਕ ਦੇਂਦੇ ਹਨ। ਕੌੜੇ, ਫਿੱਕੇ ਤੇ ਖਰ੍ਹਵੇਂ ਬੋਲ ਅਤੇ ਵਿੰਨ੍ਹਵੀਂ ਟੋਕਾ-ਟਾਕੀ ਤੇ ਆਲੋਚਨਾ ਹਰ ਕਿਸੇ ਦਾ ਦਿਲ ਲੂੰਹਦੀ ਹੈ ਤੇ ਇਨ੍ਹਾਂ ਦਾ ਅਸਰ ਸਦੀਵੀ ਹੁੰਦਾ ਹੈ। ਇਸੇ ਵਾਸਤੇ ਕਿਹਾ ਜਾਂਦਾ ਹੈ ਕਿ ਤਲਵਾਰ ਦਾ ਫੱਟ ਮਿਲ ਜਾਂਦਾ ਹੈ, ਪਰ ਜ਼ਬਾਨ ਦਾ ਫੱਟ ਕਦੀ ਨਹੀਂ ਮਿਟਦਾ।

1. ਕਿਸ ਗੁਣ ਨਾਲ ਸੰਸਾਰਕ ਕਾਰਜ ਸਿੱਧ ਹੋ ਸਕਦਾ ਹੈ ?
2. ਸਾਰੇ ਲੋਕ ਕਿਸ ਔਗੁਣ ਤੇ ਥੁੱਕਦੇ ਹਨ ?
3. ਕਿਸ ਦਾ ਫੱਟ ਮਿਟ ਜਾਂਦਾ ਹੈ ਅਤੇ ਕਿਸਦਾ ਨਹੀਂ ਮਿਟਦਾ ?
4. ਪੈਰ੍ਹੇ ਦਾ ਢੁਕਵਾਂ ਸਿਰਲੇਖ ਦਿਉ।
5. ਮੋਟੇ ਸ਼ਬਦਾਂ ਦੇ ਅਰਥ ਲਿਖੋ।

5

7. ਹੇਠ ਲਿਖੇ ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰਿਆਂ ਵਿਚੋਂ ਪੰਜ-ਪੰਜ ਦੇ ਅਰਥ ਸਪਸ਼ਟ ਕਰਕੇ ਵਾਕਾਂ ਵਿਚ ਵਰਤੋ :
  1. ਉਂਗਲਾਂ ਤੇ ਨਚਾਉਣਾ, ਉਪਰਲੀ ਹਵਾ 'ਚ ਰਹਿਣਾ, ਆਪਣੇ ਪੈਰੀਂ ਆਪ ਕੁਹਾੜਾ ਮਾਰਨਾ, ਇੱਟ ਕੁੱਤੇ ਦਾ ਵੈਰ ਹੋਣਾ, ਹੱਥ ਤੇ ਹੱਥ ਧਰਕੇ ਬਹਿਣਾ, ਹੱਥ ਪੀਲੇ ਕਰਨਾ, ਗਲ ਪਿਆ ਢੋਲ ਵਜਾਉਣਾ, ਚਾਰ ਚੰਨ ਲਾਉਣੇ। 5
  2. ਉੱਖਲੀ ਵਿਚ ਸਿਰ ਦਿੱਤਾ ਤਾਂ ਮੋਹਲਿਆਂ ਦਾ ਕੀ ਡਰ, ਉੱਚਾ ਲੰਮਾ ਗੱਭਰੂ ਪੱਲੇ ਠੀਕਰੀਆਂ, ਉੱਦਮ ਅੱਗੇ ਲੱਸ਼ਮੀ ਪੱਖੇ ਅੱਗੇ ਪੌਣ, ਅੰਦਰ ਹੋਵੇ ਸੱਚ ਤਾਂ ਕੋਠੇ ਚੜ੍ਹ ਕੇ ਨੱਚ, ਇੱਕ ਚੁੱਪ ਸੌ ਸੁੱਖ, ਸੰਗ ਤਾਰੇ ਕੁਸੰਗ ਡੋਬੇ, ਸੋਈ ਰਾਣੀ ਜੋ ਖਸਮੇ ਭਾਣੀ, ਹੰਕਾਰਿਆ ਸੋ ਮਾਰਿਆ। 5

**Exam. Code : 105402**

**Subject Code : 1470**

**Bachelor in Business Administration 2nd Semester**

**BUSINESS LAWS**

**Paper-BBA-203**

**Time Allowed—3 Hours]**

**[Maximum Marks—50**

**SECTION-A**

**Note :-** Attempt any **ten** of the following for **1** mark each.

1. (a) What is Cross and Counter Offer?
- (b) What is Wagering Agreement?
- (c) Differentiate Coercion from Duress.
- (d) What is Hire Purchase Agreement ?
- (e) What is the doctrine of '*Caveat Emptor*'?
- (f) Discuss the rules as to delivery of goods.
- (g) Define Negotiable Instrument.
- (h) Who is 'Holder in the due course'?
- (i) State the various modes of Negotiation.
- (j) What is Promissory Note?

- (k) What is Section 138 of the Negotiable Instruments Act, 1881?
- (l) Define 'Consumer' as per the Consumer Protection Act, 1986.

### SECTION-B

**Note :—** Attempt any two questions of 10 marks each.

- 2. *'Consideration need not to be adequate to the promise, but it must be of some value in the eyes of the law.'*  
Elucidate the statement.
- 3. State briefly the various modes in which a contract may be discharged.
- 4. Describe the subject matter of Sale. Distinguish between specific, ascertained and unascertained goods.
- 5. Distinguish between an unpaid seller's lien and stoppage of goods in transit. When can the unpaid seller re-sell the goods?

### SECTION-C

**Note :—** Attempt any two questions of 10 marks each.

- 6. What is 'Bill of Exchange'? Explain its essential elements.
- 7. What is meant by the term 'Crossing of a Cheque'?  
State the various types of crossing.

8. Under what circumstances is notice of dishonor unnecessary?  
Distinguish between discharge of a negotiable instrument  
and discharge of a party to a negotiable instrument ?
9. Explain the various features of the Consumer Protection  
Act, 1986.

22/05/18

Morning

Exam. Code : 105402

Subject Code : 1471

Bachelor in Business Administration 2<sup>nd</sup> Semester

## PRINCIPLES OF MANAGEMENT

Paper—BBA-204

Time Allowed—3 Hours]

[Maximum Marks—50

**Note :—** Section A contains *twelve* very short answer questions. Attempt any *ten*. Each question carries 1 mark. Section B contains *four* questions. Attempt any *two* questions. Each carries 10 marks. Section C contains *four* questions. Attempt any *two* questions. Each carries 10 marks.

## SECTION—A

1. (a) Differentiate between cooperation and coordination.
- (b) What are single use plans ?
- (c) What do you mean by unity of command ?
- (d) Differentiate between rules and procedure.
- (e) Enlist the antecedents of formal organisation.
- (f) What is the role of planning function in management ?
- (g) Differentiate between recruitment and selection.
- (h) What is performance appraisal ?

- (i) How can we fulfill our social needs according to Maslow ?
- (j) Differentiate between line and staff organisation.
- (k) What is autocratic style of leadership ?
- (l) Who are followers ?

### SECTION—B

- 2. Management is both an art and a science. Discuss your opinion on the statement.
- 3. Discuss the various classical schools of thought, indicating the learnings of each school.
- 4. Explain the various types of plans along with their advantages.
- 5. Explain the various forms of organisation.

### SECTION—C

- 6. Explain the obstacles to delegation faced by the manager.
- 7. Explain the factors affecting manpower management.
- 8. Explain the importance of various theories of motivation in motivating the employees.
- 9. Discuss the principles and techniques involved in coordination.

**Exam. Code : 105402**

**Subject Code : 1472**

**Bachelor in Business Administration 2nd Semester**

**MANAGERIAL ECONOMICS-II**

**Paper-BBA-205**

**Time Allowed—3 Hours]**

**[Maximum Marks—50**

**SECTION-A**

**Note :-** This Section consists of **twelve** very short answer questions and students are required to attempt any **ten** questions with answer to each question up to **5** lines in English. Each question carries **1** mark.

1. (a) What is a stock variable ?
- (b) Define consumption function.
- (c) What is the relationship between gross domestic product and net domestic product ?
- (d) What do you mean by dynamic analysis ?
- (e) Define disposal income.
- (f) What is meant by the subjective determinants of consumption function ?
- (g) Define inflation.
- (h) Define internal rate of return.
- (i) Distinguish between static and dynamic multiplier.
- (j) Distinguish between natural rate of interest and market rate of interest.
- (k) Distinguish between gross investment and net investment.
- (l) Define marginal efficiency of capital.

## SECTION-B

**Note :-** This section consists of **four** questions and students are required to attempt any **two** questions with answers to each question up to **5** pages in length. Each question carries **10** marks.

2. Define Macro economics. Differentiate between Micro and Macro Economics. Discuss nature and scope of Macro economics.
3. Define National Income. Discuss importance of measuring national income and the problems associated with the measurement of national income.
4. Discuss the methods for measurement of national income.
5. Write a detailed note on Keynes' Psychological law of consumption, along with its assumptions and implications.

## SECTION-C

**Note :-** This section consists of **four** questions and students are required to attempt any **two** questions with answers to each question up to **5** pages in length. Each question carries **10** marks.

6. Define investment. Discuss types and determinants of investment.
7. Critically examine the neo-classical theory of interest rate.
8. Discuss in detail the principles of acceleration and super multiplier in business economics.
9. What is the significance of inflation measurement for an economy ? Discuss the various types of inflation.

Exam. Code : 105402

Subject Code : 1473

## Bachelor in Business Administration 2nd Semester

## COMPUTER BASED ACCOUNTING SYSTEM

## Paper-BBA-206

Time Allowed—3 Hours]

[Maximum Marks—50

## SECTION-A

**Note :-** This Section is compulsory. Attempt any 10 questions and restrict answer to 5 lines.

1. (i) What do you mean by computerized accounting ? 1
- (ii) Write the hierarchy of accounts. 1
- (iii) How accounts are created in Tally ? 1
- (iv) Define codification in accounting. 1
- (v) Define accounting transaction. 1
- (vi) How ER diagram is converted to tables ? 1
- (vii) Define voucher. 1
- (viii) What are the different components of gateway of Tally ? 1
- (ix) What are the aides for implementing Tally ? 1
- (x) What is the meaning of 'Books beginning from' ? 1
- (xi) How VAT, TIN and PAN are used in Tally ? 1
- (xii) How security is implemented in Tally ? 1

## SECTION-B

**Note :-** Attempt any **two** questions. Restrict answer to **five** pages.

2. What are the advantages of using computers in accounting ?  
Explain. 10
3. Write the procedure of setting up an accounting package, including the following :
  - (a) Creating groups and accounts
  - (b) Designing and creating vouchers.  $2 \times 5 = 10$
4. What are the different symbols used in ER model ? Write the purpose of each symbol. 10
5. Explain the different vouchers used in computerized accounting. 10

## SECTION-C

**Note :-** Attempt any **two** questions. Restrict answer to **five** pages.

6. What are the features of Tally ERP accounting software ?  
Explain. 10
7. Discuss in detail the steps of installing and activating Tally ERP. 10
8. Write short notes on the following :
  - (a) Account masters
  - (b) Accounts transaction
  - (c) Accounts reports
  - (d) Accounts management.  $4 \times 2.5 = 10$
9. How security is implemented in Tally ? Explain. 10

Exam. Code : 105402

Subject Code : 1475

Bachelor in Business Administration 2<sup>nd</sup> Semester

ਮੁੱਢਲੀ ਪੰਜਾਬੀ

Paper : BBA-202 (ii)

Time Allowed—3 Hours]

[Maximum Marks—50

ਨੋਟ :- ਸਾਰੇ ਸਵਾਲ ਕਰਨੇ ਜ਼ਰੂਰੀ ਹਨ।

1. (ੳ) ਸਮਾਸੀ ਸ਼ਬਦ ਕੀ ਹੁੰਦੇ ਹਨ ? ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿੱਚ ਵਰਤੇ ਜਾਂਦੇ ਕੋਈ ਪੰਜ ਸਮਾਸੀ ਸ਼ਬਦ ਲਿਖੋ। 5

(ਅ) ਅਗੇਤਰ ਕੀ ਹੁੰਦੇ ਹਨ ? ਹੇਠ ਲਿਖੇ ਅਗੇਤਰਾਂ ਦੀ ਵਰਤੋਂ ਕਰਕੇ ਮਿਸ਼ਰਤ ਸ਼ਬਦਾਂ ਦੀ ਰਚਨਾ ਕਰੋ :

ਅਣ, ਦੁਰ, ਪਰ, ਅਪ, ਗੈਰ 5

(ੲ) ਪਿਛੇਤਰ ਕੀ ਹੁੰਦੇ ਹਨ ? ਹੇਠ ਲਿਖੇ ਪਿਛੇਤਰਾਂ ਦੀ ਵਰਤੋਂ ਕਰਕੇ ਮਿਸ਼ਰਤ ਸ਼ਬਦਾਂ ਦੀ ਰਚਨਾ ਕਰੋ :

ਹੀਣ, ਖਾਨਾ, ਦਾਨ, ਮੰਦ, ਸ਼ਾਲਾ 5

(ਸ) (i) ਪੰਜਾਬ ਦੀਆਂ ਰੂਤਾਂ ਦੇ ਨਾਮ ਲਿਖੋ।

(ii) ਬਾਰਾਂ ਮਹੀਨਿਆਂ ਦੇ ਨਾਮ ਪੰਜਾਬੀ ਵਿੱਚ ਲਿਖੋ।

(iii) ਦਿਨਾਂ ਦੇ ਨਾਂ ਲਿਖੋ।

(iv) ਸੱਠ ਤੋਂ ਸੱਤਰ ਤੱਕ ਦੀ ਗਿਣਤੀ ਸ਼ਬਦਾਂ ਵਿੱਚ ਲਿਖੋ।

(v) ਕਿੱਤਾਕਾਰੀ ਨਾਲ ਸੰਬੰਧਤ ਕੋਈ ਪੰਜ ਸ਼ਬਦ ਲਿਖੋ।

5×1=5

2. (ੳ) ਭਾਸ਼ਾ ਦੀ ਪਰਿਭਾਸ਼ਾ ਲਿਖੋ। ਇਸ ਦੀ ਮਨੁੱਖੀ ਜੀਵਨ ਵਿੱਚ  
ਕੀ ਅਹਿਮੀਅਤ ਹੈ ? 5
- (ਅ) ਮਾਤ ਭਾਸ਼ਾ ਬਾਰੇ ਜਾਣਕਾਰੀ ਦਿਉ। 5
- (ੲ) ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਮੁੱਖ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ ਦੱਸੋ। 5
3. (ੳ) ਮਿਸ਼ਰਤ ਵਾਕ ਦੀ ਪਰਿਭਾਸ਼ਾ ਲਿਖੋ ਅਤੇ ਪੰਜ ਮਿਸ਼ਰਤ  
ਵਾਕ ਲਿਖੋ। 5
- (ਅ) ਕਾਰਜ ਦੇ ਆਧਾਰ ਉੱਤੇ ਪੰਜਾਬੀ ਵਾਕਾਂ ਦੀ ਵੰਡ ਕਰੋ ਅਤੇ  
ਇਨ੍ਹਾਂ ਦੀਆਂ ਉਦਾਹਰਨਾਂ ਵੀ ਲਿਖੋ। 5
- (ੲ) ਬਾਜ਼ਾਰ ਵਿੱਚ ਵਰਤੇ ਜਾਂਦੇ ਪੰਜ ਵਾਕ ਬਣਾਓ। 5