

Assignments
Master of Commerce
(Through Distance Education)
M.Com. I Year

Session: 2016-17



Directorate of Distance Education
Guru Jambheshwar University of Science & Technology
Hisar

Compiled by

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Course Co-ordinator

M.Com. Programme, DDE, GJUS& T

M.Com – Ist Year

Course: Management Concepts and Organizational Behavior

Code: MC: 101

Assignment-1

(15 Marks)

Important Instructions

- i. Attempt all the three questions from the assignment given below. Each question carries 5 marks.
 - ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper and to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.
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1. Discuss the evolution of management theory with special reference to behavioural management school of thought. Also explain its advantages and limitations.
 2. “Social responsibility of business has become more relevant today as per the CSR mandate”. Illustrate with live examples from five companies.
 3. What are various types of management decision-making in organizations? Explain the factors affecting decision making.

Assignment-II

(15 Marks)

Important Instructions

- i. Attempt all the three questions from the assignment given below. Each question carries 5 marks.
 - ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper and to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.
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1. “Management is multidisciplinary subject”. Comment on this statement and establish relationship of management with other disciplines of study.
 2. How strategic planning is related to top management? Explain with the help of real life example from Indian companies.
 3. “Group dynamics is more relevant in today’s context.” Comment.

ASSIGNMENT-I

Programme : M.Com.

Year : I

Course: Communication and Secretarial Practice

Code: MC-102

Total Marks=15

Important Instructions

- i. Attempt all the three questions from the assignment given below. Each question carries 5 marks.
 - ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper and to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.
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1. What is Business Communication? Provide examples of situations where communication is required in business setting.
 2. Mention five types of barriers in communication. How these barriers can be removed? How field of experience of sender and receiver can become a barrier to communication?
 3. Elucidate the essentials of a business letter. Create a blank format of a business letter highlighting its important components.

ASSIGNMENT-II

Programme : M.Com.

Year : I

Course: Communication and Secretarial Practice

Code: MC-102

Total Marks=15

Important Instructions

- i. Attempt all the three questions from the assignment given below. Each question carries 5 marks.
 - ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper and to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.
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1. How Agenda is different from Minutes of Meeting? Assume yourself as Chairperson of Management Committee of a Social Development Trust. What formalities you have to furnish to call a meeting of its members?
 2. Write a letter to enquire about the availability of required sports goods from the country's largest sports goods supplier. You can make suitable assumptions.
 3. Draft a business letter to show your interest in starting a franchise of McDonalds in your city. You can make suitable assumptions.

Course: Business Environment

MC-103

Assignment: I

(15 Marks)

Important Instructions

- i. Attempt all the three questions from the assignment given below. Each question carries 5 marks.
 - ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper and to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.
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1. Explain various macro-economic and micro-economic factors affecting business.
 2. What do you mean by demonetization? How it is good for customers? Discuss in context of demonetization drive in India.
 3. Discuss the concept of environmental scanning. Illustrate with live examples.

Assignment: II

(15 Marks)

Important Instructions

- i. Attempt all the three questions from the assignment given below. Each question carries 5 marks.
 - ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper and to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.
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1. Discuss how the demographic and technological trends can affect the future of the business.
 2. “India prepares herself for becoming an economic super power”. Justify the statement with suitable examples.
 3. What do you understand by monetary policy? Discuss the role of RBI in regulation of monetary policy of India.

ASSIGNMENT-I

(15 Marks)

Important Instructions

- i. Attempt all the three questions from the assignment given below. Each question carries 5 marks.
- ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper and to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

1. What is an economic analysis? Discuss the concept in view of economic analysis of business.
2. “Law of demand has consequences on pricing policy of firms”. Justify the statement.
3. Define the marginal rate of substitution. What is the law behind the diminishing marginal rate of substitution?

ASSIGNMENT-II

(15 Marks)

Important Instructions

- i. Attempt all the three questions from the assignment given below. Each question carries 5 marks.
- ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper and to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

1. Discuss and illustrate the different tools of economic analysis that are essential in business decision-making process. Comment on the pros and cons of each.
2. Explain the factors on which price elasticity of demand for a commodity depends.
3. Elaborate various types of forecasting techniques? How can the firm determine the most suitable forecasting method to use?

ASSIGNMENT: I

(15 Marks)

Important Instructions

- i. Attempt all the three questions from the assignment given below. Each question carries 5 marks.
- ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper and to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

1. Explain various ratios for evaluating the financial performance of any company.
2. What is a Fund Flow Statement? How is it different from a cash flow statement? Illustrate. Illustrate with live examples of any listed company.
3. What are different types of budgets? Differentiate Performance budget with Zero Based Budget.

ASSIGNMENT: II

(15 Marks)

Important Instructions

- i. Attempt all the three questions from the assignment given below. Each question carries 5 marks.
- ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper and to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

1. Explain the concept of working capital. ? Find out the working capital requirement of any real firm using real life data.
2. How does Cash Flow Statement differ from Funds Flow Statement?
3. What are the advantages of ABC costing? Also discuss its advantages and limitations.

ASSIGNMENT-I

Programme : M. Com

Part-I

Course: Business Statistics

Code: MC-106

Total Marks=15

Important Instructions

- i. Attempt all the three questions from the assignment given below. Each question carries 5 marks.
- ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper and to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

1. Define statistics. What are the measures of central tendency and dispersion?
2. What is index number? Explain the types of index numbers. What are the major problems of constructing the index numbers?
3. What are the approaches of calculating the probability? Explain the additive and multiplicative rules with suitable illustrations.

ASSIGNMENT-II

Programme : M. Com

Part-I

Course: Business Statistics

Code: MC-106

Total Marks=15

Important Instructions

- i. Attempt all the three questions from the assignment given below. Each question carries 5 marks.
- ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper and to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

ASSIGNMENT-II

1. Discuss the importance of correlation and regression analysis. What is the concept of regression lines?
2. What is meant of statistical quality control? Explain the types of control charts.
3. Discuss the formulation and testing of hypothesis. What is F test?

ASSIGNMENT-I

Programme : M.Com.

Course: COMPUTER APPLICATIONS IN BUSINESS

Year :I

Code: MC-107

Total Marks=15

Important Instructions

- i. Attempt all three questions from the assignment given below. Each question carries 5 marks.
- ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper is to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

Q.1 Write an introduction to spreadsheet software. Elaborate some formulas, functions in a spreadsheet which are helpful in business decision making.

Q. 2. Define Data Base Management System. What is the relevance of DBMS? Elaborate the practical uses of DBMS in corporate world.

Q. 3. List out the various computer generations along with the key characteristics of each generation. Discuss the use of computers in finance department.

ASSIGNMENT-II

Programme : M.Com

Year :I

Course: COMPUTER APPLICATIONS IN BUSINESS

Code: MC-107

Total Marks=15

Important Instructions

- i. Attempt all three questions from the assignment given below. Each question carries 5 marks.
- ii. All questions are to be attempted in legible handwriting on plain white A 4 size paper is to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

Q.1. What is spreadsheet software? Elaborate basic functions of spreadsheet. How it helps the managers in business decision making.

Q.2. Write key features of computer generations. Discuss the use of computers in human resource department in an organization.

Q.3 Elaborate the characteristics, and utilities of a Data Base Management System. How DBMS helps the executives in corporate?