

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
DIRECTORATE OF DISTANCE EDUCATION
Programme: Bachelor of Business Administration (BBA)

Course Name: Principles of Management
Code: BBA 102

Sem: 2nd
Total Marks=30

Important Instructions

- i. Attempt all questions from each assignment given below.
- ii. Each assignment carries 15 marks.
- iii. All questions are to be attempted in legible handwriting on plane white A-4 size paper and upload the scanned copy of the assignments on student's portal.

ASSIGNMENT-I

1. What are functions of management? Discuss in the light of contemporary organisations.
2. "Decision making is the most important function of management". Justify the statement.
3. "Line and staff both are necessary in an organisation". Justify the statement.

ASSIGNMENT-II

1. "Planning is nothing but foresightedness". Explain.
2. What do you mean by control? Explain its types and process.
3. Visit any organisation of your choice and list managerial tasks performed by different managers.

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

DIRECTORATE OF DISTANCE EDUCATION

Programme: Bachelor of Business Administration (BBA)

Course Name: Macro Economic Analysis and Policy

Sem: 2nd

Code: BBA 104

Total Marks=30

Important Instructions

- i. Attempt all questions from each assignment given below.**
- ii. Each assignment carries 15 marks.**
- iii. All questions are to be attempted in legible handwriting on plane white A-4 size paper and upload the scanned copy of the assignments on student's portal.**

ASSIGNMENT-I

1. Explain the role of macroeconomics in real world. Is macroeconomics can really be a solution to economic problems in the economy?
2. What do you mean by circular flow of Income? Explain different phases of circular flow of Income.
3. Explain the following terms:
 - a. Multiplier
 - b. Trade Cycles

ASSIGNMENT-II

1. What do you mean by fiscal policy? Explain how fiscal policy is important in stability of prices in the economy?
2. What are the major instruments of monetary policy? Explain the role of these instruments in the economy.
3. Explain the following terms:
 - (a) Business Taxes
 - (b) Fiscal Deficit

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
DIRECTORATE OF DISTANCE EDUCATION
Programme: Bachelor of Business Administration (BBA)

Course Name: **Company Accounts**
Code: **BBA 106**

Sem: 2nd
Total Marks=30

Important Instructions

- i. Attempt all questions from each assignment given below.**
- ii. Each assignment carries 15 marks.**
- iii. All questions are to be attempted in legible handwriting on plane white A-4 size paper and upload the scanned copy of the assignments on student's portal.**

ASSIGNMENT-I

1. Explain in detail the procedure of buy back of share.
2. What is debenture? Discuss how to issue debenture and methods of redemption of debenture.
3. What is share capital? Explain methods of alteration of share capital.

ASSIGNMENT-II

1. What do you mean by final account? Discuss how to prepare final accounts and balance sheet of company.
2. What is goodwill? Explain various methods of valuation of goodwill.
3. Write a detailed note on banking and insurance company accounts.

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
DIRECTORATE OF DISTANCE EDUCATION
Programme: Bachelor of Business Administration (BBA)

Course Name: Computer Application In Management

Sem:2nd

Code: BBA 108

Total Marks=30

Important Instructions

- i. Attempt all questions from each assignment given below.**
- ii. Each assignment carries 15 marks.**
- iii. All questions are to be attempted in legible handwriting on plane white A-4 size paper and upload the scanned copy of the assignments on student's portal.**

ASSIGNMENT-I

1. What is Computer? Draw a block diagram to illustrate the basic organization of a computer system and explain the functions of various units.
2. Define the following:
 - PROM
 - EPROM
 - EEPROM
3. What do you mean by RAM? Differentiate between DRAM and SRAM.

ASSIGNMENT-II

1. What are the major applications of Computer Networks?
2. Define Operating system? Explain need and function of operating system?
3. Define the following:
 - Star and Bus
 - Mesh and Hybrid
 - Token Ring and Ethernet

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
DIRECTORATE OF DISTANCE EDUCATION
Programme: Bachelor of Business Administration (BBA)

Course Name: Organisational Behaviour

Code: BBA 110

Sem: 2nd

Total Marks=30

Important Instructions

- i. Attempt all questions from each assignment given below.
- ii. Each assignment carries 15 marks.
- iii. All questions are to be attempted in legible handwriting on plane white A-4 size paper and upload the scanned copy of the assignments on student's portal.

ASSIGNMENT-I

1. Discuss the nature and scope of organisational behaviour in the field of management.
2. How are attitude formed? What are its components and characteristics?
3. What are the types of learners? Why is it important to understand them for organisational behaviour modifications?

ASSIGNMENT-II

1. What are the different stages in team building process? Discuss the difficulties in the formation of a team.
2. What is organisational culture? Discuss the primary characteristics of organisational culture.
3. What is organisational change? Describe Lewin's three step model for organisational change.

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
DIRECTORATE OF DISTANCE EDUCATION
Programme: Bachelor of Business Administration (BBA)

Course Name: Business Statistics

Sem: 2nd

Code: BBA 112

Total Marks=30

Important Instructions

- i. Attempt all questions from each assignment given below.
- ii. Each assignment carries 15 marks.
- iii. All questions are to be attempted in legible handwriting on plane white A-4 size paper and upload the scanned copy of the assignments on student's portal.

ASSIGNMENT-I

1. What is the meaning of statistics? Explain the scope and applications of statistics.
2. Explain the characteristics, applications and limitations of arithmetic mean and harmonic mean.
3. Explain the following terms:
 - a. Scatter Diagram
 - b. Standard error of estimate
 - c. Coefficient of regression

ASSIGNMENT-II

1. What is the meaning of correlation? Explain positive and negative correlation.
2. Explain secular trends and irregular variations in the time series analysis.
3. Explain index number and their uses in business.