



# GOVERNMENT BBA COLLEGE (SELF FINANCE)

(Affiliated to Gujarat University)

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No.GBBA/NOTICE/2024/74

Date :20/04/2024

## Notice Regarding Assignment for B.B.A Sem: II (Academic Year: 2023-24)

### Instructions:

1. It is compulsory to submit assignment of all the subjects for Internal Evaluation.
2. This information should be mentioned in the front page of your assignment;
  - Full Name (Surname, Name, Father's Name)
  - Roll Number
  - Class & Division
  - Semester
  - Subject
  - College name
  - Submitted to (Sign & Date)
  - Submitted by (Sign & Date)
3. Student should be sign at the top portion of each page of the assignment.
4. Deadline for Assignment submission will be 23<sup>rd</sup> April 2024 between 10:00AM to 12:00PM.

**Note:** This assignment is for those students who have not submitted their assignment on 12<sup>th</sup> and 13<sup>th</sup> April 2024.



Dr. Yogesh Yadav  
Principal  
Government B.B.A College (Self-Finance)  
Maninagar (E), Ahmedabad.



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SHRI K.K. SHASTRI EDUCATIONAL CAMPUS, AHMEDABAD-08.

## PRINCIPLE OF MANAGEMENT -2

SUBJECT CODE: DSC-C-BBA-121

SEMESTER: II

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- Mrs. Jyoti Jain

1. Define staffing and explain its importance
2. Explain the meaning of manpower planning. Discuss its characteristics
3. What is recruitment? discuss its importance and state various methods of recruitment.
4. What is training? give the types of training and describe methods for workers in brief.
5. What is directing? discuss the guiding principle.
6. What is motivation? explain the Maslow's and McGregor's theories in detail.
7. Explain in detail about leadership and grid of Blake and Mouton.
8. What is control? discuss the types and technique of control.
9. Discuss the incidents of Ramayana in context with the management principles.
10. Discuss the theories of ethics in business.
11. Explain the process of selection.
12. Explain the types of leadership.
13. Discuss the management thoughts from Bhagwat Geeta.
14. Explain social responsibility and business ethics in detail.
15. Explain the Chanakya Principles of regarding management.



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**Macro Economics for Managers**

**SUBJECT CODE: DSC-C-122**

**SEMESTER: II**

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- **Ms. Richa Makwana**

1. Explain scope of macroeconomics in detail.
2. Discuss the phases of business cycle.
3. Discuss the objectives of Fiscal policy.
4. Discuss the objectives of Monetary policy.
5. Explain the types of Inflation.
6. write a note on Deflation.
7. Explain Consumption function.
8. Explain the usefulness of National Income Estimation.
9. Explain the quantitative instruments of credit control under Monetary Policy.
10. Explain the Investment function.
11. Explain the tools for Fiscal Policy.
12. Explain the quantitative instruments of monetary policy.
13. Explain the investment multiplier.
14. Explain the qualitative instruments of monetary policy.
15. Explain Pigou's Wage cut theory.



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**Cost Accounting**  
**SUBJECT CODE: DSC-M-123**  
**SEMESTER: II**

- **MRS. Axita Jain**

1. Discuss the advantages and limitations of Cost Accounting.
2. Write the objective of cost accounting and methods of cost accounting.
3. From the following particulars, prepare a Cost Sheet showing cost for the year ending on 31/12/2020:

Particulars	₹	Particulars	₹
Direct Materials	1,75,000	Other Materials	11,000
Direct Wages	1,25,000	Oil and Water	12,500
Wages of Foreman	7500	Rent: Factory	5,500
Electric Power	11,500	Office	4,500
Lighting: Factory	48,500	Repairs and Renewals:	
Office	22,750	Factory Building	6,500
Transfer to reserve	1000	Office Building	2,250
Discount on shares written off	500	Directors Fees	9,550
Depreciation:		Office Stationery	975
Factory Plant	3750	Telephone Charges	325
Office Premises	2250	Postage and Telegram	350
Factory Insurance	2,000	Sales	550000
Manager's Salary	7,000	Bad Debts	950
Travelling Expenses	5,600	Dividend	2000

Advertising	1,250	Warehouse Charges	1500
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4. Excel Ltd. produced and sold 10,000 units of clocks at its 50% production capacity in the year 2019-20. Selling price per unit is ₹ 500.

Particulars	₹
Materials	10,00,000
Direct Wages	5,00,000
Direct Expenses	2,00,000
Factory Overheads (40% Variable)	1,00,000
Office Overheads (Fixed)	800000
Selling Overheads (30% Variable)	5,00,000
Sales	50,00,000

For the year 2020-21, it is estimated that:

- (1) Production will be at its full capacity and 60% of production will be sold.
- (2) Price of material will go up by 25%.
- (3) Labour rate per unit increased by 10% in variable and fixed expenses.
- (4) Factory expenses will increase by 10% in variable and fixed expenses.
- (5) Office overheads will increase up-to ₹9,60,000.
- (6) Variable selling expenses per unit will go up by ₹ 4.
- (7) Fixed selling expenses will go up by ₹82,000.

The percentage of profit on cost is to be maintained according to previous year. From the above information, prepare the following statements:

- (A) A cost statement for the year 2019-20.
- (B) A statement of cost showing estimated profit for the year 2020-21.



5. The Trading A/c and Profit and Loss A/c of Shivam Ltd. is as under. the year ending on 31/3/2021:

Dr.		Trading & Profit and Loss A/c		Cr.	
Particulars	₹	Particulars	₹		
To Materials	40,000	By Sales (2,700 units)			
To Direct wages	24,000	By Closing stock (10% of production)	8,000		
To Manufacturing charges	16,000	By Interest Received	400		
To Office charges	14,000	By Dividend Received	400		
Selling & Dist. charges	9,000	By Rent Received	400		
To Preliminary Exp. written off	4,000				
To Goodwill written off	200				
To Net profit	2,000				
	<b>1,09,200</b>				<b>1,09,200</b>

The cost accounts give following information:

(1) Materials and wages are taken at their cost price. (2) Manufacturing charges are taken as 50% of wages.

(3) Office overheads at 20% of Factory Cost.

(4) Selling and Distribution overheads at the rate of 3 per unit.

Prepare: (1) Cost sheet

(2) Reconciliation statement.

6. The Following is the Financial Statement for the year ended on 31/03/2023

Dr.		Trading and Profit & Loss Account		Cr.	
Particulars	₹	Particulars	₹		
To Direct Material	3,35,000	By Sales (4,000 units)	11,80,000		
To Direct Labour	2,52,000	By Finished Stock (1,000	85,000		



		units)	
To Factory Overheads	4,77,000	By Work-in-Progress:	
To Gross Profit	3,33,000	Materials 35,000	
To Office Overheads	1,05,000	Direct wages 52,000	
To Selling Overheads	92,000	Factory O/h 45,000	1,32,000
To Debenture Discount	5,500	By Gross Profit	3,33,000
To Provision for Tax	20,600	By Interest Income	9,500
To Goodwill written off	4,800	By Rent received	18,700
To Charity Exp.	5500	By Discount received	2,200
To Penalty	1,200	By Profit on sale of Investments	10,900
To Loss on sale of Assets	800	By Interest on Drawings	12,600
To Interest on Capital	6,800	By Bad Debts recovered	1100
To Interest Paid	19,000		
To Net Profit	1,26,800		
	<b>3,88,000</b>		<b>3,88,000</b>

In cost accounts of the company:

- (1) Materials and wages are charged at actual cost.
- (2) Factory expenses have been allocated to the production at 1/2 of wages.
- (3) Office expenses have been charged at 20% of factory cost.
- (4) Sales expenses have been charged at 30 per unit sold.

Prepare:

- (A) Cost Sheet.
- (B) Reconciliation Statement.

7. Write a short note on

- (i) Time wage system and Piece wage system.
- (ii) Halsy Plan and ROWN Plan.

8. The following are the transactions receipts and issues of an item of raw material:



2023		Units	Price per unit
March	1: Purchases	600	1.5
"	4: Purchases	1,200	2
"	6: Issued	1,000	-
"	10: Purchases	1,400	2
"	15: Issued	1,600	-
"	20: Purchases	600	2.5
"	23: Issued	200	-

Ascertain the quantity of closing stock as on March 31 and state what will be its value in each case, if the issues are made under the following methods:

(i) First in, first out.                      (ii) Last in, first out.

9. Explain the causes of difference in profit as per cost and financial accounts.

10. Short note: - Causes of labour turn-over.

11. Write a note on Costing Techniques

12. Write a note on

1. Direct and Indirect Expense

2. Tender price

13. Give reason for the disagreement between the profit as shown by cost Accounts and that shown by Financial Accounts.

14. Give the meaning of Stock Register and state different methods for preparing the Stock Register.

15. Write a note on Incentive wage plans







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## Advance Business Mathematics SUBJECT CODE: MDC-ABM-124 SEMESTER: II

- Mr. Tushar Suthar

1. Find the inverse of the following matrix and verify that  $A \cdot A^{-1} = I$ :  
$$A = \begin{bmatrix} 2 & 1 & -1 \\ 1 & 0 & -1 \\ 1 & 1 & 2 \end{bmatrix}.$$
2. Discuss about Great Indian Mathematicians and their contribution
3. Give four forms of equations of straight line and prove them.
4. Rs.30000 is invested in a company at simple rate of 10% per annum. After how many years will the at Rs.48000?
5. Discuss all types of Annuities.
6. Mr. X pays Rs.64000 per annum for 12 years at the rate of 10% per year. Find annuity.
7. State difference between Determinant and Matrix.
8. Using inverse matrix solve the following:  
$$2x + 3y - z = 5, \quad 3x + 2y + z = 10, \quad x - 5y + 3z = 0.$$
9. A. If  ${}^{10}P_{n-1} : {}^{11}P_{n-2} = 30 : 11$ , find n.  
B. If  ${}^{10}C_{n+1} : {}^{10}C_n = 7 : 4$  then find n.
10. Explain Permutation and Combination in brief.
11. Discuss Unique Aspects of Indian mathematics.
12. Describe simple interest and compound interest in brief.
13. Discuss all types of annuities.
14. Explain the use of inverse matrix in solving simultaneous equations with example.
15. Discuss formula of permutations and combinations.

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**Practical English**  
**SUBJECT CODE: AEC-PE-125**  
**SEMESTER: II**

- **Mr. Ajay Zala**

(A) Short notes:

1. Dr. Raman
2. Gopal
3. The blind beggar and the dog
4. Describe Iswaran
5. Venkat Rao

(B) Short Questions and Answer

1. Why did Dr. Raman decided to lie to Gopal about the fact that he may not survive through the night? What effect did it have on Gopal?
2. How did dog find its way back to the blind beggar?
3. Did the movie help Iswaran forget his troubles? How?
4. What did Shanta decided to do when her father did not come home on time? What happened due to her decision?
5. Briefly describe the dog.
6. what was the doctor's first reaction when he saw Gopal as a very sick man?
7. What went through Venkat Rao's mind when he saw Shanta asleep?
8. Had Sidda really stolen Leela's chain? Why did he choose to remain quit when he was accused of being the thief?
9. Compare in and at: what are some common mistakes people make when it comes to subject-verb agreement?

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**ADVANCED SPREADSHEET TOOLS**  
**SUBJECT CODE: SEC-AST-126**  
**SEMESTER: II**

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- Mrs. Rajul Upadhyay

1. what is work book? What are the difference functions of work book.
2. Explain the advantages of an electronic spreadsheet.
3. Define different features of MS Excel.
4. Explain different types of BARS in detail.
5. write a note on “Data Filter”
6. Discuss Data Validation in detail.
7. what is Chart Wizard? what is the procedure of Chart Wizard?
8. How to protect the work sheet in excel with example.
9. What is the difference statistical functions in excel?
10. Explain mathematical functions in excel.
11. Explain the types of data.
12. Explain the analyzing data using PivotTables.
13. Explain Formatting and customizing charts.
14. Explain how to Creating PivotTables.
15. Explain the Formatting workbook.



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**Sustainable Development and Living**  
**SUBJECT CODE: VAC-SDL-127**  
**SEMESTER: II**

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- **Ms. Richa Makwana**

1. Explain the need for sustainable development.
- 2.State difference between sustainable development and economic development.
- 3.Explain the concept of Pigouvian tax.
- 4.Write a note on global warming.
- 5.Explain the paris and post paris convention on climate change and sustainable development.
- 6.Explain the different types of pollution in detail.
7. Discuss the difference between sustainable development goals and millennium goals.
8. Explain the effects of pollution.
9. Give the meaning of population growth and its impact on environment.
- 10.Explain Millennium development goals in detail.
- 11.Explain the sustainable development goal in detail.