

I-S-NEP-BBA-CC-101-Principle & Practices of Mgmt.

2024

Time :As in Programme

Full Marks : 100

The figures in the right-hand margin indicate marks.

Answer all the questions

PART-I

1. Fill in the blanks. 1x10
- a. The process of planning, organizing, directing, and controlling resources to achieve organizational objectives is called _____.
 - b. The type of management that focuses on efficiency & standardization is called _____.
 - c. A type of organization that is structured around projects or team is called _____.
 - d. The two factor theory based on _____ factors.
 - e. The process of monitoring performance, comparing it with goals and correcting any significant deviations is known as _____.
 - f. _____ focuses on improving the competitive position of company's product or services.
 - g. The father of scientific management is _____.
 - h. A _____ is an employee who exposes organizational wrong doing.
 - i. The acronym SWOT stands for _____.
 - j. The _____ dimension of social responsibility refers to a business's societal contributions of time, money and other resources.

PART-II

2. Answer the following questions in 50 words each. 2x9
- a. Write down the purpose of planning in management.
 - b. What is the difference between management & administration?
 - c. Write a note on normative models.

- d. Define strategic management.
- e. Write down the importance of communication in management.
- f. What is CSR?
- g. How does effectiveness differ from efficiency?
- h. Define organizational structure?
- i. What is the importance of ethics in management?

PART-III

3. Answer any eight questions of the followings in 250 words each. 5x8
- a. Explain the concept of management as a science. Describe the characteristics of management as a science.
 - b. Write down the sources of authority.
 - c. Explain the suitability of matrix organization.
 - d. Differentiate between MBO & MBE.
 - e. Explain the need of span of control.
 - f. Describe the trait theory of leadership & its key characteristics.
 - g. What is controlling in management? Explain its importance in achieving organizational objectives.
 - h. Describe the different types of social responsibility that organizations can use.
 - i. What is strategic management? Explain its importance in modern organization.
 - j. Briefly write down the nature and scope of directing.

PART-IV

- Answer any four of the following in 800 words each. 8x4
4. Explain the system based approach towards the management.
 5. Explain the concept of planning in management. Describe the the different types of plans that organizations can use.
 6. Define motivation. Explain the Maslow's Need Hierarchy theory.
 7. Explain the recruitment process in an organization. Describe the different steps involved in the recruitment.
 8. Write down the concept of Corporate Social Responsibility in management. Describe the different types of CSR initiative that organizations can undertake.



I-S-NEP-BBA-AEC-101-Business Communication

2024

Time :As in Programme

Full Marks : 100

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Answer all the questions

PART-I

1. Answer all questions in one word or one sentence each. 1x10
- a. What is communication?
 - b. Define the term "feedback" in the communication process.
 - c. State about formal communication.
 - d. What is e-mail?
 - e. What is the role of receiver in communication?
 - f. What does 'C' in the 7Cs of communication stands for?
 - g. Define "Barrier" in communication.
 - h. Give one example of Non-verbal communication.
 - i. Why is clarity important in communication?
 - j. How can conciseness improve communication?

PART-II

2. Answer the following questions in 50 words each. 2x9
- a. Write the advantages of good listening.
 - b. What are the key difference between poor listening and effective listening?
 - c. Explain the concept of digital communication in the context of social media?
 - d. Differentiate between Direct and Indirect negative message.
 - e. State about the elements of business letter.
 - f. How does work experience define in resume?

- g. What are the advantages of using social media for communication ?
- h. Mention the importance of clear communication within a team.
- i. Define the terms instant messaging and video conferencing.

PART-III

3. Answer any eight questions of the followings in 250 words each.

5x8

- a. Explain the seven Cs of communication.
- b. Describe the types of communication process
- c. Illustrate the process of listening.
- d. What is e-mail? Describe the structure of e-mail.
- e. What are the difference between Application letter and Cover letter?
- f. State about the process of preparing PowerPoint presentation in business communication?
- g. How will you manage team communication during online meeting?
- h. How many types of resume are there? Elaborate.
- i. What is the importance of Non-verbal Communication?
- j. Write the disadvantages of social media.

PART-IV

Answer any four of the following in 800 words each.

8x4

- 4. Explain the concept of communication. Discuss the role and objectives of communication in business.
- 5. Define effective Listening. Explain the importance of effective listening and also describe barriers to listening in an organization.
- 6. What is written communication? Discuss the importance of written communication in business.
- 7. Define business letter. State the purpose of writing business letters. Also explain types of business letter.
- 8. What is team communication? Elaborate the types of team communication.



(2)

I-S-NEP-BBA-CC-102-Financial Accounting

2024

Time :As in Programme

Full Marks : 100

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Answer all the questions

PART-I

1. Answer all questions. 1x10
- Written down value of the intangible asset is known as _____.
 - Bad debt is consider as _____ type of account.
 - Share forfeiture transfer to _____ account.
 - _____ Concept says owner is the creditor to the business.
 - Total profit of an organization is known as _____.
 - Investment of the owner is known as _____.
 - Copyright is _____ type of asset.
 - Wealth of an organization is known as _____.
 - Outsider loan is consider as _____ to a business.
 - Accounting equation _____ + liability = _____.

PART-II

2. Answer the following questions in 50 words each. 2x9
- What is contra entry explain with example.
 - What is the difference between amortization & depreciation?
 - Write a note on branches of accounting.
 - Define green accounting.
 - Write down the importance of financial accounting.
 - What is real account explain with 4 examples?

(Turn Over)

- g. Why do we prepare trial balance?
- h. Define the term fictitious asset.
- i. What are the difference between net profit and gross profit?

PART-III

3. Answer any eight questions of the followings in 250 words each.

5x8

- a. Explain the types of business.
- b. State the difference between journal and ledger.
- c. Give a brief explanation on share capital.
- d. Explain the types of assets.
- e. Describe the objectives of trial balance
- f. State about the types of error with proper example.
- g. Describe the accounting convention.
- h. explain types of cash book with spaceman.
- i. Give a detailed description on users of accounting information.
- j. State the differences between profit and loss account and balancesheet.

PART-IV

Answer any four of the following in 800 words each.

8x4

- 4. What is accounting? Explain the concepts of accounting.
- 5. What is depreciation? Write down the methods of calculating depreciation.
- 6. H Ltd. issued 5000 equity shares of Rs. 100 each. The amount payable on these shares was as under:

Rs. 10 per share on application

Rs. 60 per share on allotment

Rs. 30 per share on first and final call

All the shares were subscribed and money duly received except the first and final call money on 100 shares. All the share are forfeited and reissue at Rs 90

Pass the journal entries in the books of H Ltd.

(2)

(Contd.)

7. Prepare triple column cashbook for Genny traders from following data

January 1	Cash in Hand	1000
	Cash in Bank	20000
January 2	Purchased goods for Cash	6000
January 4	Sold goods for Cash and amount paid by cheque	2000
January 10	Received cash from Birajdar (Discount allowed Rs 25)	5875
January 12	Issued Cheque to Mohan Rao (Discount Received Rs 20)	2480
January 14	Cash Deposited in bank 1,000	
January 16	Received cheque from Prabakar (in full settlement 950 of a debt of Rs. 1000)	
January 18	Cash paid to Sohn	1000
January 20	Bank collects interest on Securities	500
January 22	Received cheque from Kulkarni, deposited in bank	1,000
January 27	Bank returns cheque of Kulkarni as dishonoured	
January 29	Bank charges as per Pass Book	50
January 30	Cash deposited in bank	2000
January 31	Amount withdrawn from bank for office use	500
	Amount withdrawn for Personal use	1000

8. From the following information prepare ledger account and trial balance
(amounts on Rs)

August 1	Business started with cash	10000
August 2	Deposited in bank	6000
August 5	Brought goods from Mahavir	1500
August 9	Sold goods to Gupta	650
August 12	Paid cash to Mahavir	990
	Discount receive	10
August 15	Cash receive from Gupta	625
	Discount allowed	25
August 20	Furniture purchase	300
August 22	Drew cash from bank for personal use	600
August 25	Paid rent by cheque	200
August 30	Salary due to clerk	300

I-S-NEP-BBA-AEC-102-General English

2024

Time :As in Programme

Full Marks : 100

The figures in the right-hand margin indicate marks.

Answer all the questions

PART-I

1. Answer all the questions as directed. 1x10
- a. What is the adjective form of "Courage"?
 - b. Define the meaning of the word "Prefix".
 - c. What is the rootword of Nominatate?
 - d. What is the prefix in the word "International"?
 - e. She is making tea for the guests.
(Pick out the clause and phrase).
 - f. The sunset we saw over the mountains was beauty _____.
(Use correct suffix)
 - g. State the synonym of the word "Loud".
 - h. State the antonym of the word "Always".
 - i. What do you mean by the full form of "Ltd.?"
 - j. What is the full form of "Asst.?"

PART-II

2. Answer the following questions in 50 words each. 2x9
- a. What is the difference between simple sentence and compound sentence?
 - b. Define the term Phrase and Clause.
 - c. When I (go) to the party last night, I could not recognize my uncle.(use correct form)
 - d. How many major parts are there in paragraph?

(Turn Over)

- e. Which is Correct: "please credit this amount to my name."
"Please credit this amount to my account."
- f. Mention why definite article 'the' is not used in the following sentence.
"Mangoes are sweet."
- g. Agra is famous about/for the Taj Mahal. (choose the correct preposition)
- h. Explain about subject and verb.
- i. Differentiate between Definite article and Indefinite article.

PART-III

3. Answer any eight questions of the followings in 250 words each.

5x8

- a. Explain the concept of word formation.
- b. Discuss the key principles of organizing a paragraph.
- c. Write the rules of Noun-Pronoun agreement.
- d. Discuss the techniques for writing precisely.
- e. Explain the importance of writing practices.
- f. Mention the stages in essay writing.
- g. Discuss how improving comprehension skills can be beneficial.
- h. How do articles "a", "an", "the" differ in usage?
- i. Discuss the importance of writing the strong introduction and conclusion in an essay or article.
- j. Write the importance of proper pronunciation in communication.

PART-IV

Answer any four of the following.

8x4

- 4. Describe the process of writing an academic essay. (Within 800 words.) 8
- 5. Read the passage given below and answer the questions that follow:
Every moment of life is precious. Time is the essence of life. It is the wealth given to us by Nature. Everyday all of us get 24 hours; nothing

less, nothing more. Now, it is up to us how we use it. People who know how to make the best use of every moment easily open the doors of success in their lives and those who misuse time get failures one after the other. There is a saying that, "Spent time and spent words cannot come back." Everybody is tied by the limits of time; even God respects the boundaries of time. Work wins appreciation only when it gets completed in a requisite time frame. Beyond the time allotted, work loses all its utility however good may have been its quality. Just as falling of rains after the crops have dried up have no use; likewise, when the time is past the deadline, the work loses its importance and value. When iron is hot it can be cast into whichever shape we want. Once it gets cold nothing can be made out of it, however, much we may be at the same. In the same way, a person who has learnt to wisely use his time and has understood how to cast himself according to the need of the time has actually learnt the true mantra of life. Shakespeare wrote in one of his plays, "I wasted time, and now doth time waste me." It is true that a person who wastes even a little bit of time loses wonderful opportunities that he could have otherwise availed of by utilizing that time. All the great leaders have one thing in common. They wisely utilize every moment of their time. When other people are busy in wasting time in laziness, great men are busy in making plans for the future. There is no person in history who wasted his time and still managed to achieve greatness. Therefore, there is great need to manage time wisely. "Careful Time Management" refers to careful planning of time and sincere execution of this plan. This is the only mantra to attain success in any endeavour. A simple change in outlook and some modification in one's daily routine can result in a big jump forward towards greater achievements.

Questions :

2×4

- a. What is the essence of life?
- b. What kind of work loses its utility?
- c. What is needed for careful time management?
- d. What kind of people open the doors of success of their life?

(3)

(Turn Over)

6. Read the following passage carefully and write a précis of it in your own words. Your précis should be one-third of the length of the original passage and should retain all the essential ideas. 8

Coffee is traditionally grown in Karnataka, Kerala and Tamil Nadu in India. It is predominantly an export oriented commodity and 65% to 70% of coffee produced in the country is exported, while the rest is consumed within the country. In the international market, Indian Robusta is highly preferred for its good blending quality. Arabica coffee from India is also well received in the international market. Coffee is an export product with low import intensity and high employment content. This is evident from the fact that more than six lakh persons are directly employed and an equal number of individuals get indirect employment from this sector. Arabica is mild coffee, but the beans being more aromatic; it has higher market value compared to Robusta beans. On the other hand, Robusta has more strength and is therefore used in making various blends. Arabica is grown in higher altitudes than Robusta. The cool and equable temperature, ranging between 15°C and 25°C, is suitable for Arabica, while for Robusta, hot and humid climate with temperature ranging from 20°C to 30°C is suitable. Arabica requires more care and nurture and is more suitable for large holdings, whereas Robusta is suitable irrespective of the size of the farm. Arabica is susceptible to pests and diseases such as White Stem Borer, leaf rust, and requires more shade than Robusta. The harvest of Arabica takes place between November and January, while for Robusta; it is from December to February.

7. Write an essay on the following topic: (Within 800 words.) 8
"Social Media and its impact on Youth"
8. Discuss the essential elements of good writing practices. (Within 800 words.) 8



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Answer all the questions

PART-I

1. Choose the correct option. 1x10

a. Which of the following is considered the "knowledge of life" in Indian traditional systems?

- i) Siddha
- ii) Yoga
- iii) Ayurveda
- iv) Naturopathy

b. How many Mahabhutas (basic elements) constitute the universe according to Ayurveda?

- i) Three
- ii) Four
- iii) Five
- iv) Six

c. Which concept in Ayurveda defines the body constitution of an individual?

- i) Dhatu
- ii) Prakruthi
- iii) Agni
- iv) Ojas

(Turn Over)

- d. The concept of *Triguna* in Indian psychology includes:
- Vata, Pitta, Kapha
 - Rajas, Tamas, Sattva
 - Karma, Bhakti, Jnana
 - Manas, Buddhi, Chitta
- e. *Dinacharya* refers to:
- Detox therapies
 - Seasonal regimens
 - Daily routines
 - Food classification
- f. Which of these is NOT a cleansing process in Yoga (Shatkriya)?
- Neti
 - Trataka
 - Kapalbhati
 - Bhastrika
- g. The term *Agni* in Ayurveda primarily relates to:
- Respiratory system
 - Digestive fire
 - Circulation
 - Nervous energy
- h. Which of the following is NOT one of the Trividha Upastambhas (three pillars of health)?
- Food
 - Sleep
 - Meditation
 - Controlled sexual conduct

- i. According to Ayurveda, which substance is considered the essence that governs vitality and immunity?
- Dhatu
 - Mala
 - Ojas
 - Rasa
- j. The concept of *Samanya and Vishesha* refers to:
- Mind-body disorders
 - Fundamental Ayurvedic treatments
 - Principles of similarity and difference
 - Types of Ayurvedic herbs

PART-II

2. Answer the following questions in 50 words each. 2x9
- Define Ayurveda in your own words.
 - What is the role of Pancha Mahabhuta in human health?
 - Mention any two functions of the Doshas in the body.
 - What is the relevance of Ojas in immunity?
 - What do you understand by the term "Prakruthi"?
 - List any two daily practices mentioned under Dinacharya.
 - What is Ritu Charya and why is it important?
 - Name any two Shatkriyas and their benefits.
 - What is the concept of Manas according to Ayurveda?

PART-III

3. Answer any eight questions of the followings in 250 words each. 5x8
- Explain the Tridosha theory and its importance in maintaining health.
 - Discuss the role of Agni in digestion and metabolism.

- c. Describe the relevance of Daily Detoxification and Exercise in Swastha Vritta.
- d. Explain how the principle of Samanya and Vishesha can be applied in food habits.
- e. What is the significance of the Shadrasa in choosing appropriate nourishment?
- f. Write a note on the concept of Sadvritta and its application in modern society.
- g. Discuss the eight limbs of Ashtanga Yoga.
- h. Explain the relationship between Mind, Body, and Consciousness in Indian Psychology.
- i. How does Yoga help in maintaining mental health?
- j. Write a short note on Triguna-based Psychology.

PART-IV

Answer any four of the following in 800 words each. 8x4

4. Discuss in detail the concept of Dosha-Dhatu-Mala and their role in human physiology.
5. Elaborate on the concept of Dinacharya and Ritu Charya with practical examples for modern lifestyles.
6. Describe the different types of Yoga (Hatha, Raja, Bhakti, Karma, Gyana) and their respective goals.
7. Explain the concept of Mind according to Ayurveda and Yoga and discuss how harmony can be maintained between body and mind.
8. Analyze the influence of external environment (Seasons, Food, Lifestyle) on internal health and how synchronization with nature helps in holistic wellness.



(4)

I-S-NEP-BBA-VAC-101-EVS & Sustainability

2024

Time :As in Programme

Full Marks : 100

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*Answer **all** the questions*

PART-I

1. Answer all the following. 1x10
- a. Define environment
 - b. What are natural resources?
 - c. Give an example of renewable natural resources.
 - d. Name any way to conserve natural resources.
 - e. What are the two main component of ecosystem?
 - f. Give an example of biotic component.
 - g. The natural place of an organism or community is known as _____
 - h. What is the meaning of "3R'S" in waste management?
 - i. Write two causes of air pollution.
 - j. In which year the environment protection act takes place?

PART-II

2. Answer the following questions in 50 words each. 2x9
- a. What is demographic environment?
 - b. What is exhaustible resources?
 - c. What is non renewable resources?
 - d. Write two functions of ecosystem.
 - e. What do you mean by In-Situ conservation?
 - f. What is ozone layer ?

(Turn Over)

- g. What is green house effect?
- h. What are the role of business in achieving sustainable development goals?
- i. What do you mean by human population growth?

PART-III

3. Answer any eight questions of the followings in 250 words each.

5x8

- a. What are the issues arise related to overutilization of natural resources?
- b. Write down the benefits of sustainable management.
- c. What are the threats to biodiversity?
- d. What are the various types of natural ecosystem?
- e. How homeostasis and carrying capacity are related in an ecosystem to each other?
- f. What are the methods of solid waste management?
- g. Write down the impacts of air pollution in business and communities.
- h. Explain about the demographic changes in India.
- i. What are the aims and objectives of the environment (protection) act 1986?
- j. What are the consequences of marine pollution?

PART-IV

Answer any four of the following in 800 words each.

8x4

- 4. Write down the classification of natural resources.
- 5. Explain about some historical environmental movements that takes place.
- 6. Write down about the importance of biodiversity.
- 7. What are the causes of noise and water pollution?
- 8. What are the basic role of judiciary in environmental protection?



(2)