

**CENTRE FOR DISTANCE AND ONLINE EDUCATION**

**JAMIA MILLIA ISLAMIA, NEW DELHI – 110025**

**STUDENT'S ASSIGNMENTS**

**BBA (OL)**

**Part I**

**(SESSION 2024-25)**

**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/semester is compulsory.
- Completed Assignments on prescribed Assignment Booklet/A4 size papers to be uploaded on Google classroom as per the date notified by the CDOE.
- For Assignments Submitted after the notified date a late fee of **Rs. 100/-** per course assignment will be payable 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/sheets**.
- **For your record you may keep a photocopy of your Assignment**
- **Please go through your Programme Guide carefully for further detail**

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**Course Title: Principles of Business Management**  
**Session 2024-2025**

**Course Code: BBA-101**  
**Maximum Marks: 30**

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

1. What is LLP? State its features. Explain the advantages and limitations of this form of business organization.
2. What do you mean by the term organization? Explain the process and types of organization.
3. What is Delegation? Explain the principles and forms of Delegation.
4. Explain in detail the McGregor's Theory X and Theory Y. Which theory of McGregor's is best suited for an Indian Production unit? Comment in your own words.
5. Write short notes on any two:
  - Leadership
  - Management of Change
  - Findings of Hawthorne's studies
  - Maslow's Need Hierarchy

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**Course Title: Business Economics**  
**Session 2024-2025**

**Course Code: BBA-102**  
**Maximum Marks: 30**

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

1. What are the fundamental problems of an economy? How scarcity is the root cause of problems.
2. Explain the law of diminishing marginal utility with the help of an example.
3. Define oligopoly. Why a firm under oligopoly face a kinked demand curve?
4. Define 'Law of Supply'. What are various factors affecting elasticity of supply?
5. Write short notes on any two:
  - a. Mixed economy
  - b. Law of demand
  - c. Inequality of income
  - d. Indifference Curve

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**Course Title: Financial Accounting**  
**Session: 2024-25**

**Course Code: BBA-103**  
**Maximum Marks – 30**

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

1. (a) What do you mean by Journalising of entries? Explain it with the help of some examples.  
 (b) From the following information, ascertain the value of opening stock:  
 Purchases Rs 2,20,000  
 Sales Rs 3,60,000  
 Closing Stock Rs 1,40,000  
 Wages Rs 7,000  
 Carriage Outwards Rs 6,000
2. Give the journal entries that would be passed in the books of the head office to record the following transactions:
  - Goods amounting to Rs. 1,000 transferred from Delhi branch to Mumbai branch under instructions from the head office.
  - Depreciation on branch fixed assets accounts maintained by the head office: (Mumbai Rs. 4,000 and Delhi Rs. 6,000)
  - A remittance of Rs. 6,000 made by Mumbai branch to head office on December 27, 2013 and received by head office on January 7, 2014.
  - Goods worth Rs. 10,000 sent by the head office to Delhi branch on December 25, 2013 and received by the latter on January 15, 2014.
  - A sum of Rs. 10,000 is to be charged to the Delhi branch to administrative services rendered by the head office.
3. Ajay had not kept proper book of accounts from the details given, you are required to ascertain the Profit or Loss for the year ended March 31, 2022 :

	March 31, 2021 (Rs.)	March 31, 2022 (Rs.)
Stock in Trade	1,67,000	1,81,000
Sundry Creditors	1,54,000	1,92,000
Sundry Debtors	1,12,000	1,06,000
Cash in Hand	2,500	14,000
Bank Overdraft	1,92,000	Nil
Bills Receivable	1,60,000	50,000
Furniture & Fittings	15,000	15,000
Motor Van	19,000	Nil
Bank Balance	Nil	29,000

The Drawings during the year amounted to Rs.24,000. Depreciate fixtures and fittings by 10%. Rs.6,000 is irrecoverable from Debtors. Provide 5% for Doubtful Debts and Rs.2000 in respect of Bills Receivable.

4. Define Hire Purchase Agreement. Explain the characteristics of the Hire Purchase Agreement.
5. Write short notes on any two:
  - a. Income & Expenditure Account
  - b. Methods of depreciation
  - c. Content of Partnership Deed
  - d. Departmental Accounting

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**Course Title – Business Regulatory Framework**

**Course Code – BBA-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. What is 'Valid Offer'? Explain the characteristics of a Valid Offer.
  2. What is a 'Lawful Object'? Explain the circumstances under which the object or consideration is deemed to be 'Unlawful'.
  3. What is a consignment note? Who prepares it? What is its purpose?
  4. Define the term 'property' as used in the Sale of Goods Act. What are the rules relating to transfer of property of specific goods from seller to the buyer?
  5. Write short notes on any two of the following
    - Limited Liability Partnership
    - Contract of Sale
    - Doctrine of Caveat Emptor
    - Free Consent
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**Course Title- Business Communication**

**Course Code- BBA-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. Explain the stages of the communication process. Describe the various barriers related to the communication process.
  2. Describe the types of business communication.
  3. Write a business letter in response to a job advertisement seeking a supervisor position, explain your professional experience, qualifications and interest in the company and job.
  4. 'Corporate communication is considered essential for an organization's growth.' Explain the statement.
  5. Write short notes on any two:
    - a. Non-verbal communication
    - b. Grapevine Communication
    - c. Interview skills
    - d. Main features of reports
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**Course Title- Principles of Marketing**

**Course Code- BBA-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. Write do you mean by channels of distribution? Discuss its functions.
2. Discuss in details the steps in consumer buying process
3. Explain the concept of market segmentation? Discuss the basis of markets segmentation?

4. Discuss the Product Life Cycle. Explain the different stages of the Product Life Cycle with a suitable example.
5. Write short notes on any two of the following:
  - Publicity
  - Promotion Mix
  - Brand and Trademark
  - Skimming and penetration pricing