

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

Assignments

**Bachelor of Business Administration (BBA)
(Open and Distance 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 **15-04-2024**.
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, 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. Explain in detail the principles of management given by Henry Fayol with suitable examples.
2. Differentiate between decentralization and delegation. What are the advantages of decentralization? Discuss.
3. Discuss the meaning, process, and channels of communication in detail. Explain the barriers to effective communication.
4. What do you understand by the term “change”? Why do people resist change in an organizational setting?
5. Write short notes on **any two**
 - a. Findings of Hawthorne's studies
 - b. Principles of planning
 - c. Maslow’s Need Hierarchy
 - d. Leadership

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. What are the fundamental problems of an economic system? Write their solutions.
2. Explain the law of diminishing marginal utility with the help of an example.
3. What are the characteristics of perfect competition? Discuss price determination under perfect competition with the help of a diagram.
4. Define wage. How wage is determined in the case of collective bargaining?
5. Write short notes on **any two**
 - a. Return to scale
 - b. Elasticity of Demand
 - c. Product differentiation
 - d. Inequality of income

Course Title: Financial Accounting	Course Code: BBA – 103
Session: 2023 – 2024	Maximum Marks: 30

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

1. Enter the following transactions in the double column Cash Book 2023

- Jan 1 Balance of Cash in hand Rs. 18, 000
- Jan 2 Received from Sonia Rs 2,740 and allowed her a discount of Rs 60
- Jan 3 Purchased furniture for Rs. 1,350
- Jan 8 Purchase goods for cash Rs 19,500
- Jan 11 Paid Rashmi Rs 1,200 who allowed a discount of Rs. 120
- Jan 14 Cash Sales Rs 5,700
- Jan 16 Paid for stationery Rs. 225
- Jan 21 Rao paid Rs 2,040 in full settlement of the amount due Rs. 2,250
- Jan 25 An amount of Rs. 2,400 received from Ashok, who was allowed Rs. 120 as a discount
- Jan 31 Paid Salaries Rs. 1,200
- Jan 31 Paid Rent Rs. 1,500
- Jan 31 Paid for Postage Stamp Rs. 65

2. Suresh keeps his books under the Single Entry System. His assets and liabilities were as under:

	March 31, 2022 (Rs.)	March 31, 2023 (Rs.)
Cash	10,000	9,000
Sundry Debtors	3,90,000	4,50,000
Stock	3,40,000	3,20,000
Plant & Machinery	6,00,000	8,00,000
Sundry Creditors	1,50,000	1,49,000
Bills Payable	NIL	50,000

During 2022-23, he introduced Rs.1,00,000 as new capital. He withdrew Rs.30,000 every month for his household expenses. Ascertain his profit for the year ended March 31, 2023.

3. On 1st July 2019, XYZ Ltd purchased a machine for Rs 3,90,000 and spent Rs 10,000 on its installation. It decided to provide depreciation @ 15% per annum, using the written-down

value method. On 30th November 2022, the machine was dismantled at a cost of Rs 5,000 and then sold for Rs 1,00,000. On 1st December 2022, the company acquired and put into operation a new machine at a total cost of Rs 7,60,000. Depreciation was provided on the new machine on the same basis as had been used in the case of the earlier machine. The company closes its books of account every year on 31st March. Prepare Machinery Account and Depreciation Account for four accounting years ended 31st March. 2023.

4. A and B started a business with a capital of 1,00,000 each on January 1, 2022. Their drawings during the year were 1,000 and Rs. 500 per month respectively. The interest on drawings was Rs. 200 and Rs.100 respectively. They are allowed interest on capital at 8% p.a. A is allowed a salary of Rs.2,000 per month. They earned a profit of Rs.94,000 before interest and salary. They share profit in the ratio of 2:1. Prepare Profit and Loss Appropriation Account of partners.
5. Write short notes on **any two**
 - a. Branch Accounting
 - b. Departmental Accounting
 - c. Hire Purchase Agreement
 - d. Receipt and payment Account

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 illegal agreements are void but all void agreements are not necessarily illegal”. Comment. Bring out the difference between an illegal agreement and a void agreement. Give examples.
2. What do you mean by contingent contracts? Give examples. Differentiate a contingent contract from a wagering agreement.
3. Distinguish between a bill of lading and a charter party. What are their characteristics?
4. Explain the doctrine of caveat emptor. What are the exceptions to this doctrine?
5. Write short notes on **any two**
 - a. Partnership at will
 - b. Partnership property

- c. Exceptions to non-registration
- d. Penalty for giving false particulars about registration

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. Discuss the major barriers related to communication.
2. ‘Managers use several different types of communication in their work’. Explain.
3. Discuss the various factors essential for effective communication.
4. Write a letter to a sweets manufacturer, placing an order for a hundred packets of a particular sweet for the employees of your organization. Use the semi-indented style of writing.
5. Write short notes with suitable examples on **any two**
 - a. Conferences
 - b. Workshop
 - c. Brevity
 - d. Halo 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. Explain the different marketing concepts.
2. Explain the various factors influencing consumer behavior.
3. Discuss the important methods that are helpful in price determination.
4. What is sales promotion? Explain the major sales promotion tools.
5. Write short notes with suitable examples on any two
 - a. Product Line
 - b. Product Width
 - c. Consumer Products
 - d. Industrial Products