

SURANA COLLEGE
DEPARTMENT OF MANAGEMENT
I SEMESTER BBA

Assignment-I

Subject: 1.3 - Fundamentals of Accounting

SECTION A

Answer the following questions. Each question carries 2 Marks

(5 X 2 = 10)

- 1) Define Book keeping.
- 2) Give the meaning of Accounting?
- 3) Expand GAAP.
- 4) State the Golden Rules of Accounting.
- 5) What is Single Entry System?

SECTION B

Answer the following question. It carries 6 Marks

(1 X 6 = 6)

- 6) Classify the following accounts into Personal, Real or Nominal A/c stating the reason and the rule.
 - a) Surana College A/c,
 - b) Salaries A/c,
 - c) Motor Car A/c,
 - d) Income Tax Department A/c,
 - e) Income Tax A/c,
 - f) Income Tax paid in advance A/c.

SECTION C

Answer the following question. It carries 14 Marks

(1 X 14 = 14)

- 7) Journalise the following transactions in the books of Mr. Rakesh

Dates April 2014	Particulars
1	Mr.X commenced business with cash Rs.60,000
4	Purchased furniture Rs. 22,000
5	Bought goods for cash Rs. 24,000
8	Purchased goods from Dinesh Rs. 40,000
12	Sold goods on credit to Prakash Rs. 10,400
16	Received from Prakash on account Rs. 4,800
20	Sold goods for cash Rs. 5200 to Ramesh
21	Paid to Mr. Dinesh on account Rs. 12,000
27	Withdrew cash for personal use Rs. 500
28	Paid to Mr. Dinesh on account Rs.16,000
29	Brought in further capital Rs. 10,000
30	Rent due but not paid Rs. 520
30	General expenses paid Rs. 250
30	Salary paid to a clerk Rs.1,200

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Assignment -I

Subject: 1.4: BUSINESS ORGANISATION & ENVIRONMENT

SECTION A

Answer the following questions. Each question carries 2 Marks **(5 X 2 = 10)**

1. Define Business.
2. What is Commerce?
3. What is Trade?
4. Mention any 4 qualities of a successful businessman.
5. State any 4 forms of business organisation.

SECTION B

Answer the following question. It carries 6 Marks **(1 X 6 = 6)**

1. Explain various types of Industries.

SECTION C

Answer the following question. It carries 14 Marks **(1 X 14 = 14)**

1. Discuss the various objectives of business.

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Assignment -I
SUBJECT-1.5-Quantitative Methods for Business-I

SECTION-A

Answer all the questions **(2x5=10)**

1. Define Integers.
2. What is a rational number?
3. What is irrational number?
4. Give the meaning of real numbers.
5. What is prime number?

SECTION-B

Answer all the questions **(3x2=6)**

1. Solve for x, $3(x + 5) = 2(-6 - x) - 2x$
2. Solve for m, $\frac{m - 2}{3} + 1 = \frac{2m}{7}$

SECTION-C

Answer all the questions **(5x3=15)**

1. The numbers 2604, 1020 and 4812 when divided by a number N give the same remainder of 12. Find the highest such number N.
2. The numbers 400, 536 and 645, when divided by a number N, give the remainders of 22, 23 and 24 respectively. Find the greatest such number N.
3. Find the highest four-digit number that is divisible by each of the numbers 24, 36, 45 and 60.

SURANA COLLEGE
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Assignment -I
Subject: 1.6 - MANAGEMENT PROCESS

SECTION- A

Answer the following questions. Each question carries 2 Marks

(5 X 2 = 10)

1. Define Management.
2. What do you mean by decision making?
3. Give the meaning of Management Process.
4. Mention the levels of Management
5. What do mean by Administration?

SECTION -B

Answer the following question. It carries 6 Marks

(1 X 6 = 6)

6. Discuss various functions of Management

SECTION -C

Answer the following question. It carries 14 Marks

(1 X 14 = 14)

7. a) Is Management Science, Art and Profession? Analyze.
b) Distinguish between Management and Administration

Assignments should be submitted on or before 25/07/2016