

**BBA-1k /2 SEM****SIVA SIVANI DEGREE COLLEGE****UNIT-1.**

1. What is a computer?
2. Explain the components of computer with a neat diagram
3. Explain memory and its types.
4. What are various classifications of computers. (or) Types of computers
5. Explain the generation of computer
6. Explain software and types of software (or) classification of software
7. Explain about hardware and software.
8. Explain the types of hardware.
9. Difference between static RAM and Dynamic RAM.
10. Discuss on Cache memory
11. Explain RAM and ROM
12. Difference between Primary memory and Secondary memory
13. Explain features or characteristics of computer
14. Explain non-graphical input devices
15. Explain graphical input devices
16. Explain output device and its types
17. Difference between hard copy device and soft copy device
18. Difference between impact and non-impact printers
19. Difference between compiler and interpreter
20. Explain the evolution of the operating system
21. What are the functions of OS.
22. What are the various types of OS.
23. Discuss on OCR, OMR and MICR
24. Explain the keyboard in detail
25. Difference between RAM and ROM

## **UNIT-2**

1. Define Data
2. Difference between data and information
3. What is a system and its types.
4. Define Information system (IS)
5. Explain the role of IS
6. Explain the types of IS
7. Explain about Ethical and social issues in IS
8. Explain applications of IS
9. Create document, save and edit the document in Ms-word in step by step process
10. Explain formatting features in Ms-word
11. Write down the steps to create the table in Ms-word
12. Write down the steps to create the graph in Ms-word.
13. How to print and preview the word document step by step
14. Explain the applications of Ms-word.
15. Explain MS-powerpoint application and its features
16. How to create and save the presentation in power point
17. Explain templates in power point with step by step process
18. Explain the animation in powerpoint.
19. Steps to prepare the slideshows
20. Difference between template and animation

# **SIVA SIVANI DEGREE COLLEGE**

**CLASS: BBA -1K**

**SUB: ORGANIZATIONAL BEHAVIOUR**

**UNIT WISE IMPORTANT QUESTIONS**

## **UNIT – 1 – ORGANIZATIONAL BEHAVIOUR**

1. Explain the nature and scope of organizational behavior
2. Explain the factors influencing organizational behavior
3. Discuss the significance/Importance and limitations of organizational behavior
4. Explain the various concepts or elements of organization behavior
5. Discuss the nature of perception
6. Explain the process of perception. what factors determine how one person perceives another (Factors of perception)
7. Define attitude and its characteristics/components
8. How are attitudes formed and write its types
9. Write about values with its characteristics and sources
10. Write about personality and its characteristics
11. write about stages or theories of personality
12. Explain the concept of learning with its types
13. Write about Halo effect, recency effect and stereotyping

## **UNIT – II – MOTIVATION**

1. Write about Motivations with its types and techniques
2. Write about Maslow's need hierarchy theory with criticism
3. Write about ERG theory and Herzberg's hygiene theory with factors
4. Write about Theory X and Theory Y with its applicability
5. Write about goal setting theory and equity theory
6. Write about leadership with its nature and characteristics and leadership styles
7. Write about Managerial Grid with chart
8. Write about importance of leadership with qualities of leader
9. Write the traits approach and behavioral approach of leadership in theories of leadership
10. Write about effectiveness of leadership with its process/technics
11. What is Morale, and unity of command

### **UNIT – III – GROUP DYNAMICS**

1. Write about group with its need and characteristics
2. Write about group formation or stages of group formation
3. Write about types of groups
4. Write about group dynamics and its theories
5. What are the factors influencing group cohesiveness
6. Write about decision making process and steps involved in decision making
7. Write about teams and its types
8. Write about analysis of interpersonal relationship
9. Explain JOHARI Window.

### **UNIT – IV - ORGANIZATIONAL CHANGE**

1. Define change and its factors contributing for change or forces of organizational change
2. Define change and its importance
3. Write about change agents and their role
4. Write about stages of resistance to change
5. Write about types of change
6. Explain the process of organizational development and its features or characteristics of organizational development
7. What is MBO – Management by objectives
8. Write about sensitivity training and survey feed back

### **UNIT – V – ORGANIZATIONAL CULTURE**

1. Explain organizational culture with its factors
2. Distinguish between organizational culture and climate
3. Explain concept of morale with its types
4. Write a note on managing conflict
5. Explain organizational powers and politics

Siva Sivani Degree College

BBA - Iyr II Sem.

Business Statistics

Important Questions.

Unit - I - Statistics classification of Data

- 1) Define statistics and its characteristics (or functions).
- 2) What are statistical methods.
- 3) Explain the importance and scope of statistics.
- 4) What are the limitations of statistics.
- 5) What are the principles of secondary data and sources of secondary data.
- 6) Discuss about data classification.
- 7) What is primary data. State the advantages of primary data.
- 8) What are the objectives of tabulation.
- 9) What are the parts of a table.
- 10) What is graphical presentation. And what are the rules to be followed in constructions of graphs.
- 11) Explain different types of graphs.

- 12) Explain about diagrammatic representation of data and what are the general rules to be followed for constructing diagrams.
- 13) Discuss about one dimensional and two dimensional diagrams.
- 14) What is data array. Explain in detail about frequency distribution along with its merits and demerits.
- 15) Problems on one dimensional and two dimensional diagrams.
- 16) Problems on graphs.
- 17) Problem on a pie diagram.
- 18) Write a short note on pictogram and cartogram.
- 19) Write a short note on stem and leaf displays.

Unit - II - Measures of Central tendency.

measures of dispersion, skewness and kurtosis

- 1) What are measures of central tendencies. what are the objectives of measures of central tendencies.
- 2) What are requisites of a measure of central tendency.
- 3) Discuss the merits and demerits of arithmetic mean.
- 4) Discuss about weighted arithmetic mean, its merits and demerits.
- 5) Explain about median and other positional averages.
- 6) Explain about mode its advantages and disadvantages.
- 7) Problems based on arithmetic mean, weighted mean, combined mean.
- 8) Problems based on median, quartiles, deciles and percentiles.
- 9) Problems based on mode including grouping and analysis table.
- 10) Problems based on missing frequencies.
- 11) Problems based on Geometric mean and Harmonic mean
- 12) Write a short note on Geometric mean and Harmonic mean.

- 13) Explain merits and demerits of mean, median, mode.
- 14) Discuss the relation between mean, median and mode.
- 15) Define measures of dispersion. Explain the significance and requisites of a good measure of dispersion.
- 16) What is range. State its advantages and disadvantages.
- 17) Write a short note on Quartile deviation. Its relative measure, its merits and demerits.
- 18) Problems based on Quartile deviation and coefficient of Quartile deviation
- 19) Problems based on mean deviation and coefficient of mean deviation
- 20) Problems based on standard deviation and coefficient of variation
- 21) Problems of variance and combined standard deviation.
- 22) What is mean deviation. State its advantages and disadvantages.
- 23) Explain standard deviation and state the steps involved in calculation of standard deviation for continuous series. with an example.



- 24) Write in detail the concept of skewness.
- 25) Explain different measures of skewness.
- 26) Explain advantages and disadvantages of skewness.
- 27) Problems based on Karl Pearson's coefficient of skewness.
- 28) Problems based on Bowley's coefficient of skewness.
- 29) Write briefly about kurtosis.
- 30) Problems based on kurtosis.
- 31) What are moments. Give a formulae for calculating moments.

Unit - III - Index Numbers

- 1) Define index numbers. Explain the uses and characteristics of index numbers.
- 2) What are the problems in construction of index numbers.
- 3) Discuss about unweighted index numbers.
- 4) Discuss the limitations of index numbers.
- 5) Discuss different types of index numbers.
- 6) Problems base on price index numbers. both unweighted and weighted methods.

- 7) Problems based on quantity index numbers.
- 8) Discuss briefly tests of consistency.
- 9) Problems based on tests of consistency.
- 10) Write a short note on fixed base and chain base index numbers.
- 11) Explain about splicing.
- 12) Problems on fixed base and chain base index numbers.
- 13) Problems on base shifting.
- 14) What are the various methods of constructing index numbers. Explain.
- 15) Explain how adequacy of index numbers is tested (tests of consistency).
- 16) Discuss about cost of living index numbers.
- 17) Problems on cost of living index number using aggregative expenditure method and family budget method.

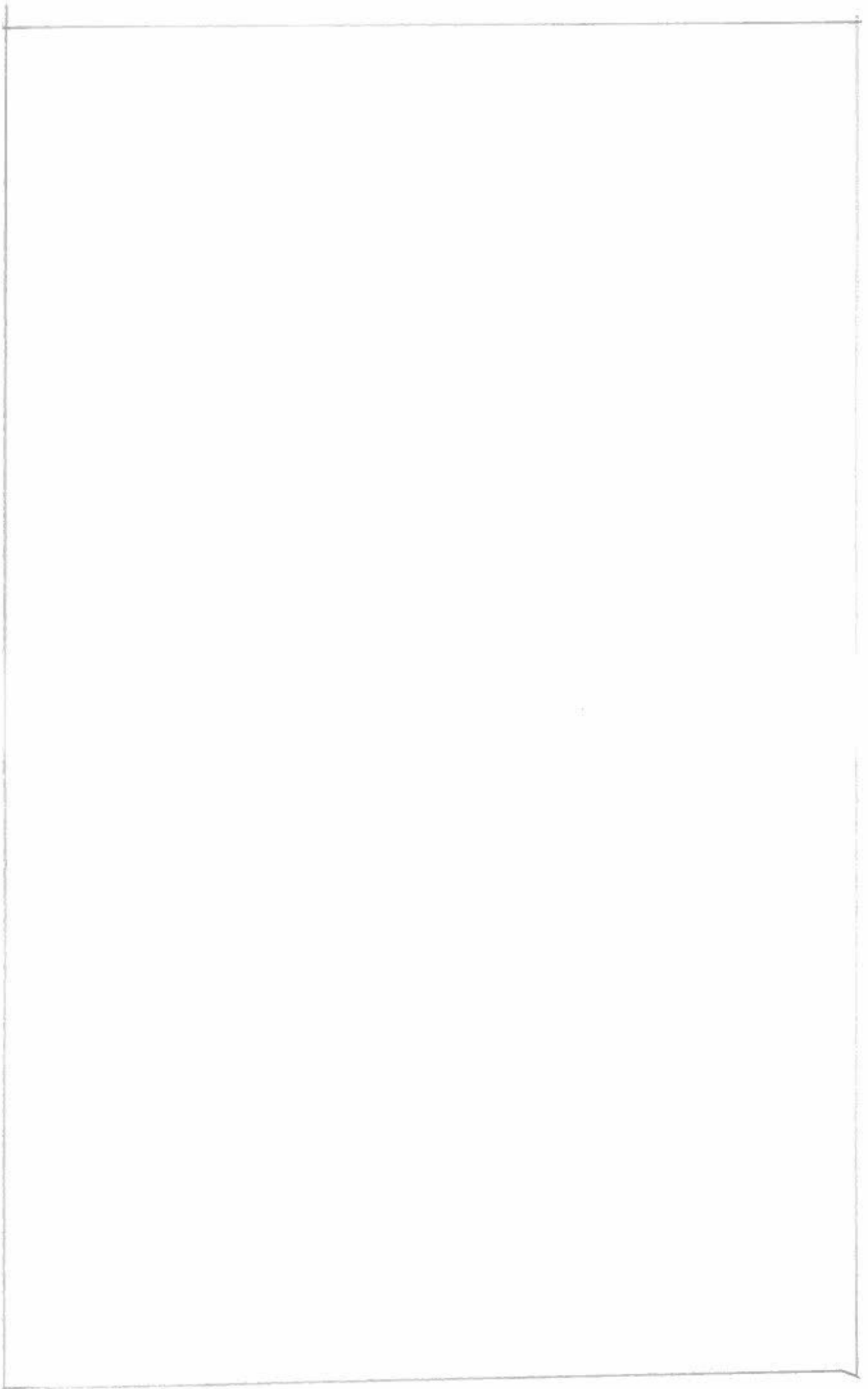
Unit - IV - Probability - Sampling

- 1) What is probability. Discuss briefly the importance of probability.
- 2) What are the reasons of sample survey.
- 3) Explain the bias in sample survey.
- 4) Define random experiment, exclusive events, exhaustive events, equally likely events and independent events.
- 5) What is sampling. List out the advantages of sampling.
- 6) Explain the principles of sampling.
- 7) Explain different sampling methods.
- 8) Discuss about sampling distribution and standard error of a statistic.
- 9) Discuss about addition theorem of probability.
- 10) Define conditional probability, joint probability, marginal probability and multiplication theorem of probability.
- 11) Problems based on probability; addition theorem of probability.
- 12) Problems based on conditional probability and joint probability.
- 13) Discuss the definitions of probability.

Unit - V - Correlation analysis, Regression analysis,  
Time series analysis.

- 1) Define correlation. state the applications of correlation
- 2) Explain different types of correlation
- 3) Explain the applications and limitations of regression analysis.
- 4) Define regression and explain the types of regression.
- 5) Write a short note on scatter diagram its merit and demerits.
- 6) What is Karl Pearson's coefficient of correlation. List out its properties merits and demerits.
- 7) Problems based on Karl Pearson's coefficient of correlation (both direct and short-cut method).
- 8) What is Spearman's rank correlation. List out its properties, merits and demerits.
- 9) Problems based on Spearman's rank coefficient of correlation (both repeated and non repeated ranks).
- 10) Differentiate between correlation and regression.
- 11) Discuss properties of regression coefficients.

- 12) Problems based on regression equations and regression coefficients.
- 12) What is timeseries analysis. Explain the components of timeseries analysis.
- 14) Explain characteristics of timeseries analysis
- 15) Explain the utility of timeseries analysis.
- 16) Explain the models used for decomposition of time series
- 17) Explain how trend is measured by using freehand curve method.
- 18) Problems based on free hand curve method.
- 19) Explain method of semi-averages and method of moving averages.
- 20) Problems based on method of semi-averages and moving averages.
- 21) Discuss the method of curve fitting by the method of least squares.
- 22) Problems based on method of least squares.
- 23) Explain limitations of time series.



**SIVA SIVANI DEGREE COLLEGE**

**ENGLISH**

**IMPORTANT QUESTIONS**

**UNIT: 5**

- **A visit of charity** -summary
- Reading comprehension : Hyderabad - Heart of Telangana
- Note making
- Soft skills : Time management
- Value orientation : 'Time and tide waits for no one'

**Grammar :**

- a) Non finite verbs
- b) Simile and metaphor
- c) Spellings use of ie and ei
- d) Punctuation : Semicolon
- e) Phonetics : Plosives

**UNIT: 6**

- **Benares** -Summary
- Reading comprehension : Burrakatha
- Soft skills : Leadership
- Value orientation : 'The pen is mightier than the sword'
- Letter Writing –Informal Letters

**Grammar:**

- a) Adjectives
- b) Oxymoron and Hyperbole
- c) Spellings words ending in –able or –ible
- d) Punctuation : Colon and em-dash
- e) Phonetics : Fricatives

**UNIT : 7**

- **Stanzas written in Dejection near Naples** - Summary
- Conversation : Conducting a meeting
- Reading : Flower Boat
- Letter Writing : Formal Letters
- Soft Skills : Stress Management
- Value orientation : 'Practice makes perfect'
- Annotations

**Grammar :**

- a) Articles
- b) Portmanteau words
- c) Loan words
- d) Spellings words ending in –al,-ance,-ence,-ic,-ity and –ive
- e) Punctuations : Hyphens
- f) Phonetics : Affricates and Nasals

## **UNIT : 8**

- **Julius Caesar** -Summary
- Conversation : Interview Skills
- Reading passage : ‘Handicrafts of Telangana’
- Letter Writing –Formal Letters
- Soft skills : Etiquette and Grooming
- Value orientation : ‘Necessity is the mother of invention’

### **Grammar:**

- a) Adverbs
- b) Palindromes
- c) Spellings : Derived forms of words
- d) Punctuation : Inverted comma
- e) Phonetics : Approximant



**BBA-1k /2 SEM**

**SIVA SIVANI DEGREE COLLEGE**

**UNIT-1.**

1. Define Financial Accounting .Explain Financial Accounting nature/scope and functions.
2. Explain users and objectives of Financial Accounting.
3. Explain Advantages and limitations of Financial Accounting.
4. Explain in detail accounting concepts and conventions / Accounting Principles.
5. Explain Generally Accepted Accounting Principles.(GAAP which includes Accounting concepts, conventions, Accounting standards)
6. Differences between Book Keeping and Accounting.
7. Explain different types of accounts and Rules of Accounts.
8. Accounting information system –Explain the statement.
- 9.Accounting Equation.

**UNIT-2**

1. What are subsidiary Books? Explain its importance and need.
- 2.Problems on Journal, Ledger, Subsidiary Books(Purchase Book, Purchase Returns Book, Sales Book, Sales Returns Books, Cash Book) opening and closing Entries.

**UNIT-3.**

1. Describe the contents of Financial Statements of Joint Stock Company as per the company Act.
2. What is Trail Balance? Objectives of Trail Balance.
3. Explain the preparation of Financial Statements. (Trading, profit and loss account and Balance sheet).
4. Problems on Trial Balance, Final Accounts.

**UNIT-4.**

1. Explain Financial Statement Analysis using Ratios with objectives.
2. Techniques of Financial Statement Analysis.(Horizontal Analysis /comparative statements, Vertical Analysis/common size Statements).
3. Define Ratio Analysis. Explain Advantages and limitations.
4. Explain different Types/classification of Ratios.
5. Problems on Financial statements Analysis (comparative income statement and Balance Sheet) (Common size Income statements and Balance sheet)

## **UNIT-5**

1. Explain the concept of Indian Accounting Standard.(Ind-As.)

-Objectives

-Benefits

-Procedures

- AS List.

2.Explain the concept of IFRS.

-Features

-Uses

-Objectives

-IFRS List

Important Questions

Unit - I ⇒ ① 'सक्तुप्रस्थस्य महत्वम्' - (वेदव्यासः)

\* अनुवदत (1-10 Poems)

Translations of the poems.

\* सन्दर्भाणि (1-8 Annotations)

Annotations .

② 'बुद्धस्य वैराग्योदयः' - (अश्वघोषः)

\* प्रतिपदार्थाणि (1-16 Poems)

Word to word meanings.

Unit - II ⇒ ③ 'वैज्ञानिक संहिता' - (श्रीरामचन्द्रुडु)

\* श्रीरामचन्द्रुडु परिचयः .

\* निबन्धप्रश्नः (Long ans. ).

④ 'न गङ्गदत्तः पुनरेति कूपम्' - (विष्णुशर्मा)

\* सन्दर्भाणि (1-8 Annotations)

Annotations .

\* निबन्धप्रश्नः (Long ans. ).

Unit - III ⇒ ⑤ 'दैवासुरसम्पदिभागयोगः' - (वेदव्यासः)

\* श्लोकपूरणम् (1-8 Poems)

Poem writing .

⑥ 'धातवः' (Dhatus) - 1-10 .

Unit - IV ⇒ ⑦ 'समासाः' (Samasas) \* 'अव्ययीभाव, द्विगु, तत्पुरुष, द्वन्द्व, कर्मधारय, बहुव्रीहिः' ॥

Siva Sivani Degree College, Kompally

New Pattern (Sem-II)

संस्कृतम्, Year-I

Part - A

4 X 5 = 20 M.

- १) अनुवदत । Poem translations. (सक्तुप्रस्थस्य महत्वम्)
- २) ससन्दर्भं व्याख्यात । Annotations. (न गङ्गदत्तः पुनरेति कूपम्)
- ३) श्लोकं पूरयत । Poem writing. (दैवासुरसम्पद्विभागयोगः)
- ४) ससन्दर्भं व्याख्यात । Annotations. (सक्तुप्रस्थस्य महत्वम्)
- ५) कविपरिचयौ । Introductions. (आचार्य पुल्लेल श्रीरामचन्द्रुडु  
भगवद्गीता)
- ६) समासनाम लिखत । (Samasa name writing)

Part - B

4 X 15 = 60 M.

- ७) प्रतिपदार्थतात्पर्याणि लिखत । (बुधस्य वैराग्योदयः)  
Word to word meanings.
- ८) निबन्धप्रश्नाः । (Long answers). [ 'वैज्ञानिक संहिता'  
'न गङ्गदत्तः पुनरेति कूपम्' ]
- ९) सम्पूर्णतया धातुरूपाणि लिखत । (Dhatus)
- १०) समासनामनिर्देशपूर्वकं विग्रहवाक्यानि लिखत । (Samasas)

