

UNIVERSITY OF THE PUNJAB



First Year A/2016
Examination: B.B.A. (Hons.)

Roll No.

Subject: Islamic and Pakistan Studies
PAPER: 1

TIME ALLOWED: $1\frac{1}{2} + 1\frac{1}{2}$ hrs.
MAX. MARKS: 50+50

USE SEPARATE ANSWER BOOK FOR EACH PART

Islamic Studies

SHORT QUESTION PORTION

نوٹ: تمام سوالات کے جوابات درکار ہیں۔

Q. # 1: Give short answers of the following questions.

(5x4=20)

- Describe the Macca and Madina period of Holy Quran.
- Write down the meanings of الحجرات and الفرقان
- Enlist the kinds of "الشرك"
- Write down four such people who can get "Zakat".
- Write down four benefits of justified livelihood.

سوال نمبر ۱: درج ذیل سوالات کے مختصر جوابات دیں۔

- قرآن مجید کا مکی و مدنی دور کتنا ہے؟
- الفرقان اور الحجرات کے معنی لکھیں۔
- الشرك کی اقسام لکھیں۔
- چار مصارف زکوٰۃ لکھیے۔
- کسب حلال کے چار فوائد لکھیں۔

SUBJECTIVE PORTION

Q. # 2: Translate and explain any one of the following verses.

(6+4=10)

سوال نمبر ۲: درج ذیل قرآنی آیات میں سے ایک کا ترجمہ اور تشریح کریں۔

- (الف) وَالَّذِينَ يَقُولُونَ رَبَّنَا اصْرِفْ عَنَّا عَذَابَ جَهَنَّمَ إِنَّ عَذَابَهَا كَانَ غَرَامًا
- (ب) إِنَّمَا الْمُؤْمِنُونَ إِخْوَةٌ فَأَصْلَحُوا بَيْنَ أَخَوِيكُمْ وَاتَّقُوا اللَّهَ لَعَلَّكُمْ تُرْحَمُونَ

Q. # 3: Translate and explain one of the following Ahadith.

(6+4=10)

سوال نمبر ۳: درج ذیل احادیث مبارکہ میں سے کسی ایک کا ترجمہ اور تشریح کریں۔

- (الف) لَا يُؤْمِنُ أَحَدُكُمْ حَتَّىٰ يَكُونَ هَوَاهُ تَبَعًا لِمَا جِئْتُ بِهِ
- (ب) أَفْضَلُ الْأَعْمَالِ الْحُبُّ فِي اللَّهِ وَالْبُغْضُ فِي اللَّهِ

Q. # 4: Write down a few characteristics of the Prophet (SAW) as a "Teacher". OR

Comment how Justice brings pleasant effects on society.

سوال نمبر ۴: آنحضور صلی اللہ علیہ وسلم کی بطور معلم چند خوبیاں لکھیں۔ یا عدل معاشرے پر کس قدر خوشگوار اثرات لاتا ہے۔ تبصرہ کریں۔

(10) (ورق الیہ)

Ethics (for Non-Muslims)

NOTE: Attempt any TWO questions.

نوٹ: صرف دو سوالات کے جوابات لکھیے۔

Q. #1: Highlight the importance of morality.

(25)

سوال نمبر ۱: اخلاقیات کی اہمیت لکھیں۔

Q. #2: Writedown the main teachings of Jesus the Christ.

(25)

سوال نمبر ۲: حضرت عیسیٰ علیہ السلام کی اہم تعلیمات لکھیں۔

Q. #3: How Islam teaches kindness, elaborate.

(25)

سوال نمبر ۳: اسلام کس طرح رحم دلی کی تعلیم دیتا ہے؟ تفصیلاً لکھیں۔

Pakistan Studies

نوٹ: سوال نمبر ایک لازمی ہے۔ بقیہ میں سے دو سوالات کے جوابات لکھیے۔

SHORT QUESTIONS PORTION

Q.#1: Give short answers of the following questions.

(5x4=20)

سوال نمبر ۱: ان سوالات کے مختصر جوابات دیں۔

i) Write down two sayings of Quaid-e-Azam about Two Nation Theory.

(i) دو قومی نظریے بارے قائد اعظم کے دو فرمان لکھیں۔

ii) Enlist a few causes of failure of Tehreek-e-Jehad.

(ii) تحریک جہاد کی ناکامی کی چند وجوہات لکھیں۔

iii) Write down names of four books by Shah Wali Ullah.

(iii) شاہ ولی اللہ کی چار کتب کے نام لکھیں۔

iv) Write down four Islamic clauses of Constitution of 1973.

(iv) ۱۹۷۳ء کے آئین کی چار اسلامی دفعات لکھیں۔

v) Suggest four points to improve economy.

(v) اقتصادی ترقی کی چار تجاویز دیں۔

SUBJECTIVE TYPE

Note: Each question carries 15 marks.

Q.#2: Write down the Deeni Services of Mujadid Alaf Sani.

سوال نمبر ۲: مجدد الف ثانی کی دینی خدمات لکھیں۔

Q.#3: Write down early problems of Pakistan.

سوال نمبر ۳: پاکستان کے ابتدائی مسائل لکھیں۔

Q.#4: Enlist Islamic clauses of Constitution of 1973.

سوال نمبر ۴: ۱۹۷۳ء کے آئین کی اسلامی دفعات لکھیں۔



UNIVERSITY OF THE PUNJAB

First Year A/2016
Examination: B.B.A (Hons.)

Roll No.

Subject: English (Functional)
PAPER: 2

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

NOTE: Attempt FIVE questions in all. Question No. 1 is compulsory.

Q: 1 a)	Fill in the blanks with the correct words given in brackets. 1) I'm busy at the moment, _____ on the computer. a) I work b) I'm work c) I'm working d) I working 2) My friend _____ the answer to the question. a) Is know b) know c) knowing d) knows 3) I think I'll buy these shoes. _____ really well. a) They fit b) they've fit c) They're fitting d) they were fitting 4) Where _____ the Car? a) Did you park b) did you parked c) parked you d) you parked 5) At nine o'clock yesterday morning we _____ for the bus. a) wait b) waiting c) was waiting d) were waiting 6) When I looked round the door, the baby _____ quietly. a) is sleeping b) slept c) was sleeping d) were sleeping 7) Here's my report. _____ It at last. a) I finish b) I finished c) I'm finished d) I've finished 8) I've _____ made some coffee. It's in the kitchen. a) ever b) just c) never d) yet 9) We _____ to Ireland for our holidays last year. a) goes b) going c) have gone d) went 10) Robert _____ ill for three weeks. He's still in hospital. a) had been b) has been c) is d) was	[10]
b)	Add question tags or short answers to the following: 1. Let's go to the carnival. _____ 2. Could I have a word with you, please? _____ 3. Have you decided about the course? _____ 4. I'm trying to move this cupboard, but it's very heavy. _____ 5. Is the shop open yet? _____	[10]
C)	Give ONE word for following: 1. A place where clothes are kept. 2. A letter is not clear to read. 3. A shed of cars. 4. A person who speaks two languages. 5. A person who eats vegetables.	[10]

Q: 2	Change any SEVEN of the following into direct/indirect speech. <ol style="list-style-type: none"> 1. She says, "I can't sleep". 2. She says, "I've hurt my back". 3. He said, "I feel sick all the time". 4. The man said, "Are there guided tours"? 5. The patient said, "I feel over and hurt myself". 6. Shockley Carmichael said, "Black is beautiful". 7. Gabiles said, "The earth moves round the sun". 8. Shakespeare said, "All the world is a stage". 9. George Orwell said, "Big brothers are watching you". 10. Mrs. thatcher said, "Threer is no such thing as society". 	[17.5]
Q: 3	Change VOICE of any SEVEN of the following sentences: <ol style="list-style-type: none"> 1. We have bread the breast yesterday. 2. The mechanic is repairing the car. 3. Alexander Graham Bell invented the telephone. 4. Police stopped us when we were coming home. 5. My brother took the photo. 6. A policeman has been murdered by terrorist. 7. We were woken by the alarm. 8. The guide led group of tourist around the castle. 9. The dog has bitten several people. 10. The medals were presented by the Principal. 	[17.5]
Q: 4	Synthesize any SEVEN of the following sentences. <ol style="list-style-type: none"> 1. The titanic sank in 1912. It was supposed to be unsinkable. 2. Nelson Mandela was in prison for 27 years. He became president of South Africa. 3. John Lennon was killed in 1980. He was one of the Beatles. 4. Queen Victoria came to the throne in 1837. She ruled over the British Empire. 5. Mars is 140 million miles away. It is known as the red planet. 6. The Berlin Wall was built in 1961. It stood for 28 years. 7. The Ground Canyon is over 200 miles long. It is one of the warders of the world. 8. Zedco has 10,000 employees. It is an international company. 9. Laura Painted a picture. It's being shown in an exhibition. 10. We are looking forward to a concert. It's next Saturday. 	[17.5]
Q: 5	Write a letter on behalf of the students of your college to minister of education (Punjab), inviting him to be chief guest at the annual day of your College.	[17.5]
Q: 6	Write a report to a newspaper commenting on reckless driving.	[17.5]
Q: 7	Write an essay 300 words on any ONE of the following: <ol style="list-style-type: none"> 1) My Best Fried 2) Pakistan of my dreams 3) A Road Accident 4) Bomb Blast 	[17.5]

Q: 8

Read the following passage and answer the questions given at the end:

[17.5]

The other day we heard someone smilingly refer to poets as dreamers. Now, it is accurate to refer to poets as dreamers, but it is not discerning to infer, as this person did, that the dreams of poets have no practical value beyond the realm of literary diversion. The truth is that poets are just as practical as people who build bridges or look into microscopes; and just as close to reality and truth. Where they differ from the logician and the scientist is in the temporal sense alone; they are ahead of their time, whereas logicians and scientist are abreast of their time. We must not be so superficial that we fail to discern the practicableness of dreams. Dreams are the sunrise streamers heralding a new day of scientific progress, another forward surge. Every forward step man takes in any field of life, is first taken along the dreamy paths of imagination. Robert Fulton did not discover his steamboat with full steam up, strainin at a hawser at some Hudson River dock; first he dreamed the steamboat, he and other dreamers, and then scientific wisdom converted a picture in the mind into a reality of steel and wood. The automobile was not dug out of the ground like a nugget of gold; first men dreamed the automobile and afterward, long afterward, the practical-minded engineers caught up with what had been created by winging fantasy. He who looks deeply and with a seeing eye into the poetry of yesterday finds there II the cold scientific magic of today and much which we shall not enjoy until some tomorrow. If the poet does not dream so clearly that blueprints of this vision can immediately be drawn and the practical conversions immediately effected, he must not for that reason smiled upon as merely the mental host for a sort of harmless madness. For the poet, like the engineer, is a specialist. His being, tuned to the life of tomorrow, cannot be turned simultaneously to the life of today. To the scientist he says, "here, I give you a flash of the future." The wise scientist thanks him, and takes that flash of the future and makes it over into a fiber of today.

Questions

1. Are poets dreamers? In what sense?
2. Is a poet a practical man? In what way?
3. Are dreams, according to the author, useful to the world? Why?
4. What was Fulton's achievement?
5. If the poet did not dream, what would happen?



UNIVERSITY OF THE PUNJAB

First Year A/2016
Examination: B.B.A (Hons.)

Roll No.

Subject: Introduction to Business
PAPER: 3

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

NOTE: Attempt any FIVE Questions. Question No.7 is MANDATORY.

Q: 1	Write a detailed note on: Role of Business in Economic Development of a Country.	15
Q: 2	Define Sole Proprietorship and Explain qualities of a good proprietor.	15
Q: 3	What is legal definition of Partnership? What are its different Types and Explain the procedure for Registration of a Partnership Firm.	15
Q: 4	Differentiate between: a) Private Limited Company and Public Limited Company b) Memorandum and Articles of Association	15
Q: 5	What are different types of shares and Explain in detail the procedure to be followed for issuance of shares.	15
Q: 6	Write a note of channels of distribution for different types of goods.	15
Q: 7	Write Short Notes on: a) Contents of Partnership Deed b) Chartered Company c) Statutory Meeting d) Prospectus e) Brokerage f) Trade g) Profession h) Industry	(5X8) 40



UNIVERSITY OF THE PUNJAB

Roll No.

First Year A/2016
Examination: B.B.A (Hons.)

Subject: Introduction to Computer Science
PAPER: 4

TIME ALLOWED: 1 hr.
MAX. MARKS: 40

NOTE: Attempt this Paper on this Question Sheet only.

OBJECTIVE PORTION

Note: Attempt all Questions

Q.No1. Mark "T" for True and "F" for False Accordingly (15)

1	MIS stands for management information system.	
2	RAM is a Non-volatile Memory.	
3	Rom is a Volatile memory.	
4	OMR is used for direct image printed text.	
5	All modem computers operate on the information.	
6	Floppy disk typically in diameter of 5.25".	
7	Software is the one who enhance the capabilities of the computer.	
8	CD-ROM is a semi-conductor memory.	
9	Analytical Engine is the computer which was conceived by babbage.	
10	A name or number which is used to identify the location called address.	
11	A database which is concerned with definition of DB called DML.	
12	Data key is used to create a foreign key between the given tables.	
13	Wikipedia provides 3D view of the earth.	
14	Virus is a threat for client.	
15	Java script is not a server side programing language.	

Q.No.2. Encircle the most suitable option.

(15)

1. is computer software designed to operate the computer hardware and to provide Platform for running application software

- a. Application software
- b. System software
- c. Software
- d. Operating system

2. The is the amount of data that a storage device can move from the storage Medium to the Computer per second

- a. data migration rate
- b. data digitizing rate
- c. data transfer rate
- d. data access rate

3. A device, which is not connected to CPU, is called as

- a. land-line device
- b. On-line device
- c. Off-line device
- d. Device

4. What is the other name for programmed chip?

- a. RAM
- b. ROM
- c. LSIC
- d. PROM

5. provides process and memory management services that allow two or more tasks, jobs, or programs to run simultaneously

- a. Multitasking
- b. Multithreading
- c. Multiprocessing
- d. Multicomputing

6. The task of performing operations like arithmetic and logical operations is called.....

- a. Processing
- b. Storing
- c. Editing
- d. Sorting

7. ALU and Control Unit jointly known as

- a. RAM
- b. ROM
- c. CPU
- d. PC

8. RAM is an example of

- a. Secondary memory
- b. Primary memory
- c. Main memory
- d. Both (1) and (2)

PTO

9. Magnetic disk is an example of
- Secondary memory
 - Primary memory
 - Main memory
 - Both (1) and (2)
10. Which one of the following is NOT a computer language
- MS-Excel
 - BASIC
 - COBOL
 - C++
11. RAM is also called as
- Read / Write Memory
 - Long Memory
 - Permanent Memory
 - Primary Memory
- 12..... Store data or information temporarily and pass it on as directed by the control Unit
- Address
 - Register
 - Number
 - Memory
13. The CPU and memory are located on the :
- expansion board
 - motherboard
 - storage device
 - output device
14. is the science that attempts to produce machines that display the same type of Intelligence that humans do
- Nano science
 - Nanotechnology
 - Simulation
 - Artificial intelligence (AI)
15. Servers are computers that provide resources to other computers connected to a:
- networked
 - mainframe
 - supercomputer
 - client

Q.NO.3 what are the Abbreviations stands for?

(1*10=10)

1	MICR	
2	OMR	
3	OCR	
4	EIS	
5	MIS	
6	DOS	
7	ASCII	
8	MRS	
9	DDS	
10	KB	



UNIVERSITY OF THE PUNJAB

First Year A/2016
Examination: B.B.A (Hons.)

Roll No.

Subject: Mathematics (Elementary)
PAPER: 5

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

Objective

Attempt any 15 Questions. Just provide answers of mathematical questions.

2*15

- Differentiate $f(x) = 10x^2$
- Add given matrix $A = \begin{pmatrix} 1 & 8 \\ 4 & -2 \end{pmatrix}$ and $B = \begin{pmatrix} -3 & 5 \\ 5 & 2 \end{pmatrix}$
- Calculate effective annual interest rate where nominal rate is 2%.
- Define compound interest?
- Define square matrix.
- What is a "Row Matrix".
- Write down formula for calculating simple interest.
- Define continuity at a point, 'a'.
- Differentiate $f(x) = 10$
- Find 2A if $A = \begin{pmatrix} 2 & 4 \\ 1 & 3 \end{pmatrix}$
- Write general equation of Horizontal Asymptote.
- Define the term identity matrix
- Define the term Mortgage.
- If $h(s) = s^2 - 8s + 5$ and $s = f(t) = 5$. Determine $h(f(t))$.
- What is meant by scalar multiplication?
- Find out 2A-B for the given matrices.
 $A = \begin{pmatrix} 2 & 5 \\ 3 & 4 \end{pmatrix}, B = \begin{pmatrix} 1 & 0 \\ 0 & 2 \end{pmatrix}$
- What is the application of linear programming?
- Write down the quotient rule of differentiation.
- How to calculate inverse of a matrix?
- What is the application of differentiation

Subjective

Attempt any FOUR questions. All questions carry equal marks.		
Q.1. a)	How much money would Mr. B receive after 3 years if he invests Rs. 10,000 today at 7% simple interest?	9
b)	If Rs. 3,000 are invested at 6% interest compounded quarterly, what would it amount to at the end of 8 years?	8 ½
Q.2. a)	Solve the following simultaneous equations by Cramer's rule. $3x + 2y = 12$ $x + 5y = 17$	9
b)	Solve the following system of equations by using the concept of matrices. $2x + 3y = 10$ $4x + 8y = 24$	8 ½
Q.3. a)	Given $y = g(u) = u^2 + 2u$ and $u = h(x) = x^3$, determine: 1. $g(h(x))$ 2. $g(h(2))$	9
b)	$f(x) = x^2 + 5$ Sketch the above function.	8 ½
Q.4	Maximize $z = 4x_1 + 8x_2$ Subject to $2x_1 + x_2 \leq 30$ $x_1 + 2x_2 \leq 24$ $x_1 + x_2 \geq 0$	17 ½
Q.5 a)	Determine the inverse of a matrix $B = \begin{pmatrix} 1 & 2 & 0 \\ 1 & 0 & -1 \\ -1 & 3 & 2 \end{pmatrix}$	8 ½
(b)	If $A = \begin{pmatrix} 2 & 1 \\ 3 & 4 \end{pmatrix}$, $B = \begin{pmatrix} 4 & 0 \\ 1 & 2 \end{pmatrix}$ and $C = \begin{pmatrix} 1 & 1 \\ 1 & 3 \end{pmatrix}$ Verify that $A(BC) = (AB)C$	9
Q.6 (a)	Compute the monthly mortgage payment, total payment and total interest for mortgage loan of Rs. 90,000 at 10% per year for 25 years.	9
(b)	Determine the domain of a function $F(x) = \sqrt{x/(8-x)}$	8 1/2
Q.7	Differentiate the following $F(x) = \sqrt[5]{x}$ $F(x) = x/x - x^2$ $F(x) = (\frac{x^2}{2} - 10)(x^3 - 2x^2 + 1)$ $F(x) = 10x - 5$	17 1/2



UNIVERSITY OF THE PUNJAB

First Year A/2016
Examination: B.B.A. (Hons.)

Roll No.

Subject: Financial Accounting (Basic)
PAPER: 6

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

NOTE: Attempt any FIVE questions including question # 1 which is compulsory. All questions carry equal marks.

Objective Part

Q.No. 1

Briefly explain any ten (10) terms given below:-

1. What are tangible assets.
2. What are financing activities.
3. Define the term Depreciation.
4. What is matching principal?
5. What are retained earnings?
6. What is periodic inventory system?
7. What is realization principle
8. What is meant by term cash discount?
9. What is meant by unearned revenue?
10. What is insolvency?
11. What is subsidiary ledger account.
12. What is perpetual inventory system?
13. What is equity?
14. Give five examples of current liabilities.
15. What are outstanding expenses?

Subjective Part

Q. No. 2

The balance sheet items of The Candy Shop (arranged in alphabetical order) were as follows at the close of the business on September 30, 2013.

Accounts Payable	\$ 6,800	Furniture & Fixtures	\$ 9,000
Accounts Receivable	5,000	Land	72,000
Building	80,000	Notes Payable	?
Capital Stock	100,000	Retained Earnings	19,100
Cash	6,900	Supplies	3,000

The transactions occurring during the first week of October were:

- Oct.3** Additional capital stock was sold for \$30,000. The accounts payable were paid in full. (No payment was made on the notes payable.)
- Oct.6** More furniture was purchased on account at a cost of \$8,000, to be paid within 30 days. Supplies were purchased for \$900 cash from a restaurant supply center that was going out of business. These supplies would have cost \$2,000 if purchased under normal circumstances.
- Oct.1-6** Revenues of \$8,000 were earned and paid in cash. Expenses required to earn the revenues of \$3,200 were incurred and paid in cash.

Instructions:

- a. Prepare a balance sheet at September 30, 2013. (You will need to compute the missing figure for Notes Payable.)
- b. Prepare a balance sheet at October 6, 2013. Also prepare an income statement and a statement of cash flows for the period October 1-6, 2013. In your statement of cash flows, treat the purchase of supplies and the payment of accounts payable as operating activities.

Q. No. 3

Lyons Inc. provides consulting services. A few of the company's business transactions occurring during June are described below :-

- 1) On June 1, the company billed customers \$5,000 on account for consulting services rendered. Customers are required to make full payment within 30 days.
- 2) On June 3, the company purchased office supplies costing \$3,200, paying \$800 cash and charging the remainder on the company's 30-day account at Office Warehouse. The supplies are expected to last several months.
- 3) On June 5, the company returned to Office Warehouse \$100 of supplies that were not needed. The return of these supplies reduced by \$100 the amount owed to Office Warehouse.
- 4) On June 17, the company issued an additional 1,000 shares of capital stock at \$5 per share. The cash raised will be used to purchase new equipment in September.
- 5) On June 22, the company received \$1,200 cash from customers it had billed on June 1.
- 6) On June 29, the company paid its outstanding account payable to Office Warehouse.
- 7) On June 30, a cash dividend totaling \$1,800 was declared and paid to the common stockholders.

Required:

- a. Record each transaction in General Journal.
- b. Post each entry to appropriate ledger accounts.
- c. Prepare a trial balance.

Q. No. 4

Boston Bait Shop uses a periodic inventory system at December 31, Year I the accounting record include the following information: -

Inventory case of December 31, Year 1,	\$2,800
Net Sales	\$79,600
Purchases	\$30,200

A complete physical inventory taken at December 31 year indicate merchandising closing \$3000 remains in stock.

- a. How were the amounts of beginning and ending inventory determined.
- b. Compute the amount of cost of good sold in year 2.
- c. Prepare a partial income statement showing the shop's gross profit for the year.

Q. No. 5

Pool Power, Inc., provides swimming pool services to both commercial and residential customers. The company performs adjusting entries on a *monthly* basis, whereas closing entries are prepared *annually* at December 31. An adjusted trial balance dated December 31, 2014, follows.

POOL POWER, INC.
Balance Sheet
December 31, 2014

	Debits	Credits
Cash.....	\$ 33,400	
Accounts receivable	5,200	
Unexpired insurance	9,100	
Prepaid rent	2,800	
Supplies.....	1,600	
Trucks	120,000	
Accumulated depreciation; trucks.....		\$ 70,000
Equipment.....	30,000	
Accumulated depreciation; equipment		17,000
Accounts payable		2,700
Notes payable.....		40,000
Salaries payable		800
Interest payable		200
Income taxes payable.....		1,300
Unearned service revenue.....		1,000
Capital stock.....		15,000
Retained earning		27,000
Dividends	4,000	
Service revenue earned		180,000
Insurance expense	2,100	
Office rent expense	32,000	
Supplies expense.....	4,100	
Salary expense	65,000	
Depreciation expense; trucks	20,000	
Depreciation expense; equipment.....	5,000	
Repair and maintenance expense	4,200	
Fuel expense.....	1,900	
Miscellaneous expense.....	3,000	
Interest expense.....	3,600	
Income taxes expense	8,000	
	<u>\$355,000</u>	<u>\$355,000</u>

Instructions

Prepare an income statement and statement of related earnings for the year ended December 31, 2014. Also prepare the company's balance sheet dated December 31, 2014.

Q. No. 6

Claypool Hardware is the only hardware store in a remote area of northern Minnesota. Some of Claypool's transactions during the current year are as follows:-

- Nov. 5 Sold lumber on account to Bemidji Construction, \$13,390. The inventory subsidiary ledger shows the cost of this merchandise was \$9,105.
- Nov. 9 Purchased tools on account from Owatonna Tool Company, \$3,800.



UNIVERSITY OF THE PUNJAB

First Year A/2016
Examination: B.B.A. (Hons.)

Roll No.

Subject: Principles of Management
PAPER: 7

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

SECTION – I

(70 Marks)

Attempt Any Four Questions. All Questions carry equal marks.

Q: 1	Define Decision Making. Write a detailed note on 8 steps of decision-making process with appropriate example.	17.5
Q: 2	What is motivation? Differentiate between Maslow's Hierarchy of Needs and Theory X and Theory Y.	17.5
Q: 3	Why control is important, Elaborate the three steps in control process.	17.5
Q: 4	Discuss six elements of organizational design. Differentiate between organic and mechanistic structures.	17.5
Q: 5	What is planning? How important is it for organizational performance? Discuss the contingency factors that affect planning.	17.5
Q: 6	Describe all the external environmental components? Why is it important for managers to understand these components?	17.5
Q: 7	What is Organizational Culture? Differentiate between strong and weak culture and write down its dimensions.	17.5

SECTION – 2

(30 Marks)

Attempt Any Ten Questions. All Questions carry equal marks.

1. Hindsight error
2. Job enrichment
3. Effectiveness and Efficiency
4. Organizational Structure
5. Management
6. Organizing
7. Scientific Management
8. Environment
9. Maslow's Hierarchy of Needs
10. Need for Power
11. Self-esteem
12. Unity of command & chain of command
13. Departmentalization
14. Organizational design
15. Work specialization



UNIVERSITY OF THE PUNJAB

First Year A/2016
Examination: B.B.A. (Hons.)

Roll No.

Subject: Business Communication
PAPER: 8

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

SECTION - I

Attempt FOUR Questions. All questions carry equal marks.

- Q1 Clarify the importance of non-verbal communication and explain the categories of non-verbal expression. [17.5]
- Q2 What are the Seven C's of communication? Describe how clarity and courtesy can be applied while composing effective business messages. [17.5]
- Q3 What is culture? Describe an intercultural communication model. [17.5]
- Q4 What are the key areas for ethical communication on which a manager should focus? Discuss in detail [17.5]
- Q5 Discuss in detail the following communication technologies"- [17.5]
- a) Voice Mail
 - b) Groupware
 - c) CD-Rom database
 - d) Teleconferencing
 - e) Faxes
- Q6 Describe the five planning steps for preparing effective business messages. [17.5]
- Q7 In good news message there are seven types of favorable replies. Explain them in details. [17.5]

SECTION - II

(30)

Attempt any TEN Questions. Each question carry 3 marks.

- i. What is internal communication?
- ii. What is abstracting?
- iii. Define completeness with reference to communication.
- iv. Define inter cultural communication?
- v. Explain Economics and politics as national variables of culture.
- vi. What are the formal ways of communicating ethics?
- vii. What are the ethical issues in advertising messages?
- viii. Define voice-mail.
- ix. How organizations manage information through company spokesperson?
- x. Enlist the five planning steps in preparing business messages.
- xi. How you organize your material while planning message.
- xii. Define facsimiles.
- xiii. What are Telegrams, Mailgrams and Telexes.
- xiv. What is neutral message?
- xv. Announcing sales and events are neutral messages! Why?



UNIVERSITY OF THE PUNJAB

First Year A/2016
Examination: B.B.A (Hons.)

Roll No.

Subject: Sociology (Elementary)
PAPER: 9

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

Objective Part

Briefly define any 15 of the following

(2 Marks each)

1. Symbol
2. Norms
3. Values
4. Subject matter of sociology
5. Social groups
6. Social competition
7. Ascribed status
8. Achieved status
9. Culture
10. Sub culture
11. Social change
12. Social Mobility
13. Role conflict
14. Social Relativism
15. Race
16. Gender
17. Poverty
18. Cultural variability
19. Socialization
20. Social Sciences

Subjective Part

Note: Attempt any Four questions. All questions carry equal marks (17.5 each)

Q.1 Define Sociology. Discuss the relationship of sociology with other social science.

Q.2 Define Social Groups and explain the difference between social group and social category.

Q.3 Define Culture and explain Cultural Uniformities with examples

Q.4 What do you mean by Social norms, what are different types of social norms?

Q.5 Write a short notes on the following

A) Role conflict

b) Social mobility



UNIVERSITY OF THE PUNJAB

Roll No.

First Year A/2016
Examination: B.B.A. (Hons.)

Subject: Data Base Management System
PAPER: 10

TIME ALLOWED: 30 min.
MAX. MARKS: 20

NOTE: Attempt this Paper on this Question Sheet only.

OBJECTIVE PORTION

NOTE: Attempt all Questions.

Q. No. 1 Mark T (True) or F (False) accordingly: (10)

1	A Database Management System (DBMS) is a Collection of interrelated data in DBMS	
2	Logical level is not a level of data abstraction.	
3	The inner join operator preserves unmatched rows of the relations being joined.	
4	DBMS is a collection of program that enables user to create and maintain a database.	
5	A database management system is a collection of interrelated data.	
6	Entity set is an Entity-relationship diagram rectangle represents in DB	
7	In an ER model attribute is described in the database by storing its data.	
8	Entity relationship model is a database model.	
9	A top-to-bottom relationship among the items in a database is established by a relational schema	
10	System table store information about database or about the system.	

Q. No. 2. Define the following short Questions:

(2x5=10)

- What is data dictionary?
- What is data inconsistency?
- What are types of relations in DB?
- Define relational algebra.
- What is data base designer explain.



UNIVERSITY OF THE PUNJAB

First Year A/2016
Examination: B.B.A. (Hons.)

Roll No.

Subject: Data Base Management System
PAPER: 10

TIME ALLOWED: 2½ hrs.
MAX. MARKS: 60

NOTE: Attempt this Paper on Separate Answer Sheet provided.

SUBJECTIVE PORTION

Attempt any four Questions. All questions carry equal marks:

(4x15=60)

Q.No.3

a)	How three schemas architecture works in database explain it in detail?	5
b)	What is the role of database administrator in the DBMS?	5
c)	What are the components of DBMS explain briefly?	5

Q.No.4

a)	What are case tools briefly explain?	5
b)	What is teleprocessing explain it in detail?	5
c)	What is total specialization and partial specialization explain briefly?	5

Q.No.5

a)	What are the responsibilities of end user explain it?	5
b)	Explain first and second normal form of Database?	5
c)		5

Q.No.6 Define the following.

a)	data independency	5
b)	Functional dependency	5
c)	entity integrity	5

Q.No.7

a)	What are the advantages of DBMS?	5
b)	What is the basic purpose of select statement?	5
c)	How relational keys works in the system?	5

Q.No. 8

a)	What is ERD and how structural constraints work?	5
b)	Differentiate data ware house and data mining.	5
c)	Explain data flow diagram in detail.	5

Q.No.9

a)	How to recovery the data from the database explain its security controls.	5
b)	What are the different data types used in field and column in MS-Access?	5
c)	What are the basic objectives of MS Access?	5