

STUDENT ASSIGNMENTS

B.Com (Distance & Online Mode) Part-II ODL/OL (D21 Batch)

(Session 2023-24)

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 below;

- 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.
- Assignment of each subject code should not be less than 15 pages.
- **The last date of Submission of the soft copy of the Assignment is 30th October, 2023.**
- 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 (ODL/OL)

Session: 2023 – 2024

Maximum Marks: 30

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

1. Define communication. Differentiate between verbal and non-verbal communication.
2. Differentiate between business presentation and interview presentation. How to handle queries and questions after presentation?
3. Writing a Letter of Complaint to Human Resource Department of your company against your colleague who is humiliating and harassing you at the working place.
4. Define communication. Explain socio-psychological barriers and cross-cultural barriers of communication.
5. Analyse the role of communication in the present business organizations.

Course Title: Business Mathematics & Statistics Course Code: B.Com – 202 (ODL/OL)

Session: 2023 – 2024

Maximum Marks: 30

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

1. Give a brief classification of functions.
2. Differentiate between the rule of sum and the rule of product.
3. The English language consists of 21 consonants and 5 vowels. How many 5 lettered words, consisting of at least a vowel and two consonants, can be formed from them?
4. Show a graphical representation of consumer surplus and producer surplus.
5. Write short notes on any two of the following:
 - a. Questionnaire
 - b. Coding
 - c. Measures of Dispersion

Course Title: Corporate Accounts

Course Code: B.Com – 203 (ODL/OL)

Session: 2023 – 2024

Maximum Marks: 30

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

- 1) What is meant by forfeiture of shares? Pass the journal entry for forfeited share which are issued at par?
- 2) Discuss in detail about the types of Preference shares?
- 3) Briefly discuss the methods of calculating Purchase consideration in case of amalgamation.
- 4) List out any 3 solvency ratios along with its formula.
- 5) The Trial Balance of Zakariya Ltd for the year ended 31 March 2023 is as follows:

Particulars	Dr Amount(Rs)	Particulars	Cr Amount(Rs)
Premises	30,72,000	Share Capital	40,00,000
Plant	33,00,000	12% Debentures	30,00,000
Stock	7,50,000	Profit and loss a/c	2,62,500
Debtors	8,70,000	Bills payable Creditors	3,70,000
Goodwill	2,50,000	Creditors	4,00,000
Cash and Bank	4,06,500	Sales	41,50,000
Calls in Arrear	75,000	General Reserve	2,50,000
Interim Dividend paid	3,92,500	Provision for Bad Debt	35,0000
Purchases	18,50,000		
Preliminary Expenses	50,000		
Wages	9,79,800		
General Expenses	68,350		
Salaries	2,02,250		
Bad - Debts	21,100		
Debenture Interest	1,80,000		
	1,24,67,000		1,24,67,000

Additional information:

- (a) Depreciate plant by 15%
- (b) Write off Rs.5,000 from Preliminary Expenses.
- (c) Half year's Debenture Interest Due.
- (d) Create 5% Provision on Debtors for doubtful debts
- (e) Provide for Income Tax @50%
- (f) Stock on 31st March,2023 was Rs.9,50,000

Prepare Profit and Loss Account of the company.

Course Title: Principles of Marketing

Course Code: B.Com – 204 (ODL/OL)

Session: 2023 – 2024

Maximum Marks: 30

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

1. Explain different marketing concept.
2. Explain various steps involved in buying process.
3. What is Discount? Explain the various types of discounts.
4. Explain various factors affecting choice of a distribution channel.
5. Explain the meaning of personal selling. What is the importance of personal selling in India?

Course Title: IT in Business

Course Code: B.Com – 205 (ODL/OL)

Session: 2023 – 2024

Maximum Marks: 30

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

1. Explain the role of information technology in business..
2. Explain the various components of CPU. What are the characteristics of CPU?
3. Define database. What are its benefits and limitations?
4. What are the different application areas of the Internet? Explain some of them in detail.
5. Describe the creation of a whole presentation with screenshots of the steps to make the presentation.

Course Title: Business Environment

Course Code: B.Com – 206 (ODL/OL)

Session: 2023 – 2024

Maximum Marks: 30

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

1. Discuss how business and environment interface.
2. Justify the entrepreneurial role of the government in the initial years of economic growth and development.
3. State the type of reliefs available to the consumers in India.
4. Give an account of the policy framework adopted by the Indian Government for the protection and promotion of SMEs.
5. Explain the concept of bilateral trade relations. Distinguish between bilateral trade relations and multilateral trade relations.