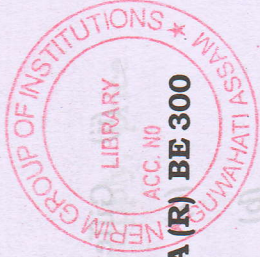


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1 SEM BBA (R) BE 300

2023

(December)

**BUSINESS ADMINISTRATION**

Paper : 10300

(**Business Economics**)

Full Marks : 75

Pass Marks : 30

Time : Three hours

**The figures in the margin indicate full marks for the questions.**

1. Choose the correct answer : 1×10=10

(i) Microeconomics is also called

(a) Price theory

(b) Income theory

(c) Employment theory

(d) Consumer theory

Contd.

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- (ii) Giffen goods are a special category of
- (a) Normal goods
  - (b) Substitute goods
  - (c) Inferior goods
  - (d) Complementary goods
- (iii) Monopoly market is characterized by
- (a) Single seller
  - (b) No close substitutes
  - (c) Firm is a price maker
  - (d) All of the above
- (iv) In unitary elastic demand  $E_p =$
- (a) 1
  - (b) 2
  - (c) 0
  - (d) 3
- (v) According to the law of supply, price and supply have
- (a) Positive relation
  - (b) Negative relation
  - (c) No relation
  - (d) Vertical relation
- (vi) Which one of the following is not a phase of Trade cycle?
- (a) Prosperity phase
  - (b) Revival phase
  - (c) Recession phase
  - (d) Opportunity phase
- (vii) Ordinal Utility Analysis is propounded by
- (a) Karl Marx
  - (b) David Ricardo
  - (c) J. R. Hicks
  - (d) Malthus

(viii) Revenue Receipts of Budget are divided in to

- (a) Opportunity and non-opportunity revenue
- (b) Tax and non-tax revenue
- (c) Capital and investment revenue
- (d) None of the above

(ix) A Duopoly market consists of

- (a) one firm
- (b) large firms
- (c) few firms
- (d) two firms

(x) In short-run production Function Number of factors fixed are—

- (a) one
- (b) two
- (c) zero
- (d) three

Write short notes on : **(any three)**

5×3=15

(a) Law of Demand

(b) Law of Diminishing Marginal Utility

(c) Positive and normative economics

(d) Law of Returns to Scale

(e) Characteristics of perfectly competitive market

Answer **any five** from the following :

10×5=50

(a) What are the factors that lead to economic problem ? Explain the central problems of an economy. 5+5=10

(g) What is unemployment? Write a note on different types of unemployment. 2+8=10

(b) Define Indifference curve. Discuss the properties of indifference curve. Support your answer with appropriate diagram. 2+8=

(c) What do you mean by price elasticity of demand? Explain the methods to measure price elasticity of demand. 3+7=

(d) Discuss the phases of Trade cycle with the help of appropriate diagram.

(e) Explain the law of variable proportion with suitable diagram.

(f) Define Oligopoly. Explain the features of oligopoly market. 2+8=

number of printed pages-3

1 SEM BBA (R) PM 200

2023

( December )

### PRINCIPLES OF MANAGEMENT

Paper : 10200

Full Marks : 75

Pass Marks : 30

Time : Three hours

*The figures in the margin indicate full marks for the questions.*

State True or False :  $1 \times 10 = 10$

- (a) Management is more concerned with technical and human skills.
- (b) Max Weber advocated the concept of bureaucratic management.
- (c) Management is regarded as an activity due to informative activities.
- (d) Short term plans are means to achieve strategic goals.

Contd.

- (e) The chain of superiors ranging from top management to bottom management is known as scalar chain. 10×4=40
- (f) PERT charts can be used as management tools.
- (g) Delegation is same as span of authority or span of responsibility.
- (h) Laissez-faire is about having minimum managerial control.
- (i) Future forecasting techniques can be used as planning tool.
- (j) Feedback control starts before the process or activity has ended. 2+8=10
2. Write short answers for **any five** of the following: 5×5=25
- (a) Planning premises 2+8=10
- (b) Organisation
- (c) Centralisation and Decentralisation
- (d) Departmentation
- (e) Recruitment
- (f) Controlling
- Answer **any four** from the following:
- (a) Explain the functions of management at various levels of management. 10×4=40
- (b) "Decision making plays a crucial part in management as it affects the efficiency of the business operations". Discuss. 2+8=10
- (c) Highlight the concept of authority, responsibility and accountability. Discuss its significance in management. 2+8=10
- (d) What is staffing? Discuss the process of staffing in a business organisation. 2+8=10
- (e) Define controlling. Discuss the traditional approaches of controlling function in management. 2+8=10
- (f) Explain the process and highlight the importance of management by objectives. 5+5=10

number of printed pages-4

1 SEM BBA (R) IB 100

2023

( December )

**BUSINESS ADMINISTRATION**

Paper : 10100

**( Introduction to Business )**

Full Marks : 75

Pass Marks : 30

Time : Three hours

**The figures in the margin indicate full marks for the questions.**

Answer the following questions as directed :  
1×10=10

- a) The person who designs and oversees the transformation of resources into goods or services is called an \_\_\_\_.
- b) Define factors of production in business.

Contd.

- (c) Partnership form of business organisation in India is governed by the \_\_\_\_\_.
- (d) In India, cooperative societies are registered under the \_\_\_\_\_.
- (e) Who is a partner by estoppel?
- (f) Name the document prepared by a forwarding agent and sent to an exporter indicating completion of formalities for export of goods.
- (g) Define the term Franchise, Franchisor and Franchisee.
- (h) What is the minimum paid up capital required for starting a private company?
- (i) \_\_\_\_\_ policy aims at regulating the inflow of foreign investment in various sectors for industrial development.
- (j) Name the type of company which is incorporated by special Act passed by the central or state legislature.

Answer the following questions : **(any two)**  
5×2=10

What is meant by a business objective? Give examples from public sector organisations.

Mention *any four* characteristics of a cooperative society after getting the registration certificate.

Explain the merits of multiple shops.

How does demographic environment of business influence the business activities?

Answer the following questions : **(any four)**  
5×4=20

Explain the role of wholesaler in the distribution channel.

State the features of Departmental stores.

Explain the features of Franchise as a form of large scale retailing business.

Discuss the various documents used in External Trade.

(e) State the features of Multinational Corporation.

(f) State the suitability of joint stock company form of business.

4. Answer the following questions : (any five)  
7×5=

(a) State the factors to be considered choosing the right form of business organisation. Give relevant examples.

(b) Describe the recent trends in distribution of goods and services.

(c) Explain the merits and limitations of Departmental undertaking.

(d) State the main reasons behind the growth of the joint sector enterprises in India.

(e) State any five Export Promotion measures taken by the Government of India.

(f) Write a detailed note on the role of small scale industries in the socio-economic development of rural India.

number of printed pages-7

1 SEM BBA (R) FA 400

2022

### BUSINESS ADMINISTRATION

Paper : 10400

( Financial Accounting )

Full Marks : 75

Pass Marks : 30

Time : Three hours

**The figures in the margin indicate full marks for the questions.**

Answer the following as directed : 1×10=10

(a) Revenue is generally recorded at the point of sale. State the accounting concept.

(b) The cash withdrawn by the owner to meet personal expenses is recorded in the books of business as drawings. State the accounting concept.

(c) Repairing charges paid on purchases of second hand asset to bring them to working condition. State the type of expenditure.

(d) Balance Sheet is also termed as \_\_\_\_\_  
(Fill in the blank)

(e) Purchase of machinery, wrongly debited to purchase account is an example of errors of commission. (State true/false)

(f) As per convention of \_\_\_\_\_, closing stock is valued on cost price or market price whichever is lower. (Fill in the blank)

(g) Classify the following accounts according to modern approach :

(i) Purchase Account

(ii) Loan to Dhiraj Account

(h) The amount realised by sale of an asset after it becomes useless is called \_\_\_\_\_  
(Fill in the blank)

(i) Depreciation does not arise in the case of \_\_\_\_\_  
(Choose any one)

(i) building

(ii) goodwill

(iii) mines

The cash book is a

(i) journal

(ii) ledger

(iii) special purpose book

(iv) principal book

(choose the correct one)

Write short notes on **any five** from the following :  
3×5=15

Assets

Business transaction

Accrual concept

Dual aspect concept

Materiality concept

Accountancy vs Accounting

Trade discount

u) Briefly discuss the objectives of accounting. Also explain the qualitative characteristics of accounting. 5+5=10

**Or**

(b) Elaborately discuss various stakeholders interested in account information.

4. (a) Explain clearly the rules of debit credit regarding various classes accounts with example.

**Or**

(b) Write distinction between: 5+5

- (i) Book-keeping and Accounting
- (ii) Journal and Ledger.

5. (a) Give a broad classification of various errors in accounting.

**Or**

(b) Pass rectification entry for the following errors: 2×5

(i) Salaries paid to Mayan Rs. 45 was debited to his personal account

(ii) An amount of Rs. 500 withdrawn by the proprietor for personal expense was debited to the expenses account

(iii) Sales return book was undercast by Rs. 1200

(iv) Wages paid for the construction of building was debited to wages account with Rs. 1000

(v) Purchases return book was overcast by Rs. 500

(a) Enumerate the factors to be considered for determining the amount of depreciation. Explain the causes of depreciation. 5+5=10

**Or**

(b) A company purchased a machinery for Rs. 54,000 on 1st January, 2013 and spent Rs. 6,000 on its installation. On 1st September, 2014, it purchased another machine for Rs. 30,000. On 31st March, 2015, the first machine purchased is sold for Rs. 36,000 and on the same date it purchased a new machinery for Rs. 80,000. On 1st September, 2015 the second machine was sold for Rs. 26,000. Depreciation was provided on machinery @ 10% p.a. on original cost method annually on 31st December. Show the machinery account from 2013 to 2015. 10

7. From the following Trial Balance additional information is given below, prepare a Trading and Profit and Loss Account for the year ended on 31st March, 2022 and Balance Sheet as at that date :

Particulars	Amount (Dr.) (₹)	Amount (Cr.) (₹)
Opening Stock	30,000	
Purchases	85,000	
Factory Lighting	700	
General Expenses	1,900	
Advertising	2,600	
Discount	500	200
Salaries (Office)	13,400	
Salaries (Factory)	1,900	
Bad Debt	600	
Freight	2,200	
Cash in Hand	1,700	
Sales :		75,500
Cash		50,000
Credit		350
Sale of Scrap		7,000
General Reserve	40,000	
Machinery		
Bills Receivable	4,000	7,000
and Bills Payable		
Sunday Debtors		
and Sunday Creditors	30,000	20,000
Capital		54,450
	2,14,500	2,14,500

Additional information :

- (a) Closing Stock Rs. 4000  
 (b) Goods distributed as free samples Rs. 500  
 (c) On 15th March, 2022, a fire broke out in the premises. Consequently—  
 (i) goods worth Rs. 9,000 was destroyed by fire for which insurance company admitted a claim of Rs. 5000  
 (ii) a machine having a book value Rs. 10,000 was completely damaged and the insurance company admitted a claim of Rs. 8,000

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1 SEM BBA (R) BE 300

2022

**BUSINESS ADMINISTRATION**

Paper : 10300 (Business Economics)  
(Business Economics)

Full Marks : 75

Pass Marks : 30

Time : Three hours

The figures in the margin indicate full marks for the questions.

Choose the correct answer : 1 x 10 = 10

- (i) Managerial economics is (a) dealing only micro aspects (b) only a normative science (c) dealing with practical aspects (d) All of the above

Contd.

(ii) In economics, desire backed purchasing power is known as

- (a) utility
- (b) demand
- (c) consumption
- (d) scarcity

(iii) Perfect competition is characterized

- (a) large number of buyers and sellers
- (b) homogeneous product
- (c) free entry and exit of firms
- (d) All the above

(iv) The distinction between variable and fixed cost is relevant only in

- (a) long period
- (b) short period

(c) medium term

(d) mixed period

(v) The proportionate change in the quantity demanded of a commodity in response to change in the price of another related commodity is called

(a) price elasticity

(b) related elasticity

(c) cross elasticity

(d) income elasticity

(vi) The architect of the theory of monopolistic competition is

(a) Rosenstein-Rodan

(b) J R Hicks

(c) Karl Marx

(d) Chamberlin

- (vii) Want satisfying power of commodity called
- (a) demand
  - (b) utility
  - (c) satisfaction
  - (d) consumption
- What does 'capitalism' refer to ?
- (a) The use of market
  - (b) Government ownership of capital
  - (c) Private ownership of capital goods
  - (d) Private ownership of homes and cars

- (viii) What do you mean by gross national product?
- (a) The total value of goods and services produced in the country
  - (b) The total value of all transactions in the country
  - (c) The depreciation in the total value of goods and services produced in the country
  - (d) The total value of goods and services produced in the country and the net factor income from abroad
- The number of buyers in a monopoly market is/are
- (a) one
  - (b) two
  - (c) few
  - (d) None of the above

Write short notes on : **(any three)** 5×3=15

- (a) Concept of Full Employment
- (b) Demand Curve

- (c) Positive vs Normative economics
- (d) Factors of Production
- (e) Cardinal vs Ordinal

3. Answer **any five** from the following : 10x5

- (a) Explain the nature of business economics. Also distinguish between micro and macroeconomics. 5+5
- (b) What are the problems in measuring national income? Explain the importance of national income. 6+4
- (c) State the law of demand with the help of tables and graph. Explain shift in demand with the help of curves. 6+4
- (d) What is imperfect competition? Explain oligopoly and imperfect market? Explain with examples. 2+8
- (e) What is indifference curve? Discuss its properties. 2+8

number of printed pages-3

1 SEM BBA (R) PM 200

2022

## BUSINESS ADMINISTRATION

Paper : 10200

(Principles of Management)

Full Marks : 75

Pass Marks : 30

Time : Three hours

The figures in the margin indicate full marks for the questions.

Fill in the blanks : 1×5=5

(i) The concept of MBO was advocated by \_\_\_\_\_.

(ii) Need hierarchy theory was given by \_\_\_\_\_.

(iii) Luther Gulick classified the function of management as \_\_\_\_\_.

(iv) \_\_\_\_\_ is known as father of administrative management.

(v) *Espirit de corps* means \_\_\_\_\_.

Contd.



number of printed pages-4

1 SEM BBA (R) IB 100

2022

### BUSINESS ADMINISTRATION

Paper : 10100

(Introduction to Business)

Full Marks : 75

Pass Marks : 30

Time : Three hours

**The figures in the margin indicate full marks for the questions.**

Answer the following questions as directed :  
1 × 10 = 10

- (a) Name the stores dealing with a particular line of goods.
- (b) The presence of salesperson is very much required in super markets. (True/False)
- (c) Name the document prepared by the master of the ship acknowledging the receipt of goods.

Contd.

- (d) To whom is letter of advice forwarded by the clearing agent?
- (e) What is the maximum limit of members in a cooperative society?
- (f) Name the act that governs the stock companies in India.
- (g) State the meaning of the term 'Company' as per the Companies Act, 1956.
- (h) What is parallel economy?
- (i) What is the minimum number of members to form a public limited company?
- (j) How many members are required to start a multistate cooperative society?

2. Answer the following questions : **(any two)**  
5×2

- (a) State the position of minors in relation to a partnership firm.
- (b) Which type of cooperative society is formed to solve the credit need of rural people? Give example.

List any two situations in which sole proprietorship form of business organisation is found to be most suitable.

Mention two reasons behind 'entrepot trade'.

Mention two benefits of wholesaler.

Answer the following questions : **(any four)**  
5×4=20

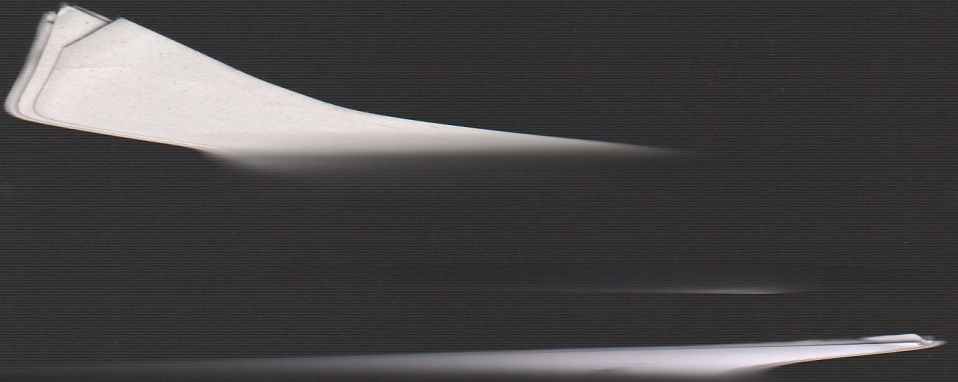
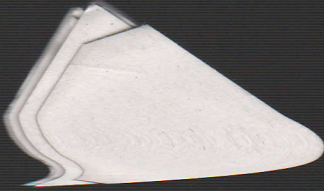
Explain any two merits and any two limitations of partnership form of business organisation.

Mention any four characteristics of cooperative society after getting the registration certificate.

State any five difficulties faced by the buyers and sellers in external trade.

Analyse the impact on business activity of changes in economic structure.

State any five export promotion measures taken by the Government of India.



4. Answer the following questions : (any 7 ×

- (a) Explain the need and importance of external trade to the Indian economy.
- (b) Define multinational corporation. Explain the need for emergence of MNCs.
- (c) What are the major trends that are changing the landscape of business?
- (d) Explain the features of franchise form of large scale retailing business.
- (e) What economic changes were initiated by the government under the Industrial Policy, 1999? What impact have these changes made on business industry?
- (f) Explain unemployment as one of the problems of growth in Indian economy. What measures can be taken to solve the problems of unemployment?

number of printed pages-3

**1 SEM BBA NCBCS BE 300**

**2021**

(held in February/March, 2022)

**BUSINESS ADMINISTRATION**

Paper : 10300

(Business Economics)

Full Marks : 75

Pass Marks : 30

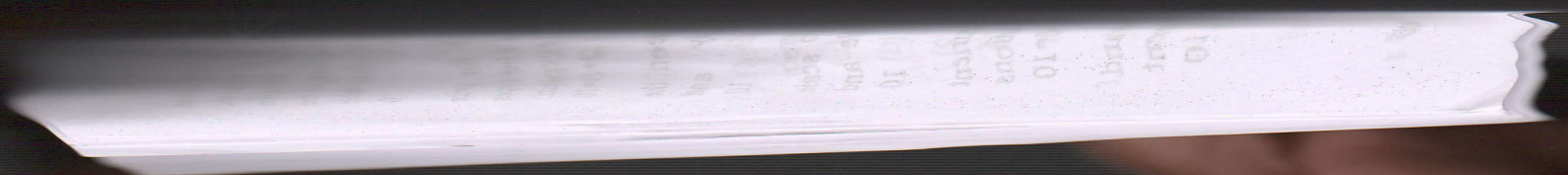
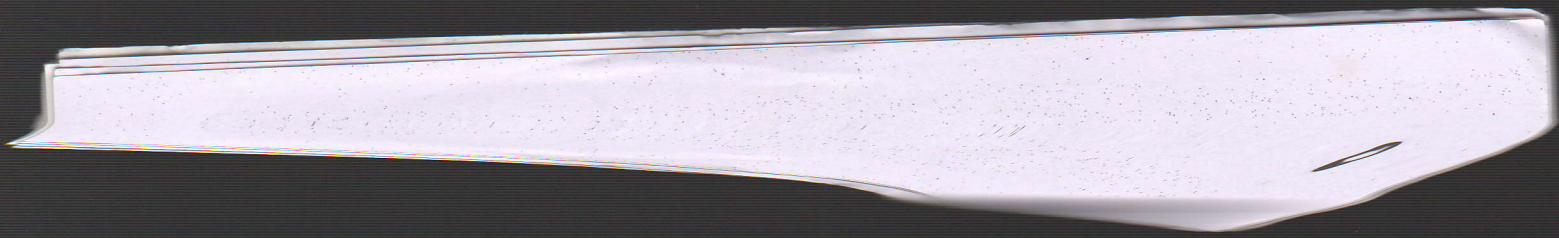
Time : Three hours

**The figures in the margin indicate full marks for the questions.**

Answer the following questions : 1 × 10 = 10

- (a) Mention about one basic assumption of economics.
- (b) Who is known as the father of economics?
- (c) Name a country who works with the principle of mixed economy.
- (d) Name two products which are exception to the normal demand curve.

- (e) Name one Indian Economist who won Nobel Prize. 10
- (f) How many firms are there in oligopoly? 10
- (g) Mention the year when for the first time Government of India has started its budget. 10
- (h) Write about a bad effect of inflation. 10
- (i) How many factors can be changed under the "Law of Variable Proportion"? 10
- (j) What is normative science? 10
2. Define the following from economics perspective : 3x5
- (a) Microeconomics 10
- (b) Budget 10
- (c) Monopoly 10
- (d) Demand 10
- (e) Price 10
3. Attempt **any five** from the following questions : 10x5
- (a) Elaborate on the concept and scope of Business Economics. Discuss about the importance for a business organisation. 5+5
- (b) Differentiate between demand and supply. By using an imaginary table and graph, show the difference between these two concepts. Also highlight the point of equilibrium in the same table and graph. 10
- (c) Write down the formula used for price elasticity of demand. What are the types of price elasticity of demand? Explain. 2+8=10
- (d) Compare and contrast between the characteristics of Duopoly and Oligopoly. 10
- (e) Explain the concept of returns to scale with the help of a suitable table and graph. 10
- (f) What are the benefits of a government budget? Discuss about the limitations of a government budget. 7+3=10
- (g) Write a detailed note on the category and issues related with the unemployment problem in India. 10



number of printed pages-3

1 SEM BBA NCBCS PM 200

2021

(held in February/March, 2022)

### BUSINESS ADMINISTRATION

Paper : 10200

(Principles of Management)

Full Marks : 75

Pass Marks : 30

Time : Three hours

**The figures in the margin indicate full marks for the questions.**

11 In the blanks : (any five)  $1 \times 5 = 5$

Need hierarchy theory was given by \_\_\_\_\_.

According to modern thinkers, organisation is a \_\_\_\_\_ system.

The term MBO was coined by \_\_\_\_\_.

\_\_\_\_\_ is a communication that flows from a higher level to one or more lower levels in the organisation.

Contd.

(v) \_\_\_\_\_ is called the Hawthorne experiment. Answer any five from the following :  
Scientific Management. 10×5=50

(vi) Hawthorne experiment was conducted by \_\_\_\_\_.  
Discuss the 14 principles of management stated by Henry Fayol. 10

2. State True or False : (any five) 10  
(i) Centralisation and decentralisation used in same sense. 2+2+6=10

(ii) "Esprit de corps" is a basic principle of scientific management. 2+8=10

(iii) Division of labour is an essential element of an organisation. 2+8=10

(iv) Planning is a mental exercise. 2+8=10

(v) Delegation reduces the workload of a manager. 2+8=10

(vi) Coordination is same with cooperation. 10

3. Write short notes on any three of the following : 5×3=15

(i) MBO 10

(ii) Formal and Informal Organisation 10

(iii) Span of Management 10

(iv) Line and staff concept with exam

number of printed pages-3

1 SEM BBA NCBCS IB 100

2021

(held in February/March, 2022)

**BUSINESS ADMINISTRATION**

Paper : 10100

( Introduction to Business )

Full Marks : 75

Pass Marks : 30

Time : Three hours

**the figures in the margin indicate full marks for the questions.**

Answer the following questions as directed :  
1 × 10 = 10

- (a) Mention any two unfair trade practices that business should avoid.
- (b) Define Itinerant retailers with example.
- (c) Write any two examples of "PSUs".
- (d) What is entrepôt trade ?

Contd.

(e) A \_\_\_\_\_ is governed by the Co-Operative Societies Act, 1912.  
Bar Council. (Fill in the blank)

(f) A \_\_\_\_\_ economy comprises the formal and grey economy.  
(Fill in the blank)

(g) Which of the following is not a service sector?  
(Insurance/Mining/Banking)  
(Choose the correct answer)

(h) Mention one difficulty in foreign trade.

(i) A \_\_\_\_\_ is the one who pays for the use of another company's name to sell its products.  
(Fill in the blank)

(j) Retailer is a middleman between the manufacturer and the wholesaler.  
(State True or False)

2. Write short notes on **any three** of the following : (10 marks)

(a) Profession

(b) Supermarket

(c) Public enterprises

(d) Types of unemployment

(e) Proforma Invoice

(f) Inflation.

Answer the following questions : (any five) (10x5=50)

What is meant by business objective? Describe the purpose of a mission statement. (10)

Explain the various factors that affect the business activities which are not under the control of a businessman. (10)

Who is a promoter? State the steps involved in promotion of a company. (10)

Discuss the various initiatives designed to reduce international trade barriers and promote free trade. (10)

Identify the questions to ask in choosing the appropriate form of ownership for a business. (10)

Explain, why small businesses tend to foster innovation more effectively than large ones. (10)

Discuss the features of a departmental store. How are they different from multiple shops or chain stores? (10)

Number of printed pages-6

1 SEM BBA 400

2019

(December)

**BUSINESS ADMINISTRATION**

Paper : 10400

**( Financial Accounting )**

Full Marks : 75

Pass Marks : 30

Time : Three hours

**The figures in the margin indicate full marks for the questions.**

1. Fill in the blanks / Answer / State true or false of the following :  $1 \times 10 = 10$

2. The primary objective of financial accounting is to ascertain profit position of a firm.

3. Give one example of deferred revenue expenditure.

4. Increase in assets are debited and increase in liabilities are credited.

Contd.

- (d) Only \_\_\_\_\_ purchases are recorded in Purchase Day Book.
- (e) The process of recording transactions in Journal is called a \_\_\_\_\_.
- (f) As per convention of \_\_\_\_\_, closing stock is valued on cost price or market price whichever is lower.
- (g) Cash Book is also known as Journal as well as Ledger.
- (h) Depreciation is always charged on \_\_\_\_\_ assets.
- (i) Purchase of scooter, wrongly debited to Purchase Account is an example of errors of commission.
- (j) Goodwill is an example of \_\_\_\_\_ Account.

2. Briefly explain **any five** from the following 3x5=15

- (a) State **any three** Objectives of Accounting.
- (b) State the Rules of Debit and Credit in Accounting.

- (1) Accounting Equation.
- (2) Convention of Full Disclosure.
- (3) Compound Journal Entry.
- (4) Receipt and Payment Account.
- (5) Assets and Liabilities.
- (6) Trial Balance.

Answer **any five** of the following questions :  
10x5=50

- (1) Define Bookkeeping and Accounting. Discuss various parties interested in accounting informations. 5+5=10
- (2) Explain various types of accounting concepts and conventions applied by a business firm. 10

Explain the term 'Journal and Ledger'. Distinguish between journal and ledger. 4+6=10

- (3) What do you mean by depreciation? Mention various methods of charging depreciation and explain **one** of those methods.

(e) Explain various categories of expenditure with example that classified in accounting.

(f) Rectify the following errors : 2x

(i) Purchase Book was undercast by Rs. 500

(ii) Sales Return Book was overcast by Rs. 200

(iii) Salary paid to watchman Rs. 1000 omitted to be recorded in account

(iv) Wages for the construction building was debited to Wages Account with Rs. 10000.

(v) Rent paid to landlord was debited to his Personal Account with Rs. 2000.

(g) The following is the Trial Balance of Om Trading Firm as on 31st March 2018. Prepare Trading Account, Profit and Loss Account and Balance Sheet as on 31st March 2018.

Particulars	Debit (Rs.)	Credit (Rs.)
Balance b/d	1,080	—
Bank	5,260	—
Debtors	81,350	—
Capital	—	1,97,560
Trade Payables	1,360	—
Trade Receivables	—	1000
Plant and Machinery	20,960	—
Accumulated Depreciation	9,460	—
Provision for Doubtful Debts	6,400	—
Provision for Bad Debts	4,080	—
Provision for Stock	11,520	—
Provision for Sundry Debtors	60,000	—
Provision for Sundry Creditors	20,000	—
Provision for Sundry Assets	40,000	—
Provision for Sundry Liabilities	30,000	—
Provision for Sundry Expenses	15,000	—
Provision for Sundry Income	6,000	—
Provision for Sundry Losses	1,200	—
Provision for Sundry Assets	—	1,42,000
Provision for Sundry Liabilities	10,490	—
Provision for Sundry Expenses	29,000	—
<b>Total</b>	<b>3,53,160</b>	<b>3,53,160</b>

Stock as on 31st March, 2018  
Rs. 25,000

2. Provide depreciation on building @ and on machinery @15%.
3. Outstanding salary Rs. 5000 and w Rs. 3000.
4. Bad debt Rs. 2000 and create prov @ 5% as doubtful debt.

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**1 SEM BBA 200**

**2019**

(December)

**BUSINESS ADMINISTRATION**

Paper : 10200

**( Principles of Management )**

Full Marks : 75

Pass Marks : 30

Time : Three hours

**Figures in the margin indicate full marks for the questions.**

True or False : 1×10=10

Management is said to be a combination of science, arts and profession.

Theory Y assumes people are naturally lazy and will avoid work and responsibility.

- (c) Writing skill is not a recognised skill of management.
- (d) Fredrick W Taylor is considered father of scientific management
- (e) Controlling is getting things through and with other people.
- (f) Peter Drucker invented the process MBO.
- (g) Recruitment from internal sources brings new talent into organization.
- (h) Robert Owen was famous for his concerns about working conditions, factories and proposed changes to improve the working environment.
- (i) Management exists at only the top level of an organization.
- (j) Maslow's need hierarchy identifies five levels of human needs.

2. Write short notes on **any three** of the following: 5

- (a) Formal and informal organization
- (b) Centralization and decentralization

- (c) Authority and power
- (d) Situational factors affecting staffing

Answer **any five** from the following:

10×5=50

- (a) What is management? Explain the functions of management. 2+8=10

- (b) What is MBO? Write the process as well as limitations of MBO. 2+4+4=10

- (c) What is span of management? Write the factors affecting span of management. 2+8=10

- (d) Discuss the fourteen principles stated by Henry Fayol. 10

- (e) What is planning? Elaborate the process of planning. 2+8=10

- (f) What is selection? Explain the techniques of selection used in an organization. 2+8=10

(g) Why is management considered business as a science as well as arts?

(h) What is controlling? Elaborate techniques of controlling. 2+8=

number of printed pages-3

1 SEM BBA 100

2019

(December)

### BUSINESS ADMINISTRATION

Paper : 10100

(Introduction to Business)

Full Marks : 75

Pass Marks : 30

Time : Three hours

The figures in the margin indicate full marks for the questions.

Write True or False: 1×10=10

(a) Mass production is always not a major characteristic of business.

(b) Change is a major characteristic of business.

(c) A lawyer is governed by Bar Council of India.

- (d) Minimum ten members can form a private limited company. 10×5=50
- (e) A parallel economy comprises and grey money. 3+7=10
- (f) EXIM Bank's main objective is to promote foreign trade. 2+8=10
- (g) A minor is eligible to do a partnership business. 2+8=10
- (h) Banking is an example of service oriented industry. 2+8=10
- (i) Non-economic activities are characterized in nature. 2+8=10
- (j) Partners in a partnership business may belong to the same family. 2+8=10
2. Write short notes on **any three** from the following: 5×3=15
- (a) Mail order business 2+8=10
- (b) Statement of account 2+8=10
- (c) Profession 2+8=10
- (d) Super bazaar 2+8=10
- (e) Proforma invoice 2+8=10
- (f) Departmental store. 2+8=10
- What is business? Discuss the economic and non-economic activities of business. 3+7=10
- Define sole proprietorship business. Explain the merits and demerits of sole proprietorship business. 2+8=10
- What is internal trade? Explain different types of internal trade with suitable examples. 2+8=10
- Explain the following: 10
- invoice, account sales, proforma invoice, debit note, credit note
- What is external trade? Explain the export-import procedure. 2+8=10
- What is parallel economy? Discuss the reasons for growth of parallel economy with suitable measures. 2+8=10
- Discuss the current trend in international trade. 10

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1 SEM BBA 300

2018

(December)

**BUSINESS ADMINISTRATION**

Paper : 10300

(Business Economics)

Full Marks : 75

Pass Marks : 30

Time : Three hours

**The figures in the margin indicate full marks for the questions.**

Answer the following questions :

1x10=10

(i) Mixed Economy is the co-existence of

(ii) Capitalism and Socialism

(iii) Capitalism and Communism

(iv) Socialism and Communism

(v) All of the above.

Contd.

(b) The objectives of business firm are —

- (i) Maximisation of profit
- (ii) Maximisation of sales
- (iii) Maximisation of utility
- (iv) All of the above.

(c) Price mechanism depends on —

- (i) Demand for the commodities
- (ii) Supply of the commodities
- (iii) Both demand and supply of commodities
- (iv) All of the above.

(d) Revealed Preference Hypothesis is adopted by —

- (i) J. M. Keynes
- (ii) Alfred Marshall
- (iii) Paul Samuelson
- (iv) None of the above.

(e) What are the two active factors of production?

- (i) Land and labour
- (ii) Labour and capital
- (iii) Capital and entrepreneur
- (iv) Labour and entrepreneur.

(f) Production Function refers to the functional relationship that exists in between —

- (i) Labour and capital
- (ii) Input and output
- (iii) Land and labour
- (iv) Capital and entrepreneur.

(g) The essential condition of profit maximisation of a firm is —

- (i) Marginal Revenue (MR) is equal to Marginal Cost (MC)
- (ii) Marginal Revenue (MR) curve cuts Marginal Cost (MC) curve from below
- (iii) Marginal Cost (MC) curve cuts Marginal Revenue (MR) curve from below
- (iv) All of the above.

- (h) A firm is a price taker in —
- (i) Perfectly competitive market
  - (ii) Monopoly market
  - (iii) Duopoly market
  - (iv) All forms of market.
- (i) "Trade Cycle" is a common feature of —
- (i) Socialism
  - (ii) Capitalism
  - (iii) Mixed economics
  - (iv) Communism.
- (j) "Full Employment" was an assumption of —
- (i) Classical economics
  - (ii) Neo-classical economics
  - (iii) Modern economics
  - (iv) All forms of economics.

Mark as True (T) or False (F) :

1x5=5

- (i) Rationality is a basic assumption of Economics.
- (ii) According to the Laws of Substitution, with every unit of additional consumption, Marginal Rate of Substitution (MRS) goes on increasing.
- (iii) Laws of Returns to Scale is an explanation of short-run production function.
- (iv) Duopoly is a limited form of Oligopoly.
- (v) Government Budget is a statement of income and expenditure of the Government.

Write short notes on : (any two)

5x2=10

- (a) Normative analysis
- (b) Unemployment
- (c) Production Possibility Curve
- (d) Revealed Preference Theory.

4. Answer **any five** from the following

- (a) What is Microeconomics? Discuss about the nature and scope of Microeconomics. 2+
- (b) What do you mean by Elastic Demand? What are its different types? Explain *any one* method of measurement of Elasticity of Demand. 2+3+
- (c) Define Indifference Curve. Discuss the concept of Indifference Curve with the help of diagram. 2+
- (d) What is Production Function? Explain the Law of Variable Proportion with the help of suitable diagram. 2+
- (e) Explain internal and external economies of Large Scale Production. 5+
- (f) Define Equilibrium. Explain the process of equilibrium attained by a perfectly competitive firm with the help of diagrams. 2+

What do you mean by "Trade Cycle"? Explain different phases of a Trade Cycle with the help of suitable diagram. 10

Define Tax. Explain the concepts of Progressive, Proportional and Regressive Taxation. 1+3+3+3=10

number of printed pages-3

**1 SEM BBA 200**

**2018**

(December)

**BUSINESS ADMINISTRATION**

Paper : 10200

**(Principles of Management)**

Full Marks : 75

Pass Marks : 30

Time : Three hours

**the figures in the margin indicate full marks for the questions.**

1x10=10

Management is regarded as a science because it provides knowledge.

Operational decisions are taken by middle level managers.

Manager requires both knowledge and skills to perform.

Planning helps to achieve long term goals.

Contd.

- e) Recruitment from external sources brings new talent to the organisation.
- f) Rules are part of a plan.
- g) MBO is about giving authority subordinate.
- h) Autocratic leadership is more common in business organisations.
- i) MBE is related to handling exceptions.
- j) Feedback controller responds only when it detects a deviation in the value.

2. Write short answers for **any three** following :

- a) Leadership in Management
- b) Line and Staff concepts with examples
- c) Authority and Responsibility
- d) MBO

3. Answer **any five** from the following <sup>5x</sup>

- a) Define Management. Explain different functions of management.

What is a Plan ? What are the various types of Plan ? 2+8

Discuss the role and importance of centralisation and decentralisation. 10

Explain the advantages and disadvantages of having formal and informal organisations. 2+8

What is Staffing ? Explain the staffing process of an organisation. 2+8

What is Control ? Explain the various techniques of control. 2+8

Discuss the 14 Principles of Management stated by Henri Fayol. 10

What is Selection ? Explain the process of selection in an organisation. 2+8

Number of printed pages-3

1 SEM BBA 100

2018

(December)

**BUSINESS ADMINISTRATION**

Paper : 10100

(Introduction to Business)

Full Marks : 75

Pass Marks : 30

Time : Three hours

Figures in the margin indicate full marks for the questions.

Whether the following statements are true or false :  $10 \times 1 = 10$

Wholesale trade business can be expanded to any limit.

In a partnership form of business, a sleeping partner's liability is limited.

Retailer is a middleman between manufacturer and wholesaler.

A wholesaler deals in a variety of goods.

There are a number of departments in a departmental store.

Contd.

What is a Plan? What are the various

5+8

Discuss the role and importance of centralisation and decentralisation.

10

Explain the advantages and disadvantages of planning, control and decentralisation.

5+8

What is Staffing? Explain the staffing process of an organisation.

5+8

What is Control? Explain the various techniques of control.

5+8

Discuss the 14 Principles of Management stated by Henri Fayol.

10

What is Selection in an organisation?

5+8

- (f) In mail order business goods are sold through VPP.
- (g) A consumer co-operative store is set up by Government.
- (h) EXIM Bank's main objective is to promote foreign trade.
- (i) Invoice is a commercial document which itemizes a transaction between a buyer and a seller.
- (j) Planning Commission is being headed by Nili Aayog.

2. Write short notes on the following (any three)

- (a) Retail trade
- (b) Parallel Economy
- (c) Multinational Companies
- (d) Mail-order business
- (e) Poverty
- (f) Regional imbalances.

3. Answer **any five** of the following:

- (a) Discuss the nature and objectives of Business.

Discuss the differences between sole proprietorship and partnership form of business. 10

What is an Internal Trade? Mention different types of Internal Trade with suitable examples. 3+7=10

Define Co-operative Societies. Explain the merits and demerits of a co-operative society form of business. 3+7=10

Explain the Export-Import procedure. Explain the documents required in Export procedure. 5+5=10

Explain the concept, problems of growth of Unemployment. Suggest measures to overcome the same. 5+5=10

Mention with suitable examples, different kinds of Large-Scale retail organisations. 10

What is Inflation? Explain the various types of Inflation. 3+7=10