



**Directorate of Open and Distance Learning  
Dibrugarh University  
Dibrugarh 786004  
Website: www.ddedu.org**

Ph. 0373-2370207(O)

Email : [dde.dibrugarh.university@yahoo.in](mailto:dde.dibrugarh.university@yahoo.in)

**NOTIFICATION**

**for  
BBA 1<sup>st</sup> Year Learners regarding submission of Home Assignments**

This is for information to all Study Centers and Learners under DODL, DU that the student of BBA 1<sup>st</sup> Year shall have to submit one Home Assignment in each course (paper). Each assignment carries 25 marks. The questions for the Home Assignments are enclosed herewith. At the time of submitting the assignments, please note the following:

- \* Write your assignment in A4 size paper neatly, with your own hand- writing on one side of the paper. You may also submit a computer printed copy of your assignments with your signature at the end.
- \* Stick to the word limit mentioned in the questions.
- \* Keep a margin of about 5 cm on the left side of the paper.
- \* You have to submit the assignments directly in the Study Centre wherein you have enrolled yourself.
- \* The assignments for a course (paper) should be tagged / stapled together to make a booklet, i.e. a separate booklet for each course (paper).
- \* Keep a duplicate or photo copy of the assignment with you (compulsory).
- \* The last date of submitting the Assignment is 20<sup>th</sup> May, 2019 (excluding Sundays)
- \* The cover page of your booklet should contain the following Label :

<b>Home Assignment</b>
Name of Study Centre _____
Roll No. _____
Name _____
Programme : BBA
Class : 1 <sup>st</sup> Year
Course (Paper) : _____
Session : 2018 -2019
D.U. Registration No. : (If received) _____ of _____
Date of Submission : _____

Sincerely Yours

Sd/-  
(Dr. Deba Pallab Rajkhowa)  
Director  
DODL, D.U

**BBA 101: BUSINESS COMMUNICATION**

1. Recruitment process of XYZ Ltd. Co. seems to be biased in the eyes of interviewees. They place the grievances to the higher authority about this issue. Investigate the situation and write a report including all the components of Report Writing. (10)
2. Explain how audience analysis is important in forming communication? (15)

**BBA 102: BUSINESS ENVIRONMENT**

1. Explain in brief the problems faced by the economy which hinders the growth of the economy? (15)
2. Elucidate the current Five Year Plan of the government. (10)

**BBA 103: RESOURCE STUDY**

1. Detail out the effects of Environment on the Economic Life of Indian people. (15)
2. Explain the Functional Theory of Resource study. (10)

**BBA 104: ECONOMICS –I**

1. Explain the Law of Demand, Law of Supply and how change in demand and change in supply apply to the market condition and discuss how price ceilings and price floors apply in the market. (25)

**BBA 105: PRINCIPLES OF BUSINESS MANAGEMENT**

1. "Higher the degree of Decentralisation, higher is the degree of Span". Justify the statement with the help of an example. (10)
2. Mention any five conflicts that are found commonly in today's organisations? Also suggest some measures for overcoming such problems? (8+7=15)

**BBA 106: FINANCIAL ACCOUNTING**

1. Detail out the International Accounting Standards (only main outlines). (10)
2. Define Depreciation. Explain the process of Depreciation Accounting. Explain the accounting treatment of the money charged as Depreciation. (15)



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**NOTIFICATION**

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**BBA 2<sup>nd</sup> Year Learners regarding submission of Home Assignments**

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- \* Write your assignment in A4 size paper neatly, with your own hand- writing on one side of the paper. You may also submit a computer printed copy of your assignments with your signature at the end.
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<b>Home Assignment</b>	
Name of Study Centre	_____
Roll No.	_____
Name	_____
Programme : BBA	
Class : 2 <sup>nd</sup> Year	
Course (Paper) :	_____
Session : 2018 -2019	
D.U. Registration No. : (If received)	_____ of _____
Date of Submission :	_____

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Director  
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**BBA 201: BUSINESS MATHEMATICS & STATISTICS**

1. Compute Karl Pearson's coefficient of correlation between Per Capita National Income and Per Capita Consumer Expenditure from the data given below: (15)

YEAR	Per Capita National Income	Per Capita Consumer Expenditure
1988	249	237
1989	251	238
1990	148	236
1991	252	240
1992	258	245
1993	269	255
1994	271	254
1995	272	252
1996	280	258
1997	275	251

2. Compute Index Numbers from the following data using: Laspeyre's, Paasche's and Fisher's Ideal Formulae:

Commodity	Base Year (Quantity)	Base Year (Price)	Current Year (Quantity)	Current Year (Price)
A	12	10	12	12
B	15	7	20	5
C	24	5	20	9
D	5	16	5	14

**BBA 202: ECONOMICS-II**

1. Explain trade cycle, its phases, theories, causes and remedies of Trade Cycle. (10)
2. Describe in brief the following: (5+5+5=15)
- Principle of Taxation
  - Principle of Maximum Social Advantage
  - Dual economy

**BBA 203: OFFICE ORGANISATION AND MANAGEMENT**

1. Elaborate on the types and methods of filing and record management used in today modern office systems. (10)
2. Explain the use of organisational charts and manuals by taking any organisation of your choice and show their usage of charts and manuals, with the help of proper diagrams. (15)

**BBA 204: PRINCIPLES OF MARKETING**

1. Briefly explain Consumer Behaviour by taking a product of any company operating in India and detail out the behaviour of different consumer towards the product. (15)
2. Explain the Value Chain Process of Marketing. (10)

**BBA 205: COMPUTER APPLICATIONS**

1. Explain the different types of Topologies and their merits and demerits, with the help of proper diagrams as and where applicable. (10)
2. Explain Electronic Data Interchange (EDI) and its relevance in today's business world. (15)

**BBA 206: BUSINESS LAW**

1. Describe the following : (5+5+5=15)
  - a. Memorandum of Association
  - b. Articles of Association
  - c. Main Provisions of FEMA
2. Outline the new rules and regulations of the Companies (Amended) Act 2017. (10)



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**NOTIFICATION**

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BBA 3<sup>rd</sup> Year Learners regarding submission of Home Assignments**

This is for information to all Study Centers and Learners under DODL, DU that the student of BBA 3<sup>rd</sup> Year shall have to submit one Home Assignment in each course (paper). Each assignment carries 25 marks. The questions for the Home Assignments are enclosed herewith. At the time of submitting the assignments, please note the following:

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Name of Study Centre _____
Roll No. _____
Name _____
<b>Programme : BBA</b>
<b>Class :3<sup>rd</sup> Year</b>
<b>Course (Paper) :</b> _____
<b>Session : 2018 -2019</b>
<b>D.U. Registration No. : (If received) _____ of _____</b>
<b>Date of Submission :</b> _____

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**BBA 301: PRODUCTION MANAGEMENT**

1. Write short notes on: (5+5+5=15)
  - a. Kaizen
  - b. Just-in-time
  - c. Total Quality Management
2. Explain the Different types of Inventory Management tools including EOQ and EBQ. (10)

**BBA 302: FUNDAMENTALS OF ENTREPRENEURSHIP**

1. Outline the qualities, skills and knowledge required by an Entrepreneur. (10)
2. Explain the role of an Entrepreneur in shaping and developing an Economy. (15)

**BBA 3032: SALES MANAGEMENT**

1. Explain the different Sales Forecasting Methods with proper example. (10)
2. Define Objection handling tools and techniques that is required by sales personnel in managing the objections of customers as well as closing the sale. (15)

**BBA 3042: RETAILING:**

1. Explain the role of traditional Retailing in today's world which is driven by technology and online shopping portals. (15)
2. Define the different types of Retail Stores with their characteristics and relevance in today's world. (10)

**BBA 3033: PERSONNEL MANAGEMENT**

1. Elaborate on the significance of wage payment and wage differentials. (10)
2. Explain the need and importance of Training and Development. Also state the basic difference between Training & Development. (15)

**BBA 3043: INDUSTRIAL RELATION**

1. Elaborate on the different types of Industrial Disputes and their dispute redressal mechanism. (12)
2. Explain the Indian Labour Organisation (ILO) recommendations for the management of labour relations in Industries. (13)