

STUDENT ASSIGNMENTS

B.Com (Distance Mode) Part-II

(Session 2021-22)

CENTRE FOR DISTANCE AND ONLINE EDUCATION

JAMIA MILLIA ISLAMIA

NEW DELHI – 110025

INSTRUCTIONS

The students are required to read carefully and follow the instructions given bellow;

Assignment should be handwritten and should not be less than 15 pages.

Assignment should be scanned and in PDF form only.

- Submission of one complete assignment in each course of the programme every year is compulsory.
- Completed Assignments on A4 sheet papers are to be uploaded on the Google class room on or before the last date.
- The last date of Submission of the hard copy of the Assignment is **22nd October, 2022.**
- Write your name, roll number and other details as required on the cover page of assignment. For your record you may keep a photocopy of your assignments.
- For Assignments Submitted after the due date mentioned above, a late fee of **Rs. 100/-** per assignment will be payable through Demand Draft in favour of Jamia Millia Islamia, Payable at New Delhi.
- Please go through your Programme Guide carefully for further details.

Course Title – Business Communication

Course Code – B.Com 201

Session – 2021-22

Max. Marks - 30

Note: Attempt any three questions out of the following questions. All questions carry equal marks.

1. What do you mean by communication? Discuss various barriers to the communication.
2. Explain different types of business letters. Give an example of a business letter.
3. Distinguish between verbal and non verbal communication. Describe the forms of non verbal communication.
4. “Listening is an art” in the light of this statement discuss the importance of listening in Business.
5. Write short note on any two of the following
 - a) Effective Speaking.
 - b) Types of interviews
 - c) Upward Communication
 - d) Breakdown in Communication

Course Title – Business Mathematics & Statistics

Course Code – B.Com 202

Session – 2021-22

Max. Marks - 30

Note: Attempt any three questions out of the following questions. All questions carry equal marks.

1. Three numbers are in geometric progression, their product is 64 and sum is $\frac{124}{5}$, Find the numbers.
2. Find the inverse of the matrix:
$$\begin{pmatrix} 1 & 2 & -1 \\ -4 & -7 & 4 \\ -4 & -9 & 5 \end{pmatrix}$$
3. Determine Mode for the data given in the table.

Wage group	14-18	18-22	22-26	26-30	30-34	34-38	38-42	42-46	46-50	50-54	54-58
frequency	6	18	19	12	5	4	3	2	1	0	1

4. What is sampling? Discuss probability and non-probability sampling methods.
5. Attempt any **Two** questions from this section.
 - a. Which term of Arithmetic Progression: 49, 44, 39, is 9?
 - b. Differentiate sample and census survey.
 - c. Compute standard deviation by short cut method:
11,12,13,14,15,16,17,18,19,20,21

Course Title – Corporate Accounts

Course Code – B.Com 203

Session – 2021-22

Max. Marks - 30

Note: Attempt any three questions. All questions carry equal marks.

Q1. Define Company? What are various features of a Company?

Q2. Explain in detail the accounting treatment of issue of shares at par and premium.

Q3. Present the Performa of Profit and Loss Account and Profit and Loss Appropriation Account according to Companies Act, 2013.

Q4. Distinguish between the pooling of interest methods and purchase method?

Q5. Write short notes on any two of the following:

a) Intrinsic Value of Share

b) Goodwill

c) Profit prior to Incorporation

Course Title – Principles of Marketing

Course Code – B.Com 204

Session – 2021-22

Max. Marks - 30

Note: Attempt any three questions out of the following questions. All questions carry equal marks.

1. What is meant by the consumer behaviour? Explain the factor influencing consumer behaviour.
2. Explain the product life cycle in detail. How do marketing strategies change as a product moves through various stages of the life cycle?
3. What do you understand by the 'price' of a product? Explain various pricing strategies with suitable examples.
4. Explain the meaning and functions of channels of distribution.
5. Write short notes on any **two** of the following;
 - a) Publicity
 - b) Consumer Product and Industrial Product
 - c) Market segmentation.
 - d) Physical Distribution.
 - e) Branding.

Course Title – Information Technology in Business

Course Code – B.Com 205

Session – 2021-22

Max. Marks - 30

Note: Attempt any three questions. All questions carry equal marks

Q1. How did the computer system evolve?

Q2. What do you mean by Information Technology? Explain the role of IT in business.

Q3. What is Internet? Explain its features.

Q4. List the main features of MS Word.

Q5. Write short notes on any Two of the following:

a) EDI

b) Bluetooth

c) WWW

Course Title – Business Environment

Course Code – B.Com 206

Session – 2021-22

Max. Marks - 30

Note: Attempt any three questions. All questions carry equal marks

Q1. Discuss the nature and significance of business environment. Explain the various components of business environment.

Q2. Discuss the main achievements and shortcomings of the reform process initiated in India.

Q3. What are the important goals of economic development for India?

Q4. Discuss the nature of social responsibility of business towards government and the society.

Q5. Write short notes on any TWO of the following:

a) Fiscal Policy

b) Consumer Protection Act

c) GATT