

**Centre for Distance and Online Education  
Jamia Millia Islamia  
New Delhi-110025**

**Assignments**

**Bachelor of Business Administration (BBA)  
(Online Learning Mode)  
Part I  
2023-2024**

**GENERAL INSTRUCTIONS**

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

1. Submission of one complete assignment in each course of the programme every year is compulsory.
2. Completed assignments on prescribed Assignment Booklets or on A4 sheets with the required details are to be submitted online in pdf format **through Google Classroom** on or before **30-04-2024**.
3. If students fail to submit the assignment before or on the last date, they can submit it within a week from the last date with a **fine of Rs.200**. Afterward, assignments will NOT be submitted.
4. Ex-Students who failed to submit assignments during the programme are required to submit Rs. 200/- per Assignment to CDOE in the form of a Demand Draft in favor of Jamia Millia Islamia, payable at New Delhi.
5. **Write your Name, Father Name, Roll Number, Enrolment Number, Contact Number, Email ID, and other details as required on the cover page of the Assignment.**
6. Write your name and roll number on top of every page of the assignment.
7. For your record, keep a photocopy of your Assignments.
8. Please go through your **programme guide** carefully for further details.

**Course Title: Principles of Business Management****Course Code: BBA – 101****Session: 2023 – 2024****Maximum Marks: 30**

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

1. Discuss the advantages and limitations of different forms of business based on ownership.
2. Explain Line and Staff Organization in detail. How is it different from the Line Organization?
3. Discuss the process of staffing with suitable examples.
4. Describe the three-step model of the change process. Why do individuals resist change?
5. Write short notes with suitable examples on **any two**
  - a. Plans
  - b. Policies
  - c. Delegation
  - d. Decentralization

**Course Title: Business Economics****Course Code: BBA – 102****Session: 2023 – 2024****Maximum Marks: 30**

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

1. Explain the role of the Production Possibility Curve in understanding the central problems of an economy.
2. Describe consumer equilibrium with indifference curve and budget line.
3. What are the essential conditions for an optimal combination of factors? Illustrate your answer with the help of ISO-product curves.
4. What is dumping? Explain the equilibrium price and output determination in case of dumping.
5. Write short notes on **any two**
  - a. Oligopoly
  - b. Monopsony Market Situation
  - c. Monopolistic Exploitation
  - d. Quasi Rent

<b>Course Title: Financial Accounting</b>	<b>Course Code: BBA – 103</b>
<b>Session: 2023 – 2024</b>	<b>Maximum Marks: 30</b>

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

1. Mr. Adnan started his readymade garments business on April 1, 2022, with a capital of INR 50,000. He did not maintain his books according to the double entry system. During the year he introduced fresh capital of INR 15,000. He withdrew INR 10,000 for personal use. On March 31, 2023, his assets and liabilities were as follows :  
Total creditors INR 90,000; Total debtors INR 1,25,600; Stock INR 24,750; Cash at bank INR 24,980.  
Calculate the profit or loss made by Mr. Adnan during the first year of his business using the statement of affairs method.
2. XYZ Limited Purchased machinery on April 01, 2020, for INR 2,00,000 on credit from ABC Limited and spent INR 10,000 for its installation. Depreciation is provided at 10% per annum on a written-down value basis. Prepare Machinery Account for the first three years. Books are closed on March 31 every year.
3. Discuss the Accounting Treatment for the Stock-Debtors System with a suitable example.
4. Maryam and Muskan share profits and losses in the ratio of 2:1. From January 01, 2022, they admit Anam into their firm who is to be given a share of 1/10 of the profits with a guaranteed minimum of INR 25,000. Maryam and Muskan continue to share profits as before but agree to bear any deficiency on account of the guarantee to Anam in the ratio of 3:2 respectively. The profits of the firm for the year ending December 31, 2023, amounted to INR 1,20,000. Prepare Profit and Loss Appropriation Account.
5. Write short notes on **any two**
  - a. Business Entity Concept
  - b. Money Measurement Concept
  - c. IFRS
  - d. Journal and Ledger

**Course Title: Business Regulatory Framework****Course Code: BBA – 104****Session: 2023 – 2024****Maximum Marks: 30**

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

1. “All contracts are agreements but all agreements are not contracts”. Comment explaining the essential elements of a valid contract.
2. What are the different types of damages available to an aggrieved party? Discuss in detail.
3. What is a ‘Contract of indemnity’? Discuss the difference between a ‘contract of indemnity’ and a ‘contract of guarantee’.
4. What are the consequences of the dissolution of a firm? Explain in brief the rights and liabilities of partners.
5. Write short notes on **any two**
  - a. Contract of Sale
  - b. Condition and Warranty
  - c. Doctrine of Caveat Emptor
  - d. Significance of Transfer of Ownership

**Course Title: Business Communication****Course Code: BBA – 105****Session: 2023 – 2024****Maximum Marks: 30**

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

1. Explain Shannon and Weaver’s Model and SMCR Model.
2. ‘Communication takes place through various methods and channels’. Explain the statement.
3. What is the importance of achieving clarity in writing? With suitable examples, illustrate how clarity can be achieved in writing.
4. Write a letter to a shoe manufacturer, placing an order for a hundred pairs of a particular shoe for your organization. Use the semi-indented style of writing.
5. Write short notes with suitable examples on **any two**
  - a. Listening Process
  - b. External Communication
  - c. Agenda and Minutes

- d. Halo and Horn Effect

**Course Title: Principles of Marketing**

**Course Code: BBA – 106**

**Session: 2023 – 2024**

**Maximum Marks: 30**

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

1. How does marketing play an important role in business? Discuss.
2. “The consumer is the problem solver who acts in logical orderly manners when making buying decisions”. Elucidate this statement and explain briefly the stages involved in the consumer buying process.
3. Discuss the Product Life Cycle. Explain the different stages of the Product Life Cycle with a suitable example.
4. Define Physical Distribution. Discuss the importance of physical distribution in marketing.
5. Write short notes with suitable examples on **any two**
  - a. Promotion Mix
  - b. Public Relations and Publicity
  - c. Stages in the Selling Process
  - d. Brand and Trademark