

(Please write your Exam Roll No.)

Exam Roll No. ....

# END TERM EXAMINATION

SECOND SEMESTER [BBA] MAY-JUNE 2018

Paper Code: BBA-110

BBA(B&J)-110

Subject: Business Communication

Time : 3 Hours

Maximum Marks :  
Note: Attempt any five questions. All questions carry equal marks.

- Q1. a) Explain the meaning and significance of business communication.  
b) Explain principles of effective business communication.
- Q2. To be an effective communicator one has to be an effective listener. Analyse the statement with focus on essentials of effective listening.
- Q3. Growth in international business due to globalization added new perspectives and dimensions to business communication. Elucidate.
- Q4. Write note on:  
a) Ethical and legal issues in business communication.  
b) Formats of Business Letters.
- Q5. Letters, Circulars, Notices and Office Memorandums differ from each other and each has a specific function and format. Explain with illustrations.
- Q6. What are the steps involved in project writing? Explain its contents. What precautions are needed to be taken to make project report effective? Discuss with examples.
- Q7. A meeting has to be convened by the Director of your college to address all faculty members relating to allocation of courses to them and to discuss the activities to be taken up in the next semester. Prepare a draft of (a) Notice (b) Minutes of the meeting. Make realistic assumptions w.r.t agenda, deliberations and decisions.
- Q8. a) What are different types of business letters? Explain them briefly.  
b) Write a letter to the suppliers of office equipment inviting quotation from them for supply of office equipments.

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**END TERM EXAMINATION**

SECOND SEMESTER [BBA] MAY-JUNE 2018

**Paper Code: BBA-102****Subject: Cost Accounting  
(Batch 2017)****Time: 3 Hours****Maximum Marks: 75****Note: Attempt any five questions. All questions carry equal marks.**

**Q1** "Cost may be classified in a variety of ways according to their nature and the information needs of management." Explain and discuss this statement giving examples of classifications required for different purposes.

**Q2** From the data given below, answer the following:-

- What is the simple average price of the four weeks' receipts of material A?
- What is the weighted average price of the four weeks' receipts of material B?
- What is the value of the balance of material A, in stock at the close of the fourth week if issues are priced on a LIFO basis?
- What is the value of the fourth weeks' issue of material B, if they are priced on a FIFO basis?

Week	Raw Material Received				issues	
	A		B		A	B
	Kg.	Rs.	Kg.	Rs.	Kg	Kg
I	500	2,000	2,500	3,380	350	3,000
II	600	2,520	2,800	3,920	500	2,400
III	400	1,760	1,500	2,100	600	2,600
IV	500	1,920	3,200	4,800	600	2,200

Opening Stocks:

A-400 Kg at Rs. 1,440

B-4,000 Kg at Rs. 5,800

**Q3**

- A worker completes a job in a certain number of hours. The standard time allowed for the job is 12 hours and the hourly rate of wages is Rs. 5 per hour. The worker earns, at the rate of 50%, a bonus of Rs. 7.5 under Halsey Plan.

Ascertain the total earnings of the worker under Rowan Premium Plan. Also calculate the effective rate of earning per hour.

- Calculate Machine Hour Rate from the following:

Cost of Machine	Rs. 1,30,000
Installation Charges	Rs 20,000
Working Life	10 years
Working Hours	1,500 per year
Repairing Charges 40% of Depreciation	
Power 10 units per hour @ Rs. 0.10 per unit	
Lubricating oil Rs. 6 per day of 8 hours.	
Consumable store Rs. 10 per day of 8 hours	
Wages of Operator Rs. 4 per day.	
Machine Insurance 40% of Depreciation.	

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Q4 What do you mean by absorbed overhead? Under what circumstances a difference arise between absorbed overhead and actual overhead? How will you dispose of the balance?

Q5 A manufacturer finds that an increase in the cost of production has taken place. Formerly his cost-Raw Materials 30%; Wages 20%; Rent rates etc. 5%; Fuel 10%; General Expenses 15%;. Now there has been increase of 50% in fuel; 30% in materials; 25% in wages and 20% in rent and rates etc.

He consults you as to what percentage he must add to the selling price in order to obtain the same profit? What would be the result of your calculations and how would you prove to him that they were correct?

Q6 Prepare the process account form the following information:

Process	X	Y	Z
<b>Material (Rs.)</b>	30,000	18,000	15,000
<b>Labour (Rs.)</b>	16,000	10,000	4,000
<b>Direct Expenses</b>	9,000	6,000	5,000

The output during the period is 2,000 units, the overheads are Rs. 7,800. Allocate the overheads on the basis as given below:  
In process X 150% of Y and in Process Z 50% of Process X.

Q7 Write up a Contract Account form the following:

	Rs.
Direct Material	28,000
Wages	22,000
Special Plant	18,000
Store Issued	9,000
Loose Tools	2,500
<b>Cost of Tractor:</b>	
Fuel	4,000
Wages of Driver	8,000

The contract was completed in 26 weeks at the end of which plant was returned subject to a depreciation of 20% on the original cost . The value of loose tools and stores returned were Rs. 500 and Rs. 1,000 respectively. The value of the tractor was Rs. 1,20,000 and the depreciation is to be charged to this contract @20% per year. Provided office overheads @10% on works cost. The contract was agreed to be performed at a profit of 25% on total cost.

Q8 What is meant by operating cost and operating costing? In which industries it is used? Prepare operating cost sheet with imaginary figures.

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# END TERM EXAMINATION

SECOND SEMESTER [BBA(GEN)] MAY-JUNE 2018

**Paper Code: BBA-106**

**Subject: E-Commerce**

**Time: 3 Hours**

**Maximum Marks: 75**

**Note: Attempt any five questions.**

- Q1** (a) What do you understand by the term 'E-Commerce'? List the key differences between traditional commerce and electronic commerce. (5)  
 (b) What are the basic types of E-commerce? Give an example of each. (5)  
 (c) Explain the barriers in E-commerce environment. (5)
- Q2** (a) Discuss the Indian readiness for E-commerce. Explain briefly the Role of Government in e-commerce. (8)  
 (b) What are the requirements for transacting online for an organization dealing in books and music titles? Explain them. (7)
- Q3** (a) What is a Frame in HTML? Describe two attributes of the <FRAME> tag alongwith their syntax and example. (5)  
 (b) Explain the tags, used in creation of a form. (5)  
 (c) Explain how will you insert a video and audio in your html document? (5)
- Q4** Explain any **five** of the following HTML Tags: (3X5=15)  
 (i) <DIV>  
 (ii) <TR>  
 (iii) <LINK>  
 (iv) <SUP>  
 (v) <STRONG>  
 (vi) <IMG>
- Q5** (a) List various methods of making payment over the Internet for online purchase. Discuss their relative advantages and disadvantages. (8)  
 (b) What is electronic wallet? How are they useful? (4)  
 (c) What is EFT? (3)
- Q6** (a) Is the business on the Internet secure? Discuss. (3)  
 (b) If a customer purchases an item from an online store, what are some of the security concerns that might arise? Explain. (4)  
 (c) Explain the terms-Encryption and Decryption and their role in the conduct of E-commerce using example. (8)
- Q7** (a) Discuss the application of E-commerce in E-Procurement bringing out its advantages and disadvantages. (6)  
 (b) What are the major attributes of Mobile Commerce which offer new applications and are applicable only in mobile environment. (6)  
 (c) What are cookies? Are they useful or not? (3)
- Q8** (a) Discuss the major applications of E-commerce in Supply Chain using example. (6)  
 (b) Discuss the taxation issues on E-commerce transactions over the Internet. (6)  
 (c) Is ethics different from law? Explain (3)

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*Exam Roll No. 41024501717*

## **END TERM EXAMINATION**

**SECOND SEMESTER [BBA] MAY- JUNE 2018**

**Paper Code: BBA-112**

**Subject: Business Environment**

**Time: 3 Hours**

**Maximum Marks: 75**

**Note: Attempt any five questions including Q.No 1 which is compulsory.**

**Q1** Answer the following questions: **(Any three):-** (15)

- (a) What are the limitations of environmental analysis?
- (b) Why do we need poverty alleviation programmes?
- (c) Critically evaluate the role of GATT in promoting international trade.
- (d) Distinguish between national income at current price and national income at constant price.

**Q2** What are the central problems of an economy? How does planning help in solving them? (15)

**Q3** What are the basic characteristics of Indian economy? Elaborate. (15)

**Q4** Is the Service-Led economic growth of India sustainable? Discuss. (15)

**Q5** How would you explain the paradox of high economic growth and low human development in India? (15)

**Q6** Critically evaluate the government policy towards public sector enterprises since 1991. What are the objectives of disinvestment? (15)

**Q7** Explain the role of WTO in safeguarding IPR (Intellectual Property Rights). (15)

**Q8** Illustrate using schematic representation as to how the circular flow of income and expenditure occur in the context of four sector model of economy. (15)

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