

**UNIVERSITY CENTRE FOR DISTANCE LEARNING (UCDL)
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(From the Academic Session 2016-17)**

B.COM-1st year

BUSINESS COMMUNICATION (BC- 01)

Assignment- 1

Marks: 10

Note: Attempt any five questions.

1. What do you mean by the following
i) Verbal communication ii) Attitude
iii) Effective listening iv) Feedback.
2. What do you mean by communication process? What are the benefits associated with effective communication?
3. What do you mean by communication barriers? Suggest the measures to overcome these barriers.
4. What do you mean by listening? What is the importance of listening in communication process? How can listening be made effective?
5. Explain the effective presentation and its types. What are the various factors affecting presentation?
6. What is the business report? Explain the various steps to be taken for report presentation.
7. What steps you would take to prepare yourself for job interview in a company? Prepare a resume for the interview.
8. What is assertiveness? Discuss how you can improve your relationship with people at different levels within the organization.

Assignment-2

Marks: 10

Note: Attempt any five questions.

1. What do you mean by the following
i) Oral communication ii) Passive listening
iii) Formal Presentation iv) Resume
2. Discuss relative merits and limitations of oral and written communication in an organization.
3. What do you mean by business letters? What is the difference between letters and memos?
4. What do you understand by report writing and its types? Define the structure of a report.
5. Explain the presentation and its principles. Define the oral presentation with suitable examples?
6. Explain the various principles of effective listening.
7. What do you mean by international communication? Explain the guidelines for writing and presenting in international situations.
8. Describe Kinesics, Proxemics and para language.

FINANCIAL ACCOUNTING (BC-03)

Assignment-1

Marks: 10

Note: Attempt any five questions.

1. What do you mean by the following
 - i) Matching concept
 - ii) Provision and reserves
 - iii) Joint Venture
 - iv) Normal and Abnormal loss.
2. Explain the meaning and definition of accounting? What is the difference between book keeping and accounting? Discuss the role of accounting in various disciplines.
3. Explain the concept of final accounts? What important points are kept in mind while preparing final accounts?
4. What do you mean by departmental accounting system? What type of problems arises in departmental accounting? How they can be solved?
5. Explain the ledger. Describe the rules of posting the balance of ledger to the trial balance.
6. Explain the concept of depreciation. Also describe the methods to compute depreciation.
7. What is an error in trial balance? Explain the types of errors? How errors can be located in the case of trial balance?.
8. What do you mean by hire purchase system? What are the general features of hire purchase system?

Assignment- 2

Marks: 10

Note: Attempt any five questions

1. What do you mean by the following
 - i) Historical concept
 - ii) Partnership deed
 - iii) Book keeping
 - iv) Journal
2. Define the term accounting. How book keeping and accounting are different from each other? What are the various branches of accounting?
3. Define the various International accounting standards.
4. What do you mean by capital and revenue expenditure? Differentiate the capital and revenue expenditure with appropriate examples.
5. What do you understand by final accounts? Distinguish between a
 - i) Trading and profit & loss account
 - ii) Trial balance and Balance sheet
6. Explain the meaning of joint venture. Differentiate the joint venture and partnership.
7. What do you meant by
 - i) Branch nominal account
 - ii) Branch stock reserve account
 - iii) Branch adjustment account.
8. What is the difference between sale and hire purchase system? What is the concept of installment purchase system?

BUSINESS ECONOMICS (BC-04)

Assignment- 1

Marks: 10

Note: Attempt any five questions.

1. Explain macroeconomics and microeconomics. Also explain the nature and scope of the both.
2. Explain the concept of elasticity of demand. Explain the various concepts of elasticity of demand.
3. Explain the meaning and process of production. Describe the law of variable proportions.
4. Explain average cost, fixed cost and variable cost with the help of diagram.
5. Explain the meaning and characteristics of market. Explain the determination of price under perfect competition.
6. Define monopolistic competition and explain its characteristics. How can you determine the price under monopolistic competition?
7. Explain the concept of wages. Explain the marginal productivity theory of wages. Describe the assumptions of wages.
8. State the law of rent. Critically explain the Ricardian theory or the classical theory of rent.

Assignment- 2

Marks: 10

Note: Attempt any five questions.

1. Define economics and discuss its nature and scope. Explain the applications of economics.
2. Explain the meaning, features and types of demand. Explain in details the law of demand.
3. Explain the law of return to scale. Explain the various economies and diseconomies of scale.
4. Explain the relationship between average cost and marginal cost with the help of diagram.
5. Explain meaning and characteristics of monopoly? Explain various types of monopoly.
6. Define the term oligopoly? Explain price determination under oligopoly.
7. Explain the meaning of profit. Describe the risk theory of profit.
8. Explain the meaning and different kinds of rent. State the law of rent.

BUSINESS MANAGEMENT (BC-05)

Assignment- 1

Marks: 10

Note: Attempt any five questions.

1. What is management? Discuss the importance of management in organization. State the main characteristics and objectives of management.
2. Write short note on delegation of authority. Differentiate the centralization and decentralization.
3. Define the term “span of control”. Define factors affecting span of control. Elaborate its importance on culture.
4. Define decision making and clearly state its various concepts. What are the various models of decision making?
5. State strategic management process. Explain the phases of strategic management.
6. Explain in brief core elements and its purpose of strategy. Briefly explain scope and dimensions of strategic management.
7. What do you understand by writing a report? What are the steps of writing a report?
8. What do you mean by management of change? Explain the various barriers to change.

Assignment- 2

Marks: 10

Note: Attempt any five questions.

1. Define management is a science or an art. Distinguish between management and administration.
2. Write a short note on organizational change. How should the managers overcome the organizational change?
3. What do you understand by organization? Explain characteristics, steps, and importance of organization.
4. State the various components of decision making. What are the approaches used in decision making?
5. What do you understand by leadership? Write an essay on competitive strategy in respect of business level.
6. Define the following terms:
 - i) Mission
 - ii) Objectives
 - iii) Strategic management
 - iv) Types of strategy
7. Elaborate the managerial control. What are the characteristics of information?
8. Describe formal components of organizational culture. Explain the various forces of organizational change.

BASIC OF COMPUTER (BC-06)

Assignment- 1

Marks: 10

Note: Attempt any five questions.

1. What is computer? Write a detailed account on evolution of computer.
2. Define the modal and functioning of digital computer.
3. What are input devices? Classify them into different common categories.
4. What do you mean by refreshing a screen? What is the refreshing rate of a screen in general?
5. Write a note on basic issues relating to windows.
6. Define software with examples. How many types of software are there in computer?
7. What do you mean by accessories? Discuss five tools that you find in accessories group.
8. Discuss the applications of computer in Commerce, marketing and education.

Assignment-2

Marks: 10

Note: Attempt any five questions.

1. Elaborate the fundamental uses of computers. What is the strength and weaknesses of computer?
2. What is a pixel? Define the technology in display devices.
3. Explain the various types of software
 - i) Application software
 - ii) System software
4. What are the types of windows? Explain windows as an operating system.
5. What is a storage device? Explain its device.
6. What do you mean by operating system? Why do you need an operating system? Is it mandatory?
7. What is a character map? Write steps to open character map window.
8. Explain the applications of worksheets? Describe types and properties of worksheet?

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BUSINESS REGULATORY FRAMEWORK (BC-11)

B.Com- 2nd

Assignment- 1

Marks: 10

Note: Attempt any five questions.

1. Define the term contract. What is the requirement of contract?. What are the essential elements of a valid contract?
2. Explain contract of indemnity. Discuss the rights and duties of indemnifier.
3. Explain the term Bailment. What are the essential elements of a bailment?
4. Define and distinguish between a condition and warranty. Under what circumstances a breach of condition is to be treated as a breach of warranty?
5. Discuss the rule that a stranger cannot sue on the contract. Are there any exceptions to the rules?
6. What do you mean by the term Negotiable instrument? Discuss different characteristics of negotiable instruments.
7. What do you mean by Consumer protection act? Give salient features of this act.
8. Explain foreign exchange regulation act, 1973 (FEMA). What is the difference between FEMA and FERA?

Assignment- 2

Marks: 10

Note: Attempt any five questions.

1. What are the void agreements in contract act? What is the difference between void and illegal agreements?
2. State the contract of guarantee. What is the difference between contract of indemnity and contract of guarantee?
3. What are the different kinds of Bailment? What are the rights and duties of Bailer?
4. What do you mean by sale of goods act 1930? Explain its essential provisions for formation of contract of sales.
5. What are the presumptions as to negotiable instruments? When a negotiable instrument is to be declared discharge and dishonor?
6. What are the general rights of consumers which need to protect by the council? Briefly describe the central protection council.
7. Explain Foreign exchange management act, 1999. Explain authorized person in detail.
8. Briefly describe central protection council. Explain Jurisdiction in detail.

CORPORATE ACCOUNTING (BC-12)

Assignment- 1

Marks: 10

Note: Attempt any five questions

1. Explain the term share capital. What are the different types of share capital? Define preference shares and its types?
2. What is valuation of shares? Explain the need of valuation. Describe the various methods of share valuation.
3. Explain the various methods and their accounting treatment while calculating the purchase consideration in case of amalgamation of companies.
4. What is an acquisition? What are the various considerations involved in mergers and acquisitions?
5. Define the term debentures. Explain various methods of redemption of debenture with special reference to sinking fund method with suitable examples.
6. State the various accounting entries to be passed in the books of Vendor Company in the event of its being taken over by another company.
7. Distinguish between holding and subsidiary companies. Discuss the advantages and disadvantages of both.
8. Describe the marine insurance. Describe various principles of marine insurance?

Assignment-2

Marks: 10

Note: Attempt any five questions

1. How shares are subscribed? Write a short note on issue of share at premium and discount.
2. Define Goodwill. Explain the methods of valuation of goodwill with suitable examples.
3. What do you mean by liquidation of company? Which accounts are prepared for liquidating a company?
4. Discuss the various methods of redemption of debentures.
5. What accounting procedure is followed by insurance companies both general and life insurance companies?
6. Discuss the rules and accounting procedure of internal reconstruction of companies.
7. What do you understand by consolidated financial statements? Why consolidated statements are prepared?
8. What is fire insurance policy? Explain different type of fire insurance policies.

COMPANY LAW AND AUDITING (BC-13)

Assignment- 1

Marks: 10

Note: Attempt any five questions

1. Define Company and its types. What are the various stages involved in the process of formation of the company?
2. Define the term directors. What are the duties and liabilities of a director?
3. Define the memorandum of association. State the contents of memorandum of association.
4. What is prospectus? Who are liable for misstatements in a prospectus? What are the consequences of misstatement in a prospectus?
5. Define the internal control. What are the advantages of internal control? Explain various forms of internal control.
6. What is vouching? Explain the working papers evidences used in vouching.
7. What do you mean by audit process? Explain the working papers and evidences used in auditing.
8. What do you mean by verification? How does it differ from vouching?

Assignment-2

Marks: 10

Note: Attempt any five questions

1. What is the meaning and objectives of prospectus? Explain memorandum of association and its various clauses.
2. Explain different kinds of meetings. What are the essential elements of meetings?
3. Discuss the audit of accounts in case of companies. What are the different duties of auditors?
4. Define Article of association with contents. Differentiate it with memorandum of association.
5. What do you mean by internal audit? Explain objectives of internal audit. What are the basic principles of establishing internal audit?
6. Who is said to be directors? Explain how they are appointed. Describe their powers in detail.
7. Explain audit report in detail? Is there any liability of auditor for any misstatement in audit report?
8. What is stock valuation? Explain the auditor's duties in this respect.

BUSINESS STATISTICS (BC-14)

Assignment- 1

Marks: 10

Note: Attempt any five questions

1. Explain the term statistics. What are its functions and characteristics? Explain the branches of statistics.
2. Explain measures of central tendencies? Explain the arithmetic mean by suitable examples?
3. What do you mean by Dispersion? Explain range and co-efficient of range.
4. Define correlation. Define the range of correlation. Explain the types of correlation.
5. What are the index numbers? Explain the steps involved for the construction of price index numbers.
6. What do you mean by sampling? Explain the various methods of sampling.
7. What do you mean by term probability? Explain the types of probability with suitable examples.
8. How Binomial distribution is different from Poisson distribution? Explain usage of binomial and Poisson distribution.

Assignment-2

Marks: 10

Note: Attempt any five questions

1. What do you mean by primary and secondary data? Describe the methods collecting primary and secondary data.
2. Explain the geometric and harmonic mean with suitable examples. Also explain the merits and demerits of geometric and harmonic mean.
3. Explain different measures of skewness with suitable examples.
4. What you mean by weighted index numbers? Explain the wholesale price index number with suitable examples.
5. What do you mean by regression analysis? Explain different regression measures with suitable examples.
6. Explain the sampling and non sampling errors. Define the features of a good sample.
7. Explain the Bayes theorem in probability with suitable examples.
8. Explain Normal distribution and its uses, importance and scope and properties.

PRINCIPLES OF MARKETING (BC-15)

Assignment- 1

Marks: 10

Note: Attempt any five questions

1. What do you mean by the term marketing? Discuss the importance and nature of marketing.
2. What are the factors which influence the consumer behavior? Why marketers must have a good understanding of consumer behavior?
3. What do you mean by product positioning? Discuss various determinants of successful product planning.
4. Explain the concept of branding. Describe strategies of branding decisions in detail.
5. What do you mean by product life cycle? Briefly describe the strategies in different stages of the product life cycle.
6. What is the objective of pricing? What general factors affect the pricing decisions?
7. State the different types of channel of distribution. Discuss the various factors affecting channel of distribution.
8. What do you mean by promotion mix? Discuss the various elements of promotion mix.

Assignment-2

Marks: 10

Note: Attempt any five questions

1. Explain the concept of marketing. Why marketing is important for any organization?
2. Explain the concept of consumer behavior? Explain the Maslow's need hierarchy theory of motivation.
3. What is the market segmentation? Explain different levels of marketing segmentation?
4. What do you mean by packaging? Discuss various reasons for the growth of packaging.
5. What do you mean by product development? State various different categories of new product.
6. What are the product mix pricing strategies? Explain the concept price discounts.
7. Discuss the meaning of channels of distribution. Explain different functions of a distribution channels.
8. Define advertising and its types. What are the advantages and disadvantages of advertising?

INDIAN FINANCIAL SYSTEM (BC-16)

Assignment- 1

Marks: 10

Note: Attempt any five questions

1. What do you understand by the term money? Through some light on the history of money and coinage of the term money?
2. What do you understand by financial system? Write a short note on Indian financial system?
3. Describe the history of banking in India? Discuss the evolution of commercial banks in India?
4. What do you understand by cooperative banks? What are the various functions that cooperative banks do?
5. Briefly describe development banking in India? State the evolution and growth of development banking.
6. Write a note on banking regulation act, 1949. What different forms of business are there in which banking company may agree?
7. What is the venture capital financing? What is the entire process of venture capital financing?
8. What do you understand by merchant banking? What are the functions of merchant banking?

Assignment-2

Marks: 10

Note: Attempt any five questions

1. What are the various functions of money? How many types of money are available in the market?
2. What is the money market? Explain its various instruments.
3. Discuss the role of Reserve bank of India in regulating banking practices in India?
4. What are the various credit financial support facilities NABARD Provides to the consumers?
5. Discuss the functions and importance of development banks? Write a note on non banking financial institutions.
6. What are the objectives of the banking regulation act? Explain the various powers of RBI.
7. Explain the leasing and hire purchase agreements. What do you mean by the term internal financing? Discuss its advantages and disadvantages.
8. Explain developments and challenges in merchant banking. Discuss the code of conduct for merchant bankers.

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INCOME TAX (BC-21)

Assinment-1

Marks: 10

Note: Attempt any five questions

1. Explain general areas of taxation planning? Elaborate tax planning for different business forms?
2. How will you arrive at the annual value of a house property which is partly let out and partly self occupied during a previous year?
3. What do you mean by income from capital gains? Explain the necessary provisions in capital gain.
4. Enumerate any five items of income from other sources. Which are included under the head income from other sources?
5. What do you mean by assessment procedure of tax? What are the different penalties and prosecutions of tax?
6. Define the income under the head salary. What are the allowances and leave travel assistance under the salary head?
7. State the term income from house property (sec.22). What are the conditions to be satisfied for income to be charged under the head income from house property?
8. What do you mean by tax management, tax deduction at source and advance payment of tax?

Assignment-2

Marks: 10

Note: Attempt any five questions

1. Write short note on the following
 - i) Income deemed to accrue or arrive in India
 - ii) Control and management of a business
2. What do you understand by dividend policy? Explain factors affecting dividend policy.
3. Explain the provisions of income tax act with respect to the computations of income from a self occupied house property.
4. What are the capital assets in income from capital gains? Explain the cost of acquisition in capital gain.
5. What are the incomes, which are included under the subhead of winning? Discuss the taxability of family pension?
6. State different deductions from gross total income. Write a short note on clubbing of income?
7. State the voluntary retirement compensation under the head income from salary.
8. Define the following terms under the income from house property:
 - i) Deemed Owner
 - ii) Unrealized Rent

COST ACCOUNTING (BC-22)

Assignment- 1

Marks: 10

Note; Attempt any five questions

1. What is mean by cost accounting? In what essential aspects does cost accounting differ from financial accounting?
2. Explain FIFO and LIFO methods of valuation of material issues.
3. Define cost sheets. What are its advantages and disadvantages? Prepare a cost sheet with imaginary figures.
4. Discuss the causes of difference between costing profits and financial profits?
5. What do you mean by the term standard costing? Differentiate standard costing and budgetary control.
6. What do you mean by budgetary control? Explain the production budget.
7. Explain break even analysis. What is break even chart and how it is prepared?
8. Define job costing. Explain the procedure of job costing accounting.

Assignment-2

Marks: 10

Note: Attempt any five questions

1. Explain the relationship between cost accounting and management accounting. Discuss the significance of cost accounting in brief.
2. Distinguish between direct expenses and indirect expenses. What type of expenses is included in both types of expenses?
3. What is job order costing? How does it differ from process costing?
4. What are different methods of reconciliation of profits?
5. What do you mean by variance analysis? Discuss the various labor variances.
6. What is marginal costing? Explain the characteristics. What are the applications of marginal costing for decision making?
7. Write a short note on zero base budgeting. State the different control ratios.
8. What is the contract costing? Define the procedure of contract costing.

MANAGEMENT ACCOUNTING AND FINANCIAL MANAGEMENT (BC-23)

Assignment- 1

Marks: 10

Note: Attempt any five questions

1. Discuss the concept of management accounting. What are the general functions of management accounting?
2. What do you mean by financial analysis? Explain the nature and limitations of financial analysis. What are the various parties interested in the analysis of financial statements?
3. What do you mean by fund flow statement? How it is differ from cash flow statement? Explain the procedure of fund flow statement.
4. What do you understand by financial management? What are the functions and scope of financial management?
5. What is capital budgeting? Why capital budgeting is important in financial decision making? What are the complexities involved in capital budgeting?
6. What is the concept of cost of capital? Briefly describe the significance of cost of capital. What are the factors that determine the firms cost of capital?
7. What do you mean by the term capital structure? What are the essential features of appropriate capital structure?
8. Define the term dividend policy. Explain the forms and objectives of dividend policy.

Assignment-2

Marks: 10

Note: Attempt any five questions

1. Discuss the role of management accounting in decision making. State the difference between management accounting and financial accounting.
2. Explain the Ratio analysis. What are the advantages and disadvantages of ratio analysis?
3. Explain cash flow statement. What is the procedure of preparing cash flow statement?
4. What are the various sources of long term finance? Discuss the areas of financial decision making.
5. What are the different types of investment decisions? How do you calculate the accounting rate of return? Explain ARR with suitable examples.
6. What is the cost of preference capital? How can you determine cost of equity capital in the growth firm?
7. Explain net income approach. State the assumptions and implications of net income approach.
8. Critically explain the Walter model of dividend policy. Explain the various issues involved in the dividend policy.

BUSINESS ENVIRONMENT (BC-24)

Marks: 10

Assignment- 1

Note: Attempt any five questions

1. What do you mean by business environment? State nature and scope of business environment.
2. Explain the concept of economic development. Discuss various determinants of economic development?
3. What do you mean by monetary policy? Discuss objectives and scope of monetary policy?
4. Define fiscal policy? Explain features and objectives of fiscal policy of India? Discuss various elements of fiscal policy?
5. Explain the concept of trade policy. Discuss the objectives of EXIM policy.
6. What do you mean by technological environment? Explain various factors of the technological environment.
7. What are the basic aims of international monetary fund? Explain the special drawing rights and how they are issued to follow member countries.
8. What do you mean by International political environment? State political interventions.

Assignment-2

Marks: 10

Note: Attempt any five questions

1. Briefly describe the types of business environment? State relation between internal and external environment?
2. Explain economic and non economic factors in economic development. Describe the contribution of different sectors to the Indian economy?
3. Explain the role of monetary policy in a developing economy. Discuss various credit control tools of monetary policy?
4. Write a note on industrial policy? Discuss various measures of industrial policy? State the recent developments of industrial policy.
5. What do you mean by disinvestment? Write a short note on disinvestment in India.
6. What do you mean by environmental scanning? Explain the characteristics and scope of environmental scanning.
7. Explain about world bank . State its history and objectives.
8. Discuss legal outlook on international business. Describe the evolution of EXIM policy.

FINANCIAL MARKET OPERATIONS (BC-25) (i)

Marks: 10

Assignment- 1

Note: Attempt any five questions

1. Describe the composition and structure of Indian money market.
2. "Financial market and financial institution play an important role in financial system ." Do you agree with this statement?
3. Explain how a new issue is priced and marketed in stock marketed in stock exchange.
4. Write a note on SEBI. Also explain the company law board.
5. What is the procedure of dealing with grievances in a stock exchange?
6. What are the functions of broker and jobbers in a stock exchange?
7. Who is merchant banker in a company? What is the role of a merchant banker in issuing the securities?
8. Describe the factors affecting the rating of an instrument.

Assignment-2

Marks: 10

Note: Attempt any five questions

1. What do you mean by financial institutions? Explain the types of financial institutions in India.
2. Describe the similarities and distinction between the capital market and the money market. Also explain the defects of Indian money market.
3. Describing the role and functions of secondary market.
4. Describe the methods issuing securities in a new issue market?
5. What are the legal requirements to be fulfilled by a firm to get it listed in stock exchange?
6. How an initial public offer is priced? Explain its market strategies?
7. Write short note on the following:
I) National stock exchange ii). Over the counter exchange
8. Write the main provisions of security contract and regulation act.

ADVERTISEMENT AND SALES MANAGEMENT (BC-26) (iv)

Marks: 10

Assignment- 1

Note: Attempt any five questions

1. What do you mean by communication process? Explain its various elements. What procedure should be followed to make marketing communication effective?
2. What do you mean by communication mix? Explain the main components of communication mix.
3. What do you mean by advertising? Discuss the functions of advertising. What are the different characteristics of advertising?
4. What are the different types of advertising? Explain the classification of advertising on different basis.
5. What do you mean by selection process? Explain various stages in selection process of sales force.
6. What do you mean by training? Explain various steps in sales force training program.
7. What do you mean by sales force compensation? Explain the requirements of a sound compensation plan.
8. Discuss the various economic and social aspect of advertising in detail.

Assignment-2

Marks: 10

Note: Attempt any five questions

1. Discuss the objectives and importance of communication process in marketing? Explain the noise distortion in communication.
2. Discuss briefly the important elements of promotion? What factors affect the promotion mix?
3. "Advertising sells the product" Do you agree with this statement. Give reasons and explain the essential elements of an affective advertisement.
4. What is advertising budget? Explain various methods of framing advertising budget.
5. What is sales quota? What are the objectives of sales quota? Explain the various methods of sales quota.
6. What do you mean by media? Explain important types of media.
7. How can an advertising manager evaluate the effectiveness of an advertisement? Explain.
8. Define sales organization. Explain its objectives and importance.