

**MADHYA PRADESH BHOJ OPEN UNIVERSITY,
BHOPAL (MP)
BBA I YEAR
PAPER I: Principles of Management
ASSIGNMENT I**

Note: Attempt all questions. All questions carry equal marks

- Q.1. What do you understand by the term “management”? Describe the functions of management.
- Q.2. Write short notes on the following:
(a) Scientific Management (b) Systems approach to Management
- Q. 3. What are the various types of organization? State the principles of organizing.
- Q. 4. Define authority and describe the concept of delegation of authority.
- Q. 5. What are the various types motivation? Describe its significance in an organization.
- Q. 6. Describe the principles of co-ordination. Explain the role of co-ordination in effective management of an enterprise.
- Q. 7. Write short notes on the following:
(a) Techniques of Direction (b) Group Dynamics
- Q. 8. Describe the steps in the process of decision making. Throw lights on the factors affecting organizational decision making.
- Q. 9. Define leadership. What are the styles of leadership? Discuss.
- Q. 10. How an organization can achieve managerial excellence.

**MADHYA PRADESH BHOJ OPEN UNIVERSITY,
BHOPAL (MP)
BBA I YEAR
PAPER I: Principles of Management
ASSIGNMENT II**

Note: Attempt all questions. All questions carry equal marks

- Q.1. Define Management and describe the principles of management.
- Q.2. Write short notes on the following:
(a) Bureaucracy (b) Human Relations Approach to Management
- Q. 3. What are the various types of organizational structures? Describe their merits and demerits.
- Q. 4. Describe the Process of Planning. What are its importance and limitations?
- Q. 5. What are the elements of communication process? Describe its types and significance.
- Q. 6. Describe any two theories of motivation with suitable examples.
- Q. 7. Write short notes on the following:
(a) Principles of Co-ordination (b) Importance of Motivation
- Q. 8. Describe the steps in the process Controlling. Explain any two techniques of controlling.
- Q. 9. Describe the concept of Management by objectives. What are its benefits and limitations?
- Q. 10. What are the various stages of group formation? Describe the various characteristics of a group.

M.P. BHOJ (OPEN) University, Bhopal

Year- 2007-08

BBA/DBA I

Paper-II

FINANCIAL ACCOUNTING

Note: Attempt all questions. All questions carry Equal marks.

Q.1 What is the difference between Accounts, Accounting and Accountancy?
Elaborate various branches of Accounting.

Q.2 What is meant by Journal? What are the rules of recording transaction in Journal?

Q.3 Define Cash Book along with its importance. State its various types.

Q.4 On 31st March 2006 K's Pass book had a credit balance of Rs 10,000. Following facts were disclosed on the comparison of pass book with cash book-

i) Cheque's of Rs 8000 were issued but Cheque's of Rs 3000 were presented for payment.

ii) A Cheque of Rs 1000 is received from a customer, which is recorded in cashbook but not sent to bank.

iii) Bank credited Rs 300 for interest

iv) Bank debited Rs 200 for expenses

v) Cheque of Rs 2000 & 3000 were sent to bank but out of them cheque of Rs 2000 was credited upto 31 march 2006.

Prepare Bank Reconciliation Statement.

Q.5 Prepare Trading and Profit & loss a/c in the books of cloth merchant Sohan for the year ending 31/03/2007 from the following balances.

| Particulars | Amount | Particulars | Amount |
|--------------------|---------------|--------------------|---------------|
| Carriage Inward | 15,000 | Commission (Cr.) | 800 |

| | | | |
|----------------|----------|--------------------|--------|
| Sales | 2,00,000 | Postage | 1000 |
| Purchase | 70,000 | Traveling expenses | 5000 |
| Return Inwards | 2000 | Trade Expenses | 4000 |
| Salaries | 8000 | Insurance | 1000 |
| Printing | 9000 | Rent | 800 |
| Discount (Dr.) | 1000 | Office Expenses | 2000 |
| Wages | 2000 | Opening Stock | 30,000 |
| Bad Debts | 1000 | | |

Q.6 What do mean by GAAP's? Write short note on Accounting concept and Conventions.

Q.7 What are the various types of Corporate Financial Statement? Discuss them.

Q.8 What do you mean by the Comparative analysis of Financial statement? Explain with example.

Q.9 Define various methods of Inventory Valuation?

Q.10 Define Amalgamation and its types? Write down the necessary accounting records for Amalgamation.

M.P. BHOJ (OPEN) University, Bhopal

Year- 2007-08

BBA/DBA I, Paper-II

FINANCIAL ACCOUNTING

Note: Attempt all questions. All questions carry Equal marks.

Q.1 What is the difference between Book-keeping and Accounting. State nature and importance of Accounting.

Q.2 Journalize the following transaction in Sudhir's book-

1 April-Started business with cash of rs 10,000

2 April-Purchased goods for cash-Rs 2000

5 April- Purchased goods from Mohan-Rs 5000

7 April- Purchased machinery-Rs 1000

11 April- Sold Goods to Shekhar-Rs-3000

12 April-Returned goods to Mohan-Rs 50, and paid cash to Mohan Rs 4000

15 April- Received Interest on Investment-Rs 500

19 April- Received cash from Shekhar- Rs 2700

25 April- Paid Salary-Rs 700, Paid Commission- Rs 800

Q.3 What is Cash Book? State its various types and its objectives?

Q.4 What is Bank Reconciliation Statement? List out the reasons of difference between cashbook balances and pass book balances.

Q.5 Prepare Trading and Profit & loss a/c in the books of cloth merchant Sohan for the year ending 31/03/2007 from the following balances.

| Particulars | Amount | Particulars | Amount |
|--------------------|---------------|--------------------|---------------|
| Carriage Inward | 15,000 | Commission (Cr.) | 800 |

| | | | |
|----------------|----------|--------------------|--------|
| Sales | 2,00,000 | Postage | 1000 |
| Purchase | 70,000 | Traveling expenses | 5000 |
| Return Inwards | 2000 | Trade Expenses | 4000 |
| Salaries | 8000 | Insurance | 1000 |
| Printing | 9000 | Rent | 800 |
| Discount (Dr.) | 1000 | Office Expenses | 2000 |
| Wages | 2000 | Opening Stock | 30,000 |
| Bad Debts | 1000 | | |

Q.6 Briefly explain any 3 accounting standards.

Q.7 What are the general requirements of the Companies Act in preparation of Corporate Financial Statement?

Q.8 List out the rules of preparation of Consolidated Balance Sheet.

Q.9 What are the tools for interpretation of published financial statements?

Q.10 What do you mean by Amalgamations? Write down the necessary accounting records for Amalgamation.

**MADHYA PRADESH BHOJ OPEN UNIVERSITY,
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BBA I YEAR**

**PAPER III: Business Communication
ASSIGNMENT I**

Note: Attempt all questions. All questions carry equal marks

- Q.1. Describe the nature of Communication.
- Q.2. "Communication is life blood of every business organization". Comment.
- Q. 3. Describe the steps in the process of communication with suitable examples.
- Q. 4. What are the various types of communication networks? Describe their merits and limitations.
- Q. 5. Describe the role of communication in management.
- Q. 6. What are the various types of communication barriers? Explain with examples.
- Q. 7. Write short notes on the following:
(a) Circular (b) Notice
- Q. 8. Give the composition of a Public Speech. What are the principles of a good Public Speech?
- Q. 9. Write short notes on the following:
(a) Oral Communication (b) Feedback System
- Q. 10. "Words have different meanings in different context". Explain this statement with suitable examples.

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BBA I YEAR**

**PAPER III: Business Communication
ASSIGNMENT II**

Note: Attempt all questions. All questions carry equal marks

- Q.1. Describe the Function and Scope of Communication.
- Q.2. Explain the role of Communication in the smooth functioning of the business organizations.
- Q. 3. Describe the process of communication with the help of a model.
- Q. 4. What are the various types of communication networks? Describe their merits and limitations.
- Q. 5. Describe the role of communication in management.
- Q. 6. What are the channels of communication barriers? Explain with examples.
- Q. 7. What are the various types of written communication? Describe the essentials of effective written communication.
- Q. 8. What are the various types of Public Speech? Describe the qualities of a good speaker.
- Q. 9. Distinguish between upward and downwards communication. Describe the importance of feedback mechanism in communication process.
- Q. 10. "What is said and how it is said is not important but what is heard and how it is understood is important". Comment.

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BBA I YEAR

**PAPER V: Marketing Management
ASSIGNMENT I**

Note: Attempt all questions. All questions carry equal marks

- Q.1. Distinguish between Marketing and Selling.
- Q.2. Describe the functions of Marketing.
- Q. 3. Is there any difference between consumer and customer? Describe the factors affecting Consumer Behaviour.
- Q. 4. Define Product and give various classifications of products with examples.
- Q. 5. Describe the various methods/ strategies of Pricing.
- Q. 6. What are the various types of distribution channels? Discuss their advantages and limitations.
- Q. 7. What is Market Segmentation? Describe its types and importance.
- Q. 8. What are the methods of Consumer oriented Sales Promotion? Discuss with examples.
- Q. 9. What are the methods of Sales Forecasting? Discuss the role of Sales Forecasting in Marketing Management.
- Q. 10. Define Advertising. Describe its benefits and limitations.

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BBA I YEAR**

**PAPER V: Marketing Management
ASSIGNMENT II**

Note: Attempt all questions. All questions carry equal marks

- Q.1. What are the various approaches to Marketing Management?
- Q.2. Describe the importance of Marketing.
- Q. 3. What are the steps in the Consumers Decision Making Process? Explain with examples.
- Q. 4. What are the various types of Product related strategies? Which factors affect their choice for a Business Organization?
- Q. 5. Define Price and discuss the factors affecting the Pricing Policy of a Firm.
- Q. 6. Write a detailed note on various aspects of Logistics Management.
- Q. 7. What is the importance of Market Research? Describe its limitations.
- Q. 8. Distinguish between Advertising and Sales promotion. Describe the role of middlemen in Sales promotion.
- Q. 9. Describe the importance and limitations of Sales Forecasting?
- Q. 10. What are the various types of Advertising? Throw lights on social and economic aspects of advertising.

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Paper-VI –Managerial Economics

Note: Attempt all questions. All questions carry Equal marks.

- Q.No.1. Explain the nature and scope of Managerial Economics
- Q.No.2. State the law of Demand? What are the exceptions to it?
- Q.No.3. Explain the law of Return to Scale?
- Q.No.4. State the relation between Fixed Cost, variable cost, Total cost and marginal cost. Do fixed cost ever vary?
- Q.No.5 Graphically explain price determination under perfect competitions?
- Q.No.6 What do you mean by marginal cost pricing? Discuss its importance and limitations.
- Q.No.7 Explain Modern method of investment appraisal.
- Q.No.8 Explain the concept of Profit Maximization as a Firm objective.
- Q.No.9 Discuss the importance of advertising from the point of view of sale and revenue of a firm.
- Q.No.10 What do you mean by welfare Economics. Discuss its features.

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Paper-VI –Managerial Economics

Note: Attempt all questions. All questions carry Equal marks

Q.No.1 How Managerial Economics is different from traditional economics?
Explain its importance in decision-making.

Q.No.2 What are the determinants of Demand? Why is Demand analysis
essential for successful production planning and Capital expansion?

Q.No.3 With the help of diagram explain the concept of production function
and its importance in the theory of production.

Q.No.4 Discuss briefly the different cost concept relevant to managerial
decision of planning and control?

Q.No.5 Graphically explain Price determination under monopoly situation?

Q.No.6 Explain the method of cost –plus pricing. Also state the strength and
weakness of traditional pricing theory?

Q.No.7 Critically evaluates the Traditional methods of appraising an
investment decision.

Q.No.8 Explain Boumol's sales maximization theory.

Q.No.9 Discuss briefly the concept of advertising- sales relationship.

Q.No.10 How Welfare Economics is related to society? Explain the concept of
Welfare Economics.

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BBA I YEAR**

**PAPER VII: Business Statistics
ASSIGNMENT I**

Note: Attempt all questions. All questions carry equal marks

- Q.1. Define Statistics. Why some people look at it with Distrust?
 Q.2. Discuss in detail the functions and importance of statistics specially with reference to business.
 Q. 3. What are the methods of collecting primary Data?
 Q. 4. What are the methods of Data Representation? Explain with examples.
 Q. 5. Calculate mean, median and mode from the following data:

| | | | | | | | |
|-----------|-----|------|-------|-------|-------|-------|-------|
| Class: | 0-7 | 7-14 | 14-21 | 21-28 | 28-35 | 35-42 | 42-49 |
| Frequency | 19 | 25 | 36 | 72 | 51 | 43 | 28 |

- Q. 6. Calculate standard deviation and coefficient of variation from the following data:

| | | | | | | | | |
|------------|-------|-------|--------|---------|---------|---------|---------|---------|
| Class: | 70-80 | 80-90 | 90-100 | 100-110 | 110-120 | 120-130 | 130-140 | 140-150 |
| Frequency: | 12 | 18 | 35 | 42 | 50 | 45 | 20 | 8 |

- Q. 7. What are the components of time Series? Describe the method of Time Series Analysis.

- Q. 8. Find out the Fisher's Ideal Index Number from the following data:

| Commodity | Estimated Total Production in Quintals | | Price per Quintal in Rupees | |
|-----------|--|------|-----------------------------|------|
| | 1983 | 1984 | 1983 | 1984 |
| Sugar | 71 | 26 | 350 | 312 |
| Khandsari | 107 | 83 | 200 | 187 |
| Sulphur | 62 | 48 | 256 | 175 |

- Q. 9. A bag contains 5 red and 8 black balls. Two draws of three balls each are made. The balls are being replaced after the first draw. What is the chance that the balls were red in the first draw and black in the second draw?
 Q. 10. Define statistical hypothesis. What are the non-parametric tests of hypothesis?

**MADHYA PRADESH BHOJ OPEN UNIVERSITY,
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BBA I YEAR**

**PAPER VII: Business Statistics
ASSIGNMENT II**

Note: Attempt all questions. All questions carry equal marks

- Q.1. 'Statistics is the science of averages'. Do you agree with this statement? If not, give reasons and suggest a proper definition.
- Q.2. Explain any three method used for diagrammatic representation of data.
- Q. 3. Distinguish clearly between classification and tabulation of data. Point out the general rules for construction of statistical tables.
- Q. 4. Calculate mean, median and mode from the following data:

| | | | | | | | |
|------------|-----|------|-------|-------|-------|-------|-------|
| Class: | 0-5 | 5-10 | 10-15 | 15-20 | 20-25 | 30-35 | 35-40 |
| Frequency: | 12 | 21 | 38 | 56 | 43 | 36 | 14 |

- Q. 6. Calculate Karl Pearson's Co-efficient of Skewness from the following data:

| | | | | | | | | |
|------------|-------|-------|-------|--------|---------|---------|---------|---------|
| Class: | 20-40 | 40-60 | 60-80 | 80-100 | 100-120 | 120-140 | 140-160 | 160-180 |
| Frequency: | 09 | 15 | 32 | 45 | 51 | 39 | 17 | 12 |

- Q. 7. Fit a straight line to the following data and predict the production for the year 2005.

| | | | | | | | | | | | |
|------------------|------|------|------|------|------|------|------|------|------|------|------|
| Year: | 1995 | 1996 | 1997 | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 |
| Production: (MT) | 126 | 135 | 142 | 139 | 150 | 158 | 167 | 162 | 170 | 178 | 183 |

- Q. 8. Calculate Karl Pearson's Co-efficient of Co-relation from the following data:

| | | | | | | | | |
|----|----|----|----|----|----|----|----|----|
| X: | 27 | 32 | 37 | 41 | 45 | 50 | 58 | 65 |
| Y: | 34 | 39 | 45 | 48 | 53 | 59 | 68 | 72 |

- Q. 9. Why is Sample Investigation better than Census? Describe the various methods of sampling.
- Q. 10. What do you understand by Statistical Quality Control? Discuss its utility and limitations.

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PAPER-VIII
PRODUCTION AND OPERATION MANAGEMENT
FIRST ASSIGNMENT

Note: Attempt all questions. All questions carry equal marks

- Q.No. 1.** What do you understand by Production Management? What are its objectives?
- Q.No. 2.** What is production system? Briefly explain the controlling of production system?
- Q.No. 3.** What is meant by plant location? What is the need for selecting a suitable location?
- Q.No. 4.** What does demand forecasting mean? What is the need for demand forecasting?
- Q.No. 5.** Explain with a graph various stages of Product Life Cycle?
- Q.No. 6.** What do you understand by dispatching? Discuss briefly the functions of dispatching?
- Q.No. 7.** What do you understand by Production Planning and Production Control? Distinguish between Production Planning and Production Control?
- Q.No. 8.** What is meant by inventory? What are the reasons for keeping inventory?
- Q.No. 9.** Define Materials management? What are the objectives and functions of materials management?
- Q.No. 10.** What is maintenance management? Discuss its importance in Indian industrial scenario?

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PAPER-VIII
PRODUCTION AND OPERATION MANAGEMENT
SECOND ASSIGNMENT

Note: Attempt all questions. All questions carry equal marks

- Q.No. 1.** Briefly explain the designing of production system?
- Q.No. 2.** Discuss the scope of production management?
- Q.No. 3.** What does demand forecasting mean? What are the various methods of demand forecasting?
- Q.No. 4.** What does Plant Layout mean? What are the advantages of Plant Layout?
- Q.No. 5.** Explain the steps in new product design?
- Q.No. 6.** What do you understand by scheduling? Discuss briefly the principles of scheduling?
- Q.No. 7.** Explain the reason for keeping inventories? Discuss any two-inventory models?
- Q.No. 8.** What is maintenance management? What are the objectives of maintenance management?
- Q.No. 9.** Explain the principle techniques of work measurement and their applications?
- Q.No. 10.** Define materials management? Briefly outline the objectives of materials management? Also, suggest the actions required to be taken in achieving these objectives?