



ANNAMALAI UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

009 - B.COM (English Medium)

FIRST SEMESTER

Academic Year: 2021 - 2022

ASSIGNMENT TOPICS

This booklet contains assignment topics. Students are asked to write the assignments for **FOUR** papers as per instructions.

Last date for submission: **10.11.2021**

Last date for submission with late fee **300/-: 30.11.2021**

NOTE:

1. Assignments sent after **30.11.2021** will not be evaluated.
2. Assignments should be in the own handwriting of the student concerned and not type-written or printed or photocopied.
3. Assignments should be written on A4 paper on one side only.
4. All assignments (with Enrolment number marked on the Top right hand corner on all pages) should be put in an envelope with superscription "**B.Com Assignments**" and sent to **The Director, Directorate of Distance Education**, Annamalai University, Annamalainagar - 608 002 by **Registered post**.
5. No notice will be taken on assignments which are not properly filled in with
Enrolment Number and the *Title* of the papers.
6. Students should send full set of assignments for all papers. Partial assignments will not be considered.

ASSIGNMENT INSTRUCTIONS

Write assignments on **FIVE** questions in each paper. For each question the answer should not exceed 4-pages. Each assignment carries 25 marks (5 questions). You are expected to write **ALL questions for every subject**.

Dr. R SINGARAVEL
DIRECTOR

B.COM FIRST SEMESTER ASSIGNMENT – 2021-2022

009E1110-Principles of Insurance

1. Differentiate between Life Insurance and Other forms of Insurance with suitable examples.
2. Give detailed notes on the process of settlement of claims under life insurance.
3. Explain the procedure to file a claim under Fire Insurance Policy.
4. What are the different types of warranties in Marine Insurance?
5. Discuss in detail about the types of miscellaneous insurance.

(OR)

009T1110-செய்யுளும் இலக்கணமும் - I

1. கல்வி கற்கும் முறையினைப் பழமொழி ஆசிரியர் வழி நின்று விளக்குக.
2. கல்லாதார் இழிவுகளை பழமொழி நானுறு எங்கனம் எடுத்துரைக்கிறது.
3. ஞாயிற்றைக் கை மறைப்பாரில் - விளக்குக.
4. அம்பு பாய்ந்த வாலியின் நிலையினை விவரி.
5. வாலிக்கு இராமன் கூறிய மறுமொழிகள் யாது.

009E1120-English Prose & Usage-I

Write in about 300 words on the following topics:

1. The Habit of Reading Books
2. Modern Grammar VS Traditional Grammar
3. Mahatma Gandhi
4. Huxley's views on Beauty Industry
5. Conjunctions and Interjections

009E1130-Management Principles

1. What is meant by management? Explain its principles.
 2. What is meant by organization? Explain the merits and demerits of Line and Staff organisation.
 3. a) Write down the importance of planning?
b) State the steps involved in decision making.
 4. What is meant by communication? Explain how communication is an important function of management.
 5. Explain the importance of controlling in an organization. What are the problems faced by the organization in implementing an effective control system.
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009E1140-Financial Accounting

1. Describe the functions and principles of accounting.

2. Ranjitha draws a bill of exchange of Priyanka for Rs. 1,200, on 1st March, 2021 for two months. The bill was accepted and returned to Ranjitha. On 7th March Ranjitha discounts the bill with her bankers at 10%. On the due date Priyanka dishonoured the bill and Ranjitha incurs Rs. 20 expenses by way of noting charges. Priyanka agrees to pay Rs. 550 (Rs. 20 for noting charges and Rs. 30 for interest) cash immediately and accepts a new bill for Rs. 700 for one month on the same date. The second bill was duly honoured. Pass Journal entries in the both parties' books.

3. The following are the balance in the Ledger of CSK Club for the year ended 31st March 2020.

	Rs.
Opening Stock:	
Raw material	20,000
Work-in-progress	3,000
Finished goods	10,800
Purchase of raw materials	50,000
Sales	2,40,000
Fuel and coal	1,000
Wages	32,000
Factory	40,000
Office expenses	30,000
Depreciation on Plant & Machinery	3,00
Closing stock:	
Raw materials	20,000
Work-in-progress	4,000
Finished goods	8,000

Prepare Manufacturing and Trading Account for the year ended 31st March 2021.

4. Kerala Blasters Club gives you the following Receipts and payments Accounts for the year ended 31st March 2021.

Receipts	Rs.	Payments	Rs.
To Balance b/d	4,820	By Salaries	12,000
To subscriptions	28,600	By Rent & Electricity	7,220

To Miscellanies income	700	By Library Books	1,000
To interest on fixed deposits	2,000	By Magazines & news papers	2,172
		By Sundry expenses	10,278
		By Sports equipments	1,000
		By Balance c/d	2,450
	36,120		36,120

Figures of other assets & liabilities

	31.12.2019 (Rs.)	31.12.2020 (Rs.)
Outstanding salaries	710	170
Outstanding rent & electricity	864	973
Outstanding for magazine and newspapers	226	340
Fixed deposit (10%) with bank	20,000	20,000
Interest accrued thereon	500	500
Subscriptions receivable	1,263	1,575
Prepaid expenses	417	620
Furniture	9,600	
Sports equipments	7,200	
Library books	5,000	

The closing values of furniture and sports equipments are to be determined after charging depreciation at 10% and 20% respectively inclusive of additions, if any during the year. The library books are revalued at the end of every year and the value at the end of March 31, 2020 was Rs. 5,250.

Required:

- i. Balance sheet as at 31-03-2019
- ii. Income & Expenditure A/C for the year ended on 31-03-2020
- iii. Balance sheet as at 31-03-2020

5. Explain the method of recording joint venture transactions when separate set of books is maintained.