



**सत्रीय कार्य / Assignment Work – 2019-20**  
**B.B.A. (1<sup>st</sup> Year)**

Max Marks – 30

Min Marks - 10

**निर्देश** : सत्रीय कार्य के प्रत्येक विषय में कुल 30 अंक हैं । सभी प्रश्नों के अंक समान होंगे । सभी प्रश्न हल कीजिए । (Assignment Work of each paper carries 30 Marks. All questions carry equal marks. Attempt all questions.)

**FUNDAMENTALS OF ACCOUNTING – I**

1. Explain in brief the types of budget. Explain in brief the steps in preparing cash budget.
2. What is Journal? What are the advantages of Journal?
3. From the following Trial Balance extracted from the books of A, prepare Trading and Profit & Loss A/c for the year ending 31<sup>st</sup> December 2007 and a Balance-sheet on that date.

	Dr. (Rs.)	Cr. (Rs.)
Furniture	6,400	
Loose Tools	62,500	
Building	75,000	
Capital Account		1,25,000
Bad debts	1,250	
Sundry Debtors and Creditors	38,000	
Stock (01.01.2007)	34,600	
Purchase and Sales	54,750	1,54,500
Bank Overdraft		28,500
Sales and Purchase Return	2,000	1,250
Stationery	4,500	
Interest Account	1,180	
Commission		3,750
Cash in hand	6,500	
Taxes and Insurance	12,500	
General Expenses	7,820	
Salaries	33,000	
Provision for Bad debts		2,000
	<b>3,40,000</b>	<b>3,40,000</b>

- a. Stock on 31 December 2007 was Rs. 32,500
  - b. Depreciate to 5% and Furniture at 10% Loose Tools are revalued at Rs. 50,000 at the end of the year.
  - c. It was decided at palace Rs. 1,000 to Bonus fund for staff.
  - d. Salaries of Rs. 3,000 and taxes of Rs. 1,200 are outstanding.
  - e. Insurance amounting to Rs. 1,000 is prepaid.
  - f. Written off a further Rs. 1000 as Bad-Debts and Provision for Doubtful Debts is to be made equal to 5% on Sundry Debtors.
  - g. Half of the stationery was used by the Proprietor for his personal purposes.
4. Explain the significance of profitability and leveraging ratio.
  5. Explain in brief the procedure of preparing fund flow statement.

## ***PRINCIPLES OF MANAGEMENT - II***

1. What are the various types of plans? Discuss them in detail.
2. Explain the characteristics and importance of business forecasting?
3. Explain the term direction. What are the various elements of Direction?
4. Explain the types, components and characteristics of decision making.
5. What do you mean by delegation? Also discuss the difference between power and authority.

## ***BUSINESS REGULATORY FRAMEWORK - III***

1. Define Contract. What are the requirements of a Contract? Explain its types.
2. Explain the term "Bailment". What are the essential elements of a bailment?
3. What is the procedure on admission of complaint?
4. What do you mean by the term "Negotiable" instruments? Explain the characteristics of negotiable instruments.
5. Briefly describe Central Protection Council?

## ***BUSINESS ECONOMICS - IV***

1. State the Law of demand and its assumptions. What is elasticity of demand? Explain various methods of measuring elasticity.
2. What are the objectives of Demand Forecasting?
3. Explain price determination under perfect competition and monopoly.
4. Write short notes on: i) Real Cost, ii) Balance of Payment, and iii) Fiscal deficit.
5. What do you mean by Economic Development?

## ***BUSINESS COMMUNICATION – V***

1. Explain the process of communication? What are its basic principles?
2. What do you understand by long term and short term communication goal?
3. Describe the 7 C's of Communication.
4. Explain in brief about formal and informal channel of communication.
5. What is communication model? Define and explain its types.

## ***COMPUTER APPLICATIONS – VI***

1. Define computer. Elaborate the types of computer system with examples.
2. Prove the following :  
(i)  $a + (b + b') + b = 1$ , (ii)  $(a+b)' b' = a' \cdot b'$  (iii)  $(a+a) \cdot a + 1 \cdot b = a+5$ . iv)  $a \cdot (b \cdot c) \cdot c = 0$ ,  
(v)  $(a+b \cdot c)' = a'(b' + c')$
3. Define virus. What are the antivirus programs Explain .
4. Write five advantages and disadvantages of LCD.
5. What do you mean by Management Information System? Explain its advantages and disadvantages.

## ***MANAGERIAL ECONOMICS – VII***

1. Define Managerial Economics and discuss its characteristics?
2. Explain the term "Supply" and give its determinants.
3. Explain the relationship between ATC, AFC and AVC.
4. Explain the concept of National Income.
5. What is Trade-Cycle? Explain its causes and various phases.

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