

VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA
वर्धमान महावीर खुला विविद्यालय, कोटा

Bachelor of Business Administration
Part I



Internal Assignment

BBA-01 to BBA-06 (BBA Part I)

Session: 2010 - 2011

Vardhaman Mahaveer Open University, Kota
Upper Graduate Degree Programme
Bachelor of Business Administration Programme Part I
Internal Assignments from BBA-01 to BBA-06

Dear Students,

The following internal assignments of various papers of Bachelor of Business Administration Part I are being send to you:

Programme Code	Name of the Course/paper
BBA-01	Principles of Management
BBA-02	Fundamentals of Accounting
BBA-03	Business Economics
BBA-04	Business Environment
BBA-05	Fundamentals of Business Statistics
BBA-06	Business Communication

It is must to complete the internal assignments and after completion submit the assignments to the Director of your concerned regional centre either through your own presence or through registered post. Each internal assignment is of 20 marks, the marks obtains in internal assignments will be added with the marks obtained in term end examination. It is mandatory to complete the assignments in your own hand writing. There is no revaluation system for the internal assignment except technical mistakes. After submission of the assignment you will not be given the chance to improve the same or resubmit the same so try to give the best answer in your 1st attempt. Enclose the internal assignments of each paper/course in separate files and provide the below information on the first page of each file:

Vardhaman Mahaveer Open University, Kota
Upper Graduate Degree Programme
Bachelor of Business Administration Programme Part I

Scholar No.

Name of Student Internal Assignment No.

Father's Name Programme Code

Address Name of the course/paper

Name of Study Centre Assignment submission date.....

Name of Regional Centre.....

Internal Assignment -I
BBA-01
Principles of Management

Max.Marks 20

Note: Attempt all the question. Question 1 & 2 carry 7 marks. Both questions have internal choice. Question number 3 has four short answer questions. Out of these you are required to answer any two questions. Question 3 carries 6 marks.

Note : Answer the following question in 500 words .

1. "Management is the art of getting things done through other people". Explain this statement.
OR
"To be effective, planning requires some systematic principles." Comment and discuss major planning principles.
2. What are the components of organization structure? Discuss them and explain how they help in smooth functioning of the organization.
OR
Use Maslow's hierarchy to explain why we need different forms of motivation for assembly line workers and CEOs of organizations.
3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
(A) Explain different planning techniques
(B) Line, Staff and Functional Authority
(C) How does Behaviour Theory of leadership differ from the Trait Theory of Leadership?
(D) Control is a deliberate action. Comment

Internal Assignment -II
BBA-01
Principles of Management

Max.Marks 20

Note: Attempt all the question. Question 1 & 2 carry 7 marks. Both questions have internal choice. Question number 3 has four short answer questions. Out of these you are required to answer any two questions. Question 3 carries 6 marks.

Note : Answer the following question in 500 words .

1. "Management process has no sequence, but involves a logical flow of activities". Explain and discuss some other characteristics of management process approach.
OR
"MBO encourages self-control and self-management." Explain. Also discuss the process of MBO.
2. Distinguish between routine and strategic decisions. What are the various steps involved in the decision making process? Discuss in detail.
OR
"Coordination is the essence of management." Elaborating this statement explain the importance of coordination.
3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
(A) Major contribution and limitation of the classical approach
(B) Requirement for Effective Direction
(C) Essential features of a good training programme
(D) Corporate social responsibility

Internal Assignment -I
BBA-02
Fundamentals of Accounting

Max.Marks 20

Note: Attempt all the question. Question 1 & 2 carry 7 marks. Both questions have internal choice. Question number 3 has four short answer questions. Out of these you are required to answer any two questions. Question 3 carries 6 marks.

Note : Answer the following question in 500 words .

1. Discuss, in detail the following concepts and conventions of accounting: (a) The Accrual concept (b) The Materiality Convention, and (c) The Realisation Concept.

OR

Enter the following transactions in the books of Anuj.

2010

- April 1 Started business with cash Rs. 1,25,000.
 April 2 Purchased goods for cash Rs. 40,000.
 April 3 Sold goods for cash Rs. 30,000.
 April 5 Purchased furniture Rs. 8,000.
 April 8 Bought goods from Tarun Rs. 25,000.
 April 9 Withdrew goods for personal use Rs. 3,000.
 April 12 Received an order for goods Rs. 2,000 from subrat and received Rs. 500 as advance.
 April 15 Purchased office stationery Rs. 500.
 April 17 Sold goods for cash to Ganesh for Rs. 500 and collected 10% sales tax on it.
 April 18 Sold goods to Praveen Rs. 15,000 at a trade discount of 5%.
 April 19 Paid to Tarun Rs. 24,000 in full settlement.
 April 20 Opened a bank account with SBBJ Rs. 30,000.
 April 21 Purchased a computer from Vikas Electronic and payment made by cheque Rs. 20,000.
 April 22 Paid life insurance premium Rs. 1,000.
 April 24 Received a cheque of Rs. 13,500 from praveen and deposited into the bank on the same day.
 April 27 Bank charges Rs. 50.
 April 29 Sales tax deposited.
 April 30 Paid salaries Rs. 5,000, Rent Rs. 3,000.

2. The following balances have been drawn from the account books of Peacock on 31st December, 2009.

Particulars	Amount	Particulars	Amount
Openings stock	6,80,000	Bad debts provision	60,000
Purchases	74,00,000	Stable expenses	1,00,000
Sales	1,10,00,000	B/P	2,40,000
Selling expenses	6,00,000	Bank loan	4,00,000
Capital	50,00,000	B/R	3,60,000
Creditors	12,00,000	Carriage & Horse	1,40,000
Returns inwards	80,000	Fire insurance premium	40,000
Fuel & Power : Factory	3,20,000	Returns outwards	40,000
Salaries & wages	9,40,000	Debtors	17,40,000
Interest on bank loan	40,000	Machinery	20,00,000
Commission received	60,000	Building	28,00,000
Bad debts	40,000	Drawings	6,00,000
		Cash in hand	1,20,000

Other information:

- (1) On 31st December, 2009 the stock was of Rs. 9,88,000.
- (2) Credit purchases of Rs. 20,000 and credit sales of Rs. 60,000 were not recorded in account books.
- (3) Prepaid fire insurance premium Rs. 10,000. Outstanding interest on bank loan Rs. 8,000 and accrued commission Rs. 20,000.
- (4) The provision for bad debts on debtors is to be kept at 5%.
- (5) Charge depreciation on buildings at 5% p.a. and on machinery at 10% p.a.
- (6) Make provision for manager's commission at 10% of net profit, after charging such commission. Prepare trading account, profit and loss account for the year ending 31st December, 2009 and a balance sheet as on that date.

OR

What is "Share capital"? Explain the meaning of different types of share capital. How is it shown in the Balance Sheet?

3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
 - (A) Write a short note on debit note and credit note.
 - (B) Different methods of charging depreciation.
 - (C) How inter departmental transfers are dealt with in departmental accounting?
 - (D) Objectives and need of accounting.

Internal Assignment -II
BBA-02
Fundamentals of Accounting

Max.Marks 20

Note: Attempt all the question. Question 1 & 2 carry 7 marks. Both questions have internal choice. Question number 3 has four short answer questions. Out of these you are required to answer any two questions. Question 3 carries 6 marks.

Note : Answer the following question in 500 words .

1. What do you mean by accounting process? What are the steps involved in accounting process?

OR

The following errors, affecting the account for the year 2009 were detected in the books of Jain Brothers, Delhi:

- (1) Sale of old Furniture Rs. 150 treated as sale of goods.
- (2) Receipt of Rs. 500 from Ram Mohan credited to Shyam Sunder.
- (3) Goods worth Rs. 100 brought from Mohan Narain have remained unrecorded so far.
- (4) A return of Rs. 120 from Mukesh posted to his debit.
- (5) A return of Rs. 90 to Shyam Sunder posted as Rs. 9 in his account.
- (6) Rent of proprietor's residence, Rs. 600 debited to rent A/c.
- (7) A payment of Rs. 215 to Mohammad Sadiq posted to his credit as Rs. 125.
- (8) Sales Book added Rs. 900 short.
- (9) The total of Bills Receivable Book Rs. 1,500 left un posted.

You are required to pass the necessary rectifying entries and show how the trial balance would be affected by the errors.

2. What do you understand by consignment of goods? Explain the difference between consignment and sale.

OR

A company took a loan from bank worth Rs. 4,00,000 and issue 5,000 12% Debentures of Rs. 100 each as a collateral security. Explain how you will deal with the issue of debentures in the books of the company.

3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
- (A) Give two differences between Income & Expenditure Account and Receipt & Payment Account.
 - (B) Procedure of preparation of bank reconciliation statement
 - (C) Stock and debtors method of accounting in case of dependent branch.
 - (D) Various types of cash book

Internal Assignment -I
BBA-03
Business Economics

Max.Marks 20

Note: Attempt all the question. Question 1 & 2 carry 7 marks. Both questions have internal choice. Question number 3 has four short answer questions. Out of these you are required to answer any two questions. Question 3 carries 6 marks.

Note : Answer the following question in 500 words .

1. Give the definition of business economics. Describe the characteristics and nature of business economics.

OR

Define indifference curve and explain its characteristics.

2. Define cost and explains various concepts of cost.

OR

What is national income? Discuss different methods of measuring national income.

3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
(A) What is consumer's surplus? How can you measure it by using indifference curve?
(B) Explain features of iso-product curves.
(C) Explain change in quantity supplied and change in supply
(D) Discuss the modern theory of interest

Internal Assignment -II
BBA-03
Business Economics

Max.Marks 20

Note: Attempt all the question. Question 1 & 2 carry 7 marks. Both questions have internal choice. Question number 3 has four short answer questions. Out of these you are required to answer any two questions. Question 3 carries 6 marks.

Note : Answer the following question in 500 words .

1. Critically examine the law of diminishing marginal utility.
OR
What is elasticity of demand? How will you measure the elasticity of demand?
2. Discuss the characteristics of perfect competition. How is price and output determined under perfect competition during long period?
OR
Define business cycle. Explain different phases of business cycle.
3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
(A) Examine the role of business economics in business decisions
(B) Relationship between Average Cost and Marginal Cost
(C) Distinguish between money and real wages
(D) Assumptions of marginal productivity theory of distribution

Internal Assignment -I
BBA-04
Business Environment

Max.Marks 20

Note: Attempt all the question. Question 1 & 2 carry 7 marks. Both questions have internal choice. Question number 3 has four short answer questions. Out of these you are required to answer any two questions. Question 3 carries 6 marks.

Note : Answer the following question in 500 words .

1. What are the different aspects of the external environment of business? How do these influence business?

OR

Briefly explain the Importance of environmental analysis and what do you mean by forecasting. How can you make forecasting effective?

2. Discuss various constraints and weaknesses of PPP and try to develop guidelines which minimize the effect of such constraints in implementing PPP projects.

OR

What is Privatization? What are the positive and negative consequences of Privatization?

3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.

(A) Monetary policy of India

(B) Salient features of the economic systems

(C) Advantages and disadvantages of International Trade

(D) Competition law and its objectives

Internal Assignment -II
BBA-04
Business Environment

Max.Marks 20

Note: Attempt all the question. Question 1 & 2 carry 7 marks. Both questions have internal choice. Question number 3 has four short answer questions. Out of these you are required to answer any two questions. Question 3 carries 6 marks.

Note : Answer the following question in 500 words .

1. What do you mean by economic environment? Explain its importance and also explain various economic factors which are the basis of deciding business strategies.

OR

What do you understand by Industrial Policy? Describe its objectives and examine critically New Industrial Policy?

2. Define International Business Environment. Write a note on the motives to the business enterprise for internationalization.

OR

What do you mean by FEMA? Explain the main provisions of this act.

3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.

(A) Fiscal policy of India

(B) Compositions of natural environment

(C) Various methods of Disinvestment

(D) Objectives of the various all-India Development Banks in India.

Internal Assignment -I
BBA-05
Fundamentals of Business Statistics

Max.Marks 20

Note: Attempt all the question. Question 1 & 2 carry 7 marks. Both questions have internal choice. Question number 3 has four short answer questions. Out of these you are required to answer any two questions. Question 3 carries 6 marks.

Note : Answer the following question in 500 words .

1. "All statistical data are numerical statement of facts, but all numerical statements of facts are not statistical data." Explain this statement, State the characteristics of statistical data.

OR

Compute the median from the following distribution

Height (in inches)	60	61	62	63	64	65	66
No. of Women	27	146	435	398	210	128	98

2. Find out the regression equation by least square method from the following data:

X	1	3	4	6	8	9	11	14
Y	1	2	4	4	5	7	8	9

OR

One bag contains 4 red and 2 green balls. Another contains 3 red and 5 green balls. If one ball is drawn from each bag, find the probability that (a) both are red, (b) both are green and (c) one is red and one is green?

3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
- (A) Differentiate between Classification & Tabulation
 - (B) Precautions should be taken in making use of any published index numbers.
 - (C) Distinguish between seasonal variations and cyclical fluctuations.
 - (D) Show whether the attributes (A) and (B) are positively associated, negatively associated or independent in the following cases:
 - (i) $N = 400, (A) = 200, (B) = 100, (AB) = 50$
 - (ii) $N = 500, (A) = 100, (B) = 200, (AB) = 60$

Internal Assignment -II
BBA-05
Fundamentals of Business Statistics

Max.Marks 20

Note: Attempt all the question. Question 1 & 2 carry 7 marks. Both questions have internal choice. Question number 3 has four short answer questions. Out of these you are required to answer any two questions. Question 3 carries 6 marks.

Note : Answer the following question in 500 words .

1. What are the different methods of collecting statistical data? Which of these is most reliable and why?

OR

Calculate Mode from the following data:

Less than 10 10	Less than 20 25	Less than 30 37	Less than 40 62	Less than 50 116	Less than 60 171
Less than 70 228	Less than 80 243	Less than 90 248	Less than 100 250		

2. From the following data, calculate Fisher's Ideal Index

Item s	Price per unit (Rs.)		Quantity used	
	2003	2004	2003	2004
A	9.25	15.00	5	5
B	8.00	12.00	10	11
C	4.00	5.00	6	6
D	1.00	1.25	4	8

OR

Using the data given below, calculate the seasonal variations through moving average method.

Year	I Qtr.	II Qtr.	III Qtr.	IV Qtr.
2005	75	60	54	59
2006	86	65	63	80
2007	90	72	66	85
2008	100	78	72	93

3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
- (A) Different stages of statistical investigation
 (B) Frequency Polygon and Histogram
 (C) Differentiate between Interpolation and Extrapolation.
 (D) Addition and multiplication theorems of probability

Internal Assignment -I
BBA-06
Business Communication

Max.Marks 20

Note: Attempt all the question. Question 1 & 2 carry 7 marks. Both questions have internal choice. Question number 3 has four short answer questions. Out of these you are required to answer any two questions. Question 3 carries 6 marks.

Note : Answer the following question in 500 words .

1. Explain in brief the various types of communication along with its merits and demerits.

OR

What do you mean by Business letters? Explain the planning phase of business letter.

2. Prepare a professional presentation on the following topics:

- a) Use of Technology for Effective Communication
- b) Importance of Time Management

OR

What is meant by interview? Explain characteristics of an interview. Also explain different types of interview?

3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.

- (A) Importance of effective organizational communication
- (B) What do mean by communication skills
- (C) Explain different types of GD
- (D) Define resume. Give its format and contents

Internal Assignment -II
BBA-06
Business Communication

Max.Marks 20

Note: Attempt all the question. Question 1 & 2 carry 7 marks. Both questions have internal choice. Question number 3 has four short answer questions. Out of these you are required to answer any two questions. Question 3 carries 6 marks.

Note : Answer the following question in 500 words .

1. What is communication process? Explain various steps involved in the process of communication.

OR

“Communication is the life blood of any business organization.” Elucidate

2. What are Non-verbal aspects of communicating? Distinguish between verbal and Non-verbal communication.

OR

Define business etiquettes and describe its various components.

3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.

(A) Basic characteristics of business ethics

(B) Various forms of written communication

(C) What is “POPTA”. How does it help while preparing your presentation?

(D) Process of oral communication