

INSTRUCTIONS FOR THE STUDENTS

1. Students should solve the Assignment on A4 Size Paper.
2. Four Questions are to be attempted by selecting one question from each unit. All questions carry equal marks.
3. Students are required to submit the solved Assignment(s) either by post or in person in the Directorate of Distance Education, M.D. University, Rohtak by 28.02.2021.
4. The student should fill his/her particulars in the following format on first page of solved Assignment:

Name of the Programme _____ Nomenclature of the Paper _____

Paper Code: _____ Academic Session _____

Student ID: _____ Name of Student _____

Date of Submission of Solved Assignment _____

Signature of the Student

ASSIGNMENT
BACHELOR OF COMMERCE
FIRST SEMESTER
Business Communication-1
PAPER CODE: BM1001-1

Max. Marks 20

Note: The candidate shall attempt four questions selecting one question from each unit.

UNIT-1

Q.1. What is effective business communication? Write functions, essential elements and main barriers to effective business communication.

Q.2. What is ethical communication? Explain its significance. What are the guidelines to handle communication ethics dilemma?

UNIT-2

Q.3. What is E-mail? Explain the guidelines for writing of E-mail and E-mail etiquette. Write its advantages and disadvantages.

Q.4. Write different standard parts of a business letter. What are the various types of bad news letters? What necessary steps should be taken to write bad letters?

UNIT-3

Q.5. What is business report? What are the essentials and merits of a good business report? Explain various steps to be taken for report preparation.

Q.6. Define proposal. What is the organisational planning of the proposal? Discuss the need and classification of a proposal.

UNIT-4

Q.7. Write the characteristics of a good speaker. What is the role of a good appearance and physical actions of the speaker while delivering the speech? Elaborate.

Q.8. What is meant by body language. Discuss the types and significance of body language.

**First Semester
Business Economics-I
PAPER CODE: BM1002-I**

Max. Marks 20

Note: The candidate shall attempt four questions selecting one question from each unit.

UNIT-I

1. What is managerial economics? Explain the nature, scope and importance of managerial economics.
2. What is Business economics? Explain the concept of price mechanism.

UNIT-2

3. Differentiate between 'law of demand' and 'elasticity of demand'. How can price elasticity of demand be measured?
4. Explain ARC method for measuring price elasticity of demand? How it is better than proportionate method?

UNIT-3

5. What is opportunity cost? How it is calculated?
6. Define 'Production Function'. Explain with a diagram, the three stages of the Law of Variable Proportions.

UNIT-4

7. How the study of risk and uncertainty is important for a business economist?
8. What is cost curve? Explain various type of cost curve.

**First Semester
Business Management-I
PAPER CODE: BM1003-I**

Max. Marks 20

Note: The candidate shall attempt four questions selecting one question from each unit.

Unit: 1

1. How you will classify the levels of management? Briefly describe the functions of different levels of management?
2. "Management is said to have universal application." How do you justify the universality of management? Give Indian examples to illustrate your arguments.

Unit: 2

3. Why is Planning? Discuss its nature and significance.
4. What are standing plans? How do they help in the effective management of business enterprises?

Unit: 3

5. Define organization as a structure and give its basic principles.
6. What do you understand by the Concept of Authority? Describe the sources of Authority.

Unit: 4

7. Critically examine Maslow's need priority model. How far up the hierarchy ladder do most people progress?
8. What is Motivation? Define the major variables that affect motivation at work place.

B.Com
Business Mathematics-I
Paper Code: BM1004-I

Max. Marks 20

Note: Attempt any four questions selecting one question from each unit. All questions carry equal marks (5 Marks).

Unit I

1. Differentiate the following function w.r.t. x:

$$\left(x - \frac{1}{x}\right) \left(x^2 - \frac{1}{x^2}\right)$$

2. If $y = \frac{x}{x+5}$, prove that $x \frac{dy}{dx} = y(1-y)$

Unit II

3. Evaluate the following integral : $\int x^{-6} dx$

4. The marginal cost function of a product of a firm is $\frac{dC}{dx} = 100 - 10x + 0.1x^2$, where x is the quantity. Obtain the total and average cost function of the firm under the assumption that its fixed cost is Rs.500.

Unit III

5. If $X = \begin{bmatrix} 2 & 1 \\ 3 & 4 \end{bmatrix}$, $Y = \begin{bmatrix} 1 & 6 \\ 3 & 4 \end{bmatrix}$ and $Z = \begin{bmatrix} 4 & 6 \\ 3 & 5 \end{bmatrix}$, verify that $X(YZ) = (XY)Z$.

6. For a square matrix $A = \begin{bmatrix} 1 & 3 \\ 2 & 1 \end{bmatrix}$, prove that $A + A'$ is symmetric.

Unit IV

7. Evaluate the following determinant : $\begin{vmatrix} 2x + 3 & x + 2 \\ 2x + 1 & x + 1 \end{vmatrix}$

Without expansion show that the following determinant is equal

$$\begin{vmatrix} 1 & a & b + c \\ 1 & b & a + c \\ 1 & c & a + b \end{vmatrix}$$

B.Com
Financial Accounting –I
PAPER CODE: BM1005-I

Maximum Marks: 20

Note: The candidate shall attempt four questions selecting one question from each unit.

UNIT-I

1. What is Financial Accounting? Explain the nature, scope and importance of Financial Accounting.
2. What is Book Keeping? Explain Different Branches of Accounting.

UNIT-2

3. Explain the concept of accounting standards. How it is important for decision making?
4. What is international accounting standards? Explain different accounting standards with example.

UNIT-3

5. What is Accounting Cycle? Explain the rules of debit and credit.
6. Define Journal. Explain the relationship between Journal and Ledger.

UNIT-4

7. Explain the classification of income and expenditure?
8. What is Expired Cost? Also explain the concept of income measurement