

ASSIGNMENTS

BCIBF (Distance Mode)

First Year

(Academic Session 2020-21)

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 Assignment Booklets or on A4 sheets with the required details are to be submitted online in pdf format through Google Classroom (BCIBF first year class) before or on 03-06-2021.
- If students fail to submit the assignment before or on the last date, they can submit it within a week from the last date with a fine for Rs.200. Afterward, assignments will NOT be submitted.
- 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, contact number and other details as required on the cover page of Assignment Booklet.
- **Write your name and roll number on top of every page of the assignment.**
- For your record you may keep a photocopy of your Assignments.
- Please go through your programme guide carefully for further details.

BCIBF (Distance Mode)

First Year

Course Title: Business Communication
Session: 2020-21

Course Code: BCIBF 101
Max. Marks: 30

Note: Attempt any 3 questions. All questions carry equal marks

1. Discuss the process and importance of communication. Give examples.
2. Define the different methods of communication.
3. “Listening is an art” in the light of this statement discuss the importance of listening in Business.
4. What is meant by effective communication? What are the guidelines for effective oral and written communication?
5. Write short note on any two of the following
 - a. Intra-Organizational communication
 - b. Example of a business letter.
 - c. Types of interviews
 - d. Business Correspondence

BCIBF (Distance Mode)

First Year

Course Title: Principles of Business Management

Course Code: BCIBF 102

Session: 2020-21

Max. Marks: 30

Note: Attempt any 3 questions. All questions carry equal marks

1. Discuss the nature and importance of Management.
2. Discuss the concept, importance and types of planning.
3. Define motivation. Discuss any three theories of motivation.
4. What is the need for change management? Give examples.
5. Write short note on any two of the following-
 - a. Staffing
 - b. Directing
 - c. Leadership
 - d. Control

BCIBF (Distance Mode)

First Year

Course Title: Financial Accounting

Course Code: BCIBF-103

Session: 2020-21

Max. Marks: 30

Note: Attempt any three of the following five questions. All questions carry equal marks.

1. Pass the Journal Entries and post in the ledger for the following business transactions.
 - a. Started Business with Cash Rs 5,00,000
 - b. Purchased Machinery for cash Rs 2,00,000
 - c. Bought Goods from Ajay & Sons Rs 50,000
 - d. Sold goods for cash Rs 20,000
 - e. Cash deposited in Bank Rs 1,00,000
2. Ramesh keeps his books under single entry system. His assets and liabilities were as under:

| | March 31, 2020 | March 31, 2021 |
|-------------------|-----------------------|-----------------------|
| Cash | 50,000 | 40,000 |
| Sundry Debtors | 500,000 | 6,00,000 |
| Stock | 4,50,000 | 4,00,000 |
| Plant & Machinery | 8,00,000 | 8,50,000 |
| Sundry Creditors | 2,00,000 | 2,50,000 |

He introduced new capital of Rs. 2,00,000 during 2020-21. He withdrew Rs. 25,000 per months for his household expenses. Ascertain profit/loss for year ended on 31 March, 2021.

3. Discuss Various methods of depreciation with examples.
4. Calculate cash price of an asset if cash down payment is Rs. 800, First year Installment is Rs. 400, second year installment Rs. 300 and third year installment is Rs. 700. Interest charged @ 6%.
5. Write short notes on:
 - a. Partnership deed
 - b. Garner vs Murray Rule

BCIBF (Distance Mode)

First Year

Course Title: Business Regulatory Frame work

Course Code: BCIBF-104

Session: 2020-21

Max. Marks: 30

Note: Attempt any three of the following five questions. All questions carry equal marks.

1. What is 'capacity to contract'? Discuss in detail the legal provisions of law relating to minor's agreements.
2. What do you understand by 'Discharge of a contract'? What are the various modes by which a contract may be discharge?
3. Distinguish between indemnity and guarantee. Discuss the circumstances under which a surety is discharge from his liability.
4. Discuss the remedies available to an unpaid seller against the goods and against the buyer personally under the Sale of Goods Act, 1930.
5. Write short note on **any two** of the following:
 - a) Registration of Partnership.
 - b) Quasi Contract.
 - c) Agency by Ratification.
 - d) Void and Voidable Contracts.

BCIBF (Distance mode)

First Year

Course Title: Business Economics

Course Code: BCIBF-105

Session: 2020-21

Max. Marks: 30

Note: Attempt any three of the following five questions. All questions carry equal marks.

1. What are the fundamental problems of an economic system? Write their solutions.
2. What is elasticity of Demand? Discuss price elasticity of demand with the help of an example.
3. What are the characteristics of perfect competition? Discuss price determination under perfect competition with the help of a diagram.
4. Discuss various theories of Rent.
5. Write short notes on **any two** of the following:
 - a. Monopoly
 - b. Indifference curve
 - c. Income inequality

BCIBF (Distance Mode)

First Year

Course Title: Business Environment

Course Code: BCIBF-106

Session: 2020-21

Max. Marks: 30

Note: Attempt any three of the following five questions. All questions carry equal marks.

1. Discuss the dimensions of business environment.
2. What is the role of government in business? Give examples.
3. Define industrial relations. Discuss the different parties in industrial relations.
4. What are the features of Indian foreign trade?
5. Write short notes on **any two** of the following:
 - a. Industrial Policy
 - b. Industrial sickness
 - c. EXIM Policy
 - d. Balance of payment