

**Bachelor of Commerce with Major in Account & Finance [B.Com (A & F)]**  
**Bachelor of Commerce with Major in Finance & Cost Accounting [B.Com (F & CA)]**  
**Bachelor of Commerce with Major in Corporate Affairs and Administration [B.Com (CA&A)]**

## **ASSIGNMENT**

### **2018-19**

**Collaborative Programme**  
**(ICWAI – ICSI – ICAI)**

**ECO- 12: Elements of Auditing**  
**ECO- 13 : Business Environment**  
**AED – 01: Export Procedures and Documentation**

**For July 2018 and January 2019 Admission cycle**



**School of Management Studies**  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi -110 068**

## **ASSIGNMENT- 2018-19**

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course.

Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignment as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

This assignment is valid for two admission cycles (**July 2018 and January 2019**). The validity is given below:

1. Those who are enrolled in **July 2018**, it is valid up to **June 2019**.
2. Those who are enrolled in **January 2019**, it is valid up to **December 2019**.

You have to submit the assignment of all the courses to The Coordinator of your Study Centre. For appearing in June Term-End Examination, you must submit assignment to the Coordinator of your study centre latest by **15<sup>th</sup> March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15<sup>th</sup> September**.

## TUTOR MARKED ASSIGNMENT

---

<b>Course Code</b>	<b>:</b>	<b>ECO - 12</b>
<b>Course Title</b>	<b>:</b>	<b>Elements of Auditing</b>
<b>Assignment Code</b>	<b>:</b>	<b>ECO – 12/TMA/2018-19</b>
<b>Coverage</b>	<b>:</b>	<b>All Blocks</b>

---

**Maximum Marks: 100**

**Attempt all the questions.**

1. “Where Book-keeping ends, Accountancy begins, where Accountancy ends, Auditing begins”. Explain this statement. **20**
  
2. (a) What is internal control? Differentiate between internal control and internal check.  
(b) What do you mean by vouching? Differentiate between vouching and routine checking. **10, 10**
  
3. (a) How would you verify the following:
  - (i) Trade Mark
  - (ii) Stock(b) How would you value the following:
  - (i) Goodwill
  - (ii) Patents**10, 10**
  
4. (a) Explain the rights and duties of an Auditor  
(b) Describe the main provisions of company law regarding appointment and removal of an Auditor. **10, 10**
  
5. (a) What is Auditor’s Report? Give imaginary specimen of a clean report.  
(b) Differentiate between Clean & Qualified Report. **10, 10**

## **TUTOR MARKED ASSIGNMENT**

---

<b>Course Code</b>	<b>:</b>	<b>ECO-13</b>
<b>Course Title</b>	<b>:</b>	<b>Business Environment</b>
<b>Assignment Code</b>	<b>:</b>	<b>ECO-13/TMA/2018-19</b>
<b>Coverage</b>	<b>:</b>	<b>All Blocks</b>

---

**Maximum Marks: 100**

### **Attempt all the questions**

1. What is meant by social responsibilities of business? Describe various views in favour of and against social responsibilities of business. **(5+15)**
  
2. How does the government implement its regulatory role in business? What are its objectives? **(15+5)**
  
3. Explain the concept of workers' participation in management. Discuss its different schemes. **(5+15)**
  
4. Discuss salient features of the Export-Import Policy 1997-2002. **(20)**
  
5. Write short notes on the following **(5x4)**
  - (a) Mixed economy in India
  - (b) Consumer Protection Act, 1986
  - (c) Industrial sickness
  - (d) Importance of foreign trade

## TUTOR MARKED ASSIGNMENT

**Course Code** : **AED-01**  
**Course Title** : **Export Procedures & Documentation**  
**Assignment Code** : **AED-01/TMA/2018-19**  
**Coverage** : **All Blocks**

---

**Maximum Marks: 100**

**Attempt all the questions.**

1. State the steps involved in the processing of an export order. Explain them briefly.  
**(5+15)**
  
2. Distinguish between pre-shipment and post-shipment finance. Explain various post-shipment finance available to Indian Exporters.  
**(6+14)**
  
3. Explain various technical and specialized services assistance related to institutional set-up for export promotion in India. Do you think that these Institutions help in promoting export from India.  
**(16+4)**
  
4. Comment on the following statements.
  - (i) International trade may not help in better use of country's resources.
  - (ii) Forfeiting does not convert credit sale into cash for exporter.
  - (iii) Clearing and Forwarding agents are not a link between the owners of goods and owners of means of transport.
  - (iv) Exporters are not allowed to remove the goods without the examination of Central Excise Authority.**(5X4)**
  
5. Write notes on the following?
  - (i) Deemed exports
  - (ii) Letter of Credit
  - (iii) Open Cover
  - (iv) Strengthening export marketing effort.**(5X4)**