

## **BBA- First Year (1<sup>st</sup> Semester)**

**Session:** Aug 2020-Jan 2021

**Courses:** BBA 101-18, BBA 102-18, 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 commerce 3rd semester. 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.

<b>Assignment Number</b>	<b>Last Date of Submission</b>	<b>To be Submitted to</b>
Assignment No.1	10 November	<b>Concerned Subject Teacher</b>
Assignment No.2	20 November	
Assignment No.3	27 November	

### **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:

It is important that student should write the answers of all the questions in his/her own words. The answers

Name.....	Roll
No	
Programme Title .....	Course Code &
Title.....	
Assignment Code.....	
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should be according to the word-limit set for a particular section.

2. 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.
3. 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.
4. Responses should be hand written. Do not copy answers from the book and sheets of other student.

5. 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)**

Assignment Code: BBA - I/ ASST-I/2020-21

Marks: 10

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

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

**Principles and Practices of Management ( BBA 101)**

Assignment Code: BBA - I/ ASST-I/2020-21

Marks: 10

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

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

**Principles and Practices of Management ( BBA 101)**

Assignment Code: BBA - I/ ASST-I/2020-21

Marks: 10

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

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

**Basic Accounting BBA (102)**

Assignment Code: BBA-I (1)/ASST-I/2020-2021

Marks: 10

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

1. Describe the various steps involved in accounting process? (4)
2. What are the various users of accounting information? (4)
3. Difference between book keeping and accounting (2)

**Basic Accounting BBA (102)**

Assignment Code: BBA-I (1)/ASST-II/2019-20

Marks: 10

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

1. Briefly explain the different types of accounts. (4)
2. What are the various rules of debit and credit? (4)
3. Define journal and ledger. (2)

**Basic Accounting BBA (102)**

Assignment Code: BBA-I (1)/ASST-III/2019-20

Marks: 10

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

1. What are the various pros and cons of computerized accounting system? (4)
2. Explain the difference between computerized accounting and manual accounting. (4)
3. Define accounting software. (2)

**Managerial Economics (BCOMGE 101-18)**

Assignment Code: BBA–I (1)/ASST-I/2020-21

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 three stages of production in the short run? (2)
2. “Managerial economics is the integration of Economic theory with Managerial practice for the purpose of facilitating decision making.” Explain. (4)
3. “The amount demanded increases with a fall in price and diminishes with a rise in the price.” Discuss. (4)

**Managerial Economics (BCOMGE 101-18)**

Assignment Code: BBA–I (1)/ASST-II/2020-21

Marks: 10

1. Define total utility and marginal utility. (2)
2. Why does demand curve slopes downward? (4)
3. Explain different cost concepts. (4)

**Managerial Economics (BCOMGE 101-18)**

Assignment Code: BBA–I (1)/ASST-III/2020-21

Marks: 10

1. What is Cross Elasticity of Demand? (2)
2. What do you understand by National income? How it can be measured? (4)
3. Describe the main features of land as factor of production. (4)

**English (BTHU103/18)**

Assignment Code: BCOM-I(1)/ASST-I/2020-21

Marks: 10

**Q1. Read the following sentences and change their tense as directed.**

1. He did his work with diligence. (Change into future perfect.)
2. I will not allow this to happen. (Simple past)
3. He is riding a horse. (Future continuous)
4. He helps his father in his work. (Simple past)
5. Most people want peace. (Simple past)
6. He has just returned. (Future perfect tense)
7. I ran as fast as I could. (Future continuous)
8. Will you be visiting this place? (Present continuous)

**Q2. Narration**

1. Sid said, "What is the matter, Torn?"
2. Sid said to Tom, "Aren't you dying?"
3. Tom said to Sid, "You will kill me."
4. Sid said, "I must call auntie."
5. Tom said, "I forgive you everything, Sid."
6. "Where are you going?" said Swami's father.
7. "Where were you at this time," his father said to him.
8. "Should I read even when I have no school?" said Swami.
9. "Look Sharp," father said to Swami.
10. "Do you want a whole day to throw out the spider?" father asked.

**English (BTHU103/18)**

Assignment Code: BCOM-I(1)/ASST-II/2020-21

Marks: 10

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

1. Summary and paraphrasing
2. Difference between verbal communication and non verbal communication in detail.
3. Define noun and its types with examples.

**English (BTHU103/18)**

Assignment Code: BCOM-I(1)/ASST-II/2020-21

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 do you mean by close reading. Give its advantages.
2. What do you mean by letter writing and describe its parts. Also mention what is the difference between business letter and personal letter.
3. Translation the following sentences into English

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

Assignment Code: BCOM-I(1)/ASST-I/2020-21

Marks: 10

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

1. "To be in a state of harmony is happiness". Explain this statement and Illustrate with two examples from your day to day life. (2)
2. Differentiate between Intension and competence. How do we come to confuse between the two? (4)
3. What are the basic guidelines for any Input to qualify for value? (4)

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

Assignment Code: BCOM-I(1)/ASST-II/2020-21

Marks : 10

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

1. Briefly explain the natural characteristics of four orders in nature. (2)
2. What do you mean by animal consciousness and human consciousness? How is the transformation possible from animal consciousness to human consciousness? (4)
3. Explain harmony in family. (4)

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

Assignment Code: BCOM-I(1)/ASST-III/2020-21

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 do you mean by reaction and response? Give some examples.? (2)
2. What are broad holistic criteria for evaluation of technologies, production systems & Management models? How do they map with the comprehensive human goal? (4)
3. Mention any 5 unethical practices in society today. & examine the root cause of such practices. Suggest any two measures based on right understanding to remove these practices. (4)