ASSIGNMENT

Objective: -
The objective of the assignment is to familiarize the students with the basic accounting concepts and their applications in decision making.

Assignment Questions- (Attempt all questions)
1) Explain Meaning and scope of Financial accounting, Give its Objectives and Functions.
2) Give Classification of Income and Classification of Expenditure.
3) Give Concept of Depreciation. Explain Methods of Computing(straight line method and written down value method)
4) Define the following terms: Consignment and Joint Venture, Hire Purchase & Installment System
5) Explain the Need and Significance of IFRS.

Procedure:-

1. Assignment should be Hand written.
2. Give proper headings and subheadings.
3. Use examples.

Students should make assignment in the following manner:

1. Cover page
2. Objectives
3. Index
4. Content
5. Conclusion
6. References

Text Books:
1.Maheshwari,S.N. and S.K. Maheshwari,,Financial Accouting,Vikas Publishing House,10th Edition New Delhi.

2. Tulsian,P.C.(2011),Financial Accounting, S.Chand Publishers, New Delhi,1st Edition

FAIRFIELD
Institute of Management & Technology
Managed by 'The Fairfield Foundation'
(Affiliated to GGSIP University, New Delhi)

तेजस्वि नावधीतमस्तु
ISO 9001:2008 & 14001:2004

B.COM (H) 1st Semester	**Management Process A** Paper Code: B.COM 101
	Organisational Behaviour

Objective:

The objective of this assignment is to give understanding of fundamental knowledge and exposure to the concepts, practices in the field of management.

Questions:

1) Write a note on (a) Classical Theory (b) Neo Classical Theory (c) Behavioural (d) System (e) Contingency Approaches.
2) What do you mean by Planning? Define Planning Process.
3) Define theories of Motivation.
4) Write notes on (a) Management vs Administration (b) Controlling Process.
5) Define Indiviual Determinants of OB: Perception, Learning, Emotions, Attitudes, Personality,Stress.

Procedure:-

4. Assignment should be Hand written.
5. Give proper headings and subheadings.
6. Use examples.

Students should make assignment in the following manner:

7. Cover page
8. Objectives
9. Index
10. Content
11. Conclusion
12. References

Text Book:

1. Nelson, Quick, Khandelwal, (2012), Orfanisational Behaviour, 2nd Edition, Cengage Learning.
2. Robbins, (2009), Fundamentals Of Management: Essentials Concepts And Applications, 6th edition, Pearson Education

Reference Books:

1. Koontz,h. (2008), Essentials of Management, McGraw Hill Education.
2. Gupta, C.B. (2008), Management Concepts and Practices, Sultan Chand and Sons, New Delhi.
3. Stoner, Freeman and Gilbert Jr. (2010) Management, 8th Edition, Pearson Education.
4. Mekherjee, k, (2009), Principles of Management, 2nd Edition, Mcgraw Hill Education.

Objective:

The objective of this assignment is to familiarize students about dynamics of English language and its use in corporate world.

Questions for Assignment:

1. Explain the types of sentences on the basis of nature of sentences?

2. What are the different barriers in communication? Explain the semantic barrier?

3. Compare different types of writing.

4. Write your views on the text "What is creativity- Creativity is a quality- OSHO"

5. Explain in details the types of meeting?

Procedure:

For completing the assignment students should refer to the books mentioned in references and they can also take help from internet. The assignment should be handwritten and properly filled. The students should cover all these headings in their assignment.

• Index
• Introduction
• Objective of the assignment
• Assignment Questions with Answers
• Conclusion
• References

Outcome:

After doing the assignment, students will understand the various basic concepts of the English and will be able to perform better in the subject.

Reference Books:

1) Maison, Margaret M. (2010), Examine Your English, Hyderabad: Orient Longman.
2) Sharma, R.S. (1999), Technical Writing. Delhi: Radha Publication
3) Wren, P.C., Martin, H. (2007), English Grammer and Composition, S.Chand.
4) Sudarsanam, R. (2008), Understanding Technical English. Delhi: Sterling Publishers Pvt. Ltd.
5) Gannon, Robert, Edt., (1991), Best Science Writing: Readings and Insights. Hyderabad: University Press (India) Limited.
6) M. Alderton Pink, M.A. Pink & S.E. Thomas, (2008), English Grammer and Composition, S. Chand publishers.

OBJECTIVE:

Students will be able to understand the basic Components of the Computer. Student would be able to explain the functioning of Computer. Student should be able to understand the various Components and function of computer. Student would be able to understand the application and uses of Computer in the various fields, Student will understand the role of Computer. Student will be able to understand the concepts of Computer, its functioning and usage of Computer in various fields.

QUESTIONS

Q1. What is computer? Explain it with its block diagram.

Q2. Explain the input and output devices of the computer.

Q3. What is DBMS? Explain various data models.

Q4. What is operating System? Write the various functions and types of operating system.

Q5. Explain the concept of computer networks and network topologies.

Procedure: -
_ Assignment should be Handwritten.
_ Give proper headings and subheadings.
_ Use examples.
Students should make assignment in the following manner:
- Cover page
- Objectives
- Index
- Content
- Conclusion
- References

OUTCOME: After doing the assignment, students will be able to understand the basic concept of the Information technology.