

**Assignment Number: 1**  
**Course Code: BBA-111**  
**Class: BBA 1st Sem.**  
**Title: Principle of Business Management**  
**Last Date for Submission: 10<sup>th</sup> 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) What do you understand by the objectives of planning?
- (b) Describe the meaning of planning & its nature.

**Assignment Number: 2**

**Question: - 1**

- (a) What are the techniques of controlling?
- (b) Discuss the authority and responsibility.

**Question: - 2**

- (a) Explain the nature of organizing.
- (b) Describe the process of controlling.

**Assignment Number: 1**  
**Course Code: - BBA -112**  
**Class: BBA –1st SEM.**  
**Title: Business Environment**  
**Last Date for Submission: 10<sup>th</sup> 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) You have to start a business and define how business environment affects your business ?
- (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: BBA-113**  
**Class: BBA 1<sup>st</sup> Sem.**  
**Title: Business Communication**  
**Last Dates for Submission: 10<sup>th</sup> 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 business communication? Explain in detail.
- (b) What is verbal communication? What are its' various types? Explain.

**Question 2**

- (a) Explain different models of business communication & its process.
- (b) What is group discussion? Explain in detail.

**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 forms 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: BBA 1<sup>th</sup> Sem.**  
**Title: Basics of Computer Applications**  
**Last Date for Submission: 10<sup>th</sup> Nov, 2016**

**Instructions**

4. Write the responses to the assignment in your own handwriting.
5. Submit the responses to your HOD within the due date.
6. 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?