

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

**Assignments**

**Bachelor of Business Administration (BBA)  
(Online Learning Mode)  
Part I  
(January 2024 Batch)**

**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 **20-09-2024**.
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, Email ID 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. Discuss the advantages and limitations of different forms of business based on ownership.
2. Explain Line and Staff Organization in detail. How is it different from the Line Organization?
3. Discuss the process of staffing with suitable examples.
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** of the following:
  - a. Findings of Hawthorne's studies
  - b. Principles of planning
  - c. Maslow’s Need Hierarchy

**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. What are the essential conditions for an optimal combination of factors? Illustrate your answer with the help of ISO-product curves.
3. What are the characteristics of perfect competition? Discuss price determination under perfect competition with the help of a diagram.
4. What is dumping? Explain the equilibrium price and output determination in case of dumping.
5. Write short notes on **any two** of the following:
  - a. Quasi Rent
  - b. Return to scale
  - c. 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. Journalise the following transactions in the books of Himanshu for 2023:

Dec.01 Business started with cash 75,000

Dec.07 Purchased goods for cash 10,000

Dec.09 Sold goods to Swati 5,000

Dec.12 Purchased furniture 3,000

Dec.18 Cash received from Swati in full settlement 4,000

Dec.25 Paid rent 1,000

Dec.30 Paid salary 1,500

Dec.30 Commission received in advance 2,000

Dec. 30 Cash withdrew for personal use 3,000

2. Explain the process dissolution of partnership firm? How deficiency of creditors is paid off at the time of dissolution of firm.
3. XYZ Ltd. Purchased a second-hand machine for Rs 56,000 on October 01, 2011 and spent Rs 28,000 on its overhaul and installation before putting it to operation. It is expected that the machine can be sold for Rs 6,000 at the end of its useful life of 15 years. Moreover, an estimated cost of Rs 1,000 is expected to be incurred to recover the salvage value of Rs 6,000. Prepare machine account for the first three years charging depreciation by fixed installment Method. Accounts are closed on March 31, every year.
4. Kamal purchased a Bus on hire purchase system. As per terms he is required to pay 2,80,000 down, 2,12,000 at the end of first year, 1,96,000 at the end of second year and 2,20,000 at the end of the third year. Interest is charged @ 10% p.a. You are required to calculate the total cash price of the Bus and the interest paid with each instalment.
5. Write short notes on **any two** of the following:
- Branch Accounting
  - Departmental Accounting
  - Hire Purchase Agreement

**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. What do you mean by capacity to contract? Discuss the provisions of law with regard to minor's agreements.
2. Define discharge of contract. What remedies are available if there has been a breach contract?
3. What is contract of agency? What are the rights and duties of an agent under the contract of agency?
4. Who is an unpaid seller? Discuss the rights of an unpaid seller against the goods and against the buyer personally.
5. Write short note on any two of the following:
  - (a) Contingent Contract
  - (b) Limited Liability Partnership
  - (c) Free Consent

**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 concept and role of communication in a present-day business organization.
2. What is intra-organizational communication? Explain the various dimensions of communication.
3. Explain the various guidelines for effective communication. How effective communication is necessary for a successful business.
4. What do you mean by report writing and what are its various types?
5. Write short note on any two of the following:
  - (a) Business Correspondence
  - (b) Good Communication
  - (c) Presentation

**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. Define marketing environment. What are its important components?
2. What do you mean by market segmentation? What factors a marketer should keep in to consideration at the market segmentation?
3. What is product development? Discuss the four stages of product life cycle.
4. Discuss the importance of pricing. What are the factors which influences the pricing decision of a marketer?
5. Write short note on ant two of the following:
  - (a) Distribution Channel
  - (b) Personal Selling
  - (c) Branding and Packaging