

Assignment Number: 1
Course Code: B.com-111
Class: B.com 1st Sem.
Title: Principle of Business Management
Last Dates for Submission: 10th Nov, 2016

Instructions

1. Write the responses to the assignment in your own handwriting.
2. Submit the responses to your HOD within the due date.
3. Write your Name, Programme, and Enrolment No. clearly at the top of the page.

Question: - 1

- (A) What is meant by Management? Discuss the scope of Management.
- (B) Discuss the concept of Taylor's contribution in Management.

Question: - 2

- (A) Explain the objectives of Planning.
- (B) Describe the meaning of Planning & its nature.

Assignment Number: 2

Question: - 1

- (A) What are the technique of Controlling?
- (B) Discuss the Authority and Responsibility.

Question: - 1

- (A) Explain the nature of Organizing.
- (B) Describe the process of Controlling.

Assignment Number: 1
Course Code: - B.com -112
Class: B.Com –1st SEM.
Title: Business Environment
Last Dates for Submission: 10th Nov, 2016

Instructions

1. Write the responses to the assignment in your own handwriting.
2. Submit the responses to your HOD within the due date.
3. Write your Name, Programme, and Enrolment No. clearly at the top of the page.

Question: - 1

a) Bank is giving you loan @ the interest rate of 12% per year. You have to start a business and define how business environment affects it ?

b) What is SWOT analysis? Explain it with an example

Question: - 2

a) What do you mean by Economic System?

b) Which Economic System INDIA has adopted? Also Explain it.

Assignment Number: 2

Question: - 1

a) Explain MRTP Act.

b) What do you mean by Consumer protection Act.?

Question: - 2

a) Describe Multinational Corporation.

b) Explain in your own words – Merger and Acquisitions.

Assignment Number: 1
Course Code: B.com -113
Class: B.com 1st SEM
Title: Business Communication
Last Dates for Submission: 10th Nov, 2016

Question1: -

- a) What is Business Communication? Explain in Detail.
- b) What is verbal communication? What are its various types? Explain.

Question2: -

- a) Explain different Models of Business Communication & its process.
- b) What is Group Discussion? Explain in details.

Assignment Number: 2

Question.1

- a) What is non-verbal communication? Explain various types of Non Verbal communication.
- b) What is resume writing? Prepare a resume of your own and submit.

Question.2: -

- a) What are the modern form of communication? Explain with example.
- b) What is business letter & essential of effective business letter? Write any business letter.

Assignment Number: 1
Course Code: BCA-114
Class: B.com 1th Sem.
Title: Basics of Computer Applications
Last Dates for Submission: 10th Nov, 2016

Instructions

1. Write the responses to the assignment in your own handwriting.
2. Submit the responses to your HOD within the due date.
3. Write your Name, Programme, and Enrolment No. clearly at the top of the page.

Question: - 1

- (a) What do you mean by Computer? Write its all characteristics.
- (b) Define Primary & Secondary Memory?

Question: - 2

- (a) Explain the Block Diagram of Computer in brief?
- (b) Explain the generations of computers in brief?

Assignment Number: 2

Question: 1

- a) Explain the introduction of office Automation & What is features of MS word?
- b) What do you understand Algorithm and Explain the Advantages &disadvantages of algorithm?

Question: 2

- a) Explain the introduction of MS-Excel and write the advance features of MS-Excel- pivot table & pivot Chart?
- b) Explain the MS-Power Point with Example?