



Symbol of Excellence

BBA 1<sup>st</sup> Year, BBA – 101 (Foundation in Management & Organizational Behaviour)  
(Old Question Paper)

H.K. Hi-Tech

College of IT &amp; Management

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

- Q.1 Discuss the concept, nature, scope and importance of management. Do managers need to possess different skills at different managerial levels.
- Q.2 Trace the growth of management thought over the ages with special reference to systems approach.
- Q.3 (a) What is Planning? What are its types?  
(b) What are problems in planning?
- Q.4 (a) Distinguish between decentralization and delegation of authority.  
(b) What are different types of organizational structures?
- Q.5 Write short notes on any two of the following:  
(a) Manpower Planning Process (b) Barriers to Communication  
(c) Maslow's Vs. Herzberg's theories of motivation (d) Leadership Styles.
- Q.6 What are major determinants of organizational behaviour? What is the nature and significance of OB?
- Q.7 Define Personality. What are different theories of personality?
- Q.8 Define Perception. What factors influence perception? How perception of an employee affect his behaviour at work?
- Q.9 What is Learning? Compare and contrast classical conditioning and operant conditioning models. What is their respective contribution in understanding and modifying employees bheaviour?
- Q.10 Write a detailed not on transactional analysis.



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

- Q.1 Discuss the concept, nature and functions of Management.
- Q.2 Trace the evolution of management thought with special mention of systems approach.
- Q.3 Define Planning. Also discuss the process of planning.
- Q.4 What do you mean by Organizing? What can be different types of organizational structures?
- Q.5 Write a detailed note on manpower planning.
- Q.6 Define Motivation. Discuss different theories of motivation.
- Q.7 Discuss different factors that influence organizational behaviour.
- Q.8 Define Personality. What are different theories of personality?
- Q.9 What is Transactional Analysis? How does it help in understanding and improving interpersonal behaviour?
- Q.10 Write short notes on any two of the following:  
(a) Delegation of Authority (b) Classical Conditioning  
(c) Management by Objectives (d) Managerial Decision-making



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

- Q.1 Discuss the concept, nature and functions of Management. What is its importance for a developing nation like India?
- Q.2 Trace the growth and development of management thought over the ages with special reference to systems approach.
- Q.3 What are objectives of Planning? Comment on the statement-"Controlling is the essence of planning".
- Q.4 Write a detailed not on Manpower Planning.
- Q.5 (a) What are different barriers to communication?  
(b) Explain Maslow's Need Hierarchy Theory.
- Q.6 Why managers must have a sound understanding of organizational behaviour? What are basic facts about 'Human Behaviour at Work'?
- Q.7 Discuss different theories of personality with reference to their relevance in understanding organizational beavhiour.
- Q.8 What is classical conditioning? How is it different from operant conditioning? What is their relevance in Organizational Behaviour?
- Q.9 Write a detailed note on transactional analysis. What are its managerial implications?
- Q.10 Write short notes on any two of the following:  
(a) Delegation of Authority (b) Management by Objectives  
(c) Selective perception and Perceptual Distortion (d) Managerial Decision-making



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BBA 1<sup>st</sup> Year, BBA – 102 (Business Environment)Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 Define Business. Also discuss the present scenario of Indian businesses.
- Q.2 What are the various factors that determine the form of business organization?
- Q.3 Discuss the role and importance of retailer in today's competitive scenario.
- Q.4 Explain in detail the problems and prospects of foreign trade.
- Q.5 What are the various negotiable instruments used in business transactions?
- Q.6 Describe the different modes of transportation and their importance for business.
- Q.7 Elaborate the role and types of warehouse.
- Q.8 Does the Indian political environment support the growth of business?
- Q.9 Discuss the Industrial policies of India.
- Q.10 Write short notes on the following: (a) Social responsibility of business (b) Indian Financial System



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BBA 1<sup>st</sup> Year, BBA – 102 (Business Environment)Note: Attempt any *Five* questions. All questions carry equal marks.

- Q.1 Define the term 'Business'. Also explain the type of Business Practices by Indian Business Organization.
- Q.2 Illustrate the Banking System in India. Also, elaborate types of Bank.
- Q.3 "The Transportation System plays a critical role in countries economical growth." Justify the statement.
- Q.4 Define the term 'Risk Management'. What are the major principles of insurance?
- Q.5 Write short notes on any three of the following: (a) CSR – Corporate Social Responsibilities  
(b) Warehouse (c) Banking Regulation Act (d) EXIM Policy (e) IDBI
- Q.6 Define the role of Indian Government as Regulator. Also elaborate the Regulatory Framework for Indian Industrial Environment.
- Q.7 Highlight key features of FTP (Foreign Trade Policy) of India.
- Q.8 "Economic Planning is the essence of the Sustainable and Developing Economy." Explain.
- Q.9 Highlight few important features of Industrial Policy of India.
- Q.10 Write short notes on any three of the following: (a) Economic Planning (b) Modes of Transportation  
(c) Procedure of Opening an Account in Bank (d) Role of Wholesalers and Retailers in Trading  
(e) Import/Export Documentation.



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BBA 1<sup>st</sup> Year, BBA – 103 (Business Economics)

(Old Question Paper)

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

- Q.1 Discuss the responsibility of business economics in changing business scenario. Discuss its growing relationship with other disciplines. Has the role of business economics been affected by globalization?
- Q.2 What is the concept of elasticity of demand? What are its various types? Discuss price elasticity in detail. Discuss its various concepts with some live examples from business. Does the concept of demand elasticity differ in developing countries?
- Q.3 Suppose you have an established business in steel industry where the competition is very high degree. How you would derive the economics of scales in such situation. Also elaborate some issues essential of Iso-quant and Iso-cost analysis in your company vis-a-vis cotton industry.
- Q.4 Write short notes on the following:  
(a) Business Trade Cycles (b) Basic of Macroeconomics (c) National Income and Accounting
- Q.5 "Cost analysis tells us the relationship between the cost and output." Explain the statement and give detailed account of various cost concepts. How these cost concepts stand valid in case of FMCG industry? Is the cost analysis affected by competition? If yes, give your view with reference to automobiles industry.
- Q.6 Elaborate how the price is determined under oligopoly market condition. Discuss kinked demand curve with examples.
- Q.7 Go into detail how the price is strong-minded under monopoly market conditions. Discuss the concept of price discrimination with examples.
- Q.8 Explain and illustrate the concept of break-even analysis. Talk about its insinuation on a new, well established and loss-making firm. Give examples of Indian firms both from public and private sectors. Quote the case study of MARUTI and TELCO with your detailed comments.
- Q.9 Define the idea of welfare economics. Discuss Parite Optimality model with appropriate case in India.
- Q.10 What do you understand by Capital Budgeting? How are public investment decisions made? Discuss the state of affairs of risk and uncertainty with live illustration.



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BBA 1<sup>st</sup> Year, BBA – 103 (Business Economics)

(Old Question Paper)

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

- Q.1 Explain the nature, scope and significance of business Economics.
- Q.2 Elaborate the law of Demand. How is the elasticity of demand measured and what are its applications?
- Q.3 What are the principles of Indifference Curve? How does the indifference curve and budget line help to decide to consumer equilibrium?
- Q.4 Illustrate the various cost concepts and their relevance in decision-making process in an organization.
- Q.5 What are the assumptions of perfect competition? How is the price determined in the short run and the long run in the market structure of perfect competition.
- Q.6 Elaborate the law of variable proportion. Whether this law is applicable in industry? Explain with example.
- Q.7 Write short notes on any *two* of the following:  
(a) Oligopoly (b) Break Even Analysis (c) Demand Forecasting
- Q.8 Explain the different profit theories propounded by various economics. Which theory do you think is most appropriate for business?
- Q.9 What do you understand by capital formation? What are its impacts on a growing economy?
- Q.10 Illustrate the concept of utility. How does the Law of Diminishing marginal Utility and Law of Equimarginal Utility work? Whether these laws have application in business?



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BBA 1<sup>st</sup> Year, BBA – 104 (Financial Accounting – I)

(Old Question Paper)

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

- Q.1 What is Financial Accounting? What are its advantages? Name the beneficiaries of preparing Final Accounts? What are limitations of financial accounting?
- Q.2 Describe the terms generally accepted accounting principle's 'concepts' and 'conventions'. Also give details about all the conventions of financial accounting.
- Q.3 (a) Give examples of the following transactions in accounting:  
(i) In which there is an increase in one liability and decrease in another.  
(ii) In which there is decrease in liability and increase in owner's capital.  
(iii) In which there is increase in cash and decrease in stock.  
(b) Explain the procedure of posting, give examples.  
(c) Explain the procedure for balancing a ledger account.
- Q.4 Record the following transactions in the Cash Book of Shri Sat Narain with Cash and Banks columns:

2004		Rs.
Jan. 1	Cash in hand	12,100
	Cash balance	8,000
Jan. 5	Received a cheque from Mohan & company	4,000
	Discount allowed	2,000
Jan. 7	Cash received from sale of shares	12,000
Jan. 8	Received cash Rs. 900 and cheque for Rs. 700 for cash sales	
Jan. 10	Paid into Bank, including cheque received on 5 <sup>th</sup> and 8 <sup>th</sup> January	10,000
Jan. 12	Paid for repairs of typewriters	200
Jan. 14	Drew a cheque for office use Rs. 2,000 and for personal use Rs. 1,500	
Jan. 15	Paid to Chandernal by cheque	600
	Discount received	50
Jan. 16	Give a cheque to Surrender for cash purchase of furniture for office	5,000
Jan. 20	Received a cheque from Naresh & Co. for Commission and paid the same into bank	1,800
Jan. 20	Rent paid by cheque on personal a/c of sat narain	800
Jan. 22	Issued a cheque for Petty Cash	100
Jan. 30	Bank collected interest on securities	250

Q.5 The following is the Trial Balance of Amrit Raj as on 31<sup>st</sup> Dec. 2004:

	Dr. Rs.	Cr. Rs.
Capital		25,000
Building	30,000	
Furniture	2,640	
Scooter	4,000	
Returns Inward and Outward	2,300	1,600
Stock on 1 <sup>st</sup> Jan. 2004	8,000	
Purchase and Sales	33,800	56,040
Bad Debts	300	
Carriage Inward	700	
General Expenses	1,200	
Bad Debts Provision		700
Bank Loan		5,000
Interest on Bank Loan	300	
Commission		900
Insurance and Taxes	2,000	
Scooter Expenses	2,600	
Salaries	4,400	
Cash in hand	2,000	
Debtors and Creditors	3,000	8,000
	<u>97,240</u>	<u>97,240</u>

You are required to prepare the final accounts for the year ending 31<sup>st</sup> Dec., 2004 taking into account the following adjustments:

- Closing Stock on 31/12/2004 was valued at Rs. 4,340.
  - Commission include Rs. 300 being commission received in advance.
  - Salaries have been paid for 11 months.
  - Bank loan has been taken at 10% p.a. interest.
  - Depreciate Building by 5% and Scooter by 15%.
  - Write off Rs. 200 as further bad debts and maintain bad debts provision at 5% on debtors.
  - Scooter is used both fore business and private purpose.
- Q.6 How is a Bank Reconciliation Statement prepared? Give a pro forma example of the same, with figures, starting with overdraft as per Pass Book.
- Q.7 Rectify the following errors:
- An amount of Rs. 2,500 spent for the extension of machinery has been debited to Wages account.
  - Rs. 100 paid as cartage for the newly purchased furniture, posted to Cartage A/c.
  - A builder's bill for Rs. 5,000 for erection of a small cycle shed was debited to Repair A/c.
  - A cheque of Rs. 1,700 received from Shyam Sunder was dishonoured and had been posted to the debit side of 'Allowance A/c'.
  - Rs. 4,000 the amount of sale of an old machinery has been credited to Sales A/c.
  - Rs. 1,000 received from 'X' has been debited to 'Y' A/c.
- Q.8 State four main causes of providing depreciation. State two merits of Reducing Installment Method of providing depreciation. Explain 'Original Cost Method' of providing depreciation.
- Q.9 What is Bill of Exchange? What are its advantages? What are the parties to a Promissory Note? What is 'Retiring a bill under rebate'?
- Q.10 What is Single-Entry System? Write three defects of this system. Prepare a 'Total Debtors Account' with imaginary figures.



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

Q.1 Describe the meaning of 'Accounting Principles'. Also explain the basic accounting concepts and conventions.

Q.2 Enter the following transactions in a three column Cash – Book:

		Rs.
2001		
May 1	Cash in hand	4,000
May 1	Bank overdraft	3,000
May 2	Sold goods for cash	2,500
May 3	Sold goods for cheque and paid into bank the same day	2,400
May 5	Sold goods for cheque	1,400
May 6	Paid into bank cheque	1,400
May 8	Paid Mohan by cheque He allowed discount	815
	He allowed discount	20
May 9	Bought goods and paid cheque	410
May 10	Banked	3,100
May 11	Received a cheque from Suresh and paid it into Bank	490
	Discount allowed	10
May 16	Received from Lalu a cheque for Rs. 1,850 in full settlement of his account	1,900
May 20	Paid wages in cash	300
May 22	Purchased goods by cheque	4,600
May 28	Withdrew from Bank for office use Rs. 2,000 and for personal use	1,200
May 30	Bank collected interest on securities	800
May 31	Paid Rent	140

Q.3 The cash book of Mr. Mehta Showed a balance of Rs. 5,380 on 31<sup>st</sup> December, 2003 at the Bank. The figure did not agree with the bank pass book. A comparison of the two revealed the following:

- The bank has debited Mr. Mehta with Rs. 960, the annual premium on his life policy according to his standing instructions and with Rs. 30 as Bank charges.
- The Bank has credited Mr. Mehta by Rs. 1,400 the proceeds of a bill
- Mr. Mehta paid in cheques totaling Rs. 2,100 on December 26, of which those for Rs. 1,560 were collected in December and one for Rs. 150 was returned as dishonoured on 31<sup>st</sup> December, the information of which was received by Mr. Mehta on January 2004. The rest were collected and credited in January, 2004.
- The cash collection on 31<sup>st</sup> Dec. 2003 totaling Rs. 610 was entered in cash book in the bank column on the same day but it was banked on 2<sup>nd</sup> Jan. 2004.
- In December, 2003 Mr. Mehta issued cheques totaling Rs. 2,870 of which those of Rs. 850 have not been presented by 31<sup>st</sup> Dec. 2004.

Show the corrections to be made in Cash Book so as to ascertain the balance to be shown in the balance sheet and prepare Bank Reconciliation statement.

Q.4 What adjustment entries are required to be made at the time of preparing final accounts? Give illustrative examples of any seven such adjustment entries.

Q.5 A sold goods to for Rs. 4,000 and drew a bill at two months for the amount. A discounted the bill at 15% p.a. with his bank. On maturity the bill was returned by the bank dishonoured with Rs. 50 as noting charges. B paid Rs. 1,000 and the noting charges in cash and gave another bill at three months for Rs. 3,000 together with 15% p.a. interest but before maturity B became insolvent and ultimately paid to his creditors 40 paise in the rupee.

Pass Journal entries in the books of 'A' and 'B' and prepare 'B's account.

Q.6 Discuss single entry system and state how is profit ascertained under single entry system?

Q.7 (a) Differentiate between Receipts and payment account and Income and Expenditure account.

(b) Give the different inventory valuation methods.

Q.8 Rohini Cement Limited purchased on 1<sup>st</sup> Jan. 2004 a plant Rs. 80,000. On 1<sup>st</sup> April, 2005, it purchased additional plant costing Rs. 48,000. On 1<sup>st</sup> September, 2006 the plant purchased on 1<sup>st</sup> Jan. 2004 was sold off for Rs. 42,000 and on the same date fresh plant was purchased at the cost of Rs. 75,000.

Depreciation is provided at 10% per annum on the Diminishing Balance Method every year. Accounts are closed on 31<sup>st</sup> December. Show the Plant account for 3 years.

Q.9 (a) What are the functions of 'Trial Balance'? Explain the errors which are not disclosed by a 'Trial Balance'.

(b) What is a voucher? Prepare an imaginary specimen of a voucher.

Q.10 Write short notes on any two of the following:

(a) What are rectifying entries? How two sided and one sided errors rectified? Explain with the help of examples.

(b) Discuss the 'Double-Entry System'. Also give the rules of Debit and Credit.

(c) What do you mean by Final Accounts? What is their necessity?



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H.K. Hi-Tech

College of IT &amp; Management

BBA 1<sup>st</sup> Year, BBA – 105 (Business Mathematics)

(Old Question Paper)

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

- Q.1 (a) A man borrows Rs. 20,000 and agrees to pay the borrowed amount in 10 equal annual installments at the rate of 6 per cent per annum. Find the amount of each installment, the first being paid one year after the money was borrowed.  
 (b) Prove that in order that a sum of money may double itself in 10 years by investment at compound interest, payable annually, the interest should be approximately 7.2 per cent per annum.

Q.2 (a) Solve:

$$2^{x+y+z} = 8^{x+z-y}$$

$$5^{3y+2} = (25)^{x+z}$$

and

$$3^{2x+2z+y} = 9^{3x+y}$$

- (b) The sum of  $n$  terms of two arithmetic progressions are in the ratio of  $7n + 1 : 4n + 27$ . Find the ratio of their 11<sup>th</sup> terms.

Q.3 (a) Solve:  $\sqrt{\frac{X}{1-X}} + \sqrt{\frac{1-X}{X}} = 2\frac{1}{6}$

- (b) If the roots of  $ax^2 + bx + c = 0$  are in the ratio  $p : q$ , prove that:  
 $ac(p+q)^2 = b^2 pq$

Q.4 (a) What is a function? Discuss types of functions.

- (b) Find:  $\lim_{x \rightarrow 3} \frac{x-3}{\sqrt{x-2} - \sqrt{4-x}}$

Q.5 (a) If:  $y = \frac{x}{\sqrt{1+x^2}}$

Prove that:  $x^3 \cdot \frac{dy}{dx} = y^3$

- (b) (i) Evaluate:  $\int \frac{(x+2)^3}{x^6} dx$

(ii) Evaluate:  $\int (2x+3)(x^2+3x-1)^{\frac{1}{2}} dx$

Q.6 (a) Solve the following equation using determinants:

$$2x - y + z = 11$$

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

$$3x + y - z = 6$$

- (b) Find the inverse of  $\begin{bmatrix} 2 & -1 & 4 \\ -3 & 0 & 1 \\ -1 & 1 & 2 \end{bmatrix}$  and verify that  $AA^{-1} = A^{-1}A = I$

Q.7 (a) What is meant by the term Central Tendency? Discuss measures of central tendency along with their merits and demerits.

- (b) The probability that a student passes a statistics test is  $\frac{2}{3}$  and the probability that he passes both statistics and economics tests is  $\frac{14}{45}$ . The probability that he passes at least one test is  $\frac{4}{5}$ . What is the probability that he passes the economics test?

Q.8 (a) If  $a, b, c$  are in Geometric progression and  $a^x = b^y = c^z$ , prove that:

$$\frac{1}{x} + \frac{1}{z} = \frac{2}{y}$$

- (b) Prove that:

$$\log 2 + 16 \log \frac{16}{15} + 12 \log \frac{25}{24} + 7 \log \frac{81}{80} = 1.$$

Q.9 (a) What is a matrix? Discuss types of matrices and rules of operations on matrices.

- (b) What is probability? Discuss approaches of probability. Also discuss additive and multiplicative rules of probability.

Q.10 Write notes on any *two* of the following:

- (a) Set Theory (b) Maxima and Minima (c) Dispersion



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

- Q.1 (a) Explain the scope and importance of Business Mathematics.  
 (b) Divide Rs. 6305 into three such parts, that their amounts at 5% compound interest (chargeable annually) in 2, 3 and 4 years respectively, may all be equal.
- Q.2 (a) Vijay decides to save Rs. 1,500 by making payments at the end of each month for two years, in a security, paying interest at the rate of 4% converted monthly. What is the amount of each payment.  
 (b) A, B and C are engaged in a printing trade. A being the working partner. Receives 10% of the net profit as salary. The remaining profits being divided amongst A, B, C in the ratio 4 : 5 : 7. If a gets total of Rs. 3,25,000 find the shares of B and C.
- Q.3 (a) Distribute a sum of Rs. 500 among A, B and C so that B gets Rs. 60 more than half the share of A and C gets Rs. 90 more than one fourth the share of A.  
 (b) Solve:  $3x^2 - 2x - \sqrt{3x^2 - 2x + 4} = 16$
- Q.4 (a) An article cost Rs. 512 when new, but by usage, it loses one fourth of its value yearly. If Rs. y be the value after the article has been in use for x years. prove that:  
 $\log y = (9 - 2x) \log 2 + x \log 3$ .  
 (b) Find all points that satisfy the system:  
 $3x + 10y \leq 33,000$   
 $5x + 8y \leq 42,000$   
 $x \geq 0, y \geq 0$
- Q.5 (a) Find:  $\lim_{x \rightarrow 2} \frac{\frac{x}{x-3} + \frac{2}{x-1}}{x-2}$   
 (b) Find the derivative of:  $y = \frac{(2x+5)}{(3x^2-7x+2)}$  at  $x = 2$ .
- Q.6 (a) Evaluate:  
 (i)  $\int (e^x / \sqrt{e^x - 1}) dx$                       (ii)  $\int_0^1 x(1+x) dx$  (by parts)  
 (b) Assume that the total cost function for a firm is:  
 $TC(x) = 75 + 2x - 2x^2 + \frac{x^3}{2}$   
 Where x denotes the output level. Find the output level for which total cost is minimum.
- Q.7 (a) Define difference of two sets. If  $A = \{1, 3\}$ ,  $B = \{1, 2, 3, 4\}$  and  $C = \{1, 2, 3, 4, 5, 6\}$ . Verify that:  
 $A \cup (B \cap C) = (A \cup B) \cap (A \cup C) - B$ .  
 (b) Using properties of determinants, prove:  

$$\begin{vmatrix} b^2 + c^2 & abc & ca \\ ab & c^2 + a^2 & bc \\ ca & bc & a^2 + b^2 \end{vmatrix} = 4a^2b^2c^2$$
- Q.8 (a) Find X and Y if:  
 $2X + Y = \begin{pmatrix} 4 & 4 & 7 \\ 7 & 3 & 4 \end{pmatrix}$ ,                       $X - 2Y = \begin{pmatrix} -3 & 2 & 1 \\ 1 & -1 & 2 \end{pmatrix}$   
 (b) Solve the system of equations:  
 $2x_1 + x_2 + 5x_3 + x_4 = 5$   
 $x_1 + x_2 + 3x_3 + 4x_4 = -1$   
 $3x_1 + 6x_2 + 2x_3 + x_4 = 8$   
 $2x_1 + 2x_2 + 2x_3 + 3x_4 = 2$
- Q.9 (a) Find the mode, median and 1<sup>st</sup>, 3<sup>rd</sup> quartiles from the data:  
 Wages:                      0-10    10-20    20-30    30-40    40-50  
 No. of workers:        22        35        46        35        20  
 (b) What are the measures of dispersion? Calculate the standard deviation from the following frequency distribution:  
 Class:                      0-4        4-8        8-12    12-16  
 Frequency:                4            8            2            1
- Q10(a) From a well shuffled pack of 52 cards, a card is drawn at random. Find the probability that it is either a queen or a heart.  
 (b) Write notes on the following:  
 (i) Shares and Bonds                      (ii) Laws of indices                      (iii) Definition of continuity of a function



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BBA 1<sup>st</sup> Year, BBA – 106 (English Language)

(Old Question Paper)

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

Q.1 Do as directed:

- (a) Fill in the blanks with the correct form of the verb given in the bracket:
- This pair of trousers ..... quite expensive. (be)
  - My grandmother ..... pigeons ever morning (feed)
  - The poor often ..... the life of scarcity and exploitation. (live)
  - The train ..... of before we reached the station. (Steam)
  - Yesterday I ..... a grand wedding party at a five-star hotel. (attend)
  - I think I ..... a job very soon (get)
  - The Taj Mahal ..... a symbol of immortal love till all times to come. (remain)
  - Next year in March we ..... in this city for twenty years. (live)
  - The baby ..... soundly in the cradle.
  - I ..... a very heave breakfast this morning.
- (b) Fill in the blanks with suitable prepositions (any five):
- Jack and Jill went ..... the hill.
  - I shall be back ..... a couple of minutes.
  - He has been working as the principal of this college ..... twelve years.
  - My father gets us ..... five in the morning and goes for a walk.
  - The fast moving car ran ..... the man sleeping on the footpath.
  - The brides in western countries are usually dressed ..... white.
  - The cat sprang ..... the table.
- (c) Correct the following sentences (any five):
- He does not know to dance.
  - One of the student spoke very redely.
  - Each of the two boys are well-mannered.
  - You seem to be smelling with liquor.
  - I prefer coffee than tea.
  - The climate of Punjab is more congenial to health that Bihar.
  - Not a word of his lectures were audible.
- (d) Fill in the blanks with suitable conjunctions (any five):
- Go ..... you want to.
  - We eat ..... we may live.
  - He was late ..... he started making excuses.
  - The peon cannot steal. He is poor ..... honest.
  - He is either in the office ..... in the library.
  - The boy played with stones ..... his mother worked at the roadside.
- (e) Fill in the blanks with suitable gerund, infinitive or participle:
- ..... is injurious to health. (smoke)
  - I saw Suresh ..... the gate. (open)
  - The audience was ..... at the tricks he performed. (astonish)
  - A ..... face is a pleasure to behold. (smile)
  - The conductor asked the passengers ..... tickets. (buy)
- (f) Change the voice in the following sentences (any five):
- Post this letter immediately.
  - The street children made fun of the poor beggar.
  - Who will teach us Economics?
  - Let us do it hurriedly.
  - My maternal uncle gifted me a mobile on my birthday last year.
  - You are requested to switch on the fan.
- (g) Change the narration:

- (i) The mother said to her daughter, "Help me clean the house."  
(ii) "May you prosper and succeed in life!" said the old man to the boy.  
(iii) My friend said to me, "Let us go for an outing."  
(iv) The teacher said to the students, "The earth revolves round the sun."  
(v) The accused said to the judge, "Spare me. I have not done anything, I am not guilty."
- (h) Use any five of the following phrases/idioms in sentences:  
(i) Call off (ii) break down (iii) Pandora's box (iv) Chips of the same block  
(v) burn midnight (vi) herculean task
- (i) Punctuate the following:  
bijju dropped his bundle of sticks and ran after his sister when he reached her side he said Ill soon catch him and went sprinting away over the lush green grass he was fresh and he was soon well ahead of binya and gaining on the thief.
- (j) Write the antonyms of (any five):  
arrive, clever, chaos, savage, condemn, busy, joy.
- (k) Write the synonyms of (any five):  
Immediately, gloomy, about, important, ugly, rich, courageous.
- Q.2 Read the following passage and answer the questions:  
Late in the afternoon, Swami Vivekanand Spoke of Hinduism in the great meeting. He was dressed in the yellow robes of a 'sanyasi'. When he came and stood before the people. They were charmed by his appearances. He was silent for some time and then he felt a divine power in him and began his speech. He addressed the gathering as 'Sisters and Brothers' of America'. People clapped, their hands gave him cheers. When the clapping ceased, Swamiji spoke on Hinduism. He said that all religions of the world were the same. They were all true. Only the paths leading to the goal were different. He also said that Hinduism regards every man, woman and child as a part of God. To a Hindu, the service of man is the true service of God.l  
Questions:  
(a) What did Swami Vivekanand say about all the religions of the world?  
(b) What did he feel in him before the speech?  
(c) How did he address the people at the meeting?  
(d) How was he received by his hearers?  
(e) What was his opinion about the Hindu religion?
- Q.3 Make a precis of the following passage and assign a suitable title also:  
It is no doubt true that we cannot go through life without sorrow. There can be no sunshine without shade. We must no complain that roses have thorns, but rather be grateful that thorns have flowers. Our existence here is so complex that we must expect much sorrow and suffering. Many people distress and torment themselves about the mystery of existence. But although a good man may at times by angry with the world, it is certain that no man was ever so discontented with the world, who did his duty in it. The world is a looking glass; if you smile, it smiles; if you frown, it frowns back. Always try, then, to look at the bright side of things as almost everything in the world has a bright side. There are some persons whose smile, the sound of whose voice, whose very presence seems like a ray of sunshine and brightens the whole room. Greet everybody with a bright smile, kind words and pleasant welcome. It is not enought to love those who are near and dear to us. We must also show that we do so to others as well. We should be grateful to and enjoy the innumerable blessings of life, we cannot expect to have no sorrows or anxieties in life.
- Q.4 Write a letter to the editor of a newspaper to create an awareness among people about the problem of environmental pollution.  
OR  
You placed an order with Messrs Readymade Garments, Gurgaon for the supply of cotton shirts. But they have delayed the execution of the order. Write a letter to them canceling the order.
- Q.5 Write an essay on any one of the following:  
(a) Prevention of AIDs (b) Ragging: A Menace (c) Problems of Working Women  
(d) The Issue of Reservation (e) Terrorism: A Global Phenomenon.



Symbol of Excellence

H.K. Hi-Tech

College of IT &amp; Management

BBA 1<sup>st</sup> Year, BBA – 106 (English Language)

(Old Question Paper)

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

Q.1 Do as directed:

- (a) Fill in the blanks with the correct form of the verb given in the bracket:
- The news I have just received ..... (seem) incredible.
  - The committee ..... (divide) on the issue.
  - The police ..... (arrest) the thief.
  - My Scissors ..... (need) sharpening.
  - The rick ..... (be) often bereft of love and sympathy for the poor.
  - The patient ..... (die) before the doctor arrived.
  - I ..... (visit) him four times this month.
  - It ..... (rain) cat and dogs last week.
  - I ..... (look) forward being with you some time next month.
  - Before you ..... (reach) there I shall be around.
- (b) Fill in the blanks with suitable prepositions:
- The apple was divided ..... two sisters.
  - Do not lie ..... the bed till late.
  - The car ran ..... the sleeping dog.
  - Windows in Indian are normally dressed ..... white.
  - You seem to be smelling ..... liquor.
- (c) Fill in the blanks with suitable conjunctions:
- Two ..... two makes four.
  - Go ..... you like.
  - He is poor ..... honest.
  - Man proposes ..... God disposes.
  - We eat ..... we may live.
- (d) Fill in the blanks with suitable ground infinitive and participle:
- ..... (smoke) is injurious to health.
  - It is no use ..... (cry) over spilt milk.
  - ..... (finish) their work. the workers left for home.
  - He saw her ..... (come)
  - ..... (bring) culprits to book, required tremendous effort.
- (e) Change the voice:
- Do not be stupid.
  - Can time once lost be recalled?
  - There is a little water in the jug.
  - Let the weak not be insulted.
  - If they catch me, they will kill me.
- (f) Correct the following sentences:
- I consider you as my benefactor.
  - His finance is coming in this train.
  - There was a time when ladies used to part their hair in the centre.
  - He denied to stand by me in the hour of crisis.
  - A coward person dies many times before his death.
- (g) Write the antonyms of:  
abridge, chaos, cheap, waste, savage, illicit, amusing.
- (h) Write the synonyms of:  
hire, inferior, group, behaviour, profane, neat, important.
- (i) Use the following idioms/phrases in the sentences of your own:  
a rolling stone gathers no moss, hall-mark to grease the palm of loaves and fishes, act upto, abstain from, break into, bring out.

(j) Punctuate the following sentences:

- (i) The pupil said they say health is wealth.
- (ii) good god what shall i do with it.
- (iii) Sometimes ago i had been to a children's school in england.
- (iv) With all thy faults i love you my son
- (v) What the hell are you doing here raju scolded teacher

Q.2 Read the following passage and answer the questions:

The majority of enterprise technology's value consists of non-quantifiable gains such as improved communication and information sharing. Unfortunately, if the user of this technology is unwilling to share or collaborate, little is gained from deploying a sales-force automation, collaborative, or other enterprise application. Four basic human-barrier categories hinder overall technology acceptance:

- (i) Individual, hierarchical, structural and cultural. And these areas require a change in the way a company conducts business to overcome their potential devastation.
- (ii) Individual Collaboration benefits rely on the willingness of users to both share information and reuse information created by others.

Although traditional corporate cultures reward individuals for their knowledge, they often measure success compared to other employees – enforcing the belief that knowledge is power and that employees need to guard if Freely sharing this knowledge makes employees vulnerable, and in a competitive organization, it can be detrimental to their carriers.

Questions:

- (a) Name the factors which hinder overall technology acceptance.
- (b) Name the factors on which the benefits of collaboration depend.
- (c) What makes the career of the employees vulnerable?
- (d) How can sharing of knowledge be harmful to employees?
- (e) Provide a suitable title to the passage.

Q.3 Make a precis of the following passage and assign a suitable title also:

The difficulty in the education of young infants is largely the delicate balance required in the parent. Constant watchfulness and much labour are needed to avoid injury to health; these qualities will hardly exist in the necessary degree except where there is strong parental affection. But where this exists, it is very likely not to be wise. To the devoted parents, the child is immensely important. Unless care is taken, the child feels this, and judges himself as important as his aprents make him fee. His social environment might not regard him so fondly, and habits which lead him assume that he is the centre of other people's universe will soon lead to disappointment. It is therefore, necessary, not only in the first year, but afterwards also, that parents should be breezy and cheerful and rather matter-of-fact where the child's possible ailments are concerned. In the old days, infants were much petted, sung to, rocked and dandled. This was wrong since it turned them to dependent and pampered. The right rule is : encourage spontaneous activities but discourage demands on others. Do not let the child see how much you do for him or how much trouble you take. Let him, wherever possible, taste the joy of success, achieved by his own efforts and not extracted by tyrannizing over the grown-ups.

Q.4 Write a letter to bank requesting an extension of loan

OR

Write a letter to boss requesting him for an increase in the salary.

Q.5 Write an essay on any one of the following:

(d) Privatization of Education

(a) Inflation (b) Disarmament

(c) Brain Drain

(e) Prevention of AIDS



Symbol of Excellence

**H.K. Hi-Tech**

College of IT &amp; Management

BBA 1<sup>st</sup> Year, BBA – 106 (English Language)

(Old Question Paper)

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

Q.1 Do as directed:

- (a) Fill in the blanks with the correct form of the verb given in the bracket:
- Two and two ..... (make) four.
  - When he ..... (reach) The station, the train ..... (leave).
  - The jury ..... (divide) in their opinion.
  - The meeting ..... (chose) a president.
  - He ..... (go) to his home, when a friend ..... (meet) him on the way.
- (b) Correct the following sentences:
- I, he and you are neighbours.
  - He has received no informations.
  - Sanjeev and I have done this job.
  - A number of books is missing.
  - You are wiser than old.
- (c) Change the voice of the following sentences:
- The cat killed the mouse.
  - We prohibit smoking.
  - He was taken to hospital by his friend.
  - Give the orders.
  - Circumstances will oblige me to go.
- (d) Change the following into indirect speech:
- He said to me, "What are you doing?"
  - "Where do you live?" asked the stranger.
  - He shouted, "Let me go."
  - The Judge said, "Call the first witness."
  - He said, "Will you listen to such a man?"
- (e) Fill in the blanks with infinitives or gerunds:
- The speaker is about ..... (obey)
  - The boys are anxious ..... (learn)
  - Seeing is ..... (believe)
  - He is fond of ..... (Swim)
  - Children love ..... (make) mud castles.
- (f) Use any five phrases/idioms in your own sentences:  
Off and on, Bone of contention, Set aside, Run over, Keep up, Over head and ears, Ill at ease.
- (g) Write the antonyms of any five of the following:  
Vicious, Arrogant, Affluence, Private, Abstract, Superior, Desolate.
- (h) Fill in the blanks with suitable prepositions:
- The car is ..... the garage.
  - The book is ..... the table.
  - The chair was ..... the wall.
  - I gave a book ..... him.
  - We should not relay ..... others.

Q.2 Read the following passage and answer the questions given below:

When I look at our western civilisation, I find myself dividing people according to the way they think about work. One group look upon it as a hateful necessity, whose only use is to make money for them. They feel that only when the days labour is over can they really begin to live and be themselves. The other group look on their work as an opportunity for enjoyment and self-fulfillment. The only want to make money so that they may devote themselves more single-mindedly to their work.

The first group is not made up solely of people doing very hard and uninteresting work. It includes a great many well-off people who do practically no work at all. The rich man who lives idly on his income, the man who gambles in the hope of getting money without working for it, the woman who marries for mere sake of being comfortably established for life – all these look on money as something that saves them from the curse of the work. Except that they have had better luck, their outlook is that of the factory hand whose daily work is one long round of toil. For them, work is something hateful, and money is desirable because it represents a way of escape from work.

Questions:

- (a) Give suitable title of the passage.  
 (b) What is the outlook of the people?  
 (c) What the writer says about the western civilization?  
 (d) Use the following words in your own sentences:  
 Self-fulfillment, toil, well-off, outlook.
- Q.3 Make a precis of the following passage and assign a suitable title also:  
 Scarcity is not created by war; it is a permanent characteristic of all human society and is the basis of the problem that faces, and always has faced, the human race whatever its form of organization. It springs from the fact that the material resources of the world are limited and that our ability to make use of those resources is even more limited by our ignorance. Everything that we need to satisfy our wants has to be derived finally from two sources – the natural resources that are available and human ability to make use of them. As our knowledge grows and we increase our skill, we can exploit more and more of the opportunities that nature offers to us. The increase in communications, for example, has brought within our reach the resources of vast areas that were closed to us before; the development in scientific knowledge has made accessible many valuable minerals from depths below the earth's surface that could not be reached by earlier generations
- Q.4 Write a letter to Railways inquiring about a parcel lost in transit. OR  
 Write a letter to the Editor of a local newspaper complaining about inefficiency of some public services like transport, electric supply, milk supply etc.
- Q.5 Write an essay on any one of the following:  
 (a) The India of My Dreams (b) Corruption in Indian Politics (c) The Generation Gap  
 (d) Science and Technology (e) Indian Economy.



Symbol of Excellence

**H.K. Hi-Tech**  
 College of IT & Management  
 BBA 1<sup>st</sup> Year, BBA – 107 (Computer Awareness)  
 (Old Question Paper)

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

- Q.1 Define computer system. Explain the different generations of computer system with their characteristics and limitations.
- Q.2 (a) Define Hardware. Explain the various input, output and I/O devices.  
 (b) How can computer system be used in enhancing the standards of the society?
- Q.3 Convert the following numbers into binary numbers:  
 (a)  $(456)_{10} = (X)_2$  (b)  $(654)_8 = (X)_2$  (c)  $(B842)_{16} = (X)_2$  (d)  $(10.275)_{10} = (X)_2$
- Q.4 Define Operating System. Explain the various types of operating system. Explain the functions performed by Operating system.
- Q.5 Differentiate between any two of the following:  
 (a) DOS Vs. Windows (b) ROM Vs. RAM (c) Analog Vs. Digital Computers.
- Q.6 (a) Write an algorithm to calculate the factorial of a number.  
 (b) Draw a flowchart to find out whether a number is even or odd.
- Q.7 What is Mail Merge? Write the steps to perform mail merge in any word processor.
- Q.8 What is chart? Explain various types of charts in MS-Excel. Write the steps to create charts in MS-Excel.
- Q.9 Define Database Management System. Explain its characteristics and limitations. How DBMS is better than tradition file system?
- Q.10(a) What is Virus? What are its symptoms?  
 (b) With the help of sketch, explain the working of computer communication process.