



ASSIGNMENTS

Diploma in Banking & Insurance (DBI)

First Semester

SESSION: 2020-2021

SUBMISSION DATES FOR ASSIGNMENTS

SN	Course Code	Course Title	Assignment No	Last Date of Submission
1	DBI 01	FUNDAMENTALS OF ACCOUNTING & BUSINESS MATHEMATICS	I	Sunday, 28 th February, 2021
2	DBI 02	BANKING THEORY & PRACTICE	I	Sunday, 28 th February, 2021
3	DBI 03	PRINCIPLES & FUNCTIONS OF MANAGEMENT	I	Sunday, 28 th February, 2021
4	DBI 04	LEGAL ASPECTS OF BANKING	I	Sunday, 28 th February, 2021

Please read the instructions carefully before attempting assignment questions.

INSTRUCTIONS FOR DOING ASSIGNMENTS

Dear Learner,

You are required to submit your assignment response within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counsellors at your Study Centre. Please submit your assignment response to the Coordinator of your Study Center. For a 4 credit course, there is one Assignment and for 6/8 credit course, there must be minimum 02(two) Assignment.

Purpose of Assignments:

1. Assignments are part of the continuous evaluation process in Open and Distance Learning (ODL) system. Due weightage is given to the marks/grades you obtain in assignments. This will help you for better performance in the term-end examination. If you secure good grades/marks in assignments, your overall performance will improve.
2. Assignments are also a part of the teaching-learning process in the ODL system. Your assignment, after evaluation, will be returned back to you with specific and general comments by the evaluator. This will help you to know your strength as well as your weakness. Thus, it will establish two-way communication between learner and evaluator.

How to Write Assignments:

Please read the instructions for writing the response of an assignment before you start writing your answer.

1. Write your name, programme code, the course title, enrolment no. and study centre name with code in the top sheet of the assignment answer booklet. The format is given below.

PROGRAMME TITLE: _____

ENROLMENT No.: _____ NAME: _____

ADDRESS: _____

COURSE CODE: _____ COURSE TITLE: _____

ASSIGNMENT CODE: _____ STUDY CENTRE: _____

DATE: _____ SIGNATURE: _____

2. Before attempting the assignments, please go through the course materials carefully, understand the same and write answers in your own language and style.
3. Write the answers in your own handwriting. Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
4. Your handwriting should be neat and readable.

Weightage for each Assignments:

1. Each Theory Assignment will carry 25% weightage and term-end examination will carry 75% weightage.
2. Each assignment will be of 100 marks. But it will carry 25% weightage.
3. You have to score minimum pass mark i.e. 40% or P (Pass) Grade in 10-point scale for each assignment. In case you do not submit the assignment or get fail mark in the assignment you have to re-submit in the next year.

ASSIGNMENT

DIPLOMA IN BANKING AND INSURANCE (DBI)

FUNDAMENTAS OF ACCOUNTING AND BUSINESS MATHEMATICS (DBI-01)

(Answer all the questions) Full Mark – 100

GROUP- 'A'

Q. No. 1 Explain the following terms in one sentence. (Marks: 1x10 = 10)

- Book Keeping
- Tax Accounting
- Voucher
- GAAP
- Obsolescence
- Capital Receipts
- Equivalent Ratio
- Compounding Period
- True Discount
- IFRS

Group 'B'

Q. No 2. Answer the following questions within 100 Words. (Marks: 5 x 4 = 20)

- Explain about the functions of Accounting.
- What are the steps of preparing bank reconciliation statement?
- Ronald runs 300 meters in 40 seconds. Carlos runs 200 meters in 30 seconds. Who is the faster runner for short races?
- Find the principal amount that will become Rs. 15,000 in 8 years if money can be deposited at 3% p.a. compounded semi-annually.

Group 'C'

Q. No 3. Answer the following questions within 200 Words. (Marks: 10 x 4 = 40)

- What is a Balance Sheet? Describe different methods of arranging assets and liabilities
- Give journal entries to rectify the following errors:
 - Purchase of machinery of ₹5,000 wrongly passed through the purchase book.
 - Repairs to machinery wrongly debited to machinery amount ₹700
 - Rent of ₹1,000 paid to Landlord debited to landlord account.
 - Cheque of ₹3,500 received from S.K. Nayak credited to the account of S.K.Das
- The extract the Trial Balance is as follows:

Particulars	Debit	Credit
Sundry Debtors	1,50,900	
Bad Debts	2,000	
Discount	1,000	
Provision for Bad Debts		4,000
Provision for Discount		2,000

Additional information:

- Create a provision for bad debts @5% on sundry debtors
- Create a provision for discount on debtors @2% on sundry debtors
- While off further bad debt of 700
- Additional discount of ₹200 is allowed to debtors.

Pass journal entries and show relevant ledger accounts, also show how these are treated in profit and loss account and Balance Sheet.

- d) A company which closes its books on 31st march, purchased a machine for Rs. 1, 50,000 on 1st April 2012. New machineries were added on 30th September, 2013 at a cost of Rs. 40,000 and on 1st April, 2015 at a cost of Rs. 25,000/-. The machine purchased on 30th September 2013 was sold for Rs. 32,000 on 30th September 2015. Show the machinery account. Depreciation was charged @ 10% on written down value method.

Group 'D'

Q. No 4. Answer the following questions within 300 Words.

(Marks: 15 x 2 = 30)

- a) What are the basic accounting concepts which guide the formulation of generally accepted accounting principles in relation to Balance Sheets?
- b) From the following Trial Balance of Gopinath prepare Trading and Profit and Loss Account for the year ended December 31, 2019 and Balance Sheet as on that date.

Name of the Account	Dr. Balance	Cr. Balance
Capital		27,000
Drawings	4,260	
Furniture	5,700	
Stock on 1 st January	8,760	
Purchases & Sales	62,172	71,436
Returns	1,260	1,746
Salaries	2,640	
Rent	720	
Carriage	1,500	
Rates & Taxes	1,200	
Apprentice Premium		750
Bank Overdraft		1,200
Bad Debts	1,032	
Sundry Debtors	19,200	
Cash In Hand	288	
Sundry Creditors		6,000
Provision for Bad Debts		600
Bills Receivable	1,440	
Bills Payable		1,080
Discount		360
	1,10,172	1,10,172

You are required to consider the following adjustments:

- Stock on December 31, 2019 was valued at Rs. 10,200.
- Provide for doubtful debts @ 5% on Sundry Debtors & for Discount on Creditors @ 2%.

- iii. Rent due was Rs. 160.
- iv. Taxes of Rs. 320 were paid in advance.
- v. Depreciate Furniture at 10% per annum.
- vi. Apprentice Premium of Rs. 120 was to be carried forward.
- vii. Calculate interest on capital at 5% per annum.

ASSIGNMENT

DIPLOMA IN BANKING AND INSURANCE (DBI)

Banking Theory and Practice (DBI-02)

(Answer all the questions) Full Mark – 100

GROUP- 'A'

Q. No. 1 Answer the following questions in one word or one sentence **(Marks: 1x10 = 10)**

- a) What is Liquidity?
- b) What do you mean by MILLY?
- c) Mention three Negotiable Instruments.
- d) Explain the term 'Mandate'.
- e) What do you mean by 'Crossing'?
- f) Define Endorsement.
- g) What is meant by 'either or Survivor'?
- h) What does it mean by 'REPO'?
- i) What is 'Liability' for a Bank?
- j) Distinguish between Drawer and Drawee.

Group 'B'

Q.No 2. Answer the following questions within 100 Words. **(Marks: 5x4 =20)**

- a) What is NPA? Explain its categories in brief.
- b) What is MSME? Define each of them.
- c) Distinguish between bill of exchange and Promissory Note.
- d) Distinguish between 'Financial Inclusion' and 'Financial Literacy'.

Group 'C'

Q.No 3. Answer the following questions within 200 Words. **(Marks: 10x4 = 40)**

- a) What is the role of Commercial Banks in Economic Development of a Nation?
- b) What is Credit Creation? Explain it with an example. What role does it play?
- c) Examine the purpose and salient features of Section-138 of NI Act.
- d) Briefly state the various types of Mortgage. Which one is widely practised and why?

Group 'D'

Q.No 4. Answer the following questions within 300 Words. **(Marks: 15x2 = 30)**

- a) Describe in details the various functions of Reserve Bank of India?
- b) Elucidate the back ground of KYC policy and explain in details the various elements of it.

ASSIGNMENT

DIPLOMA IN BANKING AND INSURANCE (DBI)

Principles and Functions of Management (DBI-03)

(Answer all the questions) Full Mark – 100

GROUP- 'A'

Q. No. 1 Explain the following terms in one word or one sentence. (Marks: 1x10 = 10)

- a) Theory 'X'
- b) Line Manager
- c) Span of Control
- d) Delegation
- e) Motivation
- f) Unity of Command
- g) Synergy
- h) Organisation Structure
- i) Authority
- j) Country club

Group 'B'

Q. No 2. Answer the following questions within 100 Words. (Marks: 5 x 4 = 20)

- a) What is system approach to Management?
- b) 'Planning precedes actions'. Elaborate.
- c) What are the fourteen principles of Management?
- d) Why Leadership is important?

Group 'C'

Q. No 3. Answer the following questions within 200 Words. (Marks: 10 x 4 = 40)

- a) Bring out the limitations of Control Function.
- b) Explain the Characteristics of Directing.
- c) State the relative merits and demerits of Centralisation.
- d) What is Maslow's need theory? Elucidate.

Group 'D'

Q. No 4. Answer the following questions within 300 Words. (Marks: 15 x 2 = 30)

- a) Explain the barriers to effective Communication.
- b) Elucidate the concept of Universality of Management.

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ASSIGNMENT

DIPLOMA IN BANKING AND INSURANCE (DBI)

LEGAL ASPECTS OF BANKING (DBI-04)

(Answer all the questions) Full Mark – 100

GROUP- 'A'

Q. No. 1 Explain the following terms in one sentence.

(Marks: 1x10 = 10)

- a) Deemed Notice
- b) Hundi
- c) Funded Interest
- d) Creation of Charge
- e) Open Mutual Account
- f) Brokers Note Stamp
- g) Defeat Equity
- h) Ratification
- i) Doctrine of Ultra Vires

Group 'B'

Q. No 2. Answer the following questions within 100 Words.

(Marks: 5 x 4 = 20)

- a) What are the contents of Banker's Book Evidence Act?
- b) What are the rights of the principal against third party?
- c) What are the basic objectives of forming a trust?
- d) Differentiate between actual breach of contract and anticipatory breach of contract.

Group 'C'

Q. No 3. Answer the following questions within 200 Words.

(Marks: 10 x 4 = 40)

- a) What are the different modes in which a partnership firm may be dissolved?
- b) What are the different modes of Discharge of Contract?
- c) Write a note on the applicability of SARFAESI Act 2002.
- d) What are the major highlights of Indian Companies Act 2013?

Group 'D'

Q. No 4. Answer the following questions within 300 Words.

(Marks: 15 x 2 = 30)

- a) How do you distinguish a Private Company and a Public Company? What are the circumstances under which a private company can be converted into a public company?
- b) What is Credit Control? State its need and objectives. Discuss about various methods of Credit Control in India.