

Total No. of Questions : 7]

SEAT No. :

PE-12199

[Total No. of Pages : 4

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F.Y. B.B.A. LL.B

CE-0101 : GENERAL ENGLISH
(2025 Pattern) (CBCS) (Semester - I)

Time : 3 Hours]

[Max. Marks : 70

Instructions to the candidates:

- 1) All questions are compulsory.
- 2) Figures to the right indicate full marks.

Q1) Do as Directed (Any 15) :

[15]

- a) He _____ for London yesterday.
(Use appropriate Verb-Form of "leave")
- b) She _____ for a walk everyday.
(Use appropriate Verb-Form of "go")
- c) Ganga is _____ longest river in India.
(Use an appropriate Article)
- d) I must help her get _____ files.
(Use an appropriate Article)
- e) We will go to _____ vegetarian restaurant.
(Use an appropriate Article)
- f) I have a favour to ask _____ you.
(Use an appropriate Preposition)
- g) One _____ not use mobile phones in the courtroom.
(Use Modal of obligation)
- h) She _____ not attend the meeting, she fell sick.
(Use Modal of possibility)

P.T.O.

- i) I enjoy watching anime.
(Make interrogative to get the underlined part as an answer)
- j) It snowed last night.
(Make a Yes/No type of question)
- k) I was unwell. I went to the hospital.
(Make a Compound sentence)
- l) She practiced. She passed.
(Make a Complex sentence)
- m) They bought a dress.
(Turn into Passive Voice)
- n) The letter was sent by Sarvesh.
(Turn into Active Voice)
- o) "There is no cheesecake," said the waiter.
(Turn into Indirect Speech)
- p) Vedant said, "Did you watch the latest episode of Friends?"
(Turn into Indirect Speech)
- q) As soon as I reached the station the train left.
(Use 'No sooner than...')

Q2) Analyse the Process of Word Formation and mention the category of word formation of the following words (Any 10) : [10]

- | | |
|-------------------|------------------|
| a) Undeniable | b) OTP |
| c) Laser | d) Postpone |
| e) Chicken Burger | f) Dilly-dally |
| g) Spork | h) Fridge |
| i) Xerox | j) Irreplaceable |
| k) Garbage bin | l) Pajama |

Q3) Discuss skimming and scanning. Explain their significance in research. [10]

OR

Discuss intonation? Explain the different types of tones used while speaking English with appropriate examples.

Q4) Write a short note on any ONE of the following : [5]

- a) Word Stress
- b) Importance of presentation skills in litigation

OR

Write a Précis of the following passage.

Iberian lynx, (species *Lynx pardinus*), a medium-sized wild cat endemic to the Iberian Peninsula is found in southwestern Europe. It is among the rarest cats in the world. The International Union for Conservation of Nature (IUCN) classified the Iberian lynx as critically endangered in the early 2000s, but its population has since rebounded, leading to reclassifications thereafter. However, the species still faces significant threats.

The Iberian lynx is one of two lynx species found in Europe, the other being the Eurasian lynx. The Iberian lynx is smaller than its Eurasian relative and has a more heavily spotted coat. The geographic range of the two species once overlapped along the Spanish-French border in the Pyrenees Mountains. Until the early 19th century the Iberian lynx was found in Spain, Portugal, and southern France but has since disappeared from much of its former range.

The Iberian lynx requires habitats with open pastures for hunting and dense scrub for shelter. Habitat suitability is also determined by the availability of its primary prey, the European rabbit (*Oryctolagus cuniculus*). The Iberian lynx prefers Mediterranean scrublands, maquis thickets, and native oak forests and avoids plantations and croplands. It can be found at elevations of 1,400 meters (4,600 feet) but typically occurs between 400 and 900 meters (1,300 and 2,950 feet).

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Q5) Read the following passage carefully and make Notes based on it : [10]

Meerkats live in cooperative packs of 3 to 25 with partially overlapping home ranges of a few square kilometers, which they mark with secretions of the anal glands. Packs will chase or fight one another if they meet. Meerkats shelter in burrow systems having multiple entrances and measuring up to 5 meters (16 feet) across. Several levels of tunnels and chambers extend to 1.5 meters below ground. Each home range contains about five such warrens. Packs spend the night inside, and Pups are born there. They also retreat into their tunnels for an afternoon rest to avoid the heat of midday. While the temperature may be 38 °C (100 °F) on the surface, it is 23 °C (73 °F) a meter below. Meerkats probably dig these warrens themselves, although they have been reported to move in with South African ground squirrels.

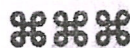
In the morning the pack leaves the den to search for food, mostly beetles, caterpillars, termites, spiders, and scorpions but also lizards, birds, small snakes, and rodents. They forage five to eight hours per day, spaced one to five meters apart while softly vocalizing to maintain contact. Prey is located in crevices and under stones or logs primarily by smell and is rapidly dug up. Large prey is battered with the heavy claws on the forefeet before being torn to pieces. In the dry season meerkats obtain water by digging up succulent tubers.

As they forage in broad daylight in the open and away from the den, meerkats are susceptible to attack, especially by jackals and raptors. While digging, they glance around frequently for these predators. The prospect of being taken by surprise is met by sentinel behaviour. One meerkat takes up a raised position on a termite mound or tree branch, where it sits erect and watches. The others are aware the sentinel is on duty and can thus spend more time digging. If the sentinel sees a predator approaching, it alerts the others with a high-pitched call, and the pack scatters for cover. Pack members take turns doing this in no particular order. They do not, however, act as sentinels before they have eaten their fill, benefitting first from the early warning. Sentinels, therefore, are not really the altruists they were once thought to be.

Q6) Write a review of a book of your choice. [10]

Q7) Write an essay on any ONE of the following [10]

- a) Gender Inclusive language in Law.
- b) Dependency on AI: A Serious Problem in students.



JAN 2026

Total No. of Questions : 10]

SEAT No. :

PE-12200

[Total No. of Pages : 10

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F.Y. B.B.A. LL.B.

(First Year of Five Year Law Course)

BB-0102 : BUSINESS ACCOUNTING

(2025 Pattern) (CBCS) (Semester - I)

Time : 3 Hours]

[Max. Marks : 70

Instructions to the candidates:

- 1) Answer any Two questions from Part A. Each question in Part A is for 15 marks.
- 2) Answer any Three questions from Part B. Each question in Part B is for 10 marks.
- 3) Answer question No. 10 from Part C as directed. The question No.10 is for 10 marks.
- 4) Use of simple calculator is allowed.

PART - A

[2 × 15 = 30]

Q1) Define double entry system. Explain importance and limitation of the Business Accounting.

Q2) Journalise the following transactions in the books of Satyam General Stores 2022 July

- 1 Started business with Cash ₹ 1,00,000, Stock of Goods, worth ₹ 50,000.
- 4 Purchased goods from Karan on credit ₹ 10,000 at 5% trade discount.
- 10 Sold goods to Priya ₹ 20,000 at 10% trade discount.
- 13 Paid into State Bank of India ₹ 50,000.
- 15 Goods worth ₹ 2,000 lost by theft.
- 18 Paid for Rent ₹ 4,000.
- 20 Received Cash of ₹ 17,500 from Priya in full settlement of her account.
- 22 Paid for Stationery purchased ₹ 800.
- 24 Sunita brought goods from us ₹ 45,000 @ 5% GST
- 25 Received ₹ 2,000 from Neelam & co
- 29 Paid ₹ 1,000 for household expenses.

P.T.O.

- Q3) Enter the following transactions in Double column Cash Book with Cash and Bank Column of Mahesh & Co.

2022 Jan		₹
1	Started business with Cash	₹ 60,000
4	Cash deposited into Bank of India	₹ 25,000
6	Cash Purchases	₹ 6,000
10	Purchased Computer for office use	₹ 22,000
15	Received a bearer cheque from Rakesh & Co.	₹ 10,000
17	Rakesh's cheque deposited into the Bank	₹ 10,000
19	Paid Carriage	₹ 300
20	Cash withdrawn for personal use	₹ 3,000
21	Paid Rent by cheque	₹ 1200
24	Received Commission	₹ 500
25	Paid to Kamal by cheque	₹ 5,000

- Q4) From the following Trial Balance of Mangesh Traders you are required to prepare Final Accounts

Trial Balance As on 31.3.2023

Particulars	Debit Amount ₹	Credit Amount ₹
Opening Stock	32,750	
Purchases	55,000	
Sales		89,500
Purchase Returns		2,630
Sales Returns	4,480	
Royalties	4,000	
Wages & Salaries	8,000	
Office Salaries	11,000	
Bills Receivable	19,250	
Bills Payable		12,500
Office Equipment	20,000	
Motor Vehicle	30,400	
Plant & Machinery	25,000	
Bad Debts	2,500	
Advertisement	6,000	
Cash in hand	5,000	
Sundry Debtors	31,250	
Reserve for Bad Debts		1,000
Sundry Creditors		24,000
Capital		1,25,000
	2,54,630	2,54,630

Adjustments :

- Closing Stock on 31st March, 2023 was valued at cost price ₹ 19,000, Market price ₹ 20,000
- Office Salaries outstanding ₹ 1,000
- Prepaid Wages ₹ 1,000
- Provide depreciation @ 5%, 10% and 15% on Office Equipment, Motor Vehicle, and Plant and Machinery respectively.

PART - B**[3 × 10 = 30]****Q5)** Explain the following accounting concept :

- Dual Concept
- Going Concern concept
- Matching concept
- Accrual concept
- Business Entity concept

Q6) Enter the following transactions in a Petty Cash Book for July 2022

Date	Particulars	Amount ₹
2022 July 1	Cash Received from cashier	2,250
2	Paid for Printing	100
4	Gave Gift to clerk Sahil	150
6	Paid for registered and speed post	240
8	Sold old newspaper	100
11	Washing charges paid for peon	170
13	Paid Travelling to salesman	160
15	Gave refreshment to staff	150
17	Paid for carriage	180
18	Purchased chair for office use	150
20	Purchased stamp pad, paper and pens	170
21	Purchased Bus fare	100
22	Paid to Mr. Sudhir	200
25	Purchased office files	110

Q7) Enter the following transactions in the Purchase Book, Sales Book, Purchase Return Book, Sales Return Book and Journal Proper.

May 2019

1. Purchased goods from Mehta & Sons for ₹ 10,000.
2. Sold goods to Prakash Traders worth ₹ 4,000 at 15% T.D.
3. Placed an order for goods worth ₹ 3,500 with Nirmala & Co.
4. Prakash Traders returned goods ₹ 300 (Net).
5. Received invoice for goods worth ₹ 6,500 from Arun & Co.
6. Returned goods worth ₹ 400 to Mehta & Sons as they were damaged.
7. Purchased Furniture for office use worth ₹ 5,000 from Modern Furniture House on credit.
8. Sold goods on credit to Karan Enterprises for ₹ 7,500.
9. Returned defective goods worth ₹ 600 to Arun & Co.
10. An order placed with Nirmala & Co. on 3rd May 2019 was executed and goods received.

Q8) Journalise the following transactions in the books of Amit Traders and post them into Ledger Accounts for Jan 2024

- Jan 1 Started business with cash ₹ 50,000
Jan 3 Purchased goods for cash ₹ 10,000 @ 10% TD
Jan 5 Sold goods for cash ₹ 8,000
Jan 8 Paid rent in cash ₹ 2,000
Jan 12 Purchased furniture for cash ₹ 5,000
Jan 15 Deposited cash into bank ₹ 15,000

Q9) From the following information, prepare a Bank Reconciliation Statement of M/s Rahul Traders as on 31st March 2024.

1. Balance as per Cash Book (Bank column) on 31st March 2024 was ₹ 12,500 (Debit balance).
2. A cheque of ₹ 3,000 issued to a supplier was not presented for payment till 31st March 2024.
3. A cheque of ₹ 2,500 deposited into the bank was not yet credited by the bank.
4. Bank charges of ₹ 200 were debited by the bank but not recorded in the Cash Book.
5. Interest on bank deposit of ₹ 500 was credited by the bank but not entered in the Cash Book.
6. Mr Sahil our customer directly deposited 2,000 but no entry was made in cash book

PART - C

Q10) Answer any two short notes on the following :

[2 × 5 = 10]

- a) Types of cheques
- b) Importance of Computerized accounting
- c) Importance of depreciation
- d) Trial balance



Total No. of Questions : 10]

PE-12201

SEAT No. :

[Total No. of Pages : 4

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B.B.A. LL.B.

(First Year of Five Year Law Course)

BB0103 : PRINCIPLES OF MANAGEMENT

(2025 Pattern) (CBCS) (Semester - I)

Time : 3 Hours]

[Max. Marks : 70

Instructions to the candidates:

- 1) Answer any two questions from Part A carrying 15 marks each.
- 2) Answer any three questions from Part B carrying 10 marks each.
- 3) Answer any two questions from Part C carrying 5 marks each.

PART - A

[2 × 15 = 30]

- Q1) Define 'Management'. Discuss is 'Management art or science'.
- Q2) Explain with example how the concept related to bottom of Pyramid has contributed to different entities.
- Q3) Explain the concept of business environment. Discuss in detail micro and macro environmental factors.
- Q4) Explain key leadership styles and elaborate on qualities and functions of good leaders.

P.T.O.

PART - B

[3 × 10 = 30]

- Q5) What is staffing? Explain the steps involved in staffing process.
- Q6) Discuss the role of strategic management in detail.
- Q7) Define co-ordination. Explain how co-ordination is essence of management.
- Q8) Define planning. Explain the advantages and disadvantages of planning.
- Q9) What is decision making. Explain various types of decisions.

PART - C

Q10) Write Short Notes (Any two) :

[2 × 5 = 10]

- a) Geographic organisational structure
- b) Controlling
- c) Differentiate between strategy and planning
- d) Contributions of F.W. Taylor

JAN 2026

Total No. of Questions : 10]

SEAT No. :

PE-12202

[Total No. of Pages : 4

[6593]-4

B.B.A. LL.B.

(First Year of Five Year Law Course)

BB0104 : BUSINESS COMMUNICATIONS

(2025 Pattern) (CBCS) (Semester - I)

Time : 3 Hours]

[Max. Marks : 70

Instructions to the candidates:

- 1) Answer any two questions from Part A carrying 15 marks each.
- 2) Answer any three questions from Part B carrying 10 marks each.
- 3) Answer any two questions from Part C carrying 5 marks each.
- 4) Make relevant assumptions wherever necessary.

PART - A

[2 × 15 = 30]

- Q1) What do you understand by the term business communications? Discuss the characteristics of business communications and its types in detail.
- Q2) What do you understand by Non-verbal communications? Explain with example the various forms of Non-verbal communications.
- Q3) Define the term 'Soft skills'. Discuss the elements of soft skills with suitable examples.
- Q4) Explain the various forms of communications used in legal profession and discuss their importance.

P.T.O.

PART - B

[3 × 10 = 30]

- Q5) Consider yourself to be the president of university book reading club. The club proposes to organise a book exhibition in the month of February. Prepare a notice announcing the event and inviting students from Your college for participation and volunteering.
- Q6) You have been invited by a reputed legal firm for job interview, explain what preparations are required for giving effective interview.
- Q7) Explain the advantages of E-mail communications. Discuss in detail important E-mail etiquettes for effective communications.
- Q8) Consider yourself as Nayan, Director, Administration of an organisation. You have been noticing that employees park their vehicles haphazardly, causing a lot of chaos in the company. Draft a memorandum (MEMO) informing the employees about the new parking rules.
- Q9) What do you mean by barriers to communications? Discuss the types of barriers and preventive measures to overcome the barriers.

PART - C

Q10) Write Short Notes (Any two) :

[2 × 5 = 10]

- a) Components of business letter.
- b) Importance of group discussions.
- c) Negotiations skills.
- d) Paralinguistic Communications.

