

SARVAJANIK UNIVERSITY

W-2023 Date: 11-12-23 Time: 11:15 AM to 01:30 PM
Backlog Exam

**B.B.A - SEMESTER- I EXAMINATION**

Course Code: BMBA14111

Total Marks: 60

Course Name: Business Communication

Instructions:

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

Q: 1	1. How should business communication be? 2. What is a CV? 3. How to draft a sales letter? 4. What is body language? 5. How to face a job interview? 6. What is a noun?	12 Marks
Q: 2	Write in detail the process and levels of communication. Or Discuss the types of communication.	12 Marks
Q: 3	Do as directed: (Any twelve) 1. Oh my god what a horrible day it was (Punctuate the sentence) 2. We haven't got _____ oranges at the moment. (Some, any) 3. Ms. Swati would not opt for online shopping. (Change the sentence into affirmative tone of it) 4. Give an adverb form of 'heavy.' 5. She said it convincingly. (Add a question tag) 6. My father _____ to come to my school every Saturday. (Should, used) 7. He did not told him the truth. (Correct the sentence if required) 8. Manya was riding a bicycle when she _____ with the accident. (Ismeeting, was meeting, met) 9. The teacher has beenteaching _____ lastthree hours. (for, since) 10. He boughtan umbrella. He saw thatit was raining. (Join the sentences) 11. Our ancestors had immense difficulty ____ procuring the books. (Insert the preposition) 12. To guide (Give the adjective of the word) 13. The Teacher asks, "Why are you not reading?" (Write the sentence in indirect speech) 14. My brotherhas been sellingmangoes. (Change the sentence in passive voice)	12 Marks
Q: 4	As a retailer, draft a letter enquiring about certain books and draft the reply for the same. Or Write a letter of complaint to the suppliers of furniture and also draft an adjustment letter for the same.	12 Marks
Q: 5	Write a letter of application with a resume for the post of Graphic designer in an advertising agency. Or Write a letter of application with a resume for the post of IT Manager in a bank.	12 Marks



Sarvajani University



W-2023 Date: 01-11-23 Time: 08:15 AM to 10:30 AM
Regular / Backlog Exam

B.B.A. (Hons)- SEMESTER- I EXAMINATION

Course Code: BMBA21101

Total Marks: 60

Course Name: Principles of Economics

Instructions:

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Answer should be to the point and legible.

Marks
12

Q.1 Answer the following in short (6 × 2 Marks)

- A. Give Alfred Marshall's definition of economics.
- B. What does diminishing marginal utility mean in utility analysis?
- C. Define GNP and explain how it differs from GDP.
- D. How can knowledge of price elasticity help a business maximize its revenue?
- E. Distinguish between active and passive forecasting of demand.
- F. Why do choices involve trade-offs and how do they relate to economic problems?

Q.2 Explain the concept of scarcity and its role in defining the basic economic problems. Also discuss the three fundamental economic questions that every society must address. **12**

OR

Q.2 Define microeconomics and macroeconomics. Discuss in detail the subject matter, importance and limitations of microeconomics and macroeconomics.

Q.3 What are the criteria of good forecasting? Discuss in detail the various survey methods of demand forecasting. **12**

OR

Q.3 Discuss the law of supply with the help of suitable diagram. Briefly describe the major determinants of supply.

Q.4 Explain the concept of income elasticity of demand and how it is calculated. Describe how can businesses use YED of demand to make strategic decisions about pricing and marketing? **12**

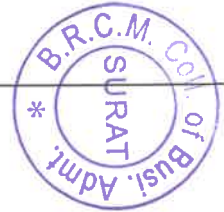
OR

Q.4 Define and explain the concept of cross elasticity of demand. Analyze the importance of XED for firms when making pricing and marketing decisions.

Q.5 Describe the meaning of money supply and its components. How do different components of the money supply relate to each other? Also discuss the factors that influence the money supply economy. **12**

OR

Q.5 Explain the concept of the circular flow of income in an economy. Use diagrams and examples to illustrate the flow of income, goods and services between households and firms.



W-2023 Date: 02-11-23 Time: 08:15 AM to 10:30 AM

Regular / Backlog Exam

B.B.A. (Hons) - SEMESTER- I EXAMINATION

Course Code: BMBA21102

Total Marks: 60

Course Name: Principles of Management

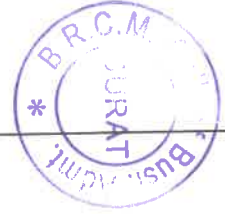
Instructions:

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

	Marks
Q.1 Answer the following in short (6 × 2 Marks)	12
A. Write a Production oriented definition of Management	
B. Compare Management Vs. Administration as per American Experts	
C. Paraphrase Planning Premises	
D. Retrieve the meaning of Coordination	
E. Summarize Authority and Accountability	
F. Infer the meaning of Controlling	
Q.2 A. Articulate various Managerial Roles required to be played by any hypothetical position in hypothetical organisation.	08
B. Contrast the Technical and Conceptual Skill	04
OR	
Q.2 A. Examine various Levels of Management in business organisation	08
B. Predict the elements of Task Environment	04
Q.3 A. Display Types of Planning Based on frequency of use	08
B. Tag various Features of MBO	04
OR	
Q.3 A. Articulate Planning Process for your admission at respectable PG course	08
B. Contrast the Strategic Planning and Operational Planning	04
Q.4 A. Examine the Line Organisation	08
B. Attribute Decentralisation in private organisation	04
OR	
Q.4 A. Sketch the Process of delegation of Authority	08
B. Correlate Merits of Geographical Departmentalization in Tata Motors	04
Q.5 A. Test the Importance of Controlling in Education System	08
B. Retrieve the Approaches to Supervisory Management	04
OR	
Q.5 A. Link the Controlling Process at your academic Institute	08
B. Associate the Importance of Directing in business organisation	04



Sarvajanik University



W-2023 Date: 03-11-23 Time: 08:15 AM to 10:30 AM
Regular / Backlog Exam

B.B.A. (Hons) - SEMESTER- I EXAMINATION

Course Code: BMBA22103

Course Name: Financial Accounting

Instructions:

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Here you can add your own instructions for students

Total Marks: 40

Q.1 Answer the following in short (4 × 2 Marks)

Marks
08

- A. What are non-current Assets in the company's final Account
- B. Explain the term "Direct Expenses"
- C. Define "Accounting"
- D. One company has an opening stock valued at ₹ 26,400 (300 units of ₹ 88 each) on 1st April, 2017

The following receipts and issues were recorded during April, 2017:

Receipts : 10th April: 1000 units at ₹ 86 per unit
23rd April: 600 units at ₹ 90 per unit

Issues : 29th April: 1700 units

What would be the value of the issue using the LIFO method?

- A. Enter the following transactions in the Purchase Book, Sales Book and Returns Books of Shri Rambhai.

2008

Dec 1 Purchased goods from Chandrakant at a trade discount of 20% Rs. 10,000.

- " 2 Of these, half the goods are sold to Bhavesh at a profit of 20%.
- " 2 Purchased furniture from Jignesh on Credit Rs. 300.
- " 3 Bhavesh returned defective goods of Rs. 240, which we returned to Chandrakant.
- " 4 Purchased goods of Rs. 2000 from Sumesh at 20% trade discount and 5% cash discount, paid half the amount in cash.
- " 5 Sold to Rameshbhai goods for cash Rs. 300.
- " 6 Bhavnath placed an order for cash Rs. 300.
- " 7 Sent goods to Bhavnath as per the order and paid Rs. 10 for carriage on his behalf.
- " 8 Returned defective furniture to Jignesh Rs. 100.

Q.2 Sishir starts a new business. Transactions for the month of March 2011 are given below. Journalize the transactions:

08

March 1: Commenced business with cash Rs 9,000, furniture Rs 750, stock of goods Rs 400 and creditors of Rs 150.

March 1: Expenses incurred in inauguration of shop Rs 300.

March 3: Opened bank account with Rs 4,000

March 5: Bought from Shamik goods 200kg at Rs 10 per Kilo at a trade discount of 10% and cash discount of 5% and paid the amount by cheque.

March 8: Goods purchased from Shamik now sold to Shailesh at a profit of 20% on cost.

March 10: Purchased stationery of Rs 100 from Shailendra stationery mart.

March 13: Paid life insurance premium Rs 300 and Fire insurance premium of Rs 200 by cheque.

March 14: Received a cheque of Rs 1,660 from Shailesh on account.

March 16: Cheque received from Shailesh paid into the bank.

March 19: Withdrawn goods of Rs 20 from shop and withdrawn from bank Rs 280 for personal use.

March 24: Paid salary to Munim Rs 200 in cash and paid rent Rs 150 by cheque.

March 25: Amount due by Shailesh is written off as he is declared insolvent.

March 27: Purchased a machine for Rs 500 and paid installation charges Rs 10. The total amount is paid in cash.

March 31: Paid advertisement bill of Rs 50 to "Jansatta".

OR

Q.2 Enter the following transaction in Cash Book with Discount, Cash and Bank columns.

08

2022		
March 1	Cash in Hand	15,000
	Overdraft in Bank	500
2	Cash Sales	3,000
3	Paid to Sushil Bros. by cheque Discount received	3,400 100
5	Sales through credit card	2,800
6	Received cheque from Srijan	6,200
7	Endorsed Srijan's cheque in favour of Adit	
9	Deposit into Bank	6,800
10	Received cheque from Aviral and deposited the same into Bank by allowing discount of ` 50	3,600
12	Adit informed that Srijan's cheque is dishonoured. Now cash is received from Srijan and amount is paid to Adit through own cheque	
15	Sales through Debit Card	3,200
24	Withdrawn from Bank	1,800
28	Paid to Sanchit by cheque	3,000
30	Bank charged 1% commission on sales through Debit/Credit Cards	

Q.3 Form the following transactions, prepare a stores ledger Account using FIFO method and show the value of closing stock

04

(A)

1 st July	Opening stock	500 units @ ₹ 20 each
4 th July	Purchased	400 units @ ₹ 21 each
6 th July	Issued	600 units
8 th July	Purchased	800 units @ ₹ 24 each
9 th July	Issued	500 units
13 th July	Issued	300 units
24 th July	Purchased	500 units @ ₹ 25 each
28 th July	Issued	400 units

(B) A firm purchased on 1st January, 2020 certain machinery for ` 5,82,000 and spent ` 18,000 on its erection. On July 1, 2020 another machinery for ` 2,00,000 was acquired. On 1st July, 2021 the machinery purchased on 1st January, 2020 having become obsolete was auctioned for ` 3,86,000 and on the same date fresh machinery was purchased at a cost of ` 4,00,000.

04

Depreciation was provided for annually on 31st December at the rate of 10 per cent p.a. on written down value.

OR

Q.3 The following are the details of a spare parts of Sriram Mills.

(A)

01-01-2001	Opening stock	Nil
01-01-2001	Purchases	200 units @Rs.15 per unit
15-01-2001	Issued for consumption	100 units
01-02-2001	Purchases	400 units @Rs. 20 per unit
15-02-2001	Issued for consumption	200 units
20-02-2001	Issued for consumption	100 units
01-03-2001	Purchases	150 units @Rs.25 per unit
15-03-2001	Issued for consumption	100 units

Find out the value of stock as on 31-3-2001, if the company follows First in First out basis

(B) Killer Ltd. has imported a machine costing Rs. 2,56,000 on 1-4-2006 and paid custom duty and freight of Rs. 1,28,000 and its installation charges Rs. 96,000 were also paid on the same date.

Another machine worth Rs. 1,60,000 was purchased on 1-1-2008. On 1-10-2008, 1/3 rd of the machine imported on 1-4-2006 become obsolete and was sold for Rs. 55,680. On the same date another machine from local market was purchased for Rs. 80,000 as a replacement. Depreciation is to be calculated at 20% p.a. under straight line method. Show the machinery account for 3 years ending on 31-3-2009.

04

Q.4 From the given trial balance of Maithili prepare Trading and Profit and loss Account for the year ended on 31st December 2003 and a Balance Sheet as on that date:

08

Debit Balances	Rs.	Credit Balances	Rs.
Purchases	3,10,000	Sales	4,15,000
Opening Stock	50,000	Capital	2,88,600
Cash in hand	2,100	Sundry creditors	40,000
Cash at Bank	12,000		
Drawings	4,000		
Rates and taxes	5,000		
Salaries	32,000		
Postages and telephones	11,500		
Salesmen's commission	35,000		
Insurance	9,000		
Advertising	17,000		
Furniture and fittings	22,000		
Printing and stationery	3,000		
Motor car	48,000		
Bad debts	2,000		
Cash discounts	4,000		
General Exps.	14,000		
Carriage inward	10,000		
Carriage outward	22,000		
Wages	20,000		
Audit exps.	11,000		
Sundry debtors	1,00,000		
	7,43,600		7,43,600

Adjustments

- Cost of goods in stock as on 31st December, 2003 was Rs. 1,45,000.
- Maithili had withdrawn goods worth Rs. 5,000 during the year.
- Purchases includes purchases of Furniture worth Rs. 10,000.
- Write further bad debts worth Rs. 5000.
- Provision for bad debts is to be created at 5% of debtors. Also create a discount reserve on debtors at 2% and creditors at 2%
- Depreciate furniture by 10 % and Motor Car by 20 %.
- The salesmen are entitled to a commission on of 10% on Sales.

Particulars	Debit Rs.	Credit Rs.
Equity Share Capital		12,00,000
12% Preference Share Capital		300,000
10% Redeemable Debentures		300,000
Opening Stock	140,000	
Purchases and Sales	18,60,000	32,00,000
Goods Returned	80,000	60,000
Land and Building	800,000	
Plant and Machinery	600,000	
Debtors and Creditors	400,000	200,000
Octroi	180,000	
Selling and Distribution Expenses	40,000	
Carriage outward	16,000	
Wages	680,000	
Administrative expenses	170,000	
Vehicles	120,000	
Directors' fees	20,000	
Loan of Director		40,000
interest on Debentures	12,000	
Interest of Investments		16,000
Staff Pension Fund		16,000
Investments	300,000	
Discount on Debentures	80,000	
Bills	72,000	20,000
Fixed Deposits		48,000
General Reserve		140,000
Share Forfeiture Account		20,000
Cash and Bank	50,000	
Profit and Loss Account (1-4-2014)		60 000
	56,20,000	56,20,000

Additional Informations :

1. Authorised capital of the company is as under :
 2. 15,000 Equity shares of ₹. 100 each and 3,000 12% Preference Shares of ₹. 100 each.
 3. Closing Stock is valued at ₹. 2,80,000.
 4. Depreciate Land and Building by 5%, Plant and Machinery by 10% and Vehicles by 20%.
 5. Interest receivable on investments is ₹. 14,000.
 6. Provide Bad debts reserve on debtors by 5%.
 7. Transfer ₹. 40,000 to General Reserve.
 8. The Directors have proposed 10% dividend on Equity share capital.
 9. Provide Corporate Dividend Tax at 20% (including surcharge and cess) on proposed dividend.
- Prepare Final Accounts of the Company as per Schedule-III of the Companies Act, 2013.

Q.5 Answer the following (2 × 4 Marks)

1. Explain the characteristics Journal
2. Importance of Cash Book
3. Advantages and Disadvantages of Straight-Line Method of Depreciation.
4. Advantages and Disadvantages of Balance Sheet.

**Sarvajani University**

W-2023 Date: 04-11-23 Time: 08:15 AM to 09:30 AM
Regular / Backlog Exam

BBA - SEMESTER– I EXAMINATION**Course Code: BMBA23104****Total Marks: 30****Course Name: IT Skills****Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Answer the question appropriately as per weightage of marks.

Q.1 Answer all the following questions.**10 Marks**

1. Name any two mobile operating system.
2. What is system software?
3. Name any two magnetic storage devices.
4. What is cloud storage?
5. Explain any one financial Function with example.

Q.2 Answer any two questions in detail.**12 Marks**

1. Explain differences between Internet and Extranet.
2. Write a note on cloud Storage.
3. Explain logical functions with examples.

Q.3 Answer any one.**08 Marks**

1. Detailed note on Search Engine Mechanism.
2. Explain types of software in detail.



Sarvajanik University



W-2023 Date: 06-11-23 Time: 08:15 AM to 09:30 AM
Regular / Backlog Exam

B.B.A. (Hons) - SEMESTER- I EXAMINATION

Course Code: BMBA24105

Course Name: Communication and Soft Skills-1

Instructions:

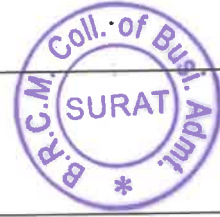
1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

Total Marks: 30

- | | Marks |
|--|-----------|
| Q.1 Answer the following in short (3 × 2 Marks) | 06 |
| A. How does reading well help in developing communication skills? | |
| B. Which are the aspects to be taken care of while speaking publicly? | |
| C. How does listening well help in developing communication skills? | |
| Q.2 Which are the benefits of developing reading skills to students? How to develop reading as skill? | 08 |
| OR | |
| Q.2 Write about study techniques and also make a brief note on how to develop reading comprehension. | |
| Q.3 Which are the guidelines to make an effective presentation? How to structure the presentation? | 08 |
| OR | |
| Q.3 Write a note on planning and preparing an effective presentation. | |
| Q.4 Which are the traits of a good listener, and which are the barriers to effective listening? | 08 |
| OR | |
| Q.4 Which are the different types of listening? Illustrate how hearing and listening are different from each other. | |



Sarvajani University



W-2023 Date: 07-11-23 Time: 08:15 AM to 09:30 AM
Regular / Backlog Exam

B.B.A. (Hons) - SEMESTER- I EXAMINATION

Course Code: BMBA25106

Total Marks: 30

Course Name: Emotional Skills for Workplace

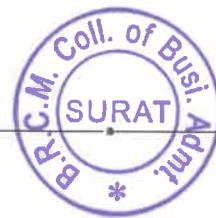
Instructions:

- 1. Attempt all questions.**
- 2. Make suitable assumptions wherever necessary.**
- 3. Figures to the right indicate full marks.**

	Marks
Q.1 Answer the following in short (3 × 2 Marks)	06
A. How does pets help to reduce stress?	
B. List four strategies of emotional intelligence.	
C. What is the importance of Resilience?	
Q.2 Discuss strategies of managing stress in detail.	08
OR	
Q.2 A Discuss effects of Stress on Individual at length.	04
Q.2 B Discuss "Eustress – Neustress – Distress"	04
Q.3 Why managing emotions is important in an organization?	08
OR	
Q.3 Amish is trying to improve his emotional intelligence. Suggest him strategies to develop emotional intelligence.	08
Q.4 Describe seven crucial Cs as of Resilience in detail.	08
OR	
Q.4 What is your level of resilience? How can you improve your resilience further?	08



Sarvajanik University



W-2023 Date: 08-11-23 Time: 08:15 AM to 09:30 AM

Regular / Backlog Exam

6

B.B.A. (Hons) - SEMESTER- I EXAMINATION

Course Code: BMBA26107

Total Marks: 30

Course Name: Health, Wellness and Yoga

Instructions:

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Write only legible answers, draw diagram if necessary.

		Marks
Q.1	Answer the following in short (3 × 2 Marks)	06
	A. Write about fats and oils with examples. Write a note on nutritional benefits of fats and oils in our diet.	
	B. Which asanas are helpful for strengthening height? Explain one in detail.	
	C. Explain emotional and psychological dimensions of wellness.	
Q.2	Write any two (2 X 4 Marks)	08
	A. Write on daily regime (dincharya) for health and wellness	
	B. Explain in detail about "Sitting disease: A 21 st century chronic disease".	
	C. Write a note on "Barriers to change" in behavior modification.	
Q.3	Write any two (2 X 4 Marks)	08
	A. What are different exercises for physical fitness? Explain any two exercises for physical fitness.	
	B. Explain sitting asanas with benefits. Mention the steps of meditation and its benefits.	
	C. What is "Kapalbhati". Explain the method and benefits of "Kapalbhati"	
Q.4	Write any two (2 X 4 Marks)	08
	A. Explain in detail the physiological function of food. Add a note on role of proteins in our diet.	
	B. What is balanced diet and its benefits. Mention micro elements of nutrients.	
	C. What are antioxidants and dietary fibers? Explain their significance in health of humans.	