

Assignment
Bachelor of Business Administration
(Through Distance Education)

BBA I Year

Session: 2015-16



Directorate of Distance Education
Guru Jambheshwar University of Science &
Technology
Hisar

Prepared & Compiled by
Dr. Sanjay Tiwari
Course Co-ordinator
MBA Programme, DDE, GJUS& T

ASSIGNMENT (PART I)

Programme: BBA I Year

Course: Foundations in Management and Organization Behaviour

Code: BBA-101

Important Instructions

Attempt three questions from the assignment given below. All questions are to be attempted in legible handwriting on plain white A 4 size papers and handed over for evaluation to the study centres concerned. Each question carries 5 marks and the total marks are 15.

Q1. What is the nature and scope of management? Explain the functions of management?

Q2. Explain the steps involved in planning process? What are the various planning objectives?

Q3. Write notes on the following:

(a) Delegation of Authority (b) Departmentation

ASSIGNMENT (PART II)

Q1. What is the importance of communication in an organization? Describe Communication barriers.

Q2. What is personality? Heredity determines personality.

(a) Build an argument to support this statement and

(b) Build an argument against this statement.

Q3. Differentiate leadership and management. Describe managerial grid of leadership.

ASIGNMENT (PART I)

Programme: BBA I Year

Course: Business Environment

Code: BBA-102

Important Instructions

Attempt three questions from the assignment given below. All questions are to be attempted in legible handwriting on plane white A 4 size papers and handed over for evaluation to the study

Q1. What is a business organization? How is sole proprietorship different from partnership firm?

Q2. Explain various factors affecting the business environment with suitable examples?

Q3. Describe the components of a financial system? How it is useful in bringing financial inclusion goal in India?

ASSIGNMENT (PART II)

Q1. Define the term 'Insurance'? Explain the principles of Insurance?

Q2. What is 'Economic planning'? What is the need and objectives of an economic planning?

Q3. Writes short notes:

- (a) Business and Government
- (b) Corporate Social Responsibility (CSR)
- (c) Forms of business organizations

ASSIGNMENT (PART I)

Programme: BBA I Year

Course: Business Economics

Code: BBA-103

Important Instructions

Attempt three questions from the assignment given below. All questions are to be attempted in legible handwriting on plain white A 4 size papers and handed over for evaluation to the study

Q1. Define Business Economics? How the nature and scope of business Economics is defined in the context of Functions of business?

Q2. Illustrate the concept of elasticity of demand? Why the price elasticity of demand is negative and income elasticity of demand is positive?

Q3. Explain the law of Variable proportion? Discuss various stages of this law with the help of a Table and Diagram?

ASSIGNMENT (PART II)

Q1. Explain the concept of Average Revenue, Marginal Revenue, and Total Revenue? How these curves help to understand elasticity of demand?

Q2. Write short notes on the following:

- (a) Pricing under Oligopoly
- (b) Production function
- (c) Government controlled pricing
- (d) Break Even Analysis

Q3. Critically evaluate the risk and uncertainty involved in different investment avenues.

ASSIGNMENT (PART I)

Programme: BBA I Year

Course: Financial Accounting

Code: BBA-104

Important Instructions

Attempt three questions from the assignment given below. All questions are to be attempted in legible handwriting on plane white A 4 size papers and handed over for evaluation to the study

Q1. Explain the meaning of accounting concepts and conventions? Describe the basic concepts of accounting with the help of suitable example?

Q2. Is Trial Balance is merely a proof of 'Arithmetical Accuracy'? Explain the errors which are not disclose by a Trial Balance?

Q3. Define Single Entry System? Prepare total debtors accounts with imaginary Figures?

ASSIGNMENT (PART II)

Q1. Discuss the important of Inventory Valuation Methods? What are the various methods of inventory valuation?

Q2. Critically analyse various method of Depreciation?

Q3. 'X' drawn three bills on 'Y' for Rs.3000, rs.4000, Rs.5000 respectively. He kept the first bill endorsed the second bill to 'A' and discounted the third bill for Rs.4800. All the three bills were dishonored maturity. 'Y' accepted the new bill for the amount due plus Rs.500 for interest. This bill was paid on maturity. Make the journal entry in the books of 'X' 'Y' 'A'.

ASSIGNMENT (PART I)

Programme: BBA I Year

Course: Business Mathematics

Code: BBA-105

Important Instructions

Attempt three questions from the assignment given below. All questions are to be attempted in legible handwriting on plane white A 4 size papers and handed over for evaluation to the study centre.

Q1. (a) Hari sold two pens Rs. 20 each. He sold one at a loss of Rs. 10%. and other at a gain of 10%. Find his total loss or gain percent.

(b) In how many years will a sum of money double itself at 10% per year simple interest.

(c) A 10 Rs. Face value share of a company is quoted at Rs. 40 in the market. How much does Mohan pay to purchase 600 shares of this company, if the brokerage 17%?

Q2. Simplify the following:

(i) If $a^2 + b^2 = 7ab$ then prove that $2\log(a+b) = \log a + \log b + 2\log 3$.

(ii) If $x = \sqrt{3} - \sqrt{2} \div \sqrt{3} + \sqrt{2}$ $y = \sqrt{3} + \sqrt{2} \div \sqrt{3} - \sqrt{2}$ find the value of $(x+y)^2$

(iii) If $2x^2 - y^2 = -17$ then find the values of x and y
And $3x^2 + 2y^2 = 62$

Q2. Find the sum of first fifteen terms.

(i) where $a = -5.2$ $d = (-3.5)$

(ii) $\log(mn)^p = ?$

(iii) The price of a moter bike is Rs. 35000 and can be sold for Rs. 8000 after 10 years determine the value of motorbike after 6 year assuming the value is depreciated linearly.

Q3. Solve the following system of equations:

$$(i) \quad x_1 + 2x_2 - 3x_3 = 3$$

$$3x_1 - x_2 + 2x_3 = 1$$

$$2x_1 - 2x_2 - 3x_3 = 2$$

ASSIGNMENT (PART I)

Programme: BBA I Year

Course: Business Mathematics

Code: BBA-105

Important Instructions

Attempt three questions from the assignment given below. All questions are to be attempted in legible handwriting on plane white A 4 size papers and handed over for evaluation to the study centre

- Q1.(a) Definition of set and its notation with e.g. $S = \{p,q,r,s,t,u\}$
(b) $A = \{p, q, r, s, t\}$ $B = \{u, q, s, t\}$ Find $(A*B)$, $(A \cup B)$
(c) Find inverse function of $y = x-1 \div x + 1$

- Q2. (a) If $\sqrt{a+x} - \sqrt{a} \div x$, $x = a$, find limit of the function.
(b) Find dy/ dx where $y = x(\sin(a \sin^{-1}x))^2$
(c) Integration of $2x + 5 \div x^2 + 5x + 9$ w.r.t. x
(d) Determine whether the functions are continuous or not $y = x^2 + 4 \div x + 2$ at $x = 2$

Q3. (a) Weight (lbs.)	410-419	420-429	430-439	440-449
	450- 459	460-469	470-479	
No. of students	14	20	42	52
	18			7

Find mean, median, mode and S.D. of the data

- Q4. (a) A bag contains 4 white and 2 black balls. Two balls are drawn at random find the probability that a ball is drawn of each colour.
(b) The two cards are drawn from a pack of 52 cards. What is the probability that the first is a king and second is a queen.

ASSIGNMENT (PART I)

Programme: BBA I Year

Course: English Language

Code: BBA-106

Important Instructions

Attempt three questions from the assignment given below. All questions are to be attempted in legible handwriting on plane white A 4 size papers and handed over for evaluation to the study centre

Q1. Do as Directed:

Fill in the blanks with the correct form of the verb given in the bracket.

(a) Join the sentence with the help of conjunction.

- 1) The weather was fine _____ the sea was calm.
- 2) Rajan is dancer and singer _____.
- 3) I could come _____ I am busy.
- 4) I cannot lift it _____ it was very heavy.
- 5) She is _____ helpful _____ her sister.

(b) Fill in the blank spaces with the correct proposition:

- 1) He jumped _____ the water.
- 2) He was married _____ January.
- 3) She came _____ the market.
- 4) The child is sitting _____ his mother.
- 5) She is unfit _____ this job.

(c) Add a main clause to the following:-

- 1) I am glad _____
- 2) I could not attend the class _____.
- 3) This is the place _____
- 4) When the cat is away _____?
- 5) Man will reap _____.

(d) Punctuate the following :

the door was open the things scattered the boxes broken nalini cried may god save us what has happened her husband asked.

(e) Use any five the following phrases and idioms in sentences of your own.

- (i) Do without (ii) Eye wash (iii) Fed up with (iv) Child's play (v) Keep in touch with
(vi) High time (vii) Hand to mouth

(f) Write down the antonyms:-

- (i) All (ii) Angel (iii) Cold (iv) Bright (v) Fit

(g) Write down synonyms:-

(i) Bad (ii) Delay (iii) Calm (iv) Cunning (v) Good

(h) Change into negative sentences

(i) They help us. (ii) I shall come. (iii) Rajan missed the train. (iv) He worked well. (v) She does her work

Q2. Read the following paragraph and answer the questions given below.

The family consisting of the mother and her four sons assembled at the gate in great agitation. The old servant Dasa was sleeping in the shed. They shook him out of sleep and announced to him the arrival of the cobra. "There is no Vobra", he replied and tried to dismiss the matter. They swore at him and forced him to take an interest in the Cobra. "The thing is somewhere here. If it is not found before the evening, we will dismiss you. Your neglect of the garden and the lawns is responsible for all these dreadful things coming in". Some neighbors dropped in. They looked accusingly at Dasa: 'You have the laziest servant on earth', they said, 'He ought to keep the surroundings tidy.'

Questions:

- 1) Where did the family assemble?
- 2) Why did they wake Dasa up?
- 3) What was his reaction on hearing about the cobra?
- 4) What did the neighbors say about the servant?

Q.3.

Guru Gobind Singh was a great son of India. He led India to great heights of glory. He brought about moral resurgence and created order of disorderly social conditions. This was multi-faceted personality. He was a poet, soldier, statesman, leader and a true socialist all-in-one. He put life into the dying social order by giving it a new outlook. He was a practical socialist who founded, a social order based on equality, fraternity and love. He welded the weak and moulded the mass of our countrymen into a brave and self-reliant people. In him were combined spiritual vision, philosophic insight, democratic spirit, soldierly toughness, unmatched organizing capacity and a gift of poetic intuition and insight. Such a rare combination of qualities would inspire the most down-drawn people to look forward towards a bright future.

Questions:

- 1) What are the main contributions of Guru Gobind Singh to India?
- 2) Why is he called 'all in one'?
- 3) Why has he been termed, 'a practical socialist'?
- 4) How did he inspire the poor and the down-trodden?

ASSIGNMENT II

Programme: BBA I Year

Course: English Language

Code: BBA-106

Important Instructions

Attempt three questions from the assignment given below. All questions are to be attempted in legible handwriting on plane white A 4 size papers and handed over for evaluation to the study centre

Q1. Make a précis of the following passage and assign a suitable title:

Personality is a grace that lends itself to one possessed of self-confidence. Then what is self-confidence? It is a state of mind entirely sure of its own thoughts and actions whether right or wrong. Trust in yourself and in this belief you will grow more and more confident in yourself. Surely invokes the approval of others, the needed encouragement to greater confidence. The most effective and beneficial influence towards this end is the understanding gained by experience of life so that one can see in its true proportion and realize that it is not enough to be fine. One must be fitting and know that he alone is the fittest who takes, the least awareness of what other's opinion of him is. It is the fear of others' opinion that binds and imprisons one, while it is fearlessness of that opinion that gives one one's freedom. If we desire that our life should make a fascinating appeal and be full of charm, we must have personality. It is not a thing reserved for the gifted. It can be had by any who wills to have it.

Q2. Write an application to your bankers requesting for short-term loan, explaining the circumstances why require it, and assuring them of early and regular repayment.

OR

Write an application for the post of a Retail Manager to an e-commerce company Jabong, New City along-with detail of your bio-data and experience

Q3. Write an essay on any one of the following:

- a) Importance of computers in business.
- b) Pollution.
- c) My ambition in life.
- d) Television Programme.
- e) Growing Unemployment.

ASSIGNMENT I

Programme: BBA I Year

Course: Computer Awareness

Code: BBA-107

Important Instructions

Attempt three questions from the assignment given below. All questions are to be attempted in legible handwriting on plain white A 4 size papers and handed over for evaluation to the study centre

- Q1. (a) What is Computer? What are characteristics of a Computer?
(b) Differentiate Analog and Digital Computers.

- Q2. (a) What is Internet? What are the types of Network?
(b) What is Topology of Networking? Explain.

- Q3. (a) What is Memory? What are the Types of Memory?
(b) Describe the difference between RAM and ROM.

ASSIGNMENT II

Q1 What is a Computer. What are Input and Output Devices?

Q2. What is DOS. Explain its Commands.

Q3. What is DBMS. Explain advantages and disadvantages of DBMS?