

# STUDENT ASSIGNMENTS (SESSION 2019-20)

## 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 prescribed assignments booklet are to be submitted by hand or through post to the Learner Support Centre/Programme Coordinator, CDOL as per dates mentioned in the Academic Calendar 2019-20 (<http://jmi.ac.in/bulletinboard/academic-calendar/cdol>).
- For ex-students who failed to submit assignments during the course of the programme are required to submit **Rs. 200/-** per assignment to CDOL in the form of Demand Draft in favour of Jamia Millia Islamia, Payable at New Delhi.
- Write your name, roll number and other details as required on the cover page of **Assignment Booklet**.
- **For your record you may keep a photocopy of your assignment.**
- **Please go through your Programme Guide carefully.**

## Part-II

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**Course Title – Business Communication**  
**Session – 2019-20**

**Course Code – B.Com 201**  
**Maximum Marks - 30**

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

1. What do you mean by communication? Discuss various barriers to the communication.
2. Explain various types of interview and discuss the step involved in conducting an effective interview.
3. Explain different types of business letter. Give an example of a business letter.
4. Elucidate the importance of punctuation in report writing.
5. Write short notes on any two:
  - (a) Communication Process.
  - (b) Upward Communication
  - (c) Effective Speaking.
  - (d) Business Correspondence.

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**Course Title – Business Mathematics and Statistics**  
**Session – 2019-20**

**Course Code – B.Com 202**  
**Maximum Marks - 30**

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

1. A salesman has the following records of sales during three months for three items A, B and C which have different rates of commission.

Months	Sale of units			Total Commission Rs
	A	B	C	
January	90	100	20	800
February	130	50	40	900
March	60	100	30	850

Find out the rates of commission on items A, B and C

2. The cost function of a firm is  $C(x) = 1500 + 30x + x^2$ , where  $x$  is the output

Determine the

- i) The average cost
- ii) The marginal cost
- iii) The marginal cost when 2 units are produced
- iv) The actual cost of producing 21<sup>st</sup> unit.

3. i) Explain the mathematical properties of Arithmetic Mean.

ii) A stock broker firm has its head office in Mumbai and the Branch Office in Delhi. For the year 2012 it supplied the following information:

	Mumbai	Delhi
Number off transactions done	5470	1130
Average profit per transaction (Rs)	300	200

From the following information calculate the Average Profit for the stock broker per transaction by taking both the offices together.

4. A letter is typed by A in 4 minutes and the same letter is typed by B , C and D in 5, 6 and 10 minutes respectively.

What is the average time taken to complete a letter? How many letters do expect to be typed in one day comprising 8 working hours.

5. Two workers on the same job show the following results over a long period of time

	Worker A	Worker B
Mean time (minutes)	30	25
Standard deviation (minutes)	6	4

- a. Which worker if more consistent?
- b. Which worker is faster?

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**Course Title – Corporate Accounts**  
**Session – 2019-20**

**Course Code – B.Com 203**  
**Maximum Marks - 30**

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

1. Discuss the steps involved in accounting for reconstruction.
2. Explain the step involved in preparation of cash flow statement and draw a format of cash flow statement with imaginary figures.
3. What are the different methods of valuating goodwill? Explain with formula.
4. X Company Ltd. issued 1, 00,000 equity shares of Rs. 100 each at a premium of Rs. 2 per share, payment to be made as follow:

On Application	Rs.2
On Allotment	Rs. 5 (Including Premium)
On First Call	Rs. 2
On Final Call	Rs. 3

Application were received for 2, 00,000 shares, Application for 50,000 shares were rejected and allotment was made proportionately to the remaining applications. All the money received except the final call on 1,000 shares, which was forfeited. These forfeited shares were re issued as fully paid @ Rs. 9 per share. Journalize the above transactions in the book of company.

5. Write short notes on any two of the following:
- Preference Share.
  - Interest out of Capital
  - Subsidiary Company

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**Course Title – Principles of Marketing**  
**Session – 2019-20**

**Course Code – B.Com 204**  
**Maximum Marks - 30**

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

- What is meant by the consumer behaviour? Explain the factor influencing consumer behaviour.
- Explain the various regulations of prices.
  - What are the factors that influence pricing?
- Explain the meaning and functions of channels of distribution.
- What is market segmentation? What is significance in marketing?
- Write short notes on any two of the following;
  - Total System Approach.
  - Product Life Cycle.
  - Pricing of New Product.
  - Publicity.

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**Course Title – Information Technology in Business**  
**Session – 2019-20**

**Course Code – B.Com 205**  
**Maximum Marks - 30**

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

1. What do you understand by Central Processing Unit? Describe in details the various units of CPU.
2. A) Convert Binary to 00011011 to Decimal.  
B) Convert Decimal to 278 to Binary  
C) Convert Decimal to 0.625 to Binary.
3. What is hacking and cracking? Discuss some common tactics for hacking.
4. What is digital Signature? Why secondary storage device are playing important role in computer.
5. Write short notes on any two of the following
  - a) Database.
  - b) Software Privacy.
  - c) E-Commerce.
  - d) Firewall.

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**Course Title – Business Environment  
Session – 2019-20**

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**Course Code – B.Com 206  
Maximum Marks - 30**

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

1. What are the important components of economic environment in India? Explain.
2. Critically examine the economic roles of the Government in India.
3. State the various regulatory roles of the government with examples.
4. Describe the various export promotion measure of the Government of India.
5. Write short notes on any two of the following
  - A) Industrial Sickness
  - B) MNCs in India
  - C) Balance of Payment.
  - D) Role of GATT