

ARUNODAYA UNIVERSITY

B.B.A. Degree Examination
COURSE CODE : 601
BUSINESS ADMINISTRATION

Time : 3 Hours Max.

Marks : 70

Instruction : Answer should be written in English only.

SECTION -- A

Answer any five sub-questions. Each sub-question carries two marks. (5x2=10)

1. a) What is meant by policy ?
- b) What is Job Analysis ?
- c) What is Directing ?
- d) What is meant by Organisation Chart ?
- e) Give the meaning of Social Responsibility.
- f) Name the three levels of management.
- g) What is Decision making ?

SECTION - B

Answer any three questions. Each question carries six marks. (3x6=18)

2. Explain the leadership styles.
3. Analyse the essentials of good plan.
4. Explain the types of communication.
5. Give anote on reasons for increased social consciousness among businessmen.
6. Write any three merits and demerits of committees.

SECTION-C

Answer any three questions. Each question carries fourteen marks. (3x14=42)

7. Explain the merits and demerits of line and staff organization.
8. What is controlling? What are the essentials of sound control system?
9. What is staffing ? Explain its importance.
10. Explain Maslow's need hierarchy theory.
11. Explain the principles of management.

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SECTION - A

1. Answer any five sub-questions. Each sub-question carries two marks. (5x2=10)

- a) What is primary market ?
- b) Give the meaning of depositories.
- c) Expand --- BSE and NSE.
- d) What is a spot market ?
- e) What are commodity markets ?
- f) What is dematerialisation ?
- g) What is initial margin ?

SECTION - B

Answer any three questions. Each question carries six marks. (3x6=18)

2. Differentiate between primary market and secondary market.
3. Explain the objectives of NSE.
4. What are the functions of stock exchange ?
5. Who are the participants in commodity derivative market.
6. What are the functions of FMC ?

SECTION-C

Answer any three questions. Each question carries fourteen marks. (3x14=42)

7. Explain the powers and reforms of SEBI.
8. What are the benefits of commodity markets ?
9. Give a note on the following :
 - a) Multi commodity exchange.
 - b) National commodity and derivative exchange.
10. Explain the different types of speculation.
11. Explain the functions of secondary market.

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B.B.A. Degree Examination
COURSE CODE : 603
BUSINESS ADMINISTRATION

Time : 3 Hours

Max. Marks : 70

SECTION-A

1. Write briefly :

5x2 =10

- a. Explain the term Assets.
- b. Explain the rule of journalising of nominal accounts.
- c. Explain the imprest system of petty cash book
- d. Explain two reasons for difference between pass book and cash book.
- e. Explain errors of omission.
- f. Explain the principle of Conservatism.
- g. What is capital expenditure?
- h. Explain written down value method of depreciation.
- i. Difference between cash discount and trade discount.
- j. Explain the term "Legacy".

SECTION – B

2X10=20

2. What do you mean by Accounting? Explain the nature and objectives of accounting.
3. What do you mean by double entry system of accounting? Explain the pros and cons of double entry system.
4. A trial balance may be in balance but the accounts may be incorrect. How it is possible? Explain.

SECTION –C

10

5. On 31 st October 2007 the pass book of a trader showed the credit balance of Rs 50,355 which could not tally with cash book bank balance. On analysis following was discovered :
 - a. The cheque and drafts sent to the bank but not collected and credited amounted to Rs. 11850 till 31st October.
 - b. Three cheques drawn for Rs. 4500, Rs. 2250 and Rs. 3000 respectively were presented for payment on 5th November.

- c. Bank has paid a bill payable amounting to Rs. 15000 but the same has not been entered in the cash book and a bill receivable of Rs. 7500 which was discounted with the bank was dishonoured by the drawee on due date.
- d. The bank has charged Rs. 195 as it's commission for collecting outstation cheque and has allowed interest of Rs. 150 on the trader's balance.
- e. The bank paid life insurance premium of Rs. 2500 under the instruction of the trader. It has not been entered in the cash book.
- f. Interest on investments collected by bank and credited in the pass book amounted to Rs. 1250.
- g. A cheque of Rs. 1850 paid in to bank but dishonoured.

Prepare bank reconciliation statement.

SECTION-D

10x3

- 6. Explain the concept and nature of depreciation. What is the need of charging depreciation ?
- 7. Write short notes on :
 - a. Capital fund and endowment fund
 - b. Life membership fee and membership fee.
- 8. Explain the conversion of receipts and payments into an income and expenditure account.
- 9. What is necessity of financial accounting?

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Max. Marks : 70

Instruction : Answers should be in English.

SECTION--A

Answer any 5 questions. Each question carries 2 marks. (5x2=10)

1. a) Who is a promoter ?
- b) Who appoints Auditors of Government Company ?
- c) What is Minimum Subscription ?
- d) Give the meaning of bonus share.
- e) What is lien on share ?
- f) Give 2 differences between transfer and transmission of shares.
- g) What is Reserve capital ?
- h) Mention the 2 purposes of holding statutory meeting.
- i) What is Resolution ?
- j) State the 4 occasions of adjourning meeting by Chairman.
- k) What are transnational companies ?
- l) What is certificate of commencement of business ?

SECTION-B

Answer any 3 questions. Each question carries 10 marks. (3x10=30)

2. State the features of a Government company.
3. List out the contents of Prospectus.
4. What is Articles of Association ? Explain the secretarial procedure to alter the Articles of Association.
5. Explain briefly the essentials of valid meeting.
6. Explain various means of collaborations of multinational companies.

SECTION-C

Answer any 3 questions. Each question carries 10 marks. (3x10=30)

7. Explain the Rights, Duties and Functions of a company secretary.
8. What is statutory meeting ? State secretarial duties relating to statutory meeting.
9. Explain the procedure relating to annual general meeting, before the meeting during and after the meeting.
10. Explain the different types of companies.