

BACHELOR OF BUSINESS ADMINISTRATION EXAMINATION, 2024

(1st Year, 1st Semester)

SUBJECT: PRINCIPLES OF MANAGEMENT AND ORGANIZATION BEHAVIOUR**PAPER CODE: MAN 101**

Time : 3 hours

Full Marks : 100

Answer *any five* questions.

1. What is Scientific Management? Differentiate between Scientific Management of F.W. Taylor and Elton Mayo's Human Relation Management. State the advantages and disadvantages of Bureaucratic Approach. 2+10+8=20
2. a) Discuss the role of a manager in today's dynamic and rapidly changing business environment.
b) Explain the steps in the Planning Process in the organization.
c) State the challenges and obstacles faced by organization when implementing their plans. 5+10+5=20
3. What is the difference between delegation and decentralization of Authority? Discuss the factors that may affect the extent of decentralization. Mention challenges associated with Delegation and Strategies to overcome them. 5+10+5=20
4. What is Personality? What are the major determinants of personality? Explain the Big-Five Trait theory of Personality. 3+7+10=20
5. What do you understand by 'Hygiene' and 'Motivational' factors in Herzberg's Two-factors Theory.
Discuss Maslow's Need Hierarchy Theory of Motivation. 10+10=20
6. Explain Blake and Monton's Managerial Grid Theory with a diagram.
Can a leader effectively blend multiple leadership styles, or is it more beneficial to commit to one primary style? Justify your answer. 10+10=20
7. Read the following passage carefully and then answer the questions given below:
'In recent months, XYZ Technology, a rapidly growing software development company with a workforce of 200 employees, has been facing increasing issues related to stress and burnout among its employees. The management has noticed a rise in absenteeism, decreased productivity, and employee turnover. The situation has raised concerns about the overall well being and effectiveness of the workforce'.
a) Do you think that the management of XYZ Technology should consider the situation serious, and take immediate action? Give reasons for your answer.

[Turn over

- b) Explain the key factors for organizational stress.
- c) Recommend some steps that can be taken to deal with organizational stress.

(2+4)+7+7=20

8. Write short notes : (Any *four*)

5×4=20

a) Line and Staff function

b) Impact of globalization on Work place Diversity.

c) MBO

d) Theory X and Theory Y

e) Different levels of Conflict

f) Bases of Departmentation

g) Stages of Group formation

h) Organizational Politics

BACHELOR OF BUSINESS ADMINISTRATION EXAMINATION, 2024

(1st Year, 1st Semester)

SUBJECT: BUSINESS ENVIRONMENT**PAPER CODE: MAN 102 (EDC)**

Time : 3 hours

Full Marks : 100

Answer *any five* questions.

1. a) What monetary policy measures should be adopted to control money supply in an economy?
b) Why do you think foreign investment is required in India?
c) How is WTO different from GATT?
d) State the reasons for shifting from FERA to FEMA. 6+6+4+4
2. a) What do you mean by Fiscal Policy?
b) Explain in detail the various aspects of Fiscal Policy of India.
c) State any three merits and demerits of Fiscal Policy. 2+12+6
3. Explain the significance of business environment and discuss in detail the various components of the business environment using suitable examples. 20
4. a) Explain the objectives of Economic Planning.
b) Critically examine the achievements and failures of the Five Year Plans.
c) State the objectives of NITI AAYOG. 6+10+4
5. a) Differentiate between socialist and capitalist model of development.
b) Explain the evolution of economic trend followed in India. 10+10
6. a) State the objectives of New Small Scale Sector Policy, 1991.
b) Critically examine the merits and drawbacks of Industrial Licensing Policy. 6+14
7. a) Elaborate on the objectives and the salient features of the EXIM Policy.
b) Explain the impact of globalization on the Indian industry. 10+10
8. Write short notes on *any four* of the following :
a) Ease of doing business
b) Mixed Economy
c) Changing business environment of India
d) Tertiary Industry
e) MRTP Act
f) Eleventh Five Year Plan
g) World Trade Organization
h) Foreign Direct Investment

BACHELOR OF BUSINESS ADMINISTRATION EXAMINATION, 2024

(1st Year, 1st Semester)

SUBJECT: ENVIRONMENTAL STUDIES AND SUSTAINABILITY**PAPER CODE: MAN 103**

Time : 3 hours

Full Marks : 100

Answer *any five* questions.

1. a) Define Environment.
b) Discuss briefly the scope and importance of Environmental Studies.
c) Elaborate the need of public awareness on this topic. 3+10+7=20
2. a) Explain the term Sustainable Development.
b) What are the 4 pillars of sustainability?
c) State the challenges faced by India towards achieving sustainable development.
d) Explain Sustainable Development Goals (SDGs) and their significance as identified by UN General Assembly. 2+4+6+8=20
3. a) Explain the term Ecology.
b) What are the components of an Ecosystem?
c) Differentiate between food chain and food web.
d) What do you understand by Ecological Pyramids? Mention the different types of Ecological pyramids. 2+4+4+(6+4)=20
4. a) Differentiate between Renewable and Non-renewable resources of Energy.
b) State the advantages and disadvantages of Geothermal energy.
c) Explain the role of an individual in the Conservation of Natural Resources. 6+4+10=20
5. a) Explain Environmental Pollution.
b) What is Green house effect? Menton 4 Green house gases.
c) What are the effects of Air pollution on humans?
d) What do you understand by sanitary landfill? 2+4+2+6+6=20
6. a) Define Biodiversity.
b) What are the three levels of Biodiversity?
c) What is meant by Hotspots of Biodiversity?
d) Explain the two methods of Conservation of Biodiversity with examples. 2+6+2+(5+5)=20

[Turn over

7. a) What do you mean by 3Rs principle?
b) State the merits of the Environment (Protection) Act, 1986.
c) What are the issues involved in the enforcement of Environmental legislation?

4+8+8=20

8. Write short notes on *any five (5)* :

5×4=20

- a) Endangered and Endemic species
b) Ecological succession
c) Eutrophication
d) Ozone layer depletion
e) EIA
f) E-waste management
g) Biomass Energy
h) Compensatory Afforestation

BACHELOR OF BUSINESS ADMINISTRATION EXAMINATION, 2024

(1st Year, 1st Semester)

SUBJECT: COMMUNICATIVE ENGLISH**PAPER CODE: MAN 104**

Time : 3 hours

Full Marks : 100

Answer *any five* questions, each question carries equal marks.

1. Read the passage and answer the following questions :

For four days, I walked through the narrow lanes of the old city, enjoying the romance of being in a city where history still lives in its cobblestone streets and it its people riding asses, carrying vine leaves and palm as they once did during the time of Christ.

This is Jerusalem, home to the sacred sites of Christianity, Islam and Judaism. This is the place that houses the church of the Holy Sepulchre, the place where Jesus was finally laid to rest. This is also the site of Christ's crucifixion, burial and resurrection.

Built by the Roman Emperor Constantine at the site of an earlier temple to Aphrodite, it is the most venerated Christian shrine in the world. And justifiably so. Here, within the church, are the last five stations of the cross, the 10th station where Jesus was stripped of his clothes, the 11th where he was nailed to the cross, the 12th where he died on the cross, the 13th where the body was removed from the cross, and the 14th, his tomb.

For all this weighty tradition, the approach and entrance to the church is nondescript. You have to ask for directions. Even to the devout Christian pilgrims walking along the Via Dolorosa the Way of Sorrows first nine stations look clueless. Then a courtyard appears, hemmed in by other buildings and a doorway to one side. This leads to a vast area of huge stone architecture.

Immediately inside the entrance is your first stop. It's the stone of anointing: this is the place, according to Greek tradition, where Christ was removed from the cross. The Roman Catholics, however, believe it to be the spot where Jesus' body was prepared for burial by Joseph.

What happened next? Jesus was buried. He was taken to a place outside the city of Jerusalem where other graves existed and there, he was buried in a cave. However, all that is long gone, destroyed by continued attacks and rebuilding; what remains is the massive and impressive Rotunda (a round building with a dome) that Emperor Constantine built. Under this, and right in the centre of the Rotunda, is the structure that contains the Holy Sepulchre.

"How do you know that this is Jesus' tomb?" I asked one of the pilgrims standing next to me. He was clueless, more interested, like the rest of them, in the novelty of it all and in photographing it, than in its history or tradition.

At the start of the first century, the place was a disused quarry outside the city walls. According to the gospels, Jesus' crucifixion occurred 'at a place outside the city walls with graves nearby'. Archaeologists have discovered tombs from that era, so the site is compatible with the biblical period.

[Turn over

The structure at the site is a marble tomb built over the original burial chamber. It has two rooms, and you enter four at a time into the first of these, the Chapel of the Angel. Here the angel is supposed to have sat on a stone to recount Christ's resurrection. A low door made of white marble, partly worn away by pilgrims' hands, leads to a smaller chamber inside. This is the 'room of the tomb', the place where Jesus was buried.

~~We entered in a single file. On my right was a large marble slab that covered the original rock bench on which the body of Jesus was laid. A woman knelt and prayed. Her eyes were wet with tears. She pressed her face against the slab to hide them, but it only made it worse.~~

Answer the following questions briefly :

- a) How does Jerusalem still retain the charm of the ancient era?
- b) What did the author discuss about the Rotunda and the Holy Sepulchre?
- c) Where was Jesus buried?
- d) What is the Greek belief about the 'Stone of anointing'?
- e) Why did 'a woman' try to hide her tears?
- f) Why did author have to ask for directions while entering the church and what did he enjoy about the city?
- g) Find words from the passage which mean the same as:
 - i) a large grave
 - ii) having no interesting features/dull
 - iii) people who journey to a sacred place for religious reasons
 - iv) the teaching or revelation of Christ
 - v) the rising of someone from death

(5×2)+5+5=20

2. Read the passage carefully and answer the following questions :

In a thrilling culmination to the ICC Cricket World Cup 2023, Australia emerged victorious, securing their record sixth title by defeating India with a commanding 6-wicket margin. Travis Head played a starring role, amassing an impressive 137 runs before his stay was ended by Siraj. The Australian players, recognising Head's exceptional efforts, applauded his performance on the grand stage. This historic win adds to Australia's legacy of success in the tournament, where they have historically enjoyed the most triumphs. Pat Cummins, leading the team, guided them to their eighth ODI World Cup final, where they faced India, who were firm favourites after an unbeaten run through nine group matches. Cummins' strategic decision to bowl first paid off, as the crucial wicket of Kohli set the tone. Despite the hosts' effort, scrambling to 240 all out, the game remained in the balance, showcasing the intensity of the World Cup final.

- i) 'The Australian players, recognising Head's exceptional efforts, applauded his performance on the grand stage.' – paraphrase the statement and rewrite.

- ii) Find a synonym of the following words from the passage. 2×3
- a) Exciting
 - b) Heritage
 - c) Extraordinary

- iii) Write the antonyms of the following words. 2×3
- a) Crucial
 - b) Triumph
 - c) Grand

- iv) Make sentence with the following words. 2×2
- a) Intensity
 - b) Unbeaten

3. a) Identify the errors in the following sentences and rewrite them.

- i) The shepherd took the cattles to the field.
- ii) Do you know the importance for clean water?
- iii) Laugh is the best medicines.
- iv) The flock of sheeps blocked the road.
- v) The children decided to surprise Miss Holmes on teacher's day.
- vi) I saw Richard when I'm on the flight.
- vii) Man have depended on nature for a long time.
- viii) Bread and butter are Sheldon's favourite breakfast.
- ix) Birds of features flock together.
- x) The teacher called me on 12 o'clock.
- xi) I know to swim.
- xii) He prefers coffee than tea.

- b) Give the synonyms of the following words.

- i) abandon
- ii) lament

- c) Give the antonyms of the following words.

- i) delay
- ii) pride

- d) Make sentences with the following words to show their differences.

- i) affect
- ii) effect

- e) Change the voice.

- i) Honey is sweet.
- ii) Close the door.

(1×12)+2+2+2+2=20

[Turn over

4. Answer the following questions.

i) Fill in the gaps using appropriate gerund. 1×6

- a) Sam dreams of _____ a doctor. (Be)
 b) I don't like _____ cards. (Play)
 c) _____ is her new hobby. (Sing)
 d) _____ a good job is not easy. (Get)
 e) You should give up _____ (Smoke)
 f) He hates _____ early in the morning (Rise)

ii) Make sentences using the following phrasal verbs (any *four*): 2×4

- a) Cheer up
 b) Back out
 c) Hold on
 d) Check in
 e) Calm down
 f) Look after

iii) State the meanings of the following pairs of homonyms. 2×3

- a) Right and Write
 b) See and Sea
 c) Piece and Peace

5. Read the following paragraph and write a summary within 150 words. 20

Nestled among the clouds, the mountains beckoned, promising an escape from the routine of daily life. The decision to embark on a spontaneous trip to the peaks was impulsive yet thrilling. As the car wound its way up the serpentine roads, anticipation hung in the air, mingling with the scent of pine trees.

The ascent revealed a tapestry of greenery, the valleys below gradually transforming into a patchwork quilt of colours. The rhythmic hum of the engine became a soothing soundtrack, complemented by the occasional chirping of birds that seemed to guide us through the mountainous terrain. Arriving at the summit, the world unfolded before us in panoramic splendour. Peaks touched the sky, their snow-draped majesty commanding respect. A sense of wonder swept over, a reminder of the insignificance of our daily worries against the vast canvas of nature. Setting out on a hiking trail, the crisp mountain air invigorated our senses. Each step brought us closer to the heart of the wilderness. The rustling of leaves and the distant murmur of a stream became the only companions on our journey, creating a serene symphony that echoed through the hills. Reaching a vantage point, we were treated to a spectacle as the sun dipped below the horizon. The sky transformed into a kaleidoscope of warm hues, casting a gentle glow over the landscape. The mountains, now silhouetted against the fading light, seemed to whisper tales of time immemorial. Nightfall brought a different kind of enchantment. Under a sky adorned

with a myriad of stars, we huddled around a campfire, sharing stories and laughter. The mountains stood sentinel in the darkness, their stoic presence a reminder of the ancient wisdom embedded in their rocky cores. As dawn painted the sky in hues of pink and gold, we bid farewell to the mountains. The trip, though brief, left an indelible mark. In the embrace of nature's grandeur, I found solace, adventure, and a renewed appreciation for the simplicity and beauty of life. The mountain retreat became a chapter etched in memory, a testament to the transformative power of unplanned journeys.

OR

Paraphrase the following text within 200 words.

Too many parents these days can't say no. As a result, they find themselves raising 'children' who respond greedily to the advertisements aimed right at them. Even getting what they want doesn't satisfy some kids; they only want more. Now, a growing number of psychologists, educators and parents think it's time to stop the madness and start teaching kids about what's really important: values like hard work, contentment, honesty and compassion. The struggle to set limits has never been tougher and the stakes have never been higher. One recent study of adults who were overindulged as children, paints a discouraging picture of their future: when given too much too soon, they grow up to be adults who have difficulty coping with life's disappointments. They also have distorted sense of entitlement that gets in the way of success in the work place and in relationships.

Psychologists say that parents who overindulge their kids, set them up to be more vulnerable to future anxiety and depression. Today's parents themselves raised on values of thrift and self-sacrifice, grew up in a culture where no was a household word. Today's kids want much more, partly because there is so much more to want. The oldest members of this generation were born in the late 1980s, just as PCs and video games were making their assault on the family room. They think of MP3 players and flat screen TV as essential utilities, and they have developed strategies to get them. One survey of teenagers found that when they crave for something new, most expect to ask nine times before their parents give in. By every measure, parents are shelling out record amounts. In the heat of this buying blitz, even parents who desperately need to say no find themselves reaching for their credit cards.

What parents need to find, is a balance between the advantages of an affluent society and the critical life lessons that come from waiting, saving and working hard to achieve goals. That search for balance has to start early. Children need limits on their behaviour because they feel better and more secure when they live within a secured structure. Older children learn self-control by watching how others, especially parents act. Learning how to overcome challenges is essential to becoming a successful adult. Few parents ask kids to do chores. They think their kids are already overburdened by social and academic pressures. Every individual can be of service to others, and life has meaning beyond one's own immediate happiness. That means parents eager to teach values have to take a long, hard look at their own.

6. Answer any *two* of the following :

- a) Why is the story subtitled 'A Reverie' and state the central theme of the prose, "Dream Children" by Charles Lamb. Sketch the character of the great-grandmother Field who lived in a big house in Norfolk? 5+5
- b) Why is Dr Radhakrishnan important in Indian history? What are the contributory factors in shaping Dr. Radhakrishnan's character in the text "The Shaping of My Character"? 2+8
- c) Why the author looked out from the train window again and again, while passing through the Deoli station in the prose "Night Train at Deoli"? Prove a character sketch of the girl at Deoli station. 5+5

7. Describe in about 250-300 words, an experience in a haunted place that you may have visited, stressing upon the reason you had gone to this place in the first place, description, location, see, hear, smell, feel or experience at this place, found someone or something that scared you, the reason why is this place haunted and a special history of its own. 20

OR

Write a descriptive note on the boon and bane of social media for students (300–350 words).

20

8. Justify the following statement as True/False with proper reasoning : (Any 10) : 10×2

- a) According to Dr. S. Radhakrishnan academic curriculum must not be related to life.
- b) In Dream Children, the author was lost in a day dream.
- c) Deoli was a small station about 30 miles away from Darjeeling in the lower Himalayan terrain.
- d) The great grandmother Field often visualised the ghosts at night in her big house.
- e) According to Nirod C. Chaudhuri for English people noise is as essential a condition of cheerfulness as is the warmth of the sun.
- f) The prose "Indian Crowd" speaks about the buses in Indian Metros which were full of conversation not only on public topics but also on private ones.
- g) The real name of the wife of Charles Lamb was Alice W.....n.
- h) The poor girl was selling turban to the passengers at Deoli station in the prose "Night train at Deoli".
- i) James Alia was the name of the son of Charles Lamb at Dream Children.
- j) According to Radhakrishnan Human Development is the development of spirit in man.
- k) The author had a quarrelsome and bitter relationship with their uncle John L..... in the prose "The Dream Children".
- l) According to Nirod C. Chaudhuri idea of Indian Crowd-life in Kolkata, even in the most crowded street, seemed like a film of pre-talkie days.

BACHELOR OF BUSINESS ADMINISTRATION EXAMINATION, 2024

(1st Year, 1st Semester)

SUBJECT: IT TOOLS FOR BUSINESS**PAPER CODE: MAN 105**

Time : 3 hours

Full Marks : 100

Answer *any five* questions.

1. a) State the advantages of relational DBMS over traditional file management system.
- b) Explain 3 Schema architecture of DBMS with an example.
- c) State the objects under MS Access software. State their utility in brief.
- d) Why is form needed in MS Access? Explain the different types of it?

6+4+(2+2)+(3+3)=20

2. a) Write SQL query to create a table with the following details:

Table name: **EMP**

Field	Datatype	
Empno	Number(5)	Primary Key
Ename	Varchar2(30)	
Dept	Number(4)	
Sal	Number(8)	
Desig	Varchar2(20)	
DOB	Date	

- b) Using SQL display the names of the employee from department no 40.
- c) Using SQL list the names having 'A' as the 2nd Character.
- d) Using SQL list the names of the employee whose salary is between 20000 and 30000.
- e) Using SQL display the maximum salary of employee working as a Salesman.

4+4+4+4+4=20

3. a) Write down the steps to create a PowerPoint presentation to illustrate the importance of IT in Business. Minimum 6 slides should be done.
- b) How can the user use slide sorter to rearrange a presentation?
- c) Explain the master views in PowerPoint.

10+5+5=20

4. Draw and explain an ER Diagram to represent a Student Management System. 20
5. What is RTF? What is the advantages of RTF? How can you replace multiple wrong words with correct ones at a time in MS Word? What is the difference between the margin and the gutter of MS Word? How many types of views are there in MS Word? 2+4+4+4+6=20

[Turn over

6. What is the difference between transition and animations? Explain different types of views available in PowerPoint. List out five major features of PowerPoint package and explain how each of these five features is help out in business. $4+6+10=20$
7. a) How will you use clip art and images in a PowerPoint slide?
b) How will you insert sound and video clips in a PowerPoint slide?
c) Discuss the utility of using notes in PowerPoint.
d) Discuss the utility of Slide transition and Custom animation. $5+5+4+(3+3)=20$
8. What is SQL? What are the advantages of utilizing SQL? Explain major DDL, DML & DCL commands with example. $2+6+12=20$
9. What is Mail Merge? What are the advantages of using Mail Merge? State the steps of Mail Merge? List out five major features of Word Package and explain how each of these five features is helpful in business. $2+4+4+10=20$
10. Write short notes on *any four* : $4 \times 5 = 20$
- a) Ask rule in mail merge
 - b) footnotes in word
 - c) table math
 - d) custom show in powerpoint
 - e) slide master view
 - f) Weak entity set
 - g) Cardinality in ER diagram