



324511

SDCBB307

III Semester B.B.A. Degree Examination, December/January - 2025/26
(SEP 2024 Scheme Freshers)
BUSINESS ADMINISTRATION
Computer Skills for Managers (Theory)
Paper - 3.7

Time : 1½ Hours

Maximum Marks : 40

Instructions :

Answers should be written completely in English only.

SECTION - A

Answer any TEN of the following questions. Each question carries one marks.
(10×1=10)

1. a) What is a computer? ✓
- b) What is an output device? ✓
- c) What does 'volatile memory' mean? ✓
- d) What is the default file extension of a Word 2016 document? ✓
- e) What is the Ribbon in MS Word? ✓
- f) What do you mean by footer? ✓
- g) What is the default font in Excel 2019? ✓
- h) Name any one formatting option available in Excel. ✓
- i) What is the use of the AutoSum feature? ✓
- j) State one application of Power Point in business presentations? ✓
- k) Which tab contains animation settings? ✓
- l) How do you exit slide show mode? ✓

INDUS VALLEY DEGREE COLLEGE
(AFFILIATED TO BENGALURU NORTH UNIVERSITY - BNU)
College Code: 7692
UJICAMS Code: P20GVN0169

[P.T.O.]

**SECTION - B**

**Answer any TWO of the following questions. Each question carries Five marks.
(2×5=10)**

2. Differentiate between Data and Information.✓
3. Mention five editing-related shortcuts in MS Word and state their function.
4. Write five uses of Excel in business applications.✓
5. List the different types of slide layouts with examples.

SECTION - C

**Answer any TWO of the following questions. Each question carries Ten marks.
(2×10=20)**

6. Explain the different types of input devices.
 7. What is Mail Merge? Describe its steps.
 8. Explain any five formatting features used to improve worksheet appearance.
 9. Explain five uses of Power Point in business.
-



SDCBB303

III Semester B.B.A. Degree Examination, December/January - 2025/26
(SEP Scheme 2024)

BUSINESS ADMINISTRATION
Corporate Accounting and Reporting

Time : 3 Hours

Maximum Marks : 80

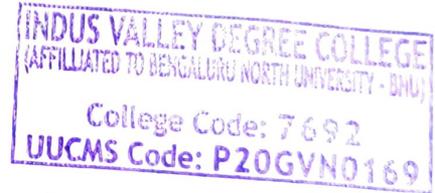
Instructions :

Answers should be written in English only.

SECTION - A

Answer any Five sub-questions. Each sub-question carries 2 marks. (5×2=10)

1. a) Mention the methods of valuation of Goodwill. ✓
- b) Given closing capital employed Rs.5,00,000 and Net Profit for the current year is Rs. 2,25,000. What is average capital employed?
- c) What do you mean by unclaimed dividend? ✓
- d) What do you mean by cash flow from financing Activities? ✓
- e) What is CSR? ✓
- f) What is Robotic process Automation? ✓
- g) List any two characteristics of a good corporate financial Report. ✓



SECTION - B

Answer any Three questions. Each question carries 6 marks. (3×6=18)

2. State the heading under which the following items shown in the balance sheet of the company.
 - a) Sundry Debtor
 - b) Sinking fund
 - c) Interest occurred on investment
 - d) Out standing expenses
 - e) Bank over draft
 - f) Proposed dividend.
3. From the following profit and loss A/c, you are requested to compute cash flow from operations.

[P.T.O.]



Profit and Loss A/c for the year ending 31-03-2025.

Particulars	Rs.	Particulars	Rs.
To Salaries	20,000	By Gross Profit	1,00,000
To Rent	4,000	By Profit on sale of Land	20,000
To Depreciation	8,000	By Income Tax Refund	12,000
To Loss on sale of Machinery	4,000		
To Good will written off	16,000		
To dividend Proposed	20,000		
To Tax Provision	20,000		
To Net Profit	40,000		
	1,32,000		1,32,000

- 4/ From the Particulars Provided by Mr. Aryan a small business man. Calculate the value of Goodwill under Capitalization of average profit method:
- Capital Employed Rs. 8,00,000.
 - NRR - 12%.
 - Profit for 5 years.
 - 2021 - Rs. 1,00,000
 - 2022 - Rs. 1,20,000
 - 2023 - Rs. 1,10,000
 - 2024 - Rs. 1,30,000
 - 2025 - Rs. 1,40,000
5. Define Corporate Financial Reporting and Elaborate on any four characteristics of a Good Corporate Financial Report ✓
6. Briefly explain the benefits of AI in Accounting ✓

SECTION - C

Answer any Three questions. Each question carries 14 marks. (3×14=42)

7. Following are the balance sheet of KVS Ltd., as on 31st March 2025. You are required to do the final accounts of the company after taking additional information into consideration.

Particulars	Rs.	Particulars	Rs.
Premises	30,72,000	Share Capital	40,00,000
Plant	33,00,000	12% Debenture	30,00,000
Opening Stock ^b	7,50,000	P and L A/c	2,62,500
Debtors ^b	8,70,000	Creditors ^b	7,70,000
Goodwill ^b	2,50,000	Sales ^b	41,50,000 ✓
Cash and Bank	3,88,500	General reserve	2,50,000 ✓
Calls in Arrears	75,000	Discount Received	35,000 ✓

Interim dividend	3,92,500
Purchases	18,50,000 ✓
Preliminary Expenses	50,000 ✓
Wages	9,79,800 ✓
General Expenses	68,350 ✓
Salaries	2,20,250
Bad Debts	21,100
Debenture interest Paid	1,80,000
	1,24,67,500

1,24,67,500

Adjustments:

- Closing stock is valued at Rs. 10,50,000.
- Depreciate plant @ 15%.
- Write off Rs. 5,000 from Preliminary expenses.
- Transfer Rs. 25,000 to General reserves.

8. From the following Balance sheet of Nagesh Company Ltd., and additional information. Prepare a cash flow statement/

Liabilities	2023 (Rs.)	2024 (Rs.)	Assets	2023 (Rs.)	2024 (Rs.)
Share Capital	1,70,000	1,80,000	Plant and Machinery	99,000	92,200
Securities Premium	9,000	11,000	Building	1,38,000	1,61,000
Retained earnings	23,820	30,820	Land	10,000	12,000
Creditors	6,900	6,000	Stock	10,220	9,620
Provision for taxation	1,000	1,400	Debtor	8,600	7,600
Outstanding Salaries	2,000	1,400	Prepaid Expenses	720	800
Mortgage Loan	-	20,000	Cash	6,180	9,800
Debentures	60,000	42,400			
	2,72,720	2,93,020		2,72,720	2,93,020

Additional Information:

- Building acquired during the year at a cost of Rs. 60,000.
- Dividend paid during the year Rs. 17,000.
- A sum of Rs. 11,000 was transferred to provision for taxation.

9. The B/S of Chandu Co. Ltd., as on 31.3.2025 is as under:

Liabilities	(Rs.)	Assets	(Rs.)
6,000 Pre shares of Rs. 100 each	6,00,000	Fixed assets	10,00,000
10,000 Eq. shares of Rs. 100 each	10,00,000	Stock	3,50,000
General Reserve	80,000	Debtors	4,50,000

[P.T.O.]

P/L A/c	1,60,000	Cash at bank	2,00,000
S. Creditors	1,60,000		
	20,00,000		20,00,000

The profit of the company (before providing for tax 40%) and the rate of dividend declared in respect of the last 5 financial year are as follows:

Year	Profit	Rate of dividend
2020-21	2,70,000	8%
2021-22	3,10,000	10%
2022-23	3,40,000	12%
2023-24	3,30,000	15%
2024-25	3,60,000	15%

You are required to find out the value of Goodwill of the company on the basis of

- 5 years purchase of super profits.
 - Capitalization of super profit method.
 - As per annuity of super profit taking P.V of annuity of Rs. 1.00 for 5 years at 10% is as 3.78.
10. Describe the role and Significance of the auditor's Report in corporate financial reporting.
- 11/ Discuss the role of AI in payroll and HR accounting. How does it contribute to reducing errors and ensuring compliance?

SECTION - D

Answer any One out of Two questions.

(1×10=10)

12. a) Mr. Anthony has been doing business, Intends to sell his business on 1-4-2025. From the following particulars ascertain the amount of Goodwill based on 3 years purchase of average profits of last 4 years. The profits during 4 years were as follows:
- 2021-22 - Rs. 2,00,000
 2022-23 - Rs. 2,40,000
 2023-24 - Rs. 3,00,000
 2024-25 - Rs. 3,60,000

At the time of acquisition of business, the buyer was employed as manager of similar business on a salary of Rs. 6,000 per month. The profits of 2024-25 include income from investment of Rs. 20,000. The Profits of 2021-22 were reduced by Rs. 60,000 being loss on speculation. Similarly, in 2023-24. Profits were reduced by Rs. 1,00,000 due to loss from betting.

(OR)

- b) What is Environmental, Social and Governance (ESG) Report? Explain its contents.



SBBEN301/SHMEN301

III Semester B.B.A. BHM, BTTM, BBA - AVIATION MANAGEMENT
DATA ANALYTICS,
E - COMMERCE Degree Examination, December/January-2025/26
(SEP Scheme - Freshers)
LANGUAGE ENGLISH - III
Paper : III

Time : 3 Hours

Maximum Marks : 80

Instructions :

1. Read all the instructions carefully and write the answers.
2. Write the question numbers correctly.

SECTION - A

(Literary Component - 40 Marks)

I. Answer any five of the following in one or two sentences. (5×2=10)

1. Juliette's villa for sale was located near which area in the play *Villa for Sale*?
 - a. Joinville, the French Hollywood
 - b. Hollywood
 - c. Paris
 - d. Normandy
2. Juliette wanted to sell the villa for _____ francs in the play *Villa for Sale*.
(Fill in the blank).
3. Mention the name of the shoe stall in the story "Quality"
4. What is Mr. Gessler's attitude toward mass-produced boots in John Galsworthy's "Quality"?
5. Which communities' reconciliation did Gandhi seek through his fast?
6. When was Gandhiji's last fast undertaken?
7. How do the leaves react to the moonlight in H.L.V. Derozio's poem "A Walk by Moonlight"?



II. Answer any Two of the following in about a page each. (2×5=10)

1. Explain the central theme of the play *Villa for Sale*.
2. What suggestion did the maid have for Juliette? Why did she make the suggestion? Answer with reference to the play *Villa for Sale*.
3. Sketch the character of Juliette with reference to the play *Villa for Sale*.

[P.T.O.]



- III. Answer any one of the following in about two pages each. (1×10=10)
1. Explain, in your own words, the way the speaker depicts the moonlight, highlighting the imagery and emotions conveyed in the poem "A Walk by Moonlight".
 2. "Quality" can be read as a quiet protest against the loss of human values in a commercial world. Justify your answer.
 3. Gandhi concludes his speech by saying, "The fast is a process of self-purification." Do you agree with Gandhi's idea?
 4. Gaston pretended to own the villa and presented his arguments in front of Mrs. Al Smith? Elaborate how the business of sale happened in the play *Villa for Sale*.
- IV. Answer any Two of the following in about a pages each. (2×5=10)
1. What is the speaker's view of the relationship between man and nature as depicted in the poem "A Walk by Moonlight"?
 2. There seems to be a tussle between big business and businesses that rely on craft and experience. How does the author bring this out in the story "Quality"?
 3. Describe the scene in Delhi on 9th September as found in Gandhiji's speech 'On the Eve of His Last Fast'.

SECTION - B

(Grammar - 40 marks)

- V. A. Answer any one of the following. (1×5=5)
1. Mention and explain any four channels of communication within a business organisation.
 2. What are the differences between Oral and Written communication?
- B. Answer any five of the following. (5×1=5)
1. Edit and rewrite the following in crisp, concise language :
"This analytical report has been carefully developed to present a comprehensive overview of student performance, learning outcomes, and academic progression across various departments."
 2. Use bullet points to convey the following information.
When you need to write a long e-mail be brief so that the readers do not have to scroll, try to include an executive summary at the top of the document.
 3. Mention the three components of Editing.
 4. _____ messages are designed while buying a product.
(Negative messages/ Persuasive messages)



5. Provide one example for a positive message that could be communicated through e - mail.
6. Write the content part of an e-mail to your manager on why you have been unable to complete a project report.

VI. Answer any one of the following.**(1×5=5)**

1. Write a letter to the principal of your college requesting him/her to allow you five days leave. Remember to mention clearly the dates on which you need leave and your reasons for wanting it.
2. Write a complaint letter to the Cafeteria Manager regarding the declining food hygiene standards in your college cafeteria.

VII. Answer any two of the following.**(2×5=10)**

1. The summer season is about to begin within a month. As a textile merchant, you want to purchase cotton clothes and dresses for sale. Draft a letter of enquiry to a manufacturer of such garments.
2. You are Ravi Menon, a customer of Sunrise Electronics, Kochi. You recently purchased a microwave oven (Model No. SE-450) from their store, but it has stopped working within two weeks of purchase despite following all usage instructions. Write a complaint letter to the Customer Service Manager of the company, explaining the issue, requesting immediate repair or replacement, and asking for prompt action under the warranty terms.
3. Your company offers editorial services to aspiring authors. Draft a sales letter to send to a young first-time author offering her your services and providing details of the work done by your company in the past.

VIII. Answer any two of the following.**(2×5=10)**

1. You are the Secretary of the Literary Club of City College, Kolkata. Write a notice inviting students to participate in an Essay Writing and Debate Competition to be held as part of Literary Week 2025. Include details such as date, time, venue, topics, word limit, and the last date for registration.
2. You are the Secretary of the Debate Club of Riverside College, Mumabi. A meeting has been called to organize the Inter-College Debate Competition next month. As the Secretary, draft the agenda of the meeting, including the date, time, venue, and main points to be discussed.
3. Write a formal resolution for the following situation : Your college wants to introduce a digital library for students.

IX. Answer any one of the following.**(1×5=5)**

1. Briefly explain how PR helps an organization.
 2. Mention five steps to optimise Internal PR.
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SSCMV301

III Semester B.Com./B.B.A. Degree Examination, December/January - 2025/26
(SEP Scheme)

POLITICAL SCIENCE
Constitutional Moral Values - II

Maximum Marks : 40

Time : 1½ Hours

Instructions:

Answers should be written completely either in English or in Kannada.

PART - A

ಭಾಗ - ಎ

(10×1=10)

- I. All questions are compulsory.
Answer all the questions in 1 to 2 Sentences each.

1. What is Reservation ?
ಮೀಸಲಾತಿ ಎಂದರೇನು ?

2. Write the expansion of EWS.
EWS ನ್ನು ವಿಸ್ತರಿಸಿ ಬರೆಯಿರಿ.

3. What is Public Interest Litigation ?
ಸಾರ್ವಜನಿಕ ಹಿತಾಸಕ್ತಿ ಅರ್ಜಿ ಎಂದರೇನು ?

4. Write the definition of corruption.
ಭ್ರಷ್ಟಾಚಾರದ ವ್ಯಾಖ್ಯೆಯನ್ನು ಬರೆಯಿರಿ.

5. What are Human Rights ?
ಮಾನವ ಹಕ್ಕುಗಳು ಎಂದರೇನು ?

6. What is caste politics ?
ಜಾತಿ ರಾಜಕಾರಣ ಎಂದರೇನು ?

7. Write any two major causes of terrorism.
ಭಯೋತ್ಪಾದನೆಯ ಯಾವುದಾದರೂ ಎರಡು ಪ್ರಮುಖ ಕಾರಣಗಳನ್ನು ತಿಳಿಸಿ.

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[P.T.O.]



8. What is election code of conduct ?
ಚುನಾವಣಾ ನೀತಿ ಸಂಹಿತೆ ಎಂದರೇನು ?
9. Give any two examples of ethnic conflict in India.
ಭಾರತದಲ್ಲಿ ಜನಾಂಗೀಯ ಸಂಘರ್ಷದ ಯಾವುದಾದರೂ ಎರಡು ಉದಾಹರಣೆ ಕೊಡಿ.
10. Who is the Chief Election Commissioner of India now ?
ಭಾರತದ ಈಗಿನ ಮುಖ್ಯ ಚುನಾವಣಾ ಆಯುಕ್ತರು ಯಾರು ?

PART - B

ಭಾಗ - ಬಿ

II. Answer any Two of the following in 5 - 10 sentences each. (2×5=10)

11. Write a short notes on the SC/ST's (Prevention of Atrocities) Act-1989 ✓
1989 ರ ಪರಿಶಿಷ್ಟ ಜಾತಿ/ಪರಿಶಿಷ್ಟ ಪಂಗಡಗಳ ಮೇಲಿನ ದೌರ್ಜನ್ಯ ತಡೆ ಕಾಯಿದೆಯ ಬಗ್ಗೆ ಟಿಪ್ಪಣಿ ಬರೆಯಿರಿ.
12. Explain the importance of S.R.Bommal v/s Central Government Case.
S.R. ಬೊಮ್ಮಾಯಿ v/s ಕೇಂದ್ರ ಸರ್ಕಾರ ಪ್ರಕರಣದ ಪ್ರಾಮುಖ್ಯತೆಯನ್ನು ವಿವರಿಸಿ.
13. Explain the demerits of caste politics. ✓
ಜಾತಿ ರಾಜಕಾರಣದ ದೋಷಗಳನ್ನು ವಿವರಿಸಿ.

PART - C

ಭಾಗ - ಸಿ

III. Answer any Two of the following questions in sentences each. (2×10=20)

14. Explain the key aspects of protection of women from Domestic Violence Act-2005. ✓
ಮಹಿಳೆಯರ ಮೇಲಿನ ಕೌಟುಂಬಿಕ ದೌರ್ಜನ್ಯ (ಹಿಂಸೆ) ತಡೆ ಕಾಯಿದೆ 2005 ನ್ನು ವಿವರಿಸಿ.
15. Explain the importance of Keshavananda Bharathi v/s State of Kerala Case.
ಕೇಶವಾನಂದ ಭಾರತಿ v/s ಕೇರಳ ರಾಜ್ಯ ಸರ್ಕಾರದ ಪ್ರಕರಣದ ಪ್ರಾಮುಖ್ಯತೆಯನ್ನು ವಿವರಿಸಿ.
16. Discuss the causes for corruption in India.
ಭಾರತದಲ್ಲಿ ಭ್ರಷ್ಟಾಚಾರಕ್ಕೆ ಕಾರಣಗಳನ್ನು ಚರ್ಚಿಸಿ.



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SDCBB307

III Semester B.B.A. Degree Examination, December/January - 2025/26
(SEP 2024 Scheme Freshers)
BUSINESS ADMINISTRATION
Computer Skills for Managers (Theory)
Paper - 3.7

Maximum Marks : 40

Time : 1½ Hours

Instructions :

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SECTION - A

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- c) What does 'volatile memory' mean? ✓
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- e) What is the Ribbon in MS Word? ✓
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- h) Name any one formatting option available in Excel. ✓
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- k) Which tab contains animation settings? ✓
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[P.T.O.]

**SECTION - B**

Answer any TWO of the following questions. Each question carries Five marks.
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3. Mention five editing-related shortcuts in MS Word and state their function.
4. Write five uses of Excel in business applications.✓
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SECTION - C

Answer any TWO of the following questions. Each question carries Ten marks.
(2×10=20)

6. Explain the different types of input devices.
 7. What is Mail Merge? Describe its steps.
 8. Explain any five formatting features used to improve worksheet appearance.
 9. Explain five uses of Power Point in business.
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SDCBB302

III Semester B.B.A. Degree Examination, December/January - 2025/26
(SEP 2024 Scheme)
BUSINESS ADMINISTRATION
Financial Management
Paper - 3.4

Time :3 Hours

Maximum Marks : 80

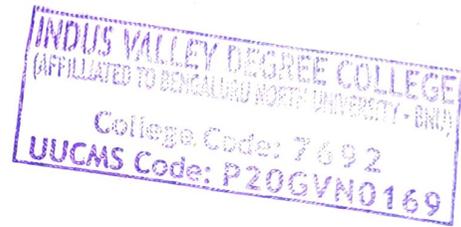
Instructions :

Answers should be written in English only.

SECTION - A

Answer any Five sub-questions. Each sub-question carries 2 marks. (5×2=10)

1. a. What is Financial Management?
- b. Give the meaning of Time Value of Money.
- c. What is Stock Dividend?
- d. What is Leverage?
- e. What is meant by Investment Decision?
- f. What is Working Capital?
- g. Given, Fixed Cost is Rs. 5,00,000, Profit before Interest and Tax is Rs. 3,50,000. Calculate Contribution.



SECTION - B

Answer any Three questions. Each question carries 6 marks. (3×6=18)

2. Briefly explain the primary objectives of financial management.
3. Aditi deposits Rs. 2,000 at the end of 1st year, Rs. 4,000 at the end of 2nd year, Rs. 6,000 at the end of 3rd year and Rs. 8,000 at the end of 4th year. Determine the future value of these cash flows accumulated at the end of 4 years. The rate of interest is 8% per annum.

[P.T.O.]



- 4/ The following information is available in respect of a product.
- Units sold: 10,000
Selling price per unit Rs. 25
Fixed cost Rs. 30,000
Variable cost per unit Rs. 5
Tax rate 50%
10% debt capital of Rs. 1,50,000
Calculate three types of leverage.
5. The initial cash out lay of project is Rs. 2,00,000 and it generates cash inflows of Rs. 80,000, Rs. 60,000, Rs. 1,00,000 and Rs. 40,000. 8% rate of discount, calculate profitability index.
- | | | | | |
|------------------------|-------|-------|-------|-------|
| Years: | 1 | 2 | 3 | 4 |
| Discount Factor at 8%: | 0.926 | 0.857 | 0.794 | 0.735 |
6. Explain the factors influencing the amount of working capital.

SECTION - C

Answer any Three questions. Each question carries 14 marks. (3×14=42)

7. Discuss the role of a finance manager in an organization.
8. Determine the EPS of Nivaabha Pvt. Ltd., which has an EBIT of Rs. 2,00,000. Its capital structure consists of the following securities.
- 10% Debentures Rs. 6,00,000
 - 12% Preference Shares Rs. 2,00,000
 - Equity Shares of Rs. 100 each Rs. 5,00,000
- The company is in the 50% tax bracket. Determine the percentage change in EPS associated with 25% increase and 25% decrease in EBIT.
9. Hindustan Pvt. Ltd., is considering the purchase of a machine. Two machines are available, each costing Rs. 10,00,000 in comparing the profitability of these two machines a discount rate of 10% is to be used. Earnings after tax is expected to be as follows:



Years	Machine 'X' (Rs.)	Machine 'Y' (Rs.)
1	2,00,000	1,20,000
2	2,80,000	2,40,000
3	4,00,000	4,00,000
4	3,00,000	3,20,000
5	2,40,000	4,00,000

Following are the PV factors of Re. 1 at 10% p.a. for the year 1 to 5

Year:	1	2	3	4	5
PV @ 10%:	0.909	0.826	0.751	0.683	0.621

Evaluate the proposal under:

- Pay Back Period (PBP) ^a
- The Net Present Value (NPV)
- Profitability Index (PI) ^b

10. The management of Rakshita Industries has called for a statement showing the working capital needs to finance a level of activity of 3,60,000 units of output for the year. The cost structure for the company's product line the above mentioned activity level is detailed below:

Particulars	Cost Per Unit (Rs.)
Raw Material	60
Direct Labour	15
Overheads	45
Total Cost	120
Profit	30
Selling Price	150

Additional Information:

Item	Time Period
Raw Material in stock on an average	2 months
WIP (50% completion)	½ month's production
Finished goods in stock	1 month
Credit from suppliers	1 month
Debtor's credit	2 months
Lag in payment of wages	1 month
Lag in payment of overheads	½ month
Minimum cash balance	Rs. 60,000

Cash Sales are 30% of total sales. From the above data, you are required to prepare a statement showing working capital needs.

[P.T.O.]



11. Explain the factors influencing the capital structure of a company.

SECTION - D

Answer any One of the following question. The question carries 10 marks.

(1×10=10)

12. a. A Firm whose cost of capital is 10% is considering two projects A and B, the details of which are:

Particulars	Project A (Rs.)	Project B (Rs.)
Investment	2,00,000	2,00,000
Cash Inflow		
1	40,000	90,000
2	60,000	80,000
3	80,000	60,000
4	1,00,000	20,000
5	1,20,000	16,000

You being a financial manager suggest the management which project is preferable by calculating the Internal Rate of Return (IRR) for each project taking discount rates of 25% and 20% for Project A, and 10% and 15% for Project B.

Years	PV Factor @ 10%	PV Factor @ 15%	PV Factor @ 20%	PV Factor @ 25%
1	0.909	0.87	0.833	0.8
2	0.826	0.756	0.694	0.64
3	0.751	0.658	0.579	0.512
4	0.683	0.572	0.482	0.41
5	0.621	0.497	0.402	0.328

(OR)

- b. Explain the various sources of Long Term Finance.
-



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SDCBB301

**III Semester B.B.A. (Regular) Degree Examination,
December/January - 2025/26
(SEP Scheme Freshers 2024-26 Batch)
BUSINESS ADMINISTRATION
Human Resource Management**

Time : 3 Hours**Maximum Marks : 80****Instructions :**

Answers should be written in English only.

SECTION - A

Answer any Five of the following. Each question carries 2 marks. (5×2=10)

1. a. What is Human Resource Development? ,
- b. What is Induction Program? ,
- c. What is Right Sizing Work Force?
- d. Define Job Description. !
- e. What do you mean by Performance Appraisal? •
- f. What is meant by Off the Job Training?.
- g. Mention the types of Incentives.

**SECTION - B**

Answer any Three of the following. Each question carries 6 marks. (3×6=18)

2. What is HRM? Explain briefly the importance of HRM.
3. What are the factors influencing Human Resource Planning?
4. What is Internal Mobility? Explain its types.
5. What are the objectives of Induction Program?
6. What is transfer? Explain the advantages of transfer.

[P.T.O.]



(2)

SDCBB301

SECTION - C

Answer any Three of the following. Each question carries 14 marks. (3×14=42)

7. Explain the process of HRM.
8. Explain in detail the Recruitment Process and also the sources of recruitment.
9. Explain the various methods of training the employees.
10. What is 360° performance appraisal? Explain its Importance and Limitations.
11. What are the functions of HRD managers?

SECTION - D

Answer any One of the following question. This question carries 10 marks.

(1×10=10)

12. a. Explain the role of a HR manager in conducting an Interview and Selection process.

(OR)

- b. If you are a HR manager, what two changes would you prioritize to improve work life balance?
-

III Semester B.B.A. Degree Examination, December/January - 2025/26
(SEP Scheme 2024 Freshers)
BUSINESS ADMINISTRATION
Corporate Administration
Paper - 3.6

Maximum Marks : 80

Time : 3 Hours

Instructions:

Answers should be written in English only.

SECTION - A

Answer any Five sub-questions. Each sub-question carries 2 marks. (5×2=10)

1. a) Give the meaning of a Public Company, Private Company.
- b) What is statement in lieu of prospectus?
- c) Who is a secretary?
- d) What is Statutory meeting?
- e) What is Insolvency?
- f) What is Doctrine of ultra vires?
- g) Who is Managing director?



SECTION - B

Answer any Three of the following questions. Each question carries 6 marks.
(3×6=18)

2. Write a short note on Companies Act 2013.
3. Explain the stages of formation of a company.
4. Briefly explain the powers of a director.
5. Discuss secretarial duties relating to Minutes.
6. Explain the consequences of winding up of a Company.

[P.T.O.]



(2)

SDCBB304

SECTION - C

**Answer any Three of the following questions. Each question carries 14 marks.
(3×14=42)**

7. Define a company. Discuss the classification of companies ✓
8. What are articles of association? Explain its contents ✓
9. Discuss the qualifications and functions of a company secretary.
10. What is a meeting? Explain different types of meetings. ✓
11. Discuss the powers and duties of an Official Liquidator.

SECTION - D

Answer any One out of the following, it carries 10 marks. (1×10=10)

12. a) Explain the duties of a company secretary before and after the incorporation of a company.

(OR)

- b) What is prospectus? State its contents.
-



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SAEHI304

III Semester B.B.A/B.H.M/M.T.A/ Aviation Degree Examination,
December/January- 2025/26

(SEP Scheme)

LANGUAGE HINDI

Tajmahal Ka Tender Natak, Vyakaran, Anuvad

Paper-III

Time : 3 Hours

Maximum Marks :80

(10×1=10)

I. निम्नलिखित प्रश्नों के उत्तर सही विकल्प चुनकर लिखिए।

- 1) ताजमहल का टेंडर का प्रदर्शन में किया गया।
अ) सरकारी महाविद्यालय आ) राष्ट्रीय नाट्य विद्यालय इ) पाक कला विद्यालय
- 2) शहजहाँ थे।
अ) एक योद्धा आ) मुगल सम्राट इ) कलाकार
- 3) शहजहाँ का टेंडर बुलाना चाहते थे।
अ) रोड का टेंडर आ) घर का टेंडर इ) ताजमहल का टेंडर
- 4) कारपोरेशन के चेयरमैन के रूप में को बनाया।
अ) दारा शिकोह आ) सुजा शिकोह इ) मुराद शिकोह
- 5) ताजमहल बनाने के लिए गुप्ताजी इंजिनियर लोगो को नियुक्त किया।
अ) 150 आ) 1050 इ) 1500
- 6) सुधीर ताजमहल बनने से पहले का निर्माण किया।
अ) शहजहाँ का घर आ) खुद का घर इ) गुप्ता का घर
- 7) भइयाजी ताजमहल का टेंडर मिलने के बाद गुप्ताजी को कमीशन के रूप में में भरकर देता है।
अ) ट्रंकभरकर आ) सूटकेस में भरकर इ) तैली भरकर
- 8) ताजमहल का टेंडर नाटक पर आधारित आधुनिक नाटक है।
अ) पौराणिक आ) पारिवारिक इ) ऐतिहासिक
- 9) ताजमहल के मिनार को देखकर शर्माजी कहा।
अ) चिमनी आ) गुम्बद इ) द्वार
- 10) यमुना बचाओं के लिए आन्दोलन करते हैं।
अ) लेटो आन्दोलन आ) पीटो आन्दोलन इ) उपवास आन्दोलन

INDUS VALLEY DEGREE COLLEGE
(AFFILIATED TO BENGALURU NORTH UNIVERSITY - BNU)
College Code: 7692
UJCMS Code: P20GVN0169

[P.T.O.]



(2×7=14)

II. किन्हीं दो के बारे में सन्दर्भ के साथ स्पष्टीकरण कीजिए।

- 1) "अभी तो पचास-साठ लाख तक ही खींचा है। बाकी तो फिर आपकी मर्जी।"
- 2) "सोचा एक अपने लिए फुटिया तो बनवा ही ले, रिटायर होकर वहीं भजन पुजन करेंगे।"
- 3) "आप भरोसा रखे हजुर, इधर ऑफीस उधर ताजमहल"

(2×15=30)

III. निम्नलिखित प्रश्नों में किन्हीं दो के बारे में विस्तार से उत्तर लिखिए।

- 1) 'ताजमहल का टेंडर' नाटक में चर्चित विषय पर प्रकाश डालिए।
- 2) 'ताजमहल का टेंडर' नाटक में आनेवाले गुप्ता और सुधीर का चरित्र-चित्रण कीजिए।
- 3) 'ताजमहल का टेंडर' नाटक का सारांश अपने शब्दों में लिखिए।

(1×6=6)

IV. किसी एक के बारे में लघु टिप्पणी लिखिए।

- 1) भइयाजी
- 2) शहजहाँ

(2×5=10)

V. निम्न लिखित किन्हीं दो के बारे में व्याकरण लिखिए।

- 1) निम्न लिखित शब्दों का लिंग बदलिए।

अ) मोर	आ) बाघ
इ) घोडा	ई) ठाकुर
उ) साधु	
- 2) निम्न लिखित शब्दों का वचन बदलिए।

अ) आँख	आ) कविता
इ) संतरा	ई) रास्ता
उ) बकरी	
- 3) निम्नलिखित वाक्यों में से पद परिचय दीजिए।
 - अ) राम कहता है कि मैं मोहन की पुस्तकें पढ़ सकता हूँ।

आ) वह अपना काम करता है।
इ) वह सेब खाता है।
ई) कल हमने ताजमहल देखा।
उ) अच्छा लड़का कक्षा में शान्तिपूर्वक बैठता है।

**VI. निम्नलिखित परिच्छेद का हिन्दी में अनुवाद कीजिए।**

(1×10=10)

A Market is public place where buyers and sellers meet without any restriction to buy and to sell the things they like, weekly markets are held in villages Where commodities are sold on barter standard cloth produced by a well known millat Ahmedabad has conutry wide market Gold or Silver can be brought and sold all over the world. But vegetable or fruits can not mommand such a wide market. They can eater only to the needs of the people of a town or a village.

संतೆಯು ಒಂದು ಸಾರ್ವಜನಿಕ ಸ್ಥಳ ಅಲ್ಲ ಮಾರುವವರು ಮತ್ತು ಕೊಳ್ಳುವವರು ತಮ್ಮ ಇಷ್ಟವಾದ ವಸ್ತುವನ್ನು ಖರೀದಿಸಲು ಮತ್ತು ಮಾರಲು ಯಾವುದೇ ಅಡೆತಡೆಗಳಿಲ್ಲದೆ ಸೇರುತ್ತಾರೆ. ಗ್ರಾಮಗಳಲ್ಲಿ ವಾರದ ಸಂತೆ ಇರುತ್ತದೆ. ಅಲ್ಲಿ ವಿನಿಮಯದಿಂದ ವ್ಯಾಪಾರ ನಡೆಯುತ್ತದೆ. ಅಹಮದಾಬಾದನ ಪ್ರಸಿದ್ಧ ಮಿಲ್ಲಿನಲ್ಲಿ ತಯಾರಾದ ಮಟ್ಟದ ಬಟ್ಟೆಯು ಇಡೀ ದೇಶದಲ್ಲಿ ವ್ಯಾಪಾರವಾಗುತ್ತದೆ. ಬಂಗಾರ ಮತ್ತು ಬೆಳ್ಳಿಯನ್ನು ಇಡೀ ವಿಶ್ವದಲ್ಲಿ ಖರೀದಿಸಬಹುದು ಮತ್ತು ಮಾರಬಹುದು. ಆದರೆ ತರಕಾರಿಗಳಿಗೆ ಮತ್ತು ಹಣ್ಣುಗಳಿಗೆ ಇಷ್ಟು ದೊಡ್ಡ ಸಂತೆ ಇರುವುದಿಲ್ಲ. ಇದರಿಂದ ಒಂದು ಗ್ರಾಮ ಅಥವಾ ನಗರದ ಅವಶ್ಯಕತೆಯು ಪ್ರೊತ್ಸಹಗೊಳ್ಳುತ್ತದೆ.