

Total No. of Questions : 09

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BBA (SIM) (Sem.-3)

## IT TOOLS FOR BUSINESS

**Subject Code : BBASM-SEC 301-18**

**M.Code : 76826**

Date of Examination : 16-06-2025

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTIONS TO CANDIDATES :**

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B consists of FOUR Sub-sections : Units-I, II, III & IV.
3. Each Sub-section contains TWO questions each, carrying TEN marks each.
4. Student has to attempt any ONE question from each Sub-section.

## SECTION - A

1. Write briefly :
- Information
  - RAM
  - Mail-merge
  - Secondary Memory
  - What is the formula of Deleting in MS-Excel?
  - How to add Header in MS-Word?
  - How to save a file in MS-Office?
  - System Software
  - Octal number system
  - MS Office

## SECTION - B

## UNIT - I

- What is a computer? Explain with the help of a Block Diagram.
- Convert the number 34562 and 28762 with base 10 to binary, octal & hexadecimal numbers.

## UNIT - II

4. What is software? Explain different types of software with examples.
5. How to create a file? After creating how can one copy, delete and rename a file?

## UNIT - III

6. What is the usage of MS-Word? How to add a footer, bullets and numbers in word? Also, explain inserting a table, finding & replacing text in a .doc file.
7. How to create a Power Point Presentation? How to apply slide-sorter and animation in a ppt?

## UNIT - IV

8. What are the functions of MS-Excel? How to create pie-charts in MS-Excel?
9. Explain different formulae in MS-Excel. How to create database with the help of MS-Excel?

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BBA (SIM) (Sem.-3)

**ORGANIZATION BEHAVIOUR**

Subject Code : BBASM-GE 301-18

M.Code : 76825

Date of Examination : 23-06-2025

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTIONS TO CANDIDATES :**

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTIONS-B consists of FOUR Sub-sections : Units-I, II, III & IV.
3. Each Sub-section contains TWO questions each, carrying TEN marks each.
4. Student has to attempt any ONE question from each Sub-section.

**SECTION - A**

1. Write briefly :

- a) Personality
- b) Group Dynamics
- c) Organizational Effectiveness
- d) Job Enrichment
- e) Maslow's Need Hierarchy.
- f) Group cohesiveness
- g) Parent Ego
- h) Perceptual errors
- i) Self esteem
- j) Organizational culture

**SECTION - B**

**UNIT - I**

2. What is organizational behaviour? What is its scope? What is the necessity of studying this subject?
3. Discuss the role of organizational behavior in management practices.

**UNIT - II**

4. What are the major factors that determine individual behaviour?
5. Discuss Herzberg Two Factor Theory of Motivation in detail.

**UNIT - III**

6. Discuss the stages of group development. What is group cohesiveness?
7. Write a short note on:
  - a) Leadership styles
  - b) Managerial grid

**UNIT - IV**

8. Write a detailed note on Stress Management.
9. How can the Organizational Culture be improved?

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**BBA (SIM) (Sem.-3)**  
**HUMAN RESOURCE MANAGEMENT**

**Subject Code : BBASM301-18**

**M.Code : 76822**

Date of Examination : 03-07-2025

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTIONS TO CANDIDATES :**

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B consists of FOUR Sub-sections : Units-I, II, III & IV.
3. Each Sub-section contains TWO questions each, carrying TEN marks each.
4. Student has to attempt any ONE question from each Sub-section.

## SECTION - A

1. Write briefly :
- Define human resource planning.
  - What is job description?
  - Differentiate between recruitment vs. Selection.
  - Define placement.
  - Differentiate between job enrichment and job enlargement.
  - What is job simplification?
  - What is job design?
  - Define incentive plans.
  - Differentiate between training and development.
  - Define salary administration.

## SECTION - B

## UNIT - I

2. Discuss human resource planning process.
3. Write a note on factors affecting HRP.

## UNIT - II

4. Discuss the various sources of recruitment.
5. Write a note on job analysis and steps in analyzing job.

### UNIT - III

6. Explain identification of training needs and its process.
7. Write a note on process of career planning and development.

#### UNIT - IV

8. Write a note on performance appraisal and its process.
9. Write a detailed note on elements & methods of wage & salary.

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**BBA (SIM) (Sem.-3)**  
**INTRODUCTION TO SERVICE INDUSTRY**

Subject Code : BBASM 303-18

M.Code : 76824

Date of Examination : 18-06-2025

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTIONS TO CANDIDATES :**

1. SECTION-A is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. SECTION-B consists of **FOUR** Sub-sections : Units-I, II, III & IV.
3. Each Sub-section contains **TWO** questions each, carrying **TEN** marks each.
4. Student has to attempt any **ONE** question from each Sub-section.

**SECTION-A**

**I. Write briefly:**

- a. Services and products are different how?
- b. What are private banks?
- c. Define an open ended mutual fund.
- d. Define NBFC.
- e. Artificial intelligence is the fixture of the IT sector. How?
- f. Medical tourism has boosted the Indian economy. How?
- g. What are the different categories of hotels?
- h. What is the role of RBI?
- i. Define mutual funds.
- j. What are nationalized banks?

**SECTION - B**

**UNIT - I**

2. How can the services be classified?
3. 'By nature services are totally different from products.' How?

**UNIT - II**

4. Explain the various challenges faced by the financial sector in India.
5. Explain the various reasons that have resulted in the growth of financial sector in India.

**UNIT - III**

6. What are the various opportunities in the information technology sector in India?
7. 'Healthcare sector in India has a huge potential?' Explain.

**UNIT - IV**

8. What are the various initiatives taken by the Indian government to promote tourism in India?
9. Explain the different types of mutual funds and their relative advantages.

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