

Total No. of Questions: 07

Seat No.: _____



DESHRI NAVALMAL FIORDIA LAW COLLEGE, PUNE

B.B.A.LL.B. (Semester-I)

First Year of Five-Year Law Course

GENERAL ENGLISH [CE 0101]

(CBCS 2023 Pattern) (Theory)

[Time: 3 Hours]

[Max. Marks: 70]

Instructions to the candidates:

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

Q.1) Do as directed (Any fifteen)

(15 Marks)

- a) Who taught you this poem? (Change the voice)
- b) You finished your project? (Use auxiliary verb for possibility)
- c) "Mr. Sinha, you are not allowed to take away your documents until the verification is done!", said the receptionist at the counter. (Use reported speech)
- d) Kunal is a wonderful cricket player. (Make Wh type question)
- e) Can we havelunch today? (Use article)
- f) Nobody is shiftingBadlapur from New Andheri. (Use preposition)
- g) People has/have chosen their leader in this election. (choose the correct verb)
- h) Credibility of the witness is a noteworthy element in the testimony even if the case is open & shut category. (Make a simple sentence)
- i) Santa is so lazy that he does not like to hurry up in the situation. (Make a compound sentence)

- j) As Pune is considered to be the Oxford of the West, many students seek to avail education in Pune. (Make a complex sentence)
- k) The player is taking extra time. (Change the voice)
- l) Liza wanted to paint the canvas mounted the wall. (Use preposition)
- m) Being human, one should show empathy to differently abled people. (Make a compound sentence)
- n) Sharman felt sorry as he committed a grave mistake in checking the accounts. (Make a simple sentence)
- o) Bookkeeping is an art & it should be nurtured by practice. (Make a complex sentence)
- p) Generations will look up to/ look at the achievers for their dedication & devotion. (choose the correct verb)
- q) Micky was a popular guitar player in the school. (Make Wh type question)

Q.2) Identify the word formation method in following words (Any ten) (10 Marks)

- | | |
|---------------|------------------|
| a) RADAR | g) runway |
| b) Will | h) tiktok |
| c) Host | i) self-employed |
| d) Restaurant | j) unaware |
| e) Motel | k) Careful |
| f) Flipflop | l) Internet |

Q.3) Discuss the PQIRST method with the help of examples. (10 Marks)

OR

Elaborate the concept of Reading & its types.


DESHRI NAVALMAL FIORDIA LAW COLLEGE, PUNE

B.B.A.LL.B. (Semester-I)
First Year of Five Year Law Course
Business Accounting [BB 0102]
(2023 CBCS Pattern) (Theory)

Time: 3 Hours]

[Max. Marks: 70

Instructions to the candidates:

- 1) All Questions are Compulsory
- 2) Figures to the right indicates the full marks.

A) Attempt Any 2 questions from the following:

(15 X 2)

- 1) Following is the Trial Balance extracted from the books of Mrs. Kanta Verma as on 31st March 2024. You are required to prepare the Trading, Profit and Loss Account for the year ending 31st March 2024 and a Balance Sheet as on that date after taking into consideration the adjustments given below:

Trial Balance as on 31st March 2024

Particulars	Amount (Dr.) (₹)	Amount (Cr.) (₹)
Purchases	1,62,505	
Sundry Debtors	40,200	
Stock (31-3-2023)	26,725	
Wages - Productive	21,137	
Salaries	8,575	
Furniture	5,000	
Machinery	7,250	
Postage, Stationery and Insurance	4,076	
Rent, Rates and Taxes	3,517	
Bad Debts	613	
Investments	11,500	
Bills Receivables	19,070	
Drawings	6,000	
Cash in hand and cash at bank	5,927	
Capital		28,000
Sales		2,52,400
Commission		5,200

Sundry Creditors		25,526
Bills Payable		8,950
Outstanding Wages		2,019
TOTAL	3,22,095	3,22,095

Adjustments:

- Stock as on 31-3-2024 was valued at ₹ 10,520/-.
- Depreciate Machinery @10% p.a. and Furniture @ 7% p.a.
- Salaries include an amount of ₹ 2,500/- paid in advance for next year.
- Commission due but not received ₹ 850/-.

- Mr. Deepak purchased a machine from Kavita Traders by cheque for ₹ 1,00,000/- on 1st April 2019. The estimated working life of the machine was 10 years and its probable scrap value at the end would be ₹ 10,000/-. It was decided to charge depreciation by Straight Line Method. On 1st Dec 2021, another machine costing ₹ 75,000/- was purchased.

You are required to:

- Pass necessary Journal Entries for the year 2019-20 and
 - Prepare Machinery A/c and Depreciation A/c for 3 years ending on 31st March 2022.
- Journalize the following transactions in the books of Mr. Rajeev for the month of September 2024.

Sept 24	Transactions
1 st	Mr. Rajeev started business with cash ₹ 20,000/-, Machinery ₹ 24,000/- and a Bank Loan of ₹50,000/-
5 th	Purchased goods from Mr. Shinghvi of ₹ 20,000 at 10% Trade Discount
6 th	Deposited in Bank of Baroda ₹ 5,000/-
7 th	Goods amounting to ₹ 1,000/- were lost by fire.
8 th	Dividend amounting to ₹ 1,000 was received in Bank of Baroda
10 th	Purchased goods from Mr. Shyam of ₹ 2,000 at 10% Cash Discount.
15 th	The proprietor withdrew goods worth ₹ 1,000/- from business for personal use.
18 th	Paid electricity charges for office ₹ 500/-.
20 th	Sold goods to Mr. Anand ₹ 2500/- at 5% Cash Discount.
24 th	Paid LIC Premium ₹ 2,500/- by cheque.
26 th	Issued a cheque to Mr. Shinghvi on account.
27 th	Paid salary to Mr. Mohan by cash ₹ 2,000/-.
30 th	Distributed goods worth ₹ 1,000/- as free samples.
30 th	Cash Sales ₹ 2,000/-.

4) What is meant by Financial Accounting? Describe its Advantages and Limitations.

B) Attempt Any 3 questions from the following:

(10 X 3)

5) Record the following transactions in a three columnar Cash Book for the month of August 2024:

1 st -Cash in hand ₹ 19,000/- and Bank Balance ₹ 16,000/-.
3 rd - Received a cheque of ₹ 4,500/- from Rahul in settlement of ₹ 4,600/- and deposited the same into Bank.
5 th -Purchased goods by cheque ₹ 2,000 and cash ₹ 1,000/-.
7 th - Sold goods for cash worth ₹ 4,000/- at 5% Cash Discount.
8 th - Received a bank draft from Sona for ₹ 5,000 and deposited it with the bank.
12 th -The bank has collected interest on our investments ₹1,000/- and credited the same in our Pass Book.
16 th -Received dividend from ABC Ltd. by cheque ₹ 2,500/-.
23 rd -Paid to Manoj by cheque ₹ 2,900/- in full settlement of ₹ 3,000/-.
28 th -Mr. Harish deposited ₹ 2,000/- into our Bank Account.

6) Prepare Cash A/c, Capital A/c, Sales A/c, Mr. X's A/c and Bank A/c from the following transactions.

Oct 24	Transactions
1 st	Started business with cash ₹ 10,000/-.
5 th	Sold Goods to Mr. X for ₹ 500.
6 th	Received cash from Mr. X ₹ 450 in full settlement.
7 th	Cash Sales to Mr. X ₹ 1,500.
8 th	Cash Purchases from Mr. Y ₹ 2,000/-
10 th	Paid Salary to Mr. Z ₹ 500/- by Cash.
15 th	Deposited Cash into Bank ₹ 2,000/-.
18 th	Received interest ₹ 1,000 directly in the Bank account.
20 th	Paid Wages ₹ 200/-.
24 th	Withdrew Cash from Bank for personal use ₹ 500/-.
26 th	The proprietor introduced additional Capital into the bank account ₹ 2,500/-.
28 th	Sold Goods to Mr. A on credit ₹10,000/-.

7) Briefly explain any two Accounting Principles.

8) Illustrate the format of Balance Sheet as per Schedule III of Companies Act 2013.

9) Distinguish between Straight Line Method and Written Down Value Method of Depreciation.

C] Write Short Notes:

(5 X 2)

10) Write Any 2 Short Notes:

- a) Journal and Ledger
- b) Return Inwards and Return Outwards
- c) Bank Reconciliation Statement
- d) Significance of Computerized Accounting System.

Total No. of Questions: 03

Seat No.:



DES SHRI NAVALMAL FIORDIA LAW COLLEGE, PUNE

B.B.A. LL.B. (Semester-I)

First Year of Five Year Law Course

Principles of Management [BB 0103]

(2023 Pattern) (Theory) (Revised)

Time: 3 Hours]

[Max. Marks: 70

Instructions to the candidates:

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

A] Attempt any 2 questions from the following:

(15 x 2)

- 1) Define coordination. Explain internal and external coordination
- 2) Explain relationship between law and management.
- 3) Define management. Explain in detail the management concepts given by F.W Taylor
- 4) What do you mean by management roles What are the various roles that managers perform in an Organization? How do you reconcile management functions and management roles to identify what management do in an organization?

B] Attempt any 3 questions from the following:

(10 x 3)

- 5) Explain process of decision making and types of decisions.
- 6) What is the importance of staffing? Explain different steps involved in staffing.
- 7) Explain the concept of environment and its impact on business.

8) Explain the contribution of C K Prahalad in development of management

9) Explain the concept of delegation of authority and decentralization with suitable examples.

C] Write Short Notes:

(05 x 2)

10) Write Any 2 Short Notes.

- a) Strategic management
- b) Conflict management
- c) Concept of administration
- d) Methods of planning

Total No. of Questions: 03

Seat No.:

NOV 2024



DES SHRI NAVALMAL FIORDIA LAW COLLEGE, PUNE

B.B.A.LL.B. (Semester-I)
First Year of Five Year Law Course
Business Communication [BB 0104]
(2023 Pattern) (Theory) (Revised)

Time: 3 Hours]

[Max. Marks: 70

Instructions to the candidates:

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

A] Attempt any 2 questions from the following:

(15 x 2)

- 1) What do you mean by barriers to communications? Explain the same along with the remedies to barriers to communication.
- 2) 'Public speaking is as much about non-verbal communication as it is about its verbal aspects' Elucidate the statement with proper examples.
- 3) What do you mean by a group discussion? Why are these so important for university students and professionals?
- 4) Ram & Co., Bombay received a consignment of goods from a firm in Ahmedabad. The consignment is damaged in transit, apparently due to bad packing. You are required to write a letter on behalf of the consignee to the consignor demanding compensation for damage

B] Attempt any 3 questions from the following:

(10 x 3)

- 5) What is Memo? Prepare a memo for communication in office to create awareness about environment protection.

- 6) What is Notice? What is the importance of Notice? Explain with suitable example
- 7) What is the importance of Listening skills? Elaborate your answer with suitable Examples.
- 8) What is soft skills? Explain elements of soft skills.
- 9) Define communication. Explain features, objectives and process of communication.

C) Write Short Notes:

(05 x 2)

10) Write Any 2 Short Notes.

- a) Body language
- b) Written communication
- c) Interview skills
- d) Resume
