

Exam. Seat No.

Total No. of Questions: 5

Total No. of Pages: 2

**Anekant Education Society's  
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati  
(Autonomous)**

Affiliated to Savitribai Phule Pune University, Pune

Class: FYBBA

Semester: 1

Subject: Principles of Human Resource Management.

[Code : BBA-102-GEN]

( NEP Pattern)

( No. Of Credits 4)

Time: 2 Hours

Max. Marks: 60

**Instructions to the candidates:**

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Draw neat labelled diagram wherever necessary.

**Q.1 Attempt the following:**

**A] Fill in the blanks**

4 Marks

1. HRM is ..... Management driven activity.  
[Top, Middle, Bottom]
2. .... Function is not performed by HR manager.  
[Accounting, Pay and Reward, Training and Development]
3. A job specification is one of the areas of .....  
[Job analysis, Job summary, Job design]
4. .... is an important challenge for HR manager.  
[Technology, HR planning, Recruitment and selection ]

**B] Write the answer in one sentence**

8 Marks

1. Define the term Human Resource Management.
2. Any two objectives of HRM.
3. Any two advantages of Job Analysis.
4. Define the term Human Resource Planning.

**Q2. Write short note on [Any 3]**

12 Marks

1. Scope of HRM.
2. Challenges of HRM.
3. Job description.
4. Factors affecting HRP.

**Q3. Attempt the following. [Any 2]**

**12 Marks**

1. What is Job Analysis? Explain its objectives.
2. Explain the process of Human Resource Planning.
3. Explain objectives of Human Resource Management.

**Q4. Attempt the following. [Any 2]**

**12 Marks**

1. Explain the role of Human Resource Manager.
2. Differentiate between HRM and Personnel Management.
3. Explain the functions of Human Resource Management.

**Q5. Attempt any one of the following**

**12 Marks**

1. Define the term job analysis. Explain various methods of job analysis.
2. Explain the changing role of Human Resource Management.

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Exam Seat No   
Total No. of Pages: 01

Total No. of Questions: 03

Anekant Education Society's  
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Class: FYBA/FYBCom/FYBSc (Plain)/FYBSc (Computer)/FYBVoc/FYBBACA/FYBBA/FYBLib.  
Subject: Functional English : II  
Semester: II  
Subject Code (ENG-154-AEC): Functional English  
(NEP 2024 Pattern)

Time: 1 Hour

(No. of Credit: 2)

Marks: 30

Instructions: a. All questions are compulsory.  
b. Figures to right indicate full marks.

Q. 1. (A) Attempt each of the following. (04)

1. I speak English. (Change into passive voice)
2. Caesar was killed by his friends. (Change into active voice)
3. They will help you. (Change into passive voice)
4. A case has been filed by the CBI. (Change into active voice)

(B) Attempt each of the following. (06)

1. His father died. He was very young. (Join the sentences with 'when')
2. I feel happy. India has won the match. (Join the sentences with 'because')
3. Pray to God. You go to school. (Join the sentences with 'before')

Q. 2. Attempt any four of the following. (12)

1. Sketch the character of Gangu in *The Child*.
2. Write about the character of the narrator in *The Child*.
3. Write about the journey of Najab across the desert in *Love Across the Salt Desert*.
4. Comment on the self assertiveness in the poem *Still I Rise*.
5. What message do you get from *Still I Rise*?
6. What is the significance of war imagery in *Success is Counted Sweetest*?

Q. 3. Attempt any two of the following. (08)

1. Write a letter to invite your friend to your brother's marriage.
2. Write an email to a travel and tourism company to enquire about a week-long educational trip to Meenakshi temple.
3. Use the following Idioms/Phrasal Verbs in your own sentences:
  - a) to turn off
  - b) to keep well
  - c) to wake up
  - d) to keep well
4. Identify the following words as noun/verb/adverb/adjective:
  - a) walk
  - b) beautiful
  - c) intelligently
  - d) theatre

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Exam. Seat No.

Total No. of Questions: 5

Total No. of Pages: 3

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Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati  
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Affiliated to Savitribai Phule Pune University, Pune  
Class: FYBBA  
Semester: I  
Subject-Business Accounting [Code: BBA-103-GEN]

[NEP Pattern]

Time: 02.00 Hours

[No. of Credits 04]

Max. Marks: 60

Instructions to the candidates:

1. All questions are compulsory.
  2. Figures to the right indicate full marks.
  3. Draw neat labelled diagram wherever necessary.
- 

Q.1 A] Attempt each the following

04 Marks

1) The system of recording transaction based on dual aspect is called \_\_\_\_\_.

- |                        |                                |
|------------------------|--------------------------------|
| A) Single entry system | C) Accrual basis of accounting |
| B) Double entry system | D) Double account system       |

2) A \_\_\_\_\_ serves the purpose of both journal and ledger account.

- |                   |                  |
|-------------------|------------------|
| A) Cashbook       | C) Purchase book |
| B) Proper journal | D) Sales book    |

3) Financial accounting statements are subject to \_\_\_\_\_.

- |                   |                        |
|-------------------|------------------------|
| A) Cost audit     | C) Statutory audit     |
| B) Forensic audit | D) Non-statutory audit |

4) Decrease in the value of fixed assets is \_\_\_\_\_.

- |                 |                      |
|-----------------|----------------------|
| A) Depletion    | C) Depreciation      |
| B) Amortization | D) None of the above |

B] Attempt each the following

08 Marks

1) What is meant by Business Accounting?

2) What is meant by Ledger?

3) What are the Golden Rules of Accounts?

4) List the type of Business Organisations?



Q2. Attempt the following. [Any 3]

12 Marks

- 1) Accounting Concepts and Conventions
- 2) Branches of Accounting
- 3) Fictitious Assets
- 4) Depreciation and Amortizations

Q3. Attempt the following. [Any 2]

12 Marks

- 1) Explain the need for accounting and accounting information System
- 2) Explain the Accounting Process in details.
- 3) Pass the necessary Journal Entries in the book of Mr. Raj.

Dates	Particular
2023 April 1 <sup>st</sup>	Mr. Raj Started business with cash Rs. 10,000 and plant & Machinery Rs. 20000/-
April 2 <sup>nd</sup>	Bought furniture from Raj Rs. 2000/-.
April 8 <sup>th</sup>	Purchased goods worth Rs. 6000/-.
April 12 <sup>th</sup>	Sold goods worth Rs. 1000/-.
April 16 <sup>th</sup>	Purchased goods from Vishnu on account Rs. 500/-
April 18 <sup>th</sup>	Sold goods to Rajesh Rs. 2000/-
April 20 <sup>th</sup>	Returned damaged goods to Rajesh Rs. 100/-
April 27 <sup>th</sup>	Received cheque from Ranjan Rs. 1000/-

Q4. Attempt the following. [Any 2]

12 Marks

- 1) Write up the following transaction in the Ledger of Mr. X and post them in the ledger balance the various account opened in the ledger.

Date	Particulars	Rs.
2-7-2021	Mr. R Started business with cash	
8-7-2021	Deposited into bank	80000
12-7-2021	Purchased goods for cash from Mr. X	50000
15-7-2021	Sold goods for cash to Mr. A	5000
19-7-2021	Paid Salaries to staff	6000
25-7-2021	Received cheque from Mr. B in full settlement	5000
		4000

2) Prepare a trial balance of Mr.X as on the March 31, 2013.

Capital Rs.50000, Sales Rs.25000, Opening Stock Rs 5200, Debtors Rs 2500, Creditor Rs 1000, Purchases Rs.20000, Salaries Rs 2000, Rent Rs 1500, Cash Rs 2000, Insurance Rs 300, Drawings Rs 10000, Plant Rs 28000, and Bank Rs 4500.

3) Write down the importance of disclosures in final account.

**Q5. Attempt the following. [Any 1]**

**12 Marks**

1) Journalize the following transactions

1-4-2013	Rakesh Commenced Business with a capital Rs 5,00,000.
4-4-2013	Opened Current account with SBI and Deposited Rs 3,00,000
10-4-2013	Purchased office Furniture and issued cheque Rs.50,000
15-4-2013	Paid office Rent Rs 5,000 and wages Rs 200.
18-4-2013	Cash Purchase Rs.1,50,000 and credit purchase from Ravi and Sons Rs. 50,000.
20-4-2013	Paid for advertisement Rs.2,000.
25-4-2013	Cash Sales Rs.45,000 and Credit Sales Rs 25,000 to Mahesh and Company.
30-4-2013	Paid to Ravi and sons Rs.49,500 in full settlement of their account.
30-4-2013	Paid Salaries Rs 8,000.
30-4-2013	Paid to Ravi and sons Rs.49,500 in full settlement of their account.

2) From the following Trial Balance on 31.12. 2012. Prepare final Account.

Particulars	Rs	Particulars	Rs
Debtors	3885	Capital	36000
Salaries	4000	Creditors	8720
Discount	1000	Bills Payable	2528
Postage	273	Sales	78182
Bad Debts	287	Loan	12000
Interest	1295		
Insurance	417		
Machinery	10000		
Stock (1.1.2011)	9945		
Purchases	62092		
Wages	4300		
Buildings	23780		
Fixtures	16156		
<b>Total</b>	<b>1,37,430</b>		<b>1,37,430</b>

**Adjustment: -**

1. Charge Depreciation on Machinery 4% and Buildings 5%
2. Allow 5% Interest on Capital
3. Closing Stock Rs 14,300



Exam. Seat No.

Total No. of Questions: 3

Total No. of Pages: 1

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Affiliated to Savitribai Phule Pune University, Pune  
Class: FYBBA  
Semester: I

Subject: Professional Communication Skill [Code: BBA-121-VSC]

[NEP Pattern]

Time: 01.00 Hours

[No. of Credits 02]

Max. Marks: 30

Instructions to the candidates:

1. All questions are compulsory.
  2. Figures to the right indicate full marks.
  3. Draw neat labelled diagram wherever necessary.
- 

**Q.1 A] Attempt each the following**

**04 Marks**

1. -----Communication include tone of voice, body language, facial expression.  
[Paralinguistic, Non-Linguistic, Linguistic]
2. Communication that tries to increase the number of receivers is----communication.  
[Oral, Written, Mass]
3. -----is the shortform of Facsimile.  
[ Telex, Fax, MMS]
4. Dress code is example of ----- Communication.  
[Verbal, Nonverbal, Written]

**B] Attempt each the following**

**06 Marks**

1. What is Oral Communication?
2. Who is Receiver?
3. What is Vertical Communication?

**Q2. Attempt the following. [Any 4]**

**12 Marks**

1. Explain the E-mail Etiquettes.
2. State the Elements of Communication.
3. Explain the Barriers to Listening.
4. State the Disadvantages of internet.
5. Explain the Nature of Group Discussion.
6. Explain the Barriers to Listening.

**Q3. Attempt the following. [Any 2]**

**08 Marks**

1. Explain the functions of Business Letter.
2. Discuss the process of communication.
3. Explain the principles of good listening.
4. Explain the types of Grapevine Communication.

Seat No

Total No of Questions: 05

Total no of pages: 2

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**Semesters Examination [2024 pattern]**

**Class: FYBBA Semester: II**

**Subject: Organizational Behaviour [Code: BBA-152-GEN]**

(No. of credits: 4)

Time: 2 Hrs.

Marks: 60

Instructions:

1. Figures to the right indicate full marks.
  2. Draw neat labeled diagram wherever necessary.
  3. All questions are compulsory.
- 

Q.1 Attempt the following

**A) Fill in the blanks.**

**4 Marks.**

1. The field of organizational behaviour is primarily concerned with .....  
[The behaviour of individual and group, effective utilization of resources, both]
2. .... of the following forms the basis for autocratic model of OB.  
[Authority, Power, Dependency on Boss]
3. .... is not a key element of organizational behaviour.  
[Management, People, Technology]
4. .... is a planned process of change in an organization culture.  
[OB, Conflict Management, Organizational Development]

**B) Answer in One sentence**

**8 Marks.**

1. Write any two objectives of Organizational Behaviour.
2. Define the term organizational Behaviour.
3. Write any two cause of individual behaviour.
4. List any two learned characteristics.



**Q. 2 Write short Notes on [Any 3]**

**12 Marks.**

1. Organizational Culture.
2. Individual behaviour framework.
3. Types of Change.
4. Participative leadership.

**Q. 3 Attempt the following [Any 2]**

**12 Marks.**

1. Explain the importance of OB.
2. Explain the disciplines contributing to OB.
3. Explain various challenges and opportunities of OB.

**Q.4. Attempt the following [Any 2]**

**12 Marks.**

1. Explain the different causes of individual behaviour.
2. Explain the various types of personalities in OB.
3. Define the term attitude. Explain various functions of attitude.

**Q.5. Attempt the following [Any 1]**

**12 Marks.**

1. Explain the models of organizational behaviour in detail.
2. Explain various types of organizational change.

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Total No. of Questions: 5

Total No. of Pages: 2

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Class: FYBBA

Semester: II

Subject-Principles of Finance [Code: BBA-153-GEN]

[NEP 2024 Pattern]

[No. of Credits 04]

Max. Marks: 60

Time: 02.00 Hours

Instructions to the candidates:

1. All questions are compulsory.
  2. Figures to the right indicate full marks.
  3. Draw neat labelled diagram wherever necessary.
- 

Q.1 A] Attempt each the following

04 Marks

1) Interest payable on debenture is \_\_\_\_\_.

- |   |                            |
|---|----------------------------|
| A) An appropriation of profit                     | C) A charge against profit |
| B) A charge against sales revenues of the company | D) None of the above       |

2) Depreciation is recovered when \_\_\_\_\_.

- |                            |                                  |
|----------------------------|----------------------------------|
| A) Goods are sold for cash | C) Asset is sold for replacement |
| B) Tax is paid             | D) None of the above             |

3) Venture capitalist exit through \_\_\_\_\_.

- |                          |                                    |
|--------------------------|------------------------------------|
| A) Public issue          | C) Sales of share to entrepreneurs |
| B) Finding new investors | D) All of the above                |

4) \_\_\_\_\_ means the firm's inability to earn a reasonable income in its funds/investments.

- |                        |                         |
|------------------------|-------------------------|
| A) Over-Capitalization | C) Under-Capitalization |
| B) Fair Capitalization | D) None of the above    |

08 Marks

B] Attempt each the following

- 1) What do you mean by Capital?
- 2) List the any two finance functions.
- 3) Define Business Finance.
- 4) Define Capital Structure.



**Q2. Attempt the following. [Any 3]**

**12 Marks**

- 1) Levered and unlevered companies.
- 2) Approaches of financial management.
- 3) Capital structure.
- 4) Limitations of financial planning.

**Q3. Attempt the following. [Any 2]**

**12 Marks**

- 1) Explain in details the role of finance manager in organization.
- 2) Describe the Scope and Nature of Financial Management.
- 3) What do you mean by capitalization. Explain the theories of capitalization.

**Q4. Attempt the following. [Any 2]**

**12 Marks**

- 1) Define Capitalization. Explain in detail overcapitalization and undercapitalization.
- 2) Write down criteria for determining capital structure.
- 3) Explain the methods of financial forecasting.

**Q5. Attempt the following. [Any 1]**

**12 Marks**

- 1) Define Business Finance. Explain the recent trends in business finance.
- 2) What do you mean by financial management? Explain in detail the sources of Financial Management.

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