

**Assignment Number: 2**

**Course code: BBA-111**

**Class: BBA- Ist SEM**

**Title-Principle of Business Management**

**Last Date for Submission: 23<sup>rd</sup> October, 2017**

**Instructions**

1. Write the responses to the assignment in your own handwriting.
2. Submit the responses to your HOD within the due date.

Write your Name, Programme, and Enrolment No. clearly at the top of the page

**Question:-1**

- a) What do you mean by decision- making?
- b) What is meant by programmed decisions and non programmed decisions?

**Question:-2**

- a) What is meant by organizing? Briefly explain the objectives of organizing process.
- b) What is an organizational Structure? Why is an organizational structure important?

**Assignment Number: II**  
**Course code: BBA-112**  
**Class: BBA-I,B.Com-I**  
**Title: Business Environment**

**Last Dates for Submission: 23 Oct, 2017**

**Instructions**

1. Write the responses to the assignment in your own handwriting.
2. Submit the responses to your HOD within the due date.

**Question:- 1**

(a) Consumer protection Act. Is the easy way to protect rights of every consumer? Describe. How it can help you?

(b) Explain public and private sector with example

**Question:- 2**

(a) What do you understand by Multinational corporations? Give some examples of Indian MNC.

(b) What is the difference between Merger and acquisitions?

**Assignment Number: 2**  
**Course code: BBA-113**  
**Class: BBA -Ist Sem**  
**Title-Business Communication**  
**Last Dates for Submission: 23<sup>rd</sup> Oct, 2017**

**Instructions**

3. Write the responses to the assignment in your own handwriting.
4. Submit the responses to your HOD within the due date.

Write your Name, Programme, and Enrolment No. clearly at the top of the page

**Question:-1**

- a) You are very well aware that a good resume is very important for starting a good job , so go ahead and explain it.
- b) Prepare a resume of yourself for the post of a Sales Manager.

**Question:-2.**

- a) You know that in modern era there are various modern forms of communication, you will learn more if you explain some of them.
- b) What is business letter & essentials of an effective business letter? Write any business letter.

**Assignment Number: 2**  
**Course code: BCA -114**  
**Class: BBA- Ist SEM**  
**Course: Basics of Computer Applications**

**Due date of submission: 23.10.2017**

**Instructions:**

1. Write the responses to the assignment in your own handwriting.
2. Submit the responses to your HOD within the due date.
3. Write your name ,Programme and enrollment number clearly at the top of the Pages

**Question:- 1**

a) As you know that the concept of input and output. So, write ten- ten names of input and output devices.

b) As we discussed about computer in details. So, explain the types of computer with the help of an example it will help you to learn more.

**Question:- 2**

a) What do you understand by term computer generation? Explain the types of computer generation in detail.

b) As we know that software and hardware are the important components of computer. So, explain about hardware and software in detail.