

CENTRE FOR DISTANCE AND ONLINE EDUCATION

JAMIA MILLIA ISLAMIA, NEW DELHI – 110025

STUDENT'S ASSIGNMENTS

BBA (DISTANCE MODE) Part I

(SESSION 2020-21)

**STUDENT ASSIGNMENTS
(SESSION 2020-21)**

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 2020-21 (<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.**

Course Title: Principles of Business Management

Course Code: BBA 101

Session: 2020-21

Maximum Marks – 30

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

1. Discuss the nature and importance of Management.
2. Discuss the concept, importance and types of planning.
3. Define motivation. Discuss any three theories of motivation.
4. What is the need for change management? Give examples.
5. Write short notes on the following:
 - a. Staffing
 - b. Directing
 - c. Leadership
 - d. Control

Course Title: Business Economics

Course Code: BBA 102

Session: 2020-21

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. What is elasticity of Demand? Discuss price elasticity of demand 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. Discuss various theories of Rent.
5. Write short notes on **any two** of the following:
 - a. Monopoly
 - b. Indifference curve
 - c. Income inequality

Course Title: Financial Accounting

Course Code: BBA 103

Session: 2020-21

Maximum Marks – 30

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

1. Pass the Journal Entries and post in the ledger for the following business transactions.
 - a. Started Business with Cash Rs 5,00,000
 - b. Purchased Machinery for cash Rs 2,00,000
 - c. Bought Goods from Ajay & Sons Rs 50,000

- d. Sold goods for cash Rs 20,000
 - e. Cash deposited in Bank Rs 1,00,000
2. Ramesh keeps his books under single entry system. His assets and liabilities were as under:

| | March 31, 2020 | March 31, 2021 |
|-------------------|-----------------------|-----------------------|
| Cash | 50,000 | 40,000 |
| Sundry Debtors | 500,000 | 6,00,000 |
| Stock | 4,50,000 | 4,00,000 |
| Plant & Machinery | 8,00,000 | 8,50,000 |
| Sundry Creditors | 2,00,000 | 2,50,000 |

He introduced new capital of Rs. 2,00,000 during 2020-21. He withdrew Rs. 25,000 per months for his household expenses. Ascertain profit/loss for year ended on 31 March, 2021.

3. Discuss Various methods of depreciation with examples.
4. Calculate cash price of an asset if cash down payment is Rs. 800, First year Installment is Rs. 400, second year installment Rs. 300 and third year installment is Rs. 700. Interest charged @ 6%.
5. Write short notes on:
 - a. Partnership deed
 - b. Garner vs Murray Rule

Course Title: Business Regulatory Framework

Course Code: BBA 104

Session: 2020-21

Maximum Marks – 30

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

1. What is 'capacity to contract'? Discuss in detail the legal provisions of law relating to minor's agreements.
2. What do you understand by 'Discharge of a contract'? What are the various modes by which a contract may be discharge?
3. Distinguish between indemnity and guarantee. Discuss the circumstances under which a surety is discharge from his liability.
4. Discuss the remedies available to an unpaid seller against the goods and against the buyer personally under the Sale of Goods Act, 1930.
5. Write short note on **any two** of the following:
 - a) Registration of Partnership.
 - b) Quasi Contract.
 - c) Agency by Ratification.
 - d) Void and Voidable Contracts.

Course Title: Business Communication

Course Code: BBA 105

Session: 2020-21

Maximum Marks – 30

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

1. Discuss the process and importance of communication. Give examples.
2. Define the different methods of communication.
3. “Listening is an art” in the light of this statement discuss the importance of listening in Business.
4. What is meant by effective communication? What are the guidelines for effective oral and written communication?
5. Write short notes on **any two** of the following:
 - a. Intra-Organizational communication
 - b. Example of a business letter.
 - c. Types of interviews
 - d. Business Correspondence

Course Title: Principles of Marketing

Course Code: BBA 106

Session: 2020-21

Maximum Marks – 30

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

1. What do you mean by market segmentation? Why and how are markets segmented?
2. Explain the product life cycle in detail. How do marketing strategies change as a product moves through various stages of the life cycle?
3. What do you understand by the ‘price’ of a product? Explain various pricing strategies with suitable examples.
4. What do you understand by channels of distribution? Explain the factors determining the choice of a suitable channel of distribution.
5. What is physical distribution? Explain the components of physical distribution.