

NAMTECH BUSINESS SCHOOL

POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT

FOLLOWING POINTS SHOULD BE NOTED BEFORE SUBMITTING THE ASSIGNMENTS.

1. ALL THE QUESTIONS HAVE TO BE ANSWERED
2. EACH QUESTION HAS TO BE ANSWERED IN NOT LESS THAN 250 WORDS
3. ANSWERS SHOULD BE TO THE POINT AND SHOULD NOT BE COPIED FROM THE BOOKS.
4. **IF AFTER CORRECTION OF THE ASSIGNMENTS IT IS FELT THAT THE ANSWERS HAVE BEEN COPIED FROM THE BOOKS THEN THE STUDENT WILL HAVE TO REDO THE ASSIGNMENTS**
5. ALL ASSIGNMENTS SHOULD BE EITHER TYPED OR PRINTED. HANDWRITTEN ASSIGNMENTS WILL NOT BE ACCEPTED
6. THE ASSIGNMENTS ARE AN IMPORTANT PART OF THE COURSE AND THEREFORE HAVE TO BE DONE PROPERLY
7. FOR ANY CLARIFICATION ON THE ASSIGNMENTS THE STUDENTS HAVE TO GET IN TOUCH WITH LOCAL REPRESENTATIVE OR MR. ASHOK BUTANI ON THE FOLLOWING NUMBERS : 011 – 25745385 / 25861149 ; EMAIL : info@namtech.net
8. **STUDENTS ARE REQUIRED TO GIVE A DECLARATION WITH THE ASSIGNMENTS. THE FORMAT OF THE DECLARATION IS ATTACHED WITH THE QUESTION PAPERS.**
9. STUDENTS ARE REQUIRED TO GIVE VIVA AFTER THE SUBMISSION OF ASSIGNMENTS. THE DATE AND TIME FOR THE VIVA WILL BE GIVEN TO THEM AT THE TIME OF SUBMISSION OF THE ASSIGNMENTS.
10. THE ASSIGNMENTS SHOULD BE SUBMITTED IN DUPLICATE I.E. TWO SETS OF ASSIGNMENTS SHOULD BE SUBMITTED. THE ASSIGNMENTS SHOULD BE PROPERLY BOUND (SPIRAL BINDING)

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DECLARATION

I _____, son/daughter of _____ confirm that the work (assignments) submitted in fulfillment of the requirements of the Post Graduate Diploma in Business Management of London City College (submitted to Namtech Business School), has been prepared and completed by me, and has not been copied or downloaded from any other source.

Signature :

Date :

FOR OFFICE USE ONLY

SUBJECTS	MARKS OBTAINED	TOTAL MARKS
BUSINESS LAW		12
ESSENTIALS OF MANAGEMENT		12
MARKETING MANAGEMENT		12
BUSINESS POLICY		12
FUNDAMENTALS OF ACCOUNTING		12
INTERNATIONAL ECONOMICS		12
TOTAL MARKS		72

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POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT

SUBJECT: FUNDAMENTALS OF ACCOUNTING

ALL QUESTIONS HAVE TO BE ANSWERED. THE ANSWERS SHOULD BE TO THE POINT.

1. Define accounting and explain the steps in accounting process?
2. What are the advantages of a special journal? Distinguish between subsidiary books and special books? What are the rules of posting from a cashbook?
3. Explain the procedure of preparing the Bank Reconciliation Statement?
4. What is meant by trial balance? If the trial balance does not tally at the end of the accounting period, what steps would have to be taken to locate the errors?
5. Following are the extracts from the Trial Balance of a firm as on 31st March, 20X2

Name of Account	Debit Balance	Credit Balance
Furniture and Fittings	4,00,000	
Motor Vehicles	2,00,000	
Plant	2,00,000	

Additional Information:

- a. Furniture of Rs 20,000 was purchased on 1st July 20X1. Write off 10% on the Furniture.
- b. Motor Vehicle of Rs 30,000 was acquired on 1st September 20X1. Depreciate the Motor Vehicles @ 20% p.a.
- c. The plant was acquired during the year, charge depreciation on plant @ 10% p.a.

Pass the necessary journal entries and show how the items will appear in the firm's final accounts.

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6. Define and Explain FIFO method and LIFO method? Illustrate their advantages and disadvantages?
7. The following trial balance was extracted from the books of Mr "A" as on 31st march 20X2.

Debit Balances	Amt in Rs	Credit Balances	Amt in Rs.
Plant & Machinery	78,000	Furniture and Fixtures	12,000
Furniture	2,000	Sales	1,27,000
Purchases	60,000	Returns of Goods	750
Returns of Goods	1,000	Discount	800
Opening Stock	30,000	Sundry Creditors	25,000
Discount	425	Provision for Doubtful Debts	525
Sundry Debtors	45,000		
Manufacturing wages	10,000		
Rent, Rates and Taxes	10,000		
Carriage outwards	1,200		
Salaries	7,550		
Advertisement	2,000		
Cash	6,900		

Prepare Trading and Profit and Loss Account for the year ended March 31, 20X2, and a Balance Sheet as on that date after taking into account the following adjustments:

- a. Closing Stock was valued at Rs 34,220
- b. Provisions for doubtful debts is to be kept at Rs 500
- c. Allow Interest on Capital @10%
- d. Furniture was old and the same was disposed off for Rs 760 in exchange of new furniture costing Rs 1,680. The net invoice of Rs 920 was passed through Purchase Register. (No depreciation need be charged on old and new furniture)
- e. Depreciate Plant and Machinery by 10%
- f. The proprietor Mr A has taken goods worth Rs 5,000 for personal use, and distributed goods worth Rs 1,000 as samples.

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8. Distinguish between straight-line method and written down value method of depreciation? Name the method of providing depreciation suitable for
a) Short Lease b) Long Lease c) Machinery d) Furniture e) Copyright.
9. X & Co. carries on business as a cloth dealer. From the following information, prepare their Purchase Book for Jan 20X1.
- 3 Purchased on credit from Y & Co.
100 pieces long cloth @ Rs 30
50 pieces Shirting @ Rs 50
Less : Trade Discount @ 10%
- 8 Purchased for cash from Z & Co.
50 pieces poplin @ Rs 40
- 15 Purchased on credit from W & Co.
20 pieces suiting @ Rs 100
10 pieces shirting @ Rs 60
less : Trade Discount @ 10%
- 20 Purchased 5 typewriters on credit from Remington Ltd @ Rs 1440 each.
10. Distinguish between the following :
- a. Bill of Exchange and a Promissory Note
b. A Trade Bill and Accommodation Bill
c. Renewal of a Bill and Retirement of a Bill

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POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT

SUBJECT: ESSENTIALS OF MANAGEMENT

ALL QUESTIONS HAVE TO BE ANSWERED. THE ANSWERS SHOULD BE TO THE POINT.

1. Why do management analysis and practice require a systems approach?
2. Do managers operate in an open door or closed-door system?
3. "Planning is looking ahead and control is looking back". Discuss?
4. What are the advantages and limitations of path goal approach to leadership?
5. Why is poor delegation of authority often found to be the most important cause of managerial failure?
6. Define management and elaborate on its various aspects?
7. What does it take to become a successful manager and what are the traits of an entrepreneur?
8. What is a global corporation? Why does it require a different style of management?

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POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT

SUBJECT: INTERNATIONAL ECONOMICS

ALL QUESTIONS HAVE TO BE ANSWERED. THE ANSWERS SHOULD BE TO THE POINT.

1. What are non-tariff barriers? Examine the impact of NTB's on exports of developing countries?
2. Discuss the rationale and scope of economic co-operation among developing countries?
3. What are the objectives and methods of exchange control?
4. Write short notes on : Foreign Investment Policy of Government of India, Portfolio Investment, Foreign Direct Investment and Factors effecting International Capital Investments.
5. Evaluate the inward and outward oriented trade strategies?
6. Present your views on Protection versus liberal trade in respect of developing countries?
7. Evaluate fixed exchange rates and Flexible exchange rates?
8. The trade between USA and newly industrialized nations is resulting in inequalities of wages. Is it true? Discuss.
9. Does capital movement to developing countries hurt workers in high wage countries?
10. What should developing countries do to improve their economic growth?

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POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT

SUBJECT : MARKETING MANAGEMENT

ALL QUESTIONS HAVE TO BE ANSWERED. THE ANSWERS SHOULD BE TO THE POINT.

1. Briefly describe each of the four main stages of the product life cycle?
2. What are the factors, which should always be considered while making pricing decisions? How important these decisions are in case of a new product?
3. What are the goals of advertising?
4. "Sales people need to be continuously developed in order to make them competitively fit". Explain ?
5. Analyse Industrial markets and how would you tackle industrial buyers?
6. How would you evaluate your key competition? Having done that how would you plan your marketing?
7. Why is segmentation an important marketing strategy?
8. What do consumers have today that they did not have in the past?
9. How are the services defined? How they differ from goods? Why are they gaining importance?
10. How can companies do effective e-marketing?

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POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT

SUBJECT : BUSINESS POLICY

ALL QUESTIONS HAVE TO BE ANSWERED. THE ANSWERS SHOULD BE TO THE POINT.

1. What are the key factors you should take into account before shaping the Master Strategy of your firm?
2. Why are smaller organisations more innovative than the larger counterparts?
3. What is the new meaning of corporate social responsibility?
4. Describe the various considerations involved in appraising an organisation?
5. When is a divestment strategy necessary? What approaches could be adopted to adopt a divestment strategy?
6. Discuss the different types of techniques used for operational control?
7. Discuss the importance of strategic changes for the following organisational systems : Information, Control, Appraisal, Motivation, development & Planning.

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POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT

SUBJECT: BUSINESS LAW

ALL QUESTIONS HAVE TO BE ANSWERED. THE ANSWERS SHOULD BE TO THE POINT.

1. Discuss the contractual capacity of the following: a) Aliens b) Insolvent c) Convicts d) Companies.
2. Define coercion and undue influence? What is the effect of coercion and undue influence on the validity of the contract?
3. Discuss the law relating to the rights and duties of joint promissors in a contract? Also explain the devolution of joint liabilities?
4. "Quantum meruit is restitutory but damages are compensatory"? Explain
5. State the nature and extent of surety's liability? How and in what circumstances the surety is discharged from his liability?
6. Distinguish between :
 - a) Sale and hire purchase agreement
 - b) Sale and bailment
 - c) Sale and agreement to sell
7. Explain and illustrate the implied conditions in a contract of sale as provided in the sale of goods act?
8. Write notes on a) Auction sale with reserve price b) Knock out agreement c) Damping
9. What is a partnership deed? State its main contents?
10. "Material alteration of a negotiable instrument discharges all the parties liable at the time of alteration". Explain and state exceptions, if any, to this rule.