

**STUDENT ASSIGNMENTS**  
**BCIBF (DISTANCE MODE) Part-I**  
**(SESSION 2024-25)**

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

**STUDENT ASSIGNMENTS**  
**(SESSION 2024-25)**

**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.**

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**Course Title: Business Communication**

**Course Code: BCIBF 101**

**Session: 2024-25**

**Maximum Marks – 30**

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

1. “Communication is the life blood of any business organization.” Comment and explain the objectives of business communication.
2. What are the main barriers to business communication? Suggest measures to remove them.
3. Define the interview. Explain the various kinds, importance and limitations of interview.
4. Explain the meaning and importance of the minutes of a meeting. Describe briefly the precautions to be followed while drafting the minutes.
5. Write short notes on any **two** of the following:
  - a) Organizational communication.
  - b) Merits and demerits of good commercial writing
  - c) Cross-cultural etiquette

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**Course Title: Principles of Management**

**Course Code: BCIBF 102**

**Session: 2024-25**

**Maximum Marks – 30**

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

1. “Authority and Responsibility should be equal”. Explain. Discuss the obstacles in the Delegation of Authority? How these obstacles can be removed?
2. Define recruitment and selection. Explain the selection process.
3. Explain line and functional organizational structures with their advantages and limitations.
4. What is co-ordination? Explain the techniques of co-ordination in detail.
5. Write short notes on any **two** of the following:
  - a) Explain any two motivational theories of management.
  - b) Differentiate between Democratic and Laissez-faire styles of leadership.
  - c) Explain the process of MBO.

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**Course Title: Financial Accounting**

**Course Code: BCIBF 103**

**Session: 2024-25**

**Maximum Marks – 30**

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

1. Briefly explain the key accounting principles and discuss why they are essential for accurate financial reporting.
2. A firm purchased on 1st April, 2021 a second-hand machinery for ₹36,000 and spent ₹4,000 on its installation. On 1st October, in the same year, another machinery costing ₹20,000 was purchased. On 1st October, 2023, machinery bought on 1st April, 2021 was sold off for ₹12,000 and a fresh machine was purchased for ₹64,000 on the same date. Depreciation is provided annually on 31st March @10% p.a. on the Written Down Value Method.
3. What is Hire Purchase Contract? Discuss the essential characteristics of Hire Purchase System.
4. Distinguish between dissolution of partnership and dissolution of partnership firm.
5. Write a short answer question on **any two** of the following:
  - a) Branch Accounting
  - b) Self-Balancing System
  - c) Basic Concepts of Accounting

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**Course Title: Business Regulatory Framework**

**Course Code: BCIBF 104**

**Session: 2024-25**

**Maximum Marks – 30**

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

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

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**Course Title: Business Economics**

**Course Code: BCIBF 105**

**Session: 2024-25**

**Maximum Marks – 30**

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

1. “Business economics is essentially the application of microeconomic theory in business decision-making” Discuss the statement.
2. What is an indifference curve and what are its important properties? What role does it play in consumer analysis?
3. What do you mean by ‘Return to Scale’? distinguish between increasing return to scale and constant returns to scale.
4. Define monopolistic competition. Discuss the price and output decision of a monopolistic firm in the short-run.
5. Write short note on **any two** of the following:
  - a) Elasticity of Demand
  - b) Oligopoly Market
  - c) Inequality of Income

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**Course Title: Business Environment**

**Course Code: BCIBF 106**

**Session: 2024-25**

**Maximum Marks – 30**

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

1. Explain the nature and dimensions of the business environment. How do they influence the operations of a business?
2. What is the role of government in business, and how does it impact business operations?
3. Discuss the concept of industrial policy. Explain its objectives, tools, and the impact of industrial policy on the economic development of a country.
4. Explain the concept of foreign trade. Discuss its importance, types, and the impact of foreign trade on the economic growth and development of a country.
5. Write a short answer question on **any two** of the following:
  - a) Balance of Payments
  - b) Economic Environment
  - c) EXIM Policy