



Symbol of Excellence

H.K. Hi-TechCollege of IT & Management
BBA 2nd Year, BBA – 201 (Business Law)
(Old Question Paper)Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 "A joint stock company is an artificial person created by law with a perpetual succession and a common seal." Elucidate.
- Q.2 How is a company formed under the companies Act, 1956? Enumerate the various documents to be filed with the Registrar.
- Q.3 What is a Prospectus? What are its contents? Is it obligatory for a company to file prospectus or a statement in lieu of prospectus with the Registrar of Companies?
- Q.4 (a) What is the position of a person who has lent money to a company where the borrowing is ultra vires the company?
(b) When a company be wound up by the court?
- Q.5 All agreements are not contracts but all contracts are agreements. Discuss the statement explaining the essential elements of a valid contract.
- Q.6 (a) Give some instances of consideration. Other than the payment of money, sufficient to support a contract.
(b) What remedies are available to an aggrieved party on the breach of a contract?
- Q.7 "It is a rule of law that if a person intends to contract with A, B can not give himself any right under the contract." Discuss.
- Q.8 How is a contract of sale made? State briefly the necessary formalities of such a contract with illustrations.
- Q.9 (a) What is implied warranty in case of a sale by sample?
(b) State the doctrine of caveat emptor and exceptions to it.
- Q.10 Write short notes on any two of the following: (a) Memorandum of Association (b) Allotment of shares
(c) Discharge of contract (d) Rights of unpaid seller.



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(Old Question Paper)Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 "All agreements are not contracts but all contracts are agreements." Discuss and exemplify the statement.
- Q.2 Put in plain words the provisions relating to different circumstances when the consent is not free. Let us have some instances.
- Q.3 Write condensed notes on the following: (i) Contravention of contract (ii) Distinguishing features of company.
- Q.4 Argue and distinguish between the private and public limited companies. Explain the course of action for incorporation of a company.
- Q.5 "Memorandum and articles of association are two major directives of a company." Do you agree? Give your explanation in detail.
- Q.6 How is company wound up? Discuss different types of winding up approaches. Which method is the best and why?
- Q.7 Write to the point notes on the following: (i) Meetings of companies (ii) Managerial remuneration in companies
- Q.8 Explain and illustrate about the different manners in which a contract is discharged.
- Q.9 "Bailment agreement is a little different agreement than agency agreement." Do you agree? Explain the special features of bailment agreement.
- Q.10 Write short notes on the following: (i) Rule of caveat emptor (ii) Formation of contract of Sales.



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College of IT & Management
BBA 2nd Year, BBA – 202 (Business Statistics)
(Old Question Paper)Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 "Statistics deals with statistics through statistics." Explain this statement and comment about limitations of statistics.
Q.2 Find the mean, median and standard deviation of the profits (in Rs. lakh) earned by 100 companies during 2006-07 as shown below:

Profits	No. of Companies
20-30	4
30-40	8
40-50	18
50-60	30
60-70	15
70-80	10
80-90	8
90-100	7

- Q.3 Write down formulae and uses of the following summary measures: (a) Mode (b) Geometric Mean
(c) Quartile Deviation (d) Coefficient of Variation (e) Skewness
- Q.4 Ten competitors in a debate are ranked by three judges in the following order:
1st Judge : 1 6 5 10 3 2 4 9 7 8
2nd Judge : 3 5 8 4 7 10 2 1 6 9
3rd Judge : 6 4 9 8 1 2 3 10 5 7
Use the rank correlation coefficient to determine which pair of judges has the nearest approach to common debate competition.
- Q.5 The following data relate to advertising expenditure (in crores of Rs.) and their corresponding sales ('000 crores Rs.)
Adv. Exps. : 10 12 15 23 20
Sales : 14 17 23 25 21
Estimate:
(i) The sales corresponding to ads expenditure of Rs. 30 crore
(ii) The ads exps. for sales target of Rs.35 thousand crore.
- Q.6 Compute by suitable method the index number of quantity from the data give below:
- | Commodity | 2006 | | 2007 | |
|-----------|-------|-------|-------|-------|
| | Price | Value | Price | Value |
| A | 8 | 80 | 10 | 110 |
| B | 10 | 90 | 12 | 108 |
| C | 16 | 256 | 20 | 340 |
- Q.7 Critically examine the various methods that are used for measuring trend. Which method do you think is the best and why?
- Q.8 Assumed that on an average on telephone number out of fifteen is busy. What is the probability that if six randomly selected telephone numbers are called?
(a) Not more than three will be busy? (b) At least three of them will be busy?
- Q.9 Distinguish between random sampling and stratified sampling. Suppose you need to survey investors preferences for financial assets. How would you proceed about it?
- Q.10 Explain the following with illustrations: (a) Conditional probability (b) Fisher's ideal index
(c) Properties of normal distribution (d) Overlapping events



Symbol of Excellence

H.K. Hi-Tech

 College of IT & Management
 BBA 2nd Year, BBA – 202 (Business Statistics)
 (Old Question Paper)

Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 Define Statistics. Explain in detail the role of statistics in the applications of computers.
 Q.2 You are supplied the following data about heights of boys and girls in a college:

	Boys	Girls
Number	72	58
Average Height	68"	61"
Variance	09"	04"

- Q.3 You are required to find: (a) Combined standard deviation (b) Where height is more variable
 Calculate Pearson's coefficient of skewness from the following data:

Marks	No. of Students
0 – 10	5
10 – 20	12
20 – 30	18
30 – 40	38
40 – 50	20
50 – 60	7

- Q.4 and interpret the nature of the curve
 "Index numbers are used to measure the changes in some quantity which we cannot observe directly." Explain the above statement and point out the uses and limitations of index numbers.

- Q.5 Calculate the Spearman's rank coefficient of correlation from the following data:

X	:	50	50	55	60	65	65	65	60	60	50
Y	:	11	13	14	16	16	15	15	14	13	13

- Q.6 In a partially destroyed laboratory record of an analysis of correlation data, the following results only are legible:
 Variance of X = 9

Regression Equations:

$$8X - 10Y + 66 = 0$$

$$40X - 18Y = 214$$

- What are: (a) The mean values of X and Y (b) The coefficient of correlation between X and Y
 (c) The standard deviation

- Q.7 Explain Binomial Distribution. Calculate mean and variance of the Binomial Distribution.
 Q.8 Write short notes on the following: (a) Skewness Vs Kurtosis (b) Random Vs Non-Random Sampling
 Q.9 Fit a straight line trend by the method of Least Squares:
 Years: 1999 2000 2001 2002 2003 2004
 Sales: 100 120 118 124 136 140 (in Units)
 Project for 2005 and 2010
 Q.10 What is Sampling? Explain any three methods of random sampling which are very frequently used in research.



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 College of IT & Management
 BBA 2nd Year, BBA – 203 (Marketing Management)
 (Old Question Paper)

Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 Define Marketing. Elaborate the scope of marketing.
 Q.2 Describe in detail the various orientations of marketing.
 Q.3 What is Segmentation? Explain the level of segmentation.
 Q.4 Define Product. Describe in detail the classification of the product.
 Q.5 What do you understand by new product? Explain the process of new product development.
 Q.6 What is a Brand? What are the various decisions associated with the branding?
 Q.7 Write a detailed note on the process of determining the price of a product.
 Q.8 What is Channel? How are channel decisions taken up by the marketers?
 Q.9 What is advertising? Describe the 5 Ms of advertising.
 Q.10 Write short notes on the following: (a) Personnel Selling (b) Export Marketing



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College of IT & Management

BBA 2nd Year, BBA – 203 (Marketing Management)

(Old Question Paper)

Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 Describe the rationale and essentials of modern marketing concept. what problems do you anticipate while implementing the marketing concept in a production-oriented firm?
- Q.2 Explain how the consumer behaviour affects the decision relating to the production, price, channel of distribution and sales promotion?
- Q.3 Explain briefly the Product life-cycle concept and its significance in the marketing-mix and in product planning and development. Give various stages of PLC.
- Q.4 Explain how branding plays an important role in the formulation of marketing-mix and marketing strategy.
- Q.5 How is price policy determined? Describe the methods of price policies adopted in determining the price of a new product?
- Q.6 Explain and illustrate the major factors affecting choice of marketing channel.
- Q.7 How will you differentiate between wholesaler and retailer? What are the functions of retailers?
- Q.8 What factors would you consider while framing your advertising policy? Describe the strengths and weaknesses of advertising.
- Q.9 Why is it important to examine the environment of a foreign market before engaging in international marketing activities? Explain.
- Q.10 Write short notes on any two of the following: (a) Product Packaging Strategies (b) Promotion-mix
(c) Evolution of Marketing Management



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H.K. Hi-Tech

College of IT & Management

BBA 2nd Year, BBA – 204 (Financial Accounting – II)

(Old Question Paper)

Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 On 1st December, H Ltd. send 100 bicycles to Kale of Mumbai to be sold on behalf of H Ltd. The cost of one bicycle was Rs.600 but invoice price was Rs.800. H Ltd. incurred Rs.2,000 on freight and insurance. Kale received the consignment on 14th December, 1999 and accepted a three months draft drawn upon him by H Ltd. for Rs.40,000. Kale paid Rs.1050 as rent and Rs.250 as insurance and by 31st March had disposed off 80 bicycles @820 each. Kale is entitled to a commission of 5% on sales including del credere commission of 1%. Kale sold 20 bicycles on credit and was not able to recover sale proceeds of 2 bicycles because of insolvency of debtor. Prepare Ledger accounts in the books of H Ltd.
- Q.2 Write short notes on the following: (a) Minimum Rent (b) Short workings (c) Sub-lease
- Q.3 A and B share profits and losses in the ratio of 3 : 2. They admit C with 1/5 share who pays only Rs.1000/- for premium out of his share of Rs.2500/-. Goodwill account appears in the books at Rs.5000. What entries would be made if: (a) No goodwill should appear in the books. (b) Goodwill appears in the books at Rs.12,500.
(c) Goodwill should appear in the books at Rs.5000.
- Q.4 What do you mean by dissolution of a firm? When it may take place? Also describe the accounting treatment for closing books of accounts?
- Q.5 Give the rules conversion of a branch trial balance with that of Head Office currency in case of foreign branch.
- Q.6 Define Share. Explain the legal provisions for issue of shares under discount and accounting treatment for such issue.
- Q.7 D. Ltd. issued 1000, 12% debentures of 100 each on 1st Jan. 2002. Interest is payable on June 30th and December 31st every year. The company purchased 100 of its debentures to Rs.98 ex-interest for immediate cancellation on 1st April, 2003. On 1st Oct. 2003, the company purchased another 100 of its debentures at Rs.98 cum-interest and cancelled them immediately. The books of accounts are closed on December 31st every year. Pass necessary journal entries and show the Balance Sheet as on December 31st 2003.
- Q.8 Prepare pro forma Balance Sheet of the company under Schedule VI of Companies Act.
- Q.9 Define purchase consideration. Explain different methods of purchase consideration.
- Q.10 Write a descriptive note on accounting for co-operatives.



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BBA 2nd Year, BBA – 204 (Financial Accounting – II)

(Old Question Paper)

Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 X of Kolkata on 15 January, 1997 sent to Y of Mumbai a consignment of 250 TV costing Rs.10,000 each. Expenses of Rs.7,000 were met by the consignor. Y of Mumbai spent Rs.4,500 for clearance on 30th January, 1997 and the selling expenses were Rs.500 per TV as and when the sale made by Y. Y sold on 4th March, 1997 150 TV at Rs.14,000 per TV and again on 10th April, 1997. 75 TV at Rs.14,400. Y was entitled to a commission of Rs.500 per TV sold plus one-fourth of the amount by which the gross sale proceeds less total commission, thereon exceeded a sum calculated at the rate of Rs.12,500 per TV sold. Y sent the account sale and the amount due to X on 30th April, 1997 by Bank Demand Draft. You are required to show the consignment account and Y's account in the books of X.
- Q.2 A of Agra and B of Bombay entered into a joint venture to consign 200 bales of cloth to D of Delhi to be sold on their joint risk which is in proportion of 3/7 and 4/7 respectively. A sends 150 bales at Rs.2,600 each, paying for freight and other charges Rs.4,900. B sends 50 bales at Rs.2,500 each, paying for expenses Rs.3,600. All the bales were sold by D for Rs.14,00,000 of which D deducts Rs.6,000 for his expenses and 10% on total sales as his commission. D remits Rs.3,00,000 to A and the balance amount to B through Bank Draft. Prepare necessary ledger accounts in the books of both consignor.
- Q.3 State the reasons for the difference between the balances of Branch Account in the Head Office Books and the Head Office Account in the books of the Branch. How would you reconcile the balances of the two accounts?
- Q.4 Prof. Rishi Pal wrote a book on Accounting and got it published with Sultan Chand & Sons on the term that royalties would be paid @ Rs.6 per copy sold subject to a minimum of Rs.30,000. The copies sold in 1996, 1997, 1998 and 1999 were Rs.3,500; 6,000; 7,500 and 12,000 respectively with a closing stock of 100, 200, 300 and 500 for respective years. There is a right of recoupment of shortworking over three years. You are required to prepare Royalty A/c, Minimum Rent A/c, Shortworking A/c and Prof. Rishi Pal's A/c.
- Q.5 What is a revaluation account? What purpose does it serve? Whether the revaluation account is used when assets and liabilities are shown in the books at old values?
- Q.6 A, B and C are partners sharing profit and losses in the ratio of 4 : 3 : 1 respectively. B retires, selling his share of profit to A and C for Rs. 8,100 Rs. 3,600 being paid by A and Rs.4,500 being paid by C. The profit for the year after B's retirement is Rs.10,500. Distribute the above profit between A and C, showing how you arrive at the same and pass necessary journal entry to record the sale of B's share to A and C.
- Q.7 On 1.2.1999, the Directors of Reliance Industries issued 5000 equity shares of Rs.10 each at Rs.12 per share; payable as to Rs.5 on application (including premium), Rs.4 on allotment and the balance on 15.5.1999. On February 10, 1999 applications were received for 70000 shares. Of the cash received in excess Rs.40,000 were returned and Rs.60,000 were applied to the amount due on allotment. The balance of allotment money was paid on 28.2.1999. All the shareholders paid the call due on 15.5.1999, with the exception of one holding 500 shares. These shares were forfeited on 31.7.1999. Journalise the transactions.
- Q.8 What are the statutory requirements relating to Profit and Loss Account of a joint stock company in respect of:
(a) Raw Materials consumed (b) Payment made to managerial personnel (c) Foreign exchange earnings
(d) Mis. Expenses
- Q.9 What do you mean by amalgamation, absorption and reconstruction? What entries are passed by a company to close its books when it is absorbed by another company?
- Q.10 Write a detailed note on accounting for cooperatives.



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BBA 2nd Year, BBA – 205 (Financial Management)

(Old Question Paper)

Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 Define finance function and financial management. Explain the important decisions that the financial managers are expected to take.
- Q.2 What is the relevance of cost of capital in financial management? What are its limitations? Explain with example the method of calculating cost of debentures and equity shares.
- Q.3 Why are time adjusted methods of appraising capital budgeting projects considered superior to simple methods? Discuss the NPV method by taking a simple example.
- Q.4 Bring out the meaning and importance of working capital. Illustrate with an example the estimation of working capital requirement of a company.
- Q.5 Discuss the meaning, importance and strategies of receivables management.
- Q.6 What are the general causes of business failures? What strategies can be made to revive them?
- Q.7 What is the difference between funds flow statement and cash flow statement? Discuss the process of calculating funds from operations.
- Q.8 Write notes on the following: (a) Return on Capital Employed (b) Debtors Turn Over Ratio
(c) Absolute liquidity Ratio (d) Working Capital Turnover Ratio
- Q.9 Distinguish between Mergers and Acquisitions. Discuss the process of Mergers and their limitations in achieving objectives for which they are set forth.
- Q.10 Write short notes on the following: (a) Optimum Capital Structure (b) Economic Order Quantity



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BBA 2nd Year, BBA – 205 (Financial Management)

(Old Question Paper)

Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 Define Financial Management. Discuss the objectives of Financial Management.
- Q.2 Explain the various sources of raising finance.
- Q.3 Define cost of Capital. Why is it importance for a financial manager? How will you calculate cost of debt?
- Q.4 Define Capital Structure. What are the factors that affect the capital structure of an organization.
- Q.5 (a) What is Net Present Value (NPV)? How is it different from Internal Rate of Return (IRR)?
(b) Calculate Payback Period from the following: (i) Cash Outflow Rs.60,000
(ii) Cash Inflows Rs.18,000 per year for 19 Years.
- Q.6 Define Working Capital. How will you estimate the working capital requirements of a business?
- Q.7 What do you understand by Dividend Policy? Explain the various types of dividend policy an organization can follow.
- Q.8 What do you mean by Business Failure? What are the causes of business failure?
- Q.9 (a) Define Current Ratio. Why is it important? (b) The current assets of a business are Rs.16000 and the current liabilities are 6000. What is the maximum amount of loan it can borrow so that current ratio does not fall below 2:1?
- Q.10 Write short notes on any two of the following: (a) Fund Flow Statement (b) Mergers
(c) Cash Management (d) Inventory Management



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BBA 2nd Year, BBA – 206 (Business Communication)

(Old Question Paper)

Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 You are head of the HR department of Taro Organics, a small company manufacturing organic chemicals. Recently the top management decided to introduce a three-shift system in the plant, instead of the two shift system now in place. The new shift system goes into effect next Monday. Today is Friday. You have to inform the employees about this decision and generally, convince them that this change is in their interests.
- Q.2 "You cannot communicate." Point out the role of communication in changing time.
- Q.3 The Jangler Company asked you to conduct a survey for the launching of their new product. You have already conducted the survey but did not send the survey report till date. Send it with all detail immediately.
- Q.4 You are the administrative assistant to Kenton Arroba, President of Beam Estates. Twenty days ago Kenton had meeting of branch managers to discuss the slump in the real estate market and ways to boost sales. Send a memo to the four branch managers reminding them of this meeting. Mention that Kenton has planned a brainstorming session and wants the staff to come prepared with ideas.
- Q.5 "For a speech to be effective, the verbal and non-verbal elements of the presentation have to be aligned." Comment.
- Q.6 Write a detailed note on various communication barriers. How could these barriers be overcome? Give suitable examples.
- Q.7 When making a presentation, you have a variety of methods to choose from. Discuss some of these methods with examples.
- Q.8 This is a poorly written response to an order for merchandise. Identify its drawbacks: attitude, tone, organization, choice of phrases, and so on. Rewrite the letter effectively.
- July 3, 2002 Mr. Chandan Correspondent, Don Bozo School
203 Landsmen Road, Wahiawa 10
- Dear Mr.
- Subject: Purchase Order No. 248-4389-6
- We received you order for 400 copies of Ganglad's English Grammar. However, we need to explain why this particular book is inappropriate. Gangland's Grammar is not suitable for schools. May we have you permission to substitute a new grammar book? Although this book is more expensive, we feel you should buy this book so that your students have the best book.
- Your order will be held until we hear from you.
- Sincerely,
Rajah Dutton
Sales Manager
- Q.9 Write short notes on the following: (a) Preparation of Press Release (b) Seven Cs of Communication
- Q.10 What do you mean by report? What are different types of reports? Give the contents specimen of a Research Project Report.



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College of IT & Management

BBA 2nd Year, BBA – 206 (Business Communication)

(Old Question Paper)

Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 Define Business Communication and discuss its types and process.
- Q.2 Explain the strategies to make effective communication with relevant examples.
- Q.3 What are important barriers in communication? Also suggest the ways to overcome it.
- Q.4 Explain the importance of Non-verbal communication in business. Also describe its types.
- Q.5 Write different types of business reports. Also discuss characteristics of a good report.
- Q.6 Discuss the importance of sales promotion letter. Also write a sample sales promotion letter.
- Q.7 What are circular letters? Write a circular letter assuming necessary variables on your own.
- Q.8 Write a detailed note on press releases.
- Q.9 Elaborate the process of preparation of Market Survey Reports.
- Q.10 Write short notes on any two of the following: (a) Inter-departmental Communication
(b) Memos and Office Orders (c) Complaints Letters (d) Interview Letter



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College of IT & Management

BBA 2nd Year, BBA – 207 (System Analysis and Design)
(Old Question Paper)Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 Discuss the important characteristics of a system with suitable examples.
- Q.2 What do you understand by fact finding? Discuss its phases and techniques.
- Q.3 What is Prototype? Explain its characteristics, advantages and disadvantages.
- Q.4 What is an Output Design? Discuss the guidelines for designing report formats.
- Q.5 What is system implementation? Discuss its types and process.
- Q.6 Write a detailed note on system maintenance and review.
- Q.7 What is Database Management System? Explain its components, levels, advantages and disadvantages.
- Q.8 What do you mean by Dialogue Design? Explain the process of dialogue design with suitable illustrations.
- Q.9 What are various Classification of forms? Describe various factors to be considered in form design and control.
- Q.10 Write notes on the following: (a) Role of System Analyst (b) Data Dictionary.



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College of IT & Management

BBA 2nd Year, BBA – 207 (System Analysis and Design)
(Old Question Paper)Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 (a) Explain the term 'System' using an example of a business system. List the important characteristics of a system.
(b) Distinguish between the following: (i) Open and Closed System (ii) Probabilistic and Deterministic System
- Q.2 (a) Discuss the roles and responsibilities of a System Analyst.
(b) What is Feasibility? List and explain the various types of feasibility that are tested for a system.
- Q.3 (a) What is an Information System? Why are information systems required by business organizations? Discuss.
(b) List and explain the various types of information system that exist in an computer manufacturing organization.
- Q.4 The Greenland University is considering to adopt a new system that will make the student registration process more efficient. As a system analyst, the authorities have asked you to develop a plant for fact finding.
(a) List the possible techniques that you might use. (b) Describe the advantages and disadvantages of each.
- Q.5 (a) Discuss the various phases of System Development Life-Cycle. Indicate the output of each phase of the cycle.
(b) Explain the difference between Decision-Tree and Decision-Table.
- Q.6 What is Structured Systems Analysis? Name and explain various tools used for visual description of the system. Draw a Data Flow Diagram for Sales Order Processing System that a company uses to enter, view and edit orders and apply payments against a customer's balances.
- Q.7 (a) Discuss the considerations involved in the design of input and output.
(b) What purpose does Dialogue Design serve to an end user?
(c) Discuss the security considerations in the design of a system
- Q.8 (a) What is System Maintenance? Why is it required? Explain its various types.
(b) What is Changeover? Explain various methods of changeover stating the advantages and disadvantages of each.
- Q.9 Answer the following briefly: (a) "Implementation of a System needs to be planned." Discuss.
(b) "Training of users is essential for success of a system." Do you agree? Explain.
(c) "System testing is highly useful." Justify the statement.
(d) "System documentation is merely a formality and has no use." Discuss the validity of the statement
- Q.10 Explain the following: (a) Considerations in Code Design (b) Disaster Recovery (c) Quality Assurance
(d) Data Dictionary