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**.

Course Title – Introduction to Business Finance	Course Code – BCIBF/BIBF-201
Session – 2019-20	Maximum Marks - 30

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

1. Discuss the concept of financial management and its. Objective.

2. What is capital structure? Explain the features of an appropriate capital structure.

3. What are main source of financing of working capital requirements?

4. What do you mean by measurement of cost capital? What does it includes?

5. Write short note on any two of the following:
   A. Secondary Market.
   B. Term-Loan.
   C. Traditional Position of Dividend.
   D. Capital Budgeting.

Course Title – Business Mathematics and Statistics	Course Code – BCIBF/BIBF-202
Session – 2019-20	Maximum Marks - 30

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

1. A salesman has the following records of sales during three months for three items A, B and C which have different rates of commission.

Months	Sale of units			Total Commission
	A	B	C	Rs
January	90	100	20	800
February	130	50	40	900
March	60	100	30	850

   Find out the rates of commission on items A, B and C

2. The cost function of a firm is $C(x)= 1500+30x+x^2$, where x is the output

   Determine the
   i)   The average cost
   ii)   The marginal cost
   iii) The marginal cost when 2 units are produced
   iv)   The actual cost of producing 21st unit.

3. i)   Explain the mathematical properties of Arithmetic Mean.

ii)   A stock broker firm has its head office in Mumbai and the Branch Office in Delhi. For the year 2012 it supplied the following information:

	Mumbai	Delhi
Number off transactions done	5470	1130
Average profit per transaction (Rs)	300	200

From the following information calculate the Average Profit for the stock broker per transaction by taking both the offices together.

4. A letter is typed by A in 4 minutes and the same letter is typed by B , C and D in 5, 6 and 10 minutes respectively.
    What is the average time taken to complete a letter? How many letters do expect to be typed in one day comprising 8 working hours.

5. Two workers on the same job show the following results over a long period of time

	Worker A	Worker B
Mean time (minutes)	30	25
Standard deviation (minutes)	6	4

a. Which worker if more consistent?
b. Which worker is faster?

Course Title – Company Law   **Course Code – BCIBF/BIBF 203**
Session – 2019-20   **Maximum Marks - 30**

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

1. How does a private company differ from a public company? Describe briefly the procedure of conversion of a private company into a public company.

2. Write are the statutory restrictions on allotment of shares?

3. Write about the minute of a meeting and its importance.

4. Under what circumstances will the court order a compulsory winding up of a company? Explain with suitable examples.

5. Write short notes on any two:

    a) Promoters.

    b) Prospectus.

    c) Company Secretary.

    d) Managing Director.

Course Title – Information Technology in Business   **Course Code – BCIBF/BIBF-204**
Session – 2019-20   **Maximum Marks - 30**

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

1. What do you understand by Central Processing Unit? Describe in details the various units of CPU.

2. A) Convert Binary to 00011011 to Decimal.

   B) Convert Decimal to 278 to Binary

   C) Convert Decimal to 0.625 to Binary.

3. What is hacking and cracking? Discuss some common tactics for hacking.

4. What is digital Signature? Why secondary storage device are playing important role in computer.

5. Write short notes on any two of the following

   a) Database.
   b) Software Privacy.
   c) E-Commerce.
   d) Firewall.

Course Title – Cost and Management Accounting   **Course Code – BCIBF/BIBF-205**
Session – 2019-20   **Maximum Marks - 30**

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

1. Distinguish between of the following:

   a. Direct Cost and Indirect Cost.
   b. Variable Cost and Fixed Cost.

2. Explain LIFO and FIFO methods of inventory or material valuation.

3. From the following figures prepare a reconciliation statement:

	Rs.
Net profit as per financial records	128755
Net profit as per costing records	172400

Works overhead under recovered in costing	3120
Administrative overhead recovered in excess	1700
Depreciation charges in financial records	11200
Depreciation recovered in costing	12500
Interest received but not included in costing	8000
Obsolescence loss charged in financial records	5700
Income tax provided in financial books	40300
Bank interest credited in financial books	750
Stores adjustments (credit financial books)	475
Depreciation of stock charged in financial books	6750

4. A company is expecting to have Rs. 35000 in cash on April 1, 2012 and it requires you to prepare a budget for three months, April to June 2012. The following information is supplied to you:

Months	Sales	Purchase	Wages	Expenses
	Rs.	Rs	Rs.	Rs.
February	70000	40000	8000	6000
March	80000	50000	8000	7000
April	92000	52000	9000	7000
May	100000	60000	10000	8000
June	120000	55000	12000	9000

Other information:

a. Period of credit allowed by suppliers is two months.
b. 25% of the sales are for cash and period of credit allowed to customers for credit sales is one month.
c. Delay in payment of wages and expenses are one month.
d. Income tax of Rs. 20000 is to be paid in June 2012.

5. Write short notes on the following:

   a. Reorder Quantity
   b. Reorder Level
   c. Maximum Level
   d. Minimum Level

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

1. Illustrate the important functions of an entrepreneur?

2. Why entrepreneurship is advised to scan the business environment?

3. What is the long-term effect of infrastructure spending on Small Scale industries?

4. What are the main objectives of Foreign Trade Policy? Discuss in current Indian

    Business Scenario.

5. Write short notes any two of the following:

    (a) Social Responsibility of Business.

    (b) Joint Stock Company.

    (c) Subsidy.