

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

Bachelor of Business Administration
Part I



Internal Assignment

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

Session: 2011 - 2012

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. Describe the various interpersonal, informational and decisional roles of managers suggested by Mintzberg.

OR

Define planning. Discuss various steps involved in planning process and also explain different planning techniques.

2. Compare three leadership styles. Under what situation would each style be effective? Give examples.

OR

"Control is a process of taking steps to bring closer the actual performance to desired results."
In the context of this statement explain the process of control.

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

(A) Advantages of MBO concept.

(B) Rationality in Decision making

(C) Comparative evaluation of Theory X and Theory Y

(D) Critically evaluate F. W. Taylor's 'Scientific Management

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. Define "Management". Discuss its various characteristics.
OR
Explain various forms of organization structure. How do they facilitate the smooth functioning of the organization?
2. Discuss the meaning of authority, responsibility and accountability and explain the statement 'manager can delegate authority and not responsibility'.
OR
Employees are the most important asset of an organization. What can we do to prevent these assets from becoming liabilities?
3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
(A) Characteristics of planning function
(B) Steps of the organizing process
(C) Business ethics
(D) Major five techniques of co-ordination

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 all accounting concepts and conventions in detail.

OR

The following trial balance was extracted from the books of Ratanchand & Sons on 31st March, 2010

Particulars	Amount Dr.	Amount Cr.
Drawings and capital	25,000	5,00,000
Purchases and sales	3,40,000	6,00,000
Debtors and creditors	2,00,000	1,50,000
Opening stock	1,50,000	
Returns inward	15,000	
Bank overdraft		60,000
Salaries	85,000	
Heating & Lighting – Office	10,000	
Leasehold property	4,00,000	
Commission received		10,000
Travelling expenses	15,000	
Printing & stationery	5,000	
Furniture	45,000	
Provision for doubtful debts		20,000
Wages & Freight	50,000	
Apprentice premium		25,000
Cash in hand	25,000	
Total	1365000	1365000

Prepare trading account and profit and loss account for the year ending 31st March, 2010 and a balance sheet as on that date, from the above trial balance and the following adjustments:

- (1) Closing stock of Rs. 75,000
- (2) Rs. 5,000 for wages is still payable.
- (3) 75% of work for commission received has been completed.
- (4) Charge depreciation at 5% on leasehold property and at 10% on furniture.
- (5) The provision for doubtful debts is to be maintained at 6% on debtors.
- (6) A new machine was purchased for Rs. 50,000 and the payment was made by cheque, the entry for this purchase has not been made in the books.
- (7) Rs. 10,000 for salaries related to next year.

2. A Company purchased a machinery for Rs. 50,000 on 1st July, 2007. Another machinery costing Rs. 10,000 was purchased on 1st September, 2008. On 31st December, 2009; the machinery purchased in 2007 was sold at a loss of Rs. 5,000. The company charges depreciation at the rate

of 15% on diminishing balance method. Accounts are closed on 31st December every year. Prepare Machinery Account for 3 years.

OR

Discuss the different methods of redeeming the redeemable preference shares. Also give journal entries under each method, giving imaginary figures.

3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
- A) Distinguish between sectional balancing system and self balancing system?
 - (B) Describe the advantages of keeping subsidiary books.
 - (C) Significance and nature of Final Accounts.
 - (D) Distinguish between a debenture and a share

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. Satyabhan started business with cash Rs. 2,75,000, furniture worth Rs. 7,000 and goods worth Rs. 20,000 on June 1, 2010. Journalise the following transactions in his books.

2010

- | | |
|---------|--|
| June 2 | Opened a bank account with PNB Rs. 2,00,000 |
| June 3 | Purchased furniture of Rs. 10,000 and payment made by cheque. |
| June 6 | Purchased goods for Rs. 50,000 and payment made by cheque. |
| June 7 | Sold goods for cash Rs. 40,000. |
| June 10 | Sold goods to Suraj for cash Rs. 10,000 at a trade discount of 2% and cash discount of 3%. |
| June 11 | Proprietor withdrew cash Rs. 5,000 and goods worth Rs. 3,000 for personal use. |
| June 13 | Insured goods destroyed by fire Rs. 6,000. |
| June 14 | Insurance company accepted a claim of Rs. 5,000. |
| June 17 | Received Rs. 5,000 from Insurance company. |
| June 18 | Goods purchased from sanjeev for Rs. 45,000 at a trade discount of 10%. |
| June 19 | Returned goods to sanjeev for Rs. 5,000. |
| June 20 | Goods sold to Yogesh for Rs. 30,000. |
| June 22 | Yogesh returned 1/10th of the goods sold to him. |
| June 24 | Additional cash introduced by proprietor Rs. 25,000. |
| June 25 | Purchased postal stamps Rs. 100. |
| June 26 | Yogesh became insolvent and he paid 20 paise in a rupee. |
| June 28 | Paid commission for Rs. 750. |
| June 30 | Paid for Rent Rs. 5,000, salaries Rs. 6,000 and sundry expenses Rs. 2,500. |

OR

"Bank reconciliation statement plays an important role to removing the errors between cash book and pass book." Explain this statement.

2. Give differences between Income & Expenditure Account and Receipt & Payment Account.

OR

The following purchases were made by a business house having three departments.

- | | |
|----------|---|
| Deptt. A | 1000 units |
| Deptt. B | 2000 units |
| Deptt. C | 2400 units, at a total cost of Rs. 1,00,000 |

Opening Stock were:

- | | |
|----------|-----------|
| Deptt. A | 120 units |
| Deptt. B | 80 units |

Deptt. C 152 units.

The sales were:

Deptt. A 1020 units @ Rs. 20 each

Deptt. B 1920 units @ Rs. 22.50 each

Deptt. C 2496 units @ Rs. 25 each

The rate of gross profit is the same in the each case. Prepare departmental trading accounts.

3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
- (A) Steps involved in accounting process?
 - (B) Procedure of preparing three column cash book
 - (C) Distinguish between Calls-in-Arrears and Calls-in-Advance
 - (D) Straight line method and annuity method of charging depreciation

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. Define indifference curve and explain its characteristics also explain price effect, income effect and substitution effect with the help of indifference curve analysis.
OR
Discuss price and output determination under Discriminating Monopoly
2. Critically examine the marginal productivity theory of wages and modern theory of wages.
OR
What is elasticity of demand? How will you measure the elasticity of demand? Also describe various factors affecting elasticity of demand.
3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
(A) Distinguish between risk theory and uncertainty bearing theory of profit.
(B) Various stages of laws of returns
(C) Critically examine the law of equi-marginal utility
(D) Various factors affecting supply and meaning of elasticity of supply

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. "Business economics is the integration of economic theory with business practice for the purpose of facilitating decision making". Discuss.`

OR

Write an essay on marginal productivity theory of distribution?

2. Examine critically the Ricardian theory of rent. Also explain its relevance in present day context.`

OR

Describe the various methods of measuring national income with their advantages and disadvantages.

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

(A) Explain various types of markets

(B) Different phases of business cycle.

(C) Explain various types of cost

(D) Characteristics of perfect competition

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. "Firms which systematically analyze and diagnose the environment are more effective than those which don't" Elaborate

OR

What are the causes of industrial sickness? What steps according to you should government take to curb the menace of Industrial Sickness?

2. What is Disinvestment? What is the difference between privatization and Disinvestment? What are the objectives of disinvestment?

OR

Define Competition law and its objectives also discuss economic and policy context of the law.

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

(A) Elements of demographic environment

(B) Political environment of business

(C) Salient features of FEMA

(D) World Trade Organization

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. Discuss the stages of environmental analysis in detail?
OR
What is Public Private Partnership? Discuss various features of PPP in terms of Telecommuni-
-cation services provided in India.
2. Define monetary policy and its objectives. Also explain fiscal policy framework in brief.
OR
Write an essay on "Role of Industrial Financial Institutions".
3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
(A) Economic environment and its importance.
(B) Impact of technology environment on business
(C) Various risks involved in International trade
(D) Objectives of new Industrial Policy of 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. What is statistical investigation? Explain in detail the necessary requisites that should be borne in mind while planning statistical investigation.

OR

You are required to calculate the median from the following information.

Wages (in Rs.)	0-10	10-20	20-30	30-40	40-50
No. of Persons	5	10	12	15	8

2. Calculate Karl Pearson's coefficient of correlation between the ages of husbands and age of wives:

Husband's Age	23	27	28	29	30	31	33	35	36	39
Wife's Age	18	22	23	24	25	26	28	29	30	32

OR

What do you understand by the term Interpolation and extrapolation? Discuss briefly their necessity and usefulness.

3. Attempt any two questions in not more than 150 words. Each question is of 3 marks.
- (A) Functions and importance of statistics.
 - (B) Various methods to measure 'Association of Attributes'
 - (C) Objectives and types of Classification
 - (D) Distinguish between fixed base and chain base method of constructing index

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 do you understand by 'Secondary Data'? Mention the various sources of secondary data.

OR

Calculate mean and standard deviation of the following frequency distribution

Marks	No. of Students
0-10	5
10-20	12
20-30	30
30-40	45
40-50	50
50-60	37
60-70	21

2. Give the procedure of calculating seasonal variations by link relatives method.

OR

What are index numbers? What purpose do they serve? Discuss the various problems faced in the construction of index numbers.

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

(A) There are three urns. Urn A contain 8 red and 7 green marbles. Urn B has 5 red and 8 green marbles. One red marbles is drawn from one of the urn. Find out the probability that it came from (a) Urn A (b) Urn C?

(B) Standard error of estimate

(C) Distinguish between Crude Death Rate and Standardised Death Rate

(D) Differences between diagrammatic presentation and graphic presentation of data

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. “Meanings are in people, not in words.” Discuss this statement with reference to men related variables that influence effective communication.

OR

What do mean by communication skills? Why are strong interpersonal relationships important to business?

2. Explain the relationship between verbal and non verbal communication. Discuss functions and significance of non verbal communication.

OR

What is GD? Explain different types of GD and also explain various strategies for effective GD.

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

- (A) Discuss the relevance of ethics in communication
- (B) Distinguish between formal and informal communication
- (C) What is presentation? What are the elements of presentation?
- (D) Strategies in business communication

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. Explain in brief the barriers of Communication. Also suggest measures for overcome these barriers.

OR

What do you mean by oral communication? Discuss the principles of oral communication in detail. Also explain the factors affecting it.

2. Define negotiation. Describe various negotiation needs and various factors affecting negotiation.

OR

What do you mean by written communication? Write forms of written communication and also explain the advantage and disadvantage of written communication

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

(A) What do you understand by effective listening? Explain tips of effective listening?

(B) Write a request letter to M/s Himalaya Publishing House, Mumbai to send the books useful for competitive examination.

(C) What is meant by communication? Explain its objectives.

(D) Role of Communication in HRD, E Marketing