Paper Code: 1102

Programme	Exam Code	Course Code
Bachelor of Arts	121201	BARL-1421
Bachelor of Science (Medical)	121301	BSML-1421
Bachelor of Science (Non-Medical)		BSNL-1421
Bachelor of Science (Computer Science)		BCSL-1421
Bachelor of Science (Economics)		BECL-1421
Bachelor of Commerce	121101	BCRL-1421
Bachelor of Business Administration	121701	BBRL-1421
Bachelor of Business Administration (Airlines and Airport Management)	509501	BBML-1421

Semester-I

Course Title: Punjabi (Compulsory)
(300)

Time Allowed: 3 Hours　　　　　　**Max Marks: 70**

ਨੋਟ:– ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਸੈਕਸ਼ਨ ਹਨ। ਹਰੇਕ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਸੈਕਸ਼ਨ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਅੰਕ 14 ਹਨ।

ਸੈਕਸ਼ਨ – 1

1. ਰਾਧਾ ਸੰਦੇਸ਼ ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ ਲਿਖੋ ।

2. ਮਜ਼ਦੂਰ ਕਵਿਤਾ ਦਾ ਸਾਰ ਲਿਖੋ ।

ਸੈਕਸ਼ਨ – 2

3. ਮੀਰਾ ਬਾਈ ਜੀਵਨੀ ਦੇ ਆਧਾਰ 'ਤੇ ਉਸਦਾ ਨਾਇਕ ਬਿੰਬ ਉਸਾਰੋ।

4. ਗੁਰੂ ਰਾਮਦਾਸ ਜੀ ਦੀ ਜੀਵਨੀ ਦਾ ਸਾਰ ਲਿਖੋ ।

ਸੈਕਸ਼ਨ – 3

5. ਹੇਠ ਲਿਖੇ ਕਿਸੇ ਇਕ ਵਿਸ਼ੇ ਤੇ ਪੈਰ੍ਹਾ ਰਚਨਾ ਕਰੋ।

    1. ਲਾਇਬਰੇਰੀ

    2. ਫੈਸ਼ਨ

    3.ਕਿਰਤ

6. ਹੇਠ ਲਿਖੇ ਪੈਰ੍ਹੇ ਨੂੰ ਪੜ੍ਹ ਕੇ ਦਿੱਤੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦਿਓ–

ਜਹਾਂਗੀਰ ਆਪਣੇ ਬਹੁਤ ਸਾਰੇ ਕੰਮਾਂ ਵਿਚ ਆਪਣੇ ਬਾਪ ਅਕਬਰ ਬਾਦਸ਼ਾਹ ਦੇ ਬਿਲਕੁਲ ਉਲਟ ਸੀ, ਪਰ ਧਾਰਮਿਕ ਵਿਚਾਰਾਂ ਵਿਚ ਤਾਂ

ਦੋਹਾਂ ਵਿਚ ਜਮੀਨ ਅਸਮਾਨ ਦਾ ਫ਼ਰਕ ਸੀ। ਅਕਬਰ ਨੇ ਜਿੱਥੇ ਸਾਰੇ ਧਰਮਾਂ ਨੂੰ ਚੰਗਾ ਜਾਣਦੇ ਹੋਏ ਆਪਣੀ ਹਕੂਮਤ ਨੂੰ ਪੱਕਿਆਂ ਕਰਨ ਲਈ ਆਪਣੇ ਵਿਚਾਰ ਅਨੁਸਾਰ ਇਕ ਨਵੇਂ ਧਰਮ ਦੀ ਬੁਨਿਆਦ ਰੱਖ ਕੇ ਇਸਲਾਮੀ ਤੁਅੱਸਬ ਨੂੰ ਦੂਰ ਹਟਾ ਕੇ ਲੋਕਾਂ ਨੂੰ ਖ਼ੁਸ਼ ਕਰਨ ਦੀ ਪਾਲਿਸੀ ਅਖਤਿਆਰ ਕੀਤੀ ਸੀ, ਉੱਥੇ ਜਹਾਂਗੀਰ ਬਿਲਕੁਲ ਉਸ ਦੇ ਵਿਰੁੱਧ ਇਸਲਾਮੀ ਤੁਅੱਸਬ ਦਾ ਪੁਤਲਾ ਸੀ ਤੇ ਆਪਣੇ ਬਾਪ ਦੇ ਧਾਰਮਿਕ ਵਿਚਾਰਾਂ ਦੇ ਕਾਰਨ ਉਸ ਦੇ ਅੰਦਰੋ-ਅੰਦਰੀ ਸਖ਼ਤ ਵਿਰੋਧੀ ਸੀ। ਇਸ ਦਾ ਸਬੂਤ ਇਸ ਗੱਲ ਤੋਂ ਮਿਲਦਾ ਹੈ ਕਿ ਜਹਾਂਗੀਰ ਨੇ ਆਪਣੇ ਬਾਪ ਦੇ ਨਵੇਂ ਧਰਮ ਚਲਾਉਣ ਦੇ ਇਰਾਦੇ ਵਿਚ ਮਦਦ ਕਰਨ ਵਾਲੇ ਉਸ ਦੇ ਇਕ ਪੱਕੇ ਦੋਸਤ ਅੱਬੁਲ ਫ਼ਜ਼ਲ ਨੂੰ ਮਰਵਾ ਦਿੱਤਾ ਸੀ।

1. ਧਰਮ ਸੰਬੰਧੀ ਅਕਬਰ ਦੇ ਕੀ ਵਿਚਾਰ ਸਨ?
2. ਜਹਾਂਗੀਰ ਨੇ ਅੱਬੁਲ ਫ਼ਜ਼ਲ ਨੂੰ ਕਿਉਂ ਮਰਵਾਇਆ ਸੀ?
3. ਅਕਬਰ ਦਾ ਜਹਾਂਗੀਰ ਨਾਲ ਕੀ ਰਿਸ਼ਤਾ ਸੀ?
4. ਪੈਰ੍ਹੇ ਦਾ ਢੁੱਕਵਾਂ ਸਿਰਲੇਖ ਦਿਉ।

ਸੈਕਸ਼ਨ – 4

7. ਉਪ ਭਾਸ਼ਾ ਦੀ ਪਰਿਭਾਸ਼ਾ ਦਿੰਦਿਆਂ ਪੰਜਾਬੀ ਉਪ ਭਾਸ਼ਾਵਾਂ ਦੇ ਪਹਿਚਾਣ ਚਿੰਨ੍ਹ ਦੱਸੋ ।

8. ਟਕਸਾਲੀ ਭਾਸ਼ਾ ਦੀ ਪਰਿਭਾਸ਼ਾ ਦਿੰਦਿਆਂ ਇਸ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ ਦੱਸੋ।

Programme	Exam Code	Course Code
Bachelor of Arts	121201	BARL-1031
Bachelor of Science (Medical)	121301	BSML-1031
Bachelor of Science (Non-Medical)		BSNL-1031
Bachelor of Science (Computer Science)		BCSL-1031
Bachelor of Science (Economics)		BECL-1031
Bachelor of Science (Medical Laboratory Technology)	509701	BMLL-1031
Bachelor of Commerce	121101	BCRL-1031
Bachelor of Business Administration	121701	BBRL-1031
Bachelor of Business Administration (Airlines and Airport Management)	509501	BBML-1031
Bachelor of Arts (Journalism and Mass Communications)	116401	BJML-1031
Bachelor of Science (Fashion Designing)	119601	BFDL-1031
Bachelor of Science (Home Science)	119701	BHSL-1031
Bachelor of Computer Applications	117901	BCAL-1031
Bachelor of Science (Information Technology)	118001	BITL-1031
Bachelor of Science (Bio-Technology)	120601	BBTL-1031

Semester-I
Course Title: Basic Punjabi

(50)

Time Allowed: 3 Hours   **Max Marks: 70**

ਨੋਟ:- ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਸੈਕਸ਼ਨ ਹਨ।ਹਰੇਕ ਭਾਗ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਸੈਕਸ਼ਨ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਅੰਕ 14 ਹਨ।

ਸੈਕਸ਼ਨ 1

1. ਲਗਾਂ ਮਾਤਰਾਵਾਂ ਤੋਂ ਕੀ ਭਾਵ ਹੈ ਸੰਖੇਪ ਜਾਣਕਾਰੀ ਦਿਓ।
2. ਲਗਾਖ਼ਰ ਦੀ ਪਰਿਭਾਸ਼ਾ ਦਿੰਦੇ ਹੋਏ ਉਦਾਹਰਨਾਂ ਸਹਿਤ ਜਾਣਕਾਰੀ ਦਿਓ ।

ਸੈਕਸ਼ਨ 2

3. ਸੰਯੁਕਤ ਸ਼ਬਦ ਤੋਂ ਕੀ ਭਾਵ ਹੈ ਉਦਾਹਰਨ ਸਹਿਤ ਬਿਆਨ ਕਰੋ।
4. ਪਿਛੇਤਰ ਦੀ ਪਰਿਭਾਸ਼ਾ ਦਿੰਦੇ ਹੋਏ ਕੋਈ ਪੰਜ ਪਿਛੇਤਰ ਬਣਾਓ।

ਸੈਕਸ਼ਨ 3

5. ਵਪਾਰ ਨਾਲ ਸੰਬੰਧਿਤ ਕੋਈ 10 ਸ਼ਬਦ ਲਿਖੋ।
6. ਕੋਈ ਦਸ ਰਿਸ਼ਤਿਆਂ ਦੇ ਨਾਮ ਲਿਖੋ।

ਸੈਕਸ਼ਨ 4

7. ਹਫ਼ਤੇ ਦੇ ਸੱਤ ਦਿਨਾਂ ਦੇ ਨਾਮ ਲਿਖੋ।
8. ਰੁੱਤਾਂ ਦੇ ਨਾਮ ਲਿਖੋ ।

Programme	Exam Code	Course Code
Bachelor of Arts	121201	BARL-1431
Bachelor of Science (Non-Medical)	121301	BSNL-1431
Bachelor of Science (Medical)		BSML-1431
Bachelor of Science (Economics)		BECL-1431
Bachelor of Science (Computer Science)		BCSL-1431
Bachelor of Science (Medical Laboratory Technology)	509701	BMLL-1431
Bachelor of Commerce	121101	BCRL-1431
Bachelor of Business Administration	121701	BBRL-1431
Bachelor of Business Administration (Airlines and Airport Management)	509501	BBML-1431
Bachelor of Arts (Journalism and Mass Communication)	116401	BJML-1431
Bachelor of Science (Fashion Designing)	119601	BFDL-1431
Bachelor of Science (Home Science)	119701	BHSL-1431
Bachelor of Computer Applications	117901	BCAL-1431
Bachelor of Science (Information Technology)	118001	BITL-1431
Bachelor of Science (Bio-Technology)	120601	BBTL-1431

Semester-I

Course Title: Punjab History and Culture

(50)

Time Allowed: 3 Hours　　　　　　　　**Max Marks: 70**

Candidates shall attempt 5 questions in 800 words each by selecting atleast one question from each section and the 5th question may be attempted from any of the four Sections. Each question carries 14 marks.

Section-A

1. Discuss the physical features of the Punjab. What were social, economic and religious effects of those features?
2. Describe the literacy and Archaeological sources of the ancient history of Punjab.

Section-B

3. Study the Social and economic life of people of Indus Valley People.
4. Discuss the various theories regarding original home of Aryans in Punjab.

Section-C

5. Briefly describe the religious life of people of Rig Vedic Age?
6. Briefly describe the economic life of people of Later Vedic Age?

Section-D

7. What is the contribution of Mahatma Buddha.
8. Discuss the contribution of Mahavir Swami.

Hindi Version

1. पंजाब की भौतिक विशेषताओं पर चर्चा करें। उन विशेषताओं के सामाजिक, आर्थिक और धार्मिक प्रभाव क्या थे?

2. पंजाब के प्राचीन इतिहास की साक्षरता एवं पुरातात्विक स्त्रोतों का वर्णन करें।

भाग—2

3. सिंधु घाटी के लोगों के सामाजिक और आर्थिक जीवन का अध्ययन करें।

4. पंजाब में आर्यों के मूल निवास स्थान के संबंध में विभिन्न सिद्धांतों पर चर्चा करें।

भाग—3

5. ऋग्वैदिक युग के लोगों के धार्मिक जीवन का संक्षेप में वर्णन करें?

6. उत्तर वैदिक युग के लोगों के आर्थिक जीवन का संक्षेप में वर्णन करें?

भाग—4

7. महात्मा बुद्ध का योगदान क्या है?

8. महावीर स्वामी के योगदान की चर्चा करें।

**Programme: Bachelor of Business Administration
Semester-I
Exam Code: 121701**

Course Code: BBRM-1120 ✓

**Programme: Bachelor of Business Administration
(Airlines and Airport Management) Semester-I
Exam Code: 509501**

Course Code: BBMM-1120

Course Title: Computer Applications for Business

Time Allowed: 3 Hours   **Max Marks: 40**

Note: Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section. Each question carries (08) equal marks.

Section A

1. What do you mean by Computer? What are the components of Computer System?   (8)
2. What is Memory? Explain different types of memory.
(8)

Section B

3. What is Operating System? What are its types on the basis of processing? (8)
4. Explain the anatomy of Windows. (8)

Section C

5. How to format the Page in MS Word? (8)
6. Write Short Note on:
   (i) Header and Footer
   (ii) Bookmarks (2*4=8)

Section D

7. Explain graphs in MS Excel. (8)
8. What is presentation? Explain different menus of presentation. (8)

Programme: Bachelor of Business Administration
Semester-I
Exam Code: 121701
Course Code: BBRL-1324

Programme: Bachelor of Business Administration
(Airlines and Airport Management)
Semester-I
Exam Code: 509501
Course Code: BBML-1095

Course Title: Business Organization and Systems

Time Allowed: 3 Hours   Max Marks: 70

Note: Candidates are required to attempt five questions selecting one question from each section. The fifth question may be attempted from any section. Each question carries 14 marks.

Section -A

1. What is business? Briefly explain its objectives.
2. What do you mean by trade? Differentiate between trade & Aids to trade?

Section -B

3. What is Cooperative society? Discuss its features, merits and demerits ?

4. What are the various decisions related to setting up a new business? What are the different problems faced by a business man while starting a new business?

Section -C

5. What are the technological & social changes that have impact on business ?

6. Differentiate between foreign & Domestic trade. Also discuss the intermediaries in domestic trade?

Section -D

7. What are the recent trends in Wholesaling & retailing?

8. Discuss the importance & functions of Stock Exchanges?

Programme	Exam Code	Course Code
Bachelor of Commerce	121101	BCRL-1212
Bachelor of Business Administration	121701	BBRL-1212
Bachelor of Business Administration (Airlines and Airport Management)	509501	BBML-1212

Semester-I

Course Title: English Language and Literature - I
(150)

Time Allowed: 3 Hours   **Max Marks: 70**

Note: Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempt from any Section. Each question carries 14 marks.

Section -A

1. **(i) Put a, an or the wherever necessary**.
   a. I am fed up with doing _____ same thing every day.
   b. Can you recommend _____ good restaurant.
   c. 'Are you going away next week?' No _____ week after that.'
   d. _____ river Volga flows in the Caspian Sea.

(ii) Put the correct form of verb.
   a. We decided to _____ by train. (travel)
   b. Are you interested in _____ with us.(work)
   c. Lina is used to _____ alone. (live)
   d. We _____ about the problem.(talk)

(iii) Put the words in brackets in correct order.
   a. (Why/happy/you/are)?
   b. (wonder/ I/ is/ old/how/Tom)?
   c. (We/ afraid/missing/were/of/train/our).
   d. (I/ basketball/ prefer/ football/to).

(iv) **Change the underlined parts where necessary**

    a. <u>The hair of David</u> is very long.

    b. How old is <u>the son of Helen and Andy</u>?

2. (i) **Which is right?**

    a. Most people enjoy/ enjoys music.

    b. The police want/wants to interview two men after the robbery

    c. Your hair is/are too long

    d. I can't make a decision right now. I need to think/thinking about it

(ii) **Put to/for wherever possible**

    a. We need time _____ make a decision.

    b. We stopped _____ petrol.

    c. I put on my glasses _____read the letter.

    d. Do you wear glasses _____reading?

(iii) **Use one or more words to complete the following sentences.**

    a. I don't like this T.V. show. I had rather not _____it.

    b. I had preferred to go to the beach _____go shopping.

    c. Dan left the hotel without _____ his bill.

d. My phone is very old . I am thinking of _____ a new one.

(iv) Check whether correct or not. If incorrect make necessary changes
   a. Gymnastics are my favourite subject.
   b. Those are nice persons.

SECTION-B

3. Write a letter to your brother congratulating him on his success in the Civil Services Examination.

4. **(i) Put in some/any**
   a. 'Can I have _____more coffee ,please?' Sure help _____
   b. You can use your card to withdraw money at_____cash machine.
   c. There is _____one at the door. Can you go and see who it is.
   d. There was hardly _____one at the beach.It looked almost deserted.

(ii) **Put in few , a few, little, a little**

    a. I don't think Amy would be a good teacher.She has _____patience.

    b. Listen carefully . I am going to give you _____advice.

    c. There were only _____people at the meeting.

    d. This is a modern city. There are _____old buildings.

(iii) **Fill in the blanks with which/what/who/whose/whom/that:**

    a. George is a person _____I admire very much.

    b. I met a man _____knows Sarah.

    c. Did you find the keys _____you lost?

    d. Grace works for a company_____makes furniture.

(iv) **Fill in the following with correct reflexive pronoun**

    a. I did n't buy this cake from a shop.
    I made it _____

    b. I don't know what they are going to do.
    I don't think they know _____.

SECTION-C

5. (a) Comment on the lady's remark--- "I never eat anything for luncheon" in the story The Luncheon by William Somerset Maugham.

   (b) How does the aunt react to the story and what reply does the bachelor give in The Story Teller by H.H. Munro Saki?

6. (a) Discuss the theme of the story and explain the devices employed to convey this theme in the story The Lament by Anton Pavlovich Chekov.

   (b) Write character sketches of Madhav and Gheesu in The Shroud by Prem Chand.

SECTION-D

7. (a) Write a note on the author's attitude towards Kelveys and Burnell girls in the story The Doll's House by Katherine Mansfield.

   (b) Prepare a note on the plot of the story Eveline by James Joyce.

8. (a) What does the separation of two cellmates who declare themselves Zinah and Master Tara Singh signify in Toba Tek Singh by Saadat Hassan Manto?

(b) Explain the conflict between tradition and new social consciousness in the story A Strand of Cotton by Suneet Chopra.

Exam Code: 121701   Paper Code: 9167

Bachelor of Business Administration (Semester-I)
Course Title: Managerial Economics-I
Course Code: BBRL-1175

Time: 3 Hours   Max Marks: 80

Note: Attempt five questions in all, selecting atleast one question from each section. Fifth question can be attempted from any section. Each question carries equal (16) marks.

Section-A

1. What does price elasticity of demand signify? Explain the various methods of measuring price elasticity of demand?
2. Critically examine the law of equi-marginal utility.

Section-B

3. What is Indifference curve? Explain the consumer equilibrium with the help of indifference curve approach.
4. Explain the law of supply. Elaborate the factors affecting supply.

Section-C

5. State and explain law of variable proportions. Discuss its various stages. Which stage is best for production?
6. Explain the following with the help of table and diagram:
   a) Average Revenue
   b) Marginal Revenue
   c) Average Cost
   d) Marginal Cost

Section-D

7. What are the features of Perfect Competition? Explain Short run equilibrium of firm under perfect competition.
8. Define Monopoly. Explain process of determination of price under monopoly in short period and long period.

Programme: Bachelor of Business Administration
Semester-I

Course Title: Managerial Economics

Course Code: BBRL-1175

Time Allowed: 3 Hours   **Max Marks: 70**

Candidates are required to attempt five questions, selecting atleast one question from each section. The fifth question may be attempted from any section. Each question carries 14 marks.

Section A

1. Explain Law of demand in detail. What are exceptions to law of demand?

2. Critically examine the law of equi-marginal utility in detail. Explain its importance.

Section B

3. Explain the concept of consumer equilibrium with the help of indifference curve. Also explain income effect with the help of indifference curve.

4. Define the concept of Law of supply. What are the factors affecting supply ?

Section C

5. Explain the law of variable proportions. Explain various stages of this law with the help of table and diagram,
6. Explain the relationship between average revenue, marginal revenue and elasticity of demand.

Section D

7. What is perfect competition? Explain the price determination under perfect competition in the short period and long period.
8. Define the monopoly. How price and output are determined under monopoly.

Exam Code: **121701**   Paper Code: _ 9163.

Programme: Bachelor of Business Administration
Semester-I

Course Title: Basic Accounting

Course Code: BBRL-1323 ✓

Time Allowed: 3 Hours   Max Marks: 80

Note: Candidates are required to attempt five questions, selecting one question from each section (A-D)and the fifth question may be attempted from any Section. Each question carries 16 marks.

SECTION -A

1. What do you mean by Book Keeping? Give its importance and also distinguish between Book keeping and accounting.

2. What are the various Concepts, Principals and Conventions of financial accounting?

2124   Page 1

SECTION -B

3. What do you mean by Depreciation? Explain the methods of charging Depreciation.

4. On 1st July, 2006 Ram Mohan purchased a second hand machine for Rs. 18,000 and spent Rs. 2,000 on its repairs and installation.

   On 30th June 2009 the machinery was disposed off for a sum of Rs. 13,600. Assuming the books are closed on 31st December each year and taking the rate of depreciation at 10% p.a. on diminishing balance, show the machine account for four years.

SECTION -C

5. What do you mean by final accounts? Give the specimen of Trading Profit and Loss account and Balance sheet with imaginary figures.

6. From the following trial balance prepare Trading & Profit & Loss account and Balance sheet as on 31.12.2022:

	Dr. Rs.		Cr. Rs.
Drawings	3,250	Capital	15,000
Opening stock	17,445	Return outward	840
Return in wards	554	Interest on loan	25
Carriage	1,240	Rent out standing	130
Deposits	1,375	Creditors	3,000
Carriage outwards	725	Prov. For bad debts	1,200
Loan to Ashok @ 5% 1.1.2022	1,000	Sales	27,914
Rent	820		
Purchase	12,970		
Debtors	4,000		
Goodwill	1,730		
Advertisement	954		
Bad debts	400		
Patents	500		
Cash	62		
Discount	330		
wage	754		

Adjustments:

1. Manager is entitled to commission of 10% of Net Profit after charging such commission

2. Increase bad debts to Rs. 600. Make a provision for doubtful debts 10% and provision for discount 5%.

3. Stock valued at Rs. 1,500 destroyed by fire on 25-12-2022 but the insurance company admitted a claim of Rs. 950 only.

4. Advertisement is to be written off in three years.

5. Value of closing stock is Rs. 18,792.

SECTION —D

7. Explain the concept of Annual report of a company. What precautions should be taken while preparing Annual Reports?

8. What is Tally? Explain its applications and importance in business.

Programme: Bachelor of Business Administration
Semester-I

Course Title: Basic Accounting

Course Code: BBRL-1323

Time Allowed: 3 Hours   **Max Marks: 70**

Note: Candidates are required to attempt five questions, selecting one question from each section (A-D)and the fifth question may be attempted from any Section. Each question carries 14 marks.

SECTION -A

1. What do you mean by Book Keeping? Give its importance and also distinguish between Book keeping and accounting.

2. What are the various Concepts, Principals and Conventions of financial accounting?

SECTION -B

3. What do you mean by Depreciation? Explain the methods of charging Depreciation.

4. On 1st July, 2006 Ram Mohan purchased a second hand machine for Rs. 18,000 and spent Rs. 2,000 on its repairs and installation.

   On 30th June 2009 the machinery was disposed off for a sum of Rs. 13,600. Assuming the books are closed on 31st December each year and taking the rate of depreciation at 10% p.a. on diminishing balance, show the machine account for four years.

SECTION -C

5. What do you mean by final accounts? Give the specimen of Trading Profit and Loss account and Balance sheet with imaginary figures.

6. From the following trial balance prepare Trading & Profit & Loss account and Balance sheet as on 31.12.2022:

	Dr. Rs.		Cr. Rs.
Drawings	3,250	Capital	15,000
Opening stock	17,445	Return outward	840
Return in wards	554	Interest on loan	25
Carriage	1,240	Rent out standing	130
Deposits	1,375	Creditors	3,000
Carriage outwards	725	Prov. For bad debts	1,200
Loan to Ashok @ 5% 1.1.2022	1,000	Sales	27,914
Rent	820		
Purchase	12,970		
Debtors	4,000		
Goodwill	1,730		
Advertisement	954		
Bad debts	400		
Patents	500		
Cash	62		
Discount	330		
wage	754		

Adjustments:

1. Manager is entitled to commission of 10% of Net Profit after charging such commission

2. Increase bad debts to Rs. 600. Make a provision for doubtful debts 10% and provision for discount 5%.

3. Stock valued at Rs. 1,500 destroyed by fire on 25-12-2022 but the insurance company admitted a claim of Rs. 950 only.

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SECTION —D

7. Explain the concept of Annual report of a company. What precautions should be taken while preparing Annual Reports?

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Programme: **Bachelor of Business Administration**

Semester-I
Exam Code: 12170
Course Code: BBRL-1324

Course Title: Business Organization and Systems

Time Allowed: 3 Hours   **Max Marks: 80**

Note: Candidates are required to attempt five questions selecting one question from each section. The fifth question may be attempted from any section. Each question carries 16 marks.

Section -A

1. What is business? Briefly explain its objectives.
2. What do you mean by trade? Differentiate between trade & Aids to trade?

Section -B

3. What is Cooperative society? Discuss its features, merits and demerits ?

4. What are the various decisions related to setting up a new business? What are the different problems faced by a business man while starting a new business?

Section -C

5. What are the technological & social changes that have impact on business ?

6. Differentiate between foreign & Domestic trade. Also discuss the intermediaries in domestic trade?

Section -D

7. What are the recent trends in Wholesaling & retailing?

8. Discuss the importance & functions of Stock Exchanges?

Exam Code: 121701   Subject Code: 9166

Programme: Bachelor of Business Administration (Semester – I)
Course Title: Computer Applications for Business- I
Course Code: BBRM–1127

Time: 3 Hours   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. Each question carries equal (10) marks.

Section-A

1. What is a Computer System? Explain various Components of Computer System.
2. What are Input/output devices? Explain some commonly used I/O devices.

Section-B

3. What is Operating System? Explain Batch Operating and Multi-Processing Operating System.
4. Explain five Internal and five External Commands of MS-DOS with examples.

Section-C

5. (a) How can you import and export files in MS-Word.
   (b) Write steps to insert a bulleted list.
6. Explain Find and Replace feature of MS-Word.

Section-D

7. What is a Worksheet? Explain features of MS-Excel.
8. How can you insert pictures and graphics in MS-PowerPoint?

Exam Code: 121201 (B.A.)   **Paper Code: 9164**
          121701 (BBA)
Programme: Bachelor of Arts/Bachelor of Business Administration (Semester-I)
                    Course Code: BARL/BBRL-1212
                    Course Title: English (Compulsory)

Time Allowed: 3 Hours   **Max. Marks: 80**

Section-A

1Q. Attempt any ten out of fifteen.   (10 x 2=20)
Complete the sentences using might+ a suitable verb from the following:
   (Bite, Wake)
   1. Don't make too much noise. You_____ the baby.

   2. Be careful of that dog. It _____ you.

Put the verb into the correct form.

   3. 'What_____ (you/do)?' 'I'm an electrician'.

   4. David isn't very fit. He_____ (not/do) any sport.

Complete the sentences using the following verbs in the correct form:

   5. 'How did you learn to drive?' 'My father_____ (teach) me'.

   6. We couldn't afford to keep our car, so we_____ (sell) it.

Put in must or can't

   7. The restaurant _____ is very good. It's always full of people.

   8. You got here very quickly. You _____ have walked very fast.

   9. Congratulations on passing your exam. You_____ be very pleased.

Write for or since.

   10. Sarah has lived in Paris_____1995.

   11. Paul has lived in Brazil _____ten years.

Complete the sentences. Use wouldn't + a suitable verb.

   12. I asked Amanda what has happened but she _____ me.

   13. Paul was very angry about what I'd said and _____ to me for two weeks.

Put the verb into present continuous (I am -ing) or present perfect continuous (I have been -ing)

   14. ._____ (Maria/learn) English for two years.

   15. Sarah is very tired _____(she/work) very hard recently.

Section-B

2Q. Write a paragraph on one of the following topics.   (1x10 =10)
   a. Soil Pollution
   b. Value of games

3Q. Translate the following paragraph into English (1x10 =10)

सबसे ज्यादा कीमती समय होता है। सभी वस्तुओं में सभी चीजों में धन दौलत से भी महंगा समय होता है, क्योंकि एक बार गया हुआ समय कभी लौटकर नहीं आता। धन दौलत वैसे कुछ भी हो वह लौट कर जरूर आ जाता है, लेकिन समय लौट कर कभी नहीं आता। इसीलिए समय सबसे कीमती होता है। इस दुनिया में सब कुछ समय पर ही निर्भर करता है। एक बार गया हुआ समय वापस नहीं आता।समय को एक बार बर्बाद कर देते हैं, तो इससे बुरी चीज कोई नहीं मानी जाती है, क्योंकि इससे सब कुछ नष्ट हो जाता है। समय पर ही सब कुछ निर्भर करता है। समय के अनुसार ही हमें सब चीजें मिलती हैं। हमारा भविष्य भी समय पर ही निर्भर करता है। कुछ लोगों का मानना है, कि धन दौलत सबसे कीमती है, परंतु सबसे महंगी दौलत समय ही हैं। समय का हमें हमेशा उपयोग करना चाहिए। हम समय को कभी भी खरीद नहीं सकते हैं और ना ही इसे बेच सकते हैं|

ਸਮਾਂ ਸਭ ਤੋਂ ਕੀਮਤੀ ਹੈ। ਹਰ ਚੀਜ਼ ਵਿੱਚ, ਸਮਾਂ ਦੌਲਤ ਨਾਲੋਂ ਵੱਧ ਕੀਮਤੀ ਹੈ, ਕਿਉਂਕਿ ਇੱਕ ਵਾਰ ਗਿਆ ਸਮਾਂ ਕਦੇ ਵਾਪਸ ਨਹੀਂ ਆ ਸਕਦਾ. ਧਨ ਭਾਵੇਂ ਕੋਈ ਵੀ ਹੋਵੇ, ਵਾਪਿਸ ਜ਼ਰੂਰ ਆਉਂਦਾ ਹੈ, ਪਰ ਸਮਾਂ ਕਦੇ ਵਾਪਸ ਨਹੀਂ ਆਉਂਦਾ। ਇਸ ਲਈ ਸਮਾਂ ਸਭ ਤੋਂ ਕੀਮਤੀ ਹੈ। ਇਸ ਸੰਸਾਰ ਵਿੱਚ ਹਰ ਚੀਜ਼ ਸਮੇਂ 'ਤੇ ਨਿਰਭਰ ਕਰਦੀ ਹੈ। ਇੱਕ ਵਾਰ ਗਵਾਚਿਆ ਸਮਾਂ ਵਾਪਿਸ ਨਹੀਂ ਆਉਂਦਾ, ਇੱਕ ਵਾਰ ਸਮਾਂ ਬਰਬਾਦ ਹੋ ਜਾਵੇ ਤਾਂ ਇਸ ਤੋਂ ਮਾੜੀ ਗੱਲ ਕੋਈ ਨਹੀਂ ਕਿਉਂਕਿ ਇਹ ਸਭ ਕੁਝ ਤਬਾਹ ਕਰ ਦਿੰਦਾਹੈ। ਸਭ ਕੁਝ ਸਮੇਂ 'ਤੇ ਨਿਰਭਰ ਕਰਦਾ ਹੈ। ਸਾਨੂੰ ਸਮੇਂ ਅਨੁਸਾਰ ਸਭ ਕੁਝ ਮਿਲਦਾ ਹੈ। ਸਾਡਾ ਭਵਿੱਖ ਵੀ ਸਮੇਂ 'ਤੇ ਨਿਰਭਰ ਕਰਦਾ ਹੈ। ਕੁਝ ਲੋਕ ਮੰਨਦ ਹਨ ਕਿ ਪੈਸਾ ਸਭ ਤੋਂ ਕੀਮਤੀ ਸੰਪਤੀ ਹੈ, ਪਰ ਸਭ ਤੋਂ ਮਹਿੰਗੀ ਸੰਪਤੀ ਸਮਾਂਹੈ। ਸਾਨੂੰ ਹਮੇਸ਼ਾ ਸਮੇਂ ਦੀ ਵਰਤੋਂ ਕਰਨੀ ਚਾਹੀਦੀ ਹੈ।ਅਸੀਂ ਨਾ ਕਦੇ ਸਮਾਂ ਖਰੀਦ ਸਕਦੇ ਹਾਂ ਅਤੇ ਨਾ ਹੀ ਇਸਨੂੰ ਵੇਚ ਸਕਦੇ ਹਾਂ।

Section-C

4Q. Attempt any one question out of the following in about 400 words. (1x10=10)

a. How many times Iona tries to tell about his son's death? Whom does Iona ultimately tell his sad story? (The Lament)

b. Why did the Prince allow Bertha's entry into his park? Describe the Prince's park? (The Story Teller)

5Q.Attempt any two questions out of the following in about 150 words each (2x5=10)

a. How did the idea of approaching the insurance company for claim strike Madame Oreille? (The Umbrella)

b. Write a brief note on the narrator's experience in "The Luncheon". (the Luncheon)

c. How do the father and the son collect five rupees for the Shroud? (The Shroud)

Section-D

6Q.Attempt any one question out of the following in about 400 words. (1x10=10)

a. How was Grimsdyke's life deeply influenced twice by the power of women? (The Power of Women)

b. What common point between the miser and the spendthrift does the author point out? (On Spendthifts)

7Q.Attempt any two out of the following questions in about 150 words each. (2x5=10)

a. Describe briefly the author's visit to the chemist shop. (Symptoms)

b. What is the Universal Declaration of human rights? Explain in detail? (Universal Declaration of Human Rights)

c. According to Anne, how can the growth and future of children be influenced by the attitude of their parents? (A Dialogue On Democracy)