

STUDENT ASSIGNMENTS
(SESSION 2019-20)
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 assignments booklet are to be submitted by hand or through post to the Learner Support Centre/Programme Coordinator, CDOL as per dates mentioned in the Academic Calendar 2019-20 (<http://jmi.ac.in/bulletinboard/academic-calendar/cdol>).
- For ex-students who failed to submit assignments during the course of the programme are required to submit **Rs. 200/-** per assignment to CDOL in the form of 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.**
- **Please go through your Programme Guide carefully.**

BCIBF Part-I

Course Title – Business Communication
Session – 2019-20

Course Code – BCIBF/BIBF-101
Maximum Marks - 30

Note: Attempt any three questions. All questions carry equal marks.

1. What do you mean by communication? Discuss various barriers to the communication.
2. Explain various types of interview and discuss the step involved in conducting an effective interview.
3. Explain different types of business letter. Give an example of a business letter.
4. Elucidate the importance of punctuation in report writing.
5. Write short notes on any two:
 - (a) Communication Process.
 - (b) Upward Communication
 - (c) Effective Speaking.
 - (d) Business Correspondence.

Course Title – Principle of Business Management
Session – 2019-20

Course Code – BCIBF/BIBF-102
Maximum Marks - 30

Note: Attempt any three questions. All questions carry equal marks.

1. What are the various forms of business? Discuss.
2. What are the types of planning? Discuss the importance of planning in the success and failure of a business with suitable examples.
3. Discuss meaning, types and function of leadership? What do you think a leader can be a manager vice-versa discuss?

4. Informal communication is more common in formal organisation explain why? Discuss the barriers of effective communication?
5. Write short notes on the following:
- Delegation of Authority.
 - Maslow Need Hierarchy of Motivation.
 - Process of Controlling.

Course Title – Financial Accounting
Session – 2019-20

Course Code – BCIBF/BIBF-103
Maximum Marks - 30

Note: Attempt any three questions. All questions carry equal marks.

- What do you mean by financial statement? Why is it prepared? What are the limitations of Financial Statement? Discuss.
- What do you mean by hire purchase trading accounts? Why is it prepared? Explain with the help of suitable performa.
- The following was the balance sheet of P, Q and R on 31st March 2018.

Liabilities	Amount	Assets	Amount
P Capital	25000	Free Hold Property	10000
R Capital	15000	Furniture	5000
P Current A/C	1000	Stock	23100
R Current A/C	500	Debtor	30000
Sundry Creditors	30000	Cash	2500
Loan on Mortgage (on free H.land)	4000	Q Current A/C	4900
Total	75500	Total	75500

The partner shared profit and losses in the proportion 6:3:5 it was to dissolve the partnership as on date balance sheet.

Free hold property	6000
Furniture	2000
Stock	1500
Debtors	20000

The Expenses on realization amounted to Rs. 2000. The sundry creditors agreed to take 75 p. in the Rs. in full settlement. It was ascertained that Q has become insolvent. A dividend of 50.p in the Rs was received from the court receiver.

Prepare realization account, bank account, capital account, current account of the partners.

- 4 M/s Ram traders Delhi have opened a branch Jaipur on 01.07.2018 the goods were sent by the head office to the branch and invoiced at selling price of the branch which was 125% of the cost price of the head office.

Goods sent to branch (at cost to head office)	280800
Sales Cash 125000 Credit 175000	300000
Cash collected from debtors	156000
Discount allowed	4000
Cash sent to branch for Wages 3000 Freight 11000 Godown rent 6000	20000
Spoiled cloth in bales written off at invoice price	500
Stock on 30.06.2019	55,500

Ascertain the profit or loss for the Jaipur branch for the year ended 30.06.2019 after preparing branch stock account and branch debtor account.

- 5 Write short notes on any two:
- Single Entry System.
 - Departmental Accounts.

- c) Goodwill.
- d) Reserve funds.

Course Title – Business Regulatory & Framework Course Code – BCIBF/BIBF-104
Session – 2019-20 **Maximum Marks - 30**

Note: Attempt any three questions. All questions carry equal marks.

1. Distinguish between a Contract and an Agreement.
2. What are the remedies available to an aggrieved party in case of breach of contract?
3. What are the essentials of a contingent contract in business law?
4. Is registration of a partnership firm necessary? Discuss the procedure and benefits of registration of a Partnership Firm.
5. Write short notes on any two:
 - a) Conditions of Warranties.
 - b) Rights of an unpaid seller against the buyer.
 - c) Limited Liability Partnership (LLP)
 - d) Indemnity.

Course Title – Business Economics **Course Code – BCIBF/BIBF-105**
Session – 2019-20 **Maximum Marks - 30**

Note: Attempt any three questions. All questions carry equal marks.

1. Differentiate between the followings with suitable examples;
 - a) Public & Private Goods
 - b) Micro & Macro Economics
2. Diagrammatically explain the concepts of income effect, substitution effect and price effect. Also show the manner price effect can be split up into income and substitution effects.
3. Distinguish between the followings;
 - a) Fixed and Variable Cost
 - b) Average & Marginal Cost
4. Discuss the meaning and characteristics of Perfect Competition with suitable examples. Explain the equilibrium of a firm under perfect competition in the long run.
5. Write short notes on any two of the followings;

- a) Ricardian Theory of Rent.
- b) Measuring Income Inequality.
- c) Factors of Production.
- d) Social Cost.

Course Title – Business Environment
Session – 2019-20

Course Code – BCIBF/BIBF-106
Maximum Marks - 30

Note: Attempt any three questions. All questions carry equal marks.

1. What are the important components of economic environment in India? Explain.
2. Critically examine the economic roles of the Government in India.
3. State the various regulatory roles of the government with examples.
4. Describe the various export promotion measure of the Government of India.
5. Write short notes on any two of the following
 - A) Industrial Sickness
 - B) MNCs in India
 - C) Balance of Payment.
 - D) Role of GATT