

BBA- I Year (I Sem)

Session: August-Nov 2019

Courses: BBA 101-18, BBA 102-18, BBAGE 101-18, BTHU103/18, 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	28 th August, 2019	Concerned Subject Teacher
Assignment No.2	28 th September,,2019	
Assignment No.3	28 th October,2019	

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.

Assignment of BBA-I
Principles and Practices of Management(BBA 101-18)

Assignment Code. BBA-I (1)/ASST-I/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. Discuss in detail the functions of Management. (4)
2. Describe Henri Fayol's principles of management. (4)
3. Define the term Management? (2)

Principles and Practices of Management(BBA 101-18)

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. Write a note on the types of plans and planning process. (4)
2. What are the techniques of decision making process? (4)
3. What do you mean by Management by Objectives? (2)

Principles and Practices of Management(BBA 101-18)

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. Discuss in detail the basis for departmentation. (4)
2. Write a note on TQM and JIT. (4)
3. Define the Formal Organization. (2)

Basic Accounting BBA (102-18)

Assignment Code: BBA-I(1)/ASST-I/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. 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 (102-18)

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 (102-18)

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 I (BBAGE 101-18)

Assignment Code: BBA-I(1)/ASST-I/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. Discuss the scope of economics. (4)
2. Discuss the law of diminishing marginal utility. (4)
3. Define economics. (2)

MANAGERIAL ECONOMICS I (BBAGE 101-18)

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. Define cost and discuss the short run and long run cost theory. (4)
2. What is revenue? Discuss its types and relationship between total, marginal and average revenue. (4)
3. Define production function. (2)

MANAGERIAL ECONOMICS I (BBAGE 101-18)

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. Discuss economies and diseconomies of scale? (4)
2. What is perfect competition? Discuss the price determination under perfect competition. (4)
3. What is market? (2)

English(BTHU103/18)

Assignment Code: BBA–I(1)/ASST-I/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. Explain the concept of communication. (4)
2. Differentiate between verbal and non-verbal communication. (4)
3. Define Noun and its type. (2)

English(BTHU103/18)

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. Give in detail the barriers of communication. (4)
2. Explain the formation of simple, compound and complex sentences with 10 examples of each. (4)
3. Explain major types of Business letter writing. (2)

English (BTHU103/18)

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. Discuss in detail the essentials of effective Business Communication. (4)
2. Distinguish between Noun and Pronoun with suitable examples. (4)
3. What do you mean by Agenda. (2)

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

Assignment Code: BBA-I(1)/ASST-I/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 is self exploration? What is its purpose? (4)
2. What do you mean by your natural acceptance? Illustrate with examples. (4)
3. What are the basic guidelines for value education? (2)

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

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

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

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