

STUDENT ASSIGNMENTS
BBA Part-I (DISTANCE MODE)
(SESSION 2021-22)

CENTRE FOR DISTANCE AND ONLINE EDUCATION
JAMIA MILLIA ISLAMIA
NEW DELHI – 110025

STUDENT ASSIGNMENTS
(SESSION 2021-22)

INSTRUCTIONS

The students are required to read carefully and follow the instructions given below:

- Submission of one complete Assignment in each Subject of the programme is compulsory.
- Completed Assignments are to be submitted on Google Classroom as per dates mentioned in the Academic Calendar 2021-22 (<http://jmi.ac.in/bulletinboard/academic-calendar/cdol>).
- For Assignments Submitted after due dates mentioned in the Academic Calendar, a late fee of **Rs. 100/-** per course assignment will be payable to through Demand Draft in favour of Jamia Millia Islamia, Payable at New Delhi.
- **Write your name, roll number and other details as required on the cover page of each Assignment.**
- **Please go through your Programme Guide carefully for further details.**

Course Title: Principles of Business Management

Course Code: BBA 101

Session: 2021-22

Maximum Marks – 30

Note: Attempt any three of the following five questions. All questions carry equal marks.

1. Describe the Nature of Managerial Functions and discuss the qualities of a successful Manager. Is technical proficiency always necessary for a Business Manager?
2. What do you mean by the term ‘Levels of Management’? Explain with illustrations the different levels of Management in a business unit.
3. “Management is simply the process of decision making and control over the action of human being for the express purpose of attaining predetermined goals.” Comment on the statement and explain the functions of management.
4. What do you mean by management of objectives concept? Explain its main characteristics.
5. Write a short note any two of the following
 - a. Explain the features of line and staff function
 - b. State the relationship between division of work and specialization
 - c. Write a short note on system approach
 - d. Explain X theory of motivation

Course Title: Business Economics

Course Code: BBA 102

Session: 2021-22

Maximum Marks – 30

Note: Attempt any three of the following five questions. All questions carry equal marks.

1. What is an Indifference Map? Explain diagrammatically the concept of indifference curve through a schedule.
2. Explain the relationship between Total Product, Average Product and Marginal Product using a labeled diagramme and production schedule
3. Explain in detail the determination of price in different market conditions.
4. The output and total cost data of a firm are given below:

Output (Units)	0	1	2	3	4	5
Total Cost (Rs.)	30	50	66	72	94	130

Compute Total Fixed Cost, Average Fixed Cost, Total Variable Cost, Average Variable Cost, and Marginal Cost.

5. Define interest. Explain how interest is different from rent. Critically discuss the classical theory of interest.

Course Title: Financial Accounting

Course Code: BBA 103

Session: 2021-22

Maximum Marks – 30

Note: Attempt any three of the following five questions. All questions carry equal marks.

1. What do you understand by convergence of IFRSs? Is there any need for such convergence? Also discuss in detail the main requirements for the proper implementation of the IFRSs.
2. On 1st January, 2018 Bharat Steels Ltd. bought a machine on hire purchase system basis. The cash price of the machine was Rs. 22,350 and the payment was to be made as Rs. 6,000 on signing the agreement and the balance in three installments of Rs. 6,000 each at the end of each year. The rate of interest charged by the vendor is 5% p.a. The depreciation is calculated at 10% annually on the diminishing balance of the asset. Pass the necessary journal entries.
3. Kavita purchased a machine for Rs. 80,000 on 1st April, 2015. She charges depreciation on SLM basis and closes her books on 31st December every year. The machine has a useful life of 8 years after which it can be sold for Rs. 8,000. She purchased another machine on 1st May, 2016 for Rs. 45,000 with 5 years useful life and nil residual value. In 2017, the first machine was sold for Rs. 50,000 on 30th June when a new machine was purchased for Rs. 30,000 with 3 years useful life and Rs. 3,000 as residual value. Prepare the machinery account for the 3 years ending December 31, 2017.
4. Anderson Bros., Chennai has a branch at Agra. All goods required for sale at Agra are supplied from Chennai at cost-plus 25% and all cash received at the branch is banked daily in the Head Office Account opened in a Bank at Agra. From the following particulars, prepare Branch Account and Branch Debtors Account.

Particulars	Rs.	Particulars	Rs.
Stock (1.1.20....)	7900	Cash Sales	1400
Debtors (1.1.20....)	11300	Reserve for Doubtful Debts	1500
Petty Cash (1.1.20....)	90	Return from Debtors	400
Goods invoiced to branch	25000	Branch expenses paid by head office:	
Returned goods to head office	1000	Rent	1400
Bad Debts	100	Salaries	1500
Allowance given	450	Sundries	700

Petty Cash Expenses	240	Total Sales	34900
Stock 31.12.20....	8400	Remittance to Branch for Petty Cash	280
Debtors 31.12.20....	19510		

5. Write short notes on any **two** of the following:
- Profit & Loss A/c vs. Profit & Loss Appropriation A/c
 - Capital Expenditure vs. Revenue Expenditure
 - Convention of Full Disclosure
 - Gradual (Piecemeal) Distribution of Cash

Course Title: Business Regulatory Framework

Course Code: BBA 104

Session: 2021-22

Maximum Marks – 30

Note: Attempt any three of the following five questions. All questions carry equal marks.

- Define consideration. How far is it necessary for the validity of a contract? Discuss the exception to the rule ‘No consideration, no contract’.
- What is breach of contract? Discuss the remedies available to an aggrieved party for breach of contract.
- What is a contract of agency? Describe briefly the various modes by which an agency may be terminated.
- “The Indian Partnership Act has effectively ensured the registration of firms without making it compulsory.” Comment.
- Write short note on **any two** of the following:
 - Contingent Agreements
 - Limited Liability Partnership
 - Conditions and Warranties
 - Right of Lien.

Course Title: Business Communication

Course Code: BBA 105

Session: 2021-22

Maximum Marks – 30

Note: Attempt any three of the following five questions. All questions carry equal marks.

- What do you mean by Non-Verbal Communication? Explain the importance of Non-Verbal Communication.
- “Communication in an organization is multidirectional”. Discuss the statement. Briefly explain the types of channels of communication based on direction.
- Discuss the various Barriers of Communication.

4. What are the factors affecting Presentation and how can be Presentation made effective?
5. Write short notes on any two of the following:
 - a. Role of communication in Business Organisation.
 - b. Memos and Notice
 - c. Types of Reports
 - d. Business Etiquettes

Course Title: Principles of Marketing

Course Code: BBA 106

Session: 2021-22

Maximum Marks – 30

Note: Attempt any three of the following five questions. All questions carry equal marks.

1. Explain marketing environment. Discuss its main dimensions.
2. What do you mean by the consumer behaviour? Explain the factor influencing consumer behaviour.
3. Write do you mean by channels of distribution? Discuss its functions.
4. Differentiate between:
 - a) Consumer product and Industrial product
 - b) Advertising and Publicity
5. Write short notes on any two of the following;
 - a) Product Life Cycle.
 - b) Market segmentation
 - c) Publicity
 - d) Branding.