

ILVA Commerce and Science College, Indore

Bachelor of Business Administration (BBA)

II Semester

Business Communication

ASSIGNMENT BASED QUESTIONS 2019-20

MAX MARKS- 80

MIN MARKS-32

Note – Attempt all questions.

Q.1 What is communication? Explain the process of communication?

Q.2 Explain different channels of communication?

Q. 3 Differentiate between verbal and non-verbal communication?

Q.4 Write short notes on:-

- (a) Interviews (b) Listening
- (b) Report writing (d) Letter writing
- (c) Group discussion (e) Communication Barriers

Q.5 What do you mean by Listening Skills?

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Economics – II

ASSIGNMENT BASED QUESTIONS 2019-20

MAX MARKS- 80

MIN MARKS-32

Note – Attempt all questions.

1. What are the various methods of calculating national income?
2. Write brief notes on any three of the following:
 - (a) Say' Law of markets.
 - (b) Macro economics
 - (c) Keynesian theory of employment
 - (d) Investment Function
 - (e) Gresham law of money
 - (f) Classify money as per RBI
3. What does Trade Cycle mean? Explain the process of boom, the depression and the recovery.
4. Explain all the following terms :
 - (a) SEBI
 - (b) Insurance
 - (c) Credit Creation
 - (d) RBI
 - (e) Credit control
 - (f) NBFC
- 5 Estimate all the national income aggregates from the data given below:

$$\text{NDP} = 50000$$

$$\text{Deprecation} = 5000$$

$$\text{Net Indirect Tax} = 500$$

$$\text{Net Factor Income From Abroad} = -500$$

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English

ASSIGNMENT BASED QUESTIONS 2019-20

MAX MARKS- 80

MIN MARKS-32

Note – Attempt all questions

Q.1 Write the summary of: -

(a) The fear (b) Say sorry and please (c) the courage

Q.2 Explain the moral message of the poem: -

(a) The tree (b) On Blindness

Q.3 Write the essay on “The Pleasure of Reading”.

Q.4 Bring out the major thematic concerns of the ‘Elegy written in a Country Churchyard.’

Q.5 Write a letter to your friend in Mumbai describing your trip to coorg.

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Financial Management

ASSIGNMENT BASED QUESTIONS 2019-20

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Note – Attempt all the questions.

Q.1 Discuss the nature and scope of Financial Management. What is the importance of finance function in the management of a firm?

Q.2 An entrepreneur approaches you for an advice regarding financing to expand his existing project. Which source would you suggest him to raise his funds? Explain with advantages and limitations of each source.

Q.3 Explain the concept of Leverage. What are its various types? Also, explain the importance of Operating and Financial Leverage.

Q.4 X Ltd. Is considering an investment proposal to install a new machine. The project will cost Rs. 50,000 by way of investment into machine Rs. 45,000 and installation charges Rs. 5000. The project will have a life of 5 year and will have no salvage value. The corporate tax rate is 50% and no investment allowance is allowed. The company uses straight-line method of charging depreciation. The estimated net income before depreciation and tax from proposed investment proposal are as follows :

| Year | 1 | 2 | 3 | 4 | 5 |
|--|-------|-------|-------|-------|-------|
| Net Income before Depreciation & Tax (Rs.) | 10000 | 11000 | 14000 | 15000 | 25000 |
| PVF at 10% | 0.909 | 0.826 | 0.751 | 0.683 | 0.621 |

Compute Net Present Value at 10% Discount Rate.

Q5.Explain the concept of Working Capital.

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Human Resource Management

ASSIGNMENT BASED QUESTIONS 2019-20

MAX MARKS- 80

MIN MARKS-32

Note – Attempt all the questions.

Q.1 What do you mean by HRM? Explain functions & role of Hr manager?

Q.2 Write short notes on:-

(a) Job analysis

(b) Recruitment

Q.3 Explain types and methods of training?

Q.4 What do you understand by employee grievances and their redressal?

Q.5 Explain 360 degree feed back?

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Management Information System

ASSIGNMENT BASED QUESTIONS 2019-20

MAX MARKS- 80

MIN MARKS-32

Note – All questions are compulsory.

1. Explain MIS Process and Architecture with its characteristics.
2. Explain system Design and its various components.
3. Write Short note on:
 - a) Flow chart
 - b) DSS
4. What is Flow Chart?
5. Describe manual and computer based information system with the help of examples.