

BBA- I Year (I Sem)

Session: October 2021 –January 2022

Courses: BBA 101-18, BBA 102-18, BBA 103-18, BBAGE-101-18, BTHU 103-18, HVPE 101-18

Dear Student,

You have to complete three Assignments for each of the courses in the Bachelor of Business & Administration I year. Before you attempt the assignments, please read the instructions carefully.

Submission

The student needs to submit all the assignments within the stipulated time. The completed assignments should be submitted as per the following schedule.

Assignment Number	Last Date of Submission	To be Submitted to
Assignment No.1	30 th October,2021	Concerned Subject Teacher
Assignment No.2	20 th November,2021	
Assignment No.3	15 th December,2021	

Instructions

The students are advised to follow the instructions carefully before writing the assignments:

1. The title page should contain information about Name, Roll Number, Programme Title, Course Code, Course Title, Assignment Code, Signature and Date. It may look like this:

Name.....	Roll No.....
Programme Title	Course Code & Title.....
Assignment Code.....	
Signature.....	
Date.....	

2. It is important that student should write the answers of all the questions in his/her own words. The answers should be according to the word-limit set for a particular section.
3. It is expected that answer to each question be written as per guidelines mentioned in the assignment. Make sure that the answer is logical and systematic.
4. Use A4 size ruled paper for writing assignment and tie all the pages carefully. Allow a 4 cm margin on the left and leave some space between each answer. This will facilitate the evaluator to write useful comments in the margin at appropriate places.
5. Responses should be hand written. Do not copy answers from the book and sheets of other student.
6. Write the question number with each answer.

WISH YOU ALL THE BEST

A.S. Group of Institutions,
Khanna

Principles and Practices of Management (BBA 101-18)

Assignment Code: BBA I(1)/ ASST-I/2021-22

Marks: 10

NOTE: All questions are compulsory. Attempt Question no 1 in 200 words and Question no 2 and 3 in 400 words.

1. Explain the concept of management. (2)
2. Define a joint stock company. And discuss its salient features or characteristics. (4)
3. Is management an Art or Science? Explain. (4)

Principles and Practices of Management (BBA 101-18)

Assignment Code: BBA I(1)/ ASST-II/2021-22

Marks: 10

NOTE: All questions are compulsory. Attempt Question no 1 in 200 words and Question no 2 and 3 in 400 words.

1. Distinguish between line and staff organization. (2)
2. Discuss the steps involved in business planning. (4)
3. Differentiate between formal and informal organization. What are their features? (4)

Principles and Practices of Management (BBA 101-18)

Assignment Code: BBA I(1)/ ASST-III/2021-22

Marks: 10

NOTE: All questions are compulsory. Attempt Question no 1 in 200 words and Questionno 2 and 3 in 400 words.

1. What do you understand by Staffing? (2)
2. Discuss various motivational theories. (4)
3. Distinguish between centralization and decentralization. (4)

Basic Accounting (BBA 102-18)

Assignment Code: BBA-I (1)/ASST-I/2021-2022

Marks: 10

NOTE: All questions are compulsory. Attempt Question no 1 in 200 words and Questionno 2 and 3 in 400 words.

1. How accounting is helpful in business (2)
2. Describe the various steps involved in accounting process? (4)
3. What are the various users of accounting information? (4)

Basic Accounting (BBA 102-18)

Assignment Code: BBA-I (1)/ASST-II/2021-22

Marks: 10

NOTE: All questions are compulsory. Attempt Question no 1 in 200 words and Questionno 2 and 3 in 400 words.

1. Differentiate Journal and ledger. (2)
2. Briefly explain the different types of accounts with suitable examples. (4)
3. What are the various rules of debit and credit? (4)

Basic Accounting (BBA 102-18)

Assignment Code: BBA-I (1)/ASST-III/2021-22

Marks: 10

NOTE: All questions are compulsory. Attempt Question no 1 in 200 words and Questionno 2 and 3 in 400 words.

1. Define accounting software. (2)
2. What are the various advantages and disadvantages of computerized accounting system? (4)
3. How computerized accounting is different from manual accounting. (4)

Managerial Economics -I (BBAGE-101-18)
Assignment Code: BBA-I (1)/ASST-I/2021-22

Marks:10

NOTE: All questions are compulsory. Attempt Question no 1 in 200 words and Questionno 2 and 3 in 400 words.

1. Define opportunity cost. (2)
2. Define managerial economics. Discuss in brief the nature and scope of managerial economics. (4)
3. Illustrate process of consumer equilibrium using indifference curve approach of consumer behaviour. Also discuss its limitations. (4)

Managerial Economics -I (BBAGE-101-18)
Assignment Code: BBA-I (1)/ASST-II/2021-22

Marks:10

NOTE: All questions are compulsory. Attempt Question no 1 in 200 words and Questionno 2 and 3 in 400 words.

1. What do you mean by production function? (2)
2. Explain the perfect competition. How is price determined under perfect competition? Explain with the help of suitable diagrams. (4)
3. Discuss the concept of total, average and marginal revenue. How will you distinguish between average and marginal revenue? (4)

Managerial Economics -I (BBAGE-101-18)
Assignment Code: BBA-I (1)/ASST-III/2021-22

Marks:10

NOTE: All questions are compulsory. Attempt Question no 1 in 200 words and Question no2 and 3 in 400 words.

1. What is nominal interest rate? (2)
2. What do you mean by pricing practices? Give a detail description of their objectives and types along with examples. (4)
3. How do you explain collective bargaining? What are the objectives and benefits of collective bargaining? (4)

Human Values, De-addiction and Traffic Rules (HVPE 101-18)

Assignment Code: BCOM (H)-I (1)/ASST-I/2021-22

Marks: 10

NOTE: All questions are compulsory. Attempt Question no. 1 in 200 words and Question no 2 and 3 in 400 words

1. What are the basic guidelines for Value Education? (2)
2. What is Self Exploration? What is its purpose? (4)
3. What are Basic human aspirations and what is your program to fulfill basic human aspirations? (4)

Human Values, De-addiction and Traffic Rules (HVPE 101-18)

Assignment Code: BCOM (H)-I (1)/ASST-II/2021-22

Marks: 10

NOTE: All questions are compulsory. Attempt Question no. 1 in 200 words and Question no 2 and 3 in 400 words

1. "Physical Facilities are necessary and complete for animals, while they are necessary but not complete for humans" (2)
2. Describe in brief the salient values in human relationship? (4)
3. Explain how the activities of the Body are different from those of the self with the help of an example. (4)

Human Values, De-addiction and Traffic Rules (HVPE 101-18)

Assignment Code: BCOM (H)-I (1)/ASST-III/2021-22

Marks: 10

NOTE: All questions are compulsory. Attempt Question no. 1 in 200 words and Question no 2 and 3 in 400 words

1. Compare the four orders in space on the basis of their salient aspects. (2)
2. What do you mean by co-existence? How are units in co-existence being in space?(4)
3. What are the five dimensions of human Endeavour in society? (4)

English (BTHU 103/18)

Assignment Code: BBA/B.COM-I (1)/ASST-I/2021-2022

Marks: 10

NOTE: All questions are compulsory. Attempt Question no 1 in 200 words and Questionno 2 and 3 in 400 words.

1. Meaning of verbal and Non- verbal communication. (2)
2. Describe the concept of Communication and its process in detail? (4)
3. Change of tenses (4)
 - She will go to market. (present indefinite tense)
 - I had helped her in difficult times. (present continuous tense)
 - She went for class in the morning by herself. (past perfect tense)
 - Do you want to study? (present perfect tense)

English (BTHU 103/18)

Assignment Code: BBA/B.COM-I (1)/ASST-II/2021-2022

Marks: 10

NOTE: All questions are compulsory. Attempt Question no 1 in 200 words and Questionno 2 and 3 in 400 words.

1. Explain letter writing in brief. (2)
2. Briefly explain the personal, social and Business communication. (4)
3. What do you mean by close reading? (4)

English (BTHU 103/18)

Assignment Code: BBA/B.COM-I (1)/ASST-III/2021-2022

Marks: 10

NOTE: All questions are compulsory. Attempt Question no 1 in 200 words and Question no. 2 and 3 in 400 words.

1. Define report writing in brief. (2)
2. What are the various barriers and strategies of communication? (4)
3. Explain the difference between Intra personal, Interpersonal and group communication. (4)