

**STUDENT ASSIGNMENTS**  
**BCIBF Part-I (DISTANCE MODE)**  
**(SESSION 2025-26)**

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

**STUDENT ASSIGNMENTS  
(SESSION 2025-26)**

**INSTRUCTIONS**

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

- Submission of one complete Assignment in each course of the programme every year is compulsory.
- Completed Assignments on prescribed Assignment Booklet are to be submitted by hand or through post to the Study Centre/Programme Coordinator, CDOL as per dates mentioned in the Academic Calendar 2025-26 (<http://jmi.ac.in/bulletinboard/academic-calendar/cdol>).
- For Assignments Submitted after 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 **Assignment Booklet**.
- **For your record you may keep a photocopy of your Assignment.**
- Contact your Learner Support Centre/ Programme Coordinator to collect evaluated Assignments booklet
- **Please go through your Programme Guide carefully for further details.**

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**Course Title: Business Communication**

**Course Code: BCIBF 101**

**Session: 2025-26**

**Maximum Marks – 30**

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

**Q1.** Define Communication. Discuss the role of communication in the present business organization.

**Q2.** Explain the essential factors to be considered while e-mailing.

**Q3.** Discuss the principles for effective writing.

**Q4.** What is meeting? State its objectives. Discuss the needs for recording minute of meeting.

**Q5.** Write a short note on any two of the following:

- (a) Verbal and Non-Verbal Communication
- (b) Intra organizational communication
- (c) Types of Interview

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**Course Title: Principles of Business Management**

**Course Code: BCIBF 102**

**Session: 2025-26**

**Maximum Marks – 30**

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

**Q1.** Explain the Systems approach to Management. Discuss, how is it different from Contingency approach?

**Q2.** What are the difficulties faced by the management in the process of delegation of authority? How can they be overcome?

**Q3.** “Leadership is the driving force which gets things done by others.” What are the styles of leadership generally adopted by leaders?

**Q4.** “Planning without controlling is meaningless, and controlling without planning is impossible.” Explain this statement with the help of suitable examples.

**Q5.** Write short note on *any two* of the following:

- (a) Pre Control and Post Control
- (b) Formal and Informal Group
- (c) Management by Objectives

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**Course Title: Financial Accounting**

**Course Code: BCIBF 103**

**Session: 2025-26**

**Maximum Marks – 30**

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

**Q1** XYZ Ltd. which depreciates its machinery at 10% on Diminishing Balance Method, had on 1<sup>st</sup> April, 2019 Rs. 9,72,000 to the debit of Machinery Account. During the year 2019-20, the machinery purchased on 1<sup>st</sup> April, 2017 for Rs. 80,000 was sold for Rs. 45,000 on 1<sup>st</sup> October, 2019 and a new machinery at a cost of Rs.

1,50,000 was purchased and installed on the same date, installation charges being Rs. 8,000. The company wants to change the method of depreciation from Diminishing Balance Method to Straight Line Method with effect from 1<sup>st</sup> April, 2019. During 2019-20, the company decided to change its method of charging depreciation from diminishing balance method to straight line method with prospective effect. At the same time management of company feels to review the estimated remaining useful life of machine and it was assessed that machine will probably work for a further period of 6 years with scrap value of Rs. 7,200. While new machine purchased on 1.10.2019 will be depreciated at 10% p.a. on straight line basis. You are required to prepare Machinery Account and Machinery Disposal Account for the year 2019-20.

**Q2** VS & Co. of Hyderabad have a branch at Hyderabad. All purchases are made by the head office and goods sent to branch are invoiced at selling price which is 20% above cost. All sales by the branch are on credit terms. Branch expenses are paid by the head office and all cash received by the branch is remitted to the head office. All branch transactions are recorded in the head office books. The balances relating to the branch in the Head Office Ledger on 1.1.2021 were as follows:

Branch Stock Account (Invoice Price)	Rs. 36,000
Branch Debtors Account	Rs. 25,750
Transactions during the year to 31.12.2021 were:	
Goods sent to Branch at Invoice Price	Rs. 3,24,600
Returns from Branch to Head Office at Invoice Price	Rs. 6,420
Cash received from Debtors	Rs. 3,10,000
Discount allowed to Debtors	Rs. 5,750
Branch expensed paid by Head Office	Rs. 30,000
Branch Stock Account (Invoice Price) 31.12.2021	Rs. 48,180
Branch Debtors 31.12.2021	Rs. 10,000

Prepare in the head office books: (a) Branch Stock Account (b) Branch Debtors Account (c) Branch Expenses Account (d) Branch Adjustment Account (e) Branch Profit and Loss Account.

**Q3** Rithika and Shalini Arora are partners in a firm and sharing profits and losses equally. On Jan 1, 2020 the Balance Sheet of the firm was as under:

<b>Liabilities</b>	<b>Rs.</b>	<b>Assets</b>	<b>Rs.</b>
Sundry Creditors	50,000	Cash in Hand	4,000
Bills Payable	20,000	Cash at Bank	20,000
Mr. Arora's Loan	10,000	Stock-in-Trade	50,000
Reserve Fund	16,000	Debtors	44,000
		(-) R.D.D	4,000
Rithika's Capital	20,000	Plant & Machinery	30,000

Shalini Arora's Capital	60,000	Land & Building	32,000
	<b>1,76,000</b>		<b>1,76,000</b>

The firm was dissolved on the date given above. The following transactions took place: (a) Shalini Arora undertook to pay her husband Mr. Arora's Loan and took over 50% of the stock at a discount of 20%. (b) Debtors realized Rs. 36,000; balance of the stock was sold off at a profit of 30% on cost. (c) Sundry creditors were paid out at a discount of 10%. Bills payable was paid in full. (d) Plant realized Rs. 50,000; Building Rs. 80,000. Shalini Arora took over the goodwill of the firm at a valuation of Rs. 20,000. Realization expenses were Rs. 3,500.

Required: 1. Realization Account; 2. Partner's Capital Accounts; and 3. Bank Account.

**Q4.** What is meant by Goods Repossessed? How are they treated in the books of account under Stock and Debtors method of Hire Purchase System?

**Q5.** Write short notes on any **two** of the following:

- a) Mercantile System of Accounting
- b) Piecemeal Distribution
- c) Self-balancing System

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**Course Title: Business Regulatory Framework**

**Course Code: BCIBF 104**

**Session: 2025-26**

**Maximum Marks – 30**

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

**Q1.** Define the Doctrine of Privity of Contract. Explain the exceptions to the rule.

**Q2.** Impossibility of Performance is not an excuse for Non-Performance of Contract under the Indian Contract Act, 1872. Discuss.

**Q3.** Distinguish between General Lien and Particular Lien. Who are the entitled to the General Lien? In what category would you place the Bailee's Lien. Explain.

**Q4.** '*Nemo Dat Quod Non Habet*'. Explain the maxim and discuss the exceptions to the rule.

**Q5.** Write short note on any two of the following:

- (a) Doctrine of Caveat Emptor
- (b) Consequences of Non-Registration of a Partnership firm.
- (c) Quasi Contract

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**Course Title: Business Economics**

**Course Code: BCIBF 105**

**Session: 2025-26**

**Maximum Marks – 30**

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

**Q1.** Define Business Economics. Discuss its nature, scope, and importance in managerial decision-making.

**Q2.** Explain the Law of Diminishing Marginal Utility. How does the Law of Equi-Marginal Utility help a consumer attain equilibrium?

**Q3.** Discuss the various short-run cost curves. Explain the relationship between Average Cost (AC), Marginal Cost (MC), and Total Cost (TC).

**Q4.** Differentiate between Monopoly and Monopolistic Competition. Explain price and output determination under monopoly.

**Q5.** Write short note on any **two** of the following:

(a) Law of Variable Proportions

(b) Theory of distribution

(c) Income inequality in India

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**Course Title: Business Environment**

**Course Code: BCIBF 106**

**Session: 2025-26**

**Maximum Marks – 30**

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

**Q1.** Define Business Environment. Explain its nature, dimensions, and importance for business decision-making.

**Q2.** What is Consumer Protection? Explain the rights of consumers and the measures taken by the government to protect consumer interests.

**Q3.** Discuss the objectives and features of India's Industrial Policy. How has it evolved after economic reforms?

**Q4.** Discuss the role of Foreign Direct Investment (FDI) and Multinational Corporations (MNCs) in India's economic development.

**Q5.** Write short note on any **two** of the following:

(a) Structure of the Indian economy

(b) Role of Government in business

(c) Small Scale Sector in India