

Bc/BC-601

2024

(6th Semester)

COMMERCE

Paper : BC-601



(**Business Communication**)

Full Marks : 70

Pass Marks : 45%

Time : 3 hours

(PART : B—DESCRIPTIVE)

(Marks : 45)

*The figures in the margin indicate full marks
for the questions*

1. (a) Discuss the importance of communication. 9

Or

- (b) What do you mean by verbal and non-verbal communication? Discuss the advantages and problems of verbal and non-verbal communication. 2+7=9

2. (a) What do you mean by corporate communication? Explain the features and objectives of corporate communication. 1+4+4=9

(2)

Or

(b) What is seminar? How seminar can be made more effective? 9

3. (a) What is writing skill? Elaborate essentials of good business writings. 3+6=9

Or

(b) Discuss the various parts of business letters. 9

4. (a) What do you mean by business report? Explain the essentials of a good business report. 1+8=9

Or

(b) Explain the strategies that should be followed to deliver speech in effective way. 9

5. (a) What do you mean by video conferencing? Write advantages and disadvantages of video conferencing. 1+4+4=9

Or

(b) Write the meaning of E-mail. Explain characteristics of successful E-mail messages. What are the advantages of E-mail? 1+5+3=9

★★★

Subject Code : Bc/BC-601

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To be filled in by the Candidate

BA / BSc / BCom / BBA / BCA
6th Semester End Term
Examination, 2024

Subject

Paper

INSTRUCTIONS TO CANDIDATES

1. The Booklet No. of this script should be quoted in the answer script meant for descriptive type questions and vice versa.
2. This paper should be ANSWERED FIRST and submitted within 1 (one) Hour of the commencement of the Examination.
3. While answering the questions of this booklet, any cutting, erasing, overwriting or furnishing more than one answer is prohibited. Any rough work, if required, should be done only on the main Answer Book. Instructions given in each question should be followed for answering that question only.

Signature of
Scrutiniser(s)

Signature of
Examiner(s)

Booklet No. **A** **201**

Date Stamp

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To be filled in by the
Candidate

BA / BSc / BCom / BBA / BCA
6th Semester End Term
Examination, 2024

Roll No.

Regn. No.

Subject

Paper

DESCRIPTIVE TYPE

Booklet No. B

Signature of
Invigilator(s)

/650

2024

(6th Semester)

COMMERCE

Paper : BC-601

(**Business Communication**)

(PART : A—OBJECTIVE)

(Marks : 25)

The figures in the margin indicate full marks for the questions

1. Indicate whether the following statements are *True (T)* or *False (F)* by putting a Tick (✓) mark : 1×5=5

(a) The word communication has been derived from the Latin Word 'Communis'.

(T / F)

(b) The secretary to the minister acts as gatekeeper audience.

(T / F)

(c) Writing skill contributes to one's success in any profession or business.

(T / F)

(d) Shareholders need the annual report to know the state of affairs of the company.

(T / F)

(e) The fax machine can store the message in memory if there is no paper for printing the message.

(T / F)

2. Choose the correct answer and place its code in the brackets provided : 1×10=10

(a) Decoding means _____ meaning to the message.

(i) attaching

(ii) putting

(iii) detaching

(iv) None of the above

[]

(b) Which one of the following is non-verbal communication?

(i) Video conferencing

(ii) Face-to-face talk

(iii) Telephonic talk

(iv) Body posture

[]

- (c) Which one of the following is **not** external corporate communication?
- (i) Memos
 - (ii) E-mail
 - (iii) Fax
 - (iv) Correspondence with government []
- (d) Informal communication takes place _____ the following prescribed and planned network or channel.
- (i) within
 - (ii) outside
 - (iii) both outside and within
 - (iv) None of the above []
- (e) Which one of the following is **not** parts of business letters?
- (i) Heading
 - (ii) Date
 - (iii) Signature
 - (iv) Bibliography []
- (f) _____ are parts of publicity and advertisement campaign.
- (i) Sales letters
 - (ii) Request letters
 - (iii) Collection letters
 - (iv) Persuasive letters []

- (c) Which one of the following is **not** external corporate communication?
- (i) Memos
 - (ii) E-mail
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- (f) _____ are parts of publicity and advertisement campaign.
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 - (ii) Request letters
 - (iii) Collection letters
 - (iv) Persuasive letters []

(g) _____ are reports that convey the activities of the market.

(i) Market reports

(ii) Business reports

(iii) Press reports

(iv) Progress reports

[]

(h) Every successful and effective presentation requires

(i) strategy and structure

(ii) support

(iii) speech

(iv) All of the above

[]

(i) Which one of the following is **not** modern form of communication?

(i) Videoconferencing

(ii) E-mail

(iii) SMS

(iv) Newspapers

[]

(j) _____ communication is communication occurring across different cultures.

(i) Multicultural

(ii) Business

(iii) Political

(iv) All of the above

[]

(5)

3. Write short notes on the following : $2 \times 5 = 10$

(a) Rumours

(162)

(b) Secondary Audience

(c) Memos

(d) Oral Presentation

(9)

(e) SMS

2024

(6th Semester)

COMMERCE

Paper : BC-602



(Public Administration)

Full Marks : 70

Pass Marks : 45%

Time : 3 hours

(PART : B—DESCRIPTIVE)

(Marks : 45)

*The figures in the margin indicate full marks
for the questions*

1. (a) What is Public Administration? Discuss the features of Public Administration.

2+7=9

Or

- (b) Discuss the theories of Public Administration.

9

2. (a) What do you understand by the Chief Executive? Briefly discuss the types of the Chief Executive.

2+7=9

Or

(b) Define Staff Agencies. Discuss their features. 9

3. (a) Describe the forms of executive control over administration. 9

Or

(b) Briefly discuss the provisions of the Lokpal Act of 2013.

4. (a) Discuss the functions of Civil Servant. 9

Or

(b) What is promotion? Discuss the types of promotion. 3+6=9

5. (a) Discuss the meaning and scope of financial administration. 9

Or

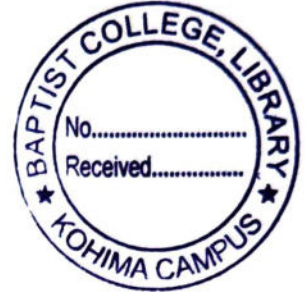
(b) What is Budget? Discuss the types of budget. 2+7=9

2023

(6th Semester)

COMMERCE

Paper : BC-602



(**Public Administration**)

(PART : A—OBJECTIVE)

(Marks : 25)

The figures in the margin indicate full marks for the questions

1. Indicate whether the following statements are True (T) or False (F) by putting a Tick (✓) mark : 1×5=5

(a) Public Administration has been a very old discipline.

(T / F)

(b) Public Administration deals with the actual working of administration.

(T / F)

(c) The term 'administration' is not common in both Public Administration and Private Administration.

(T / F)

(d) Public Corporation has been relatively a old concept.

(T / F)

(e) Finance is not the life blood of every organization.

(T / F)

2. Choose the correct answer and place its code in the brackets provided : 1×10=10

(a) Public Administration gained real form of popularity in the

(i) 17th century

(ii) 18th century

(iii) 19th century

(iv) 20th century

[]

(b) The first stage in the development of Public Administration began with publication of

(i) Aristotle

(ii) Woodrow Wilson

(iii) Karl Marx

(iv) Henry Fayol

[]

(c) The classical theory of organization is also called

(i) bureaucratic theory

(ii) financial theory

(iii) administrative theory

(iv) scientific theory

[]

(d) The origin of independent regulatory commission took place in

(i) England

(ii) America

(iii) France

(iv) Germany

[]

(e) Zero hour discussion is an innovation of

(i) Japan

(ii) India

(iii) America

(iv) Indonesia

[]

(f) Administrative Tribunals have been mainly concerned with the task of performing

(i) administrative function

(ii) judicial function

(iii) financial function

(iv) audit function

[]

(c) The classical theory of organization is also called

- (i) bureaucratic theory
- (ii) financial theory
- (iii) administrative theory
- (iv) scientific theory

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(d) The origin of independent regulatory commission took place in

- (i) England
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(f) Administrative Tribunals have been mainly concerned with the task of performing

- (i) administrative function
- (ii) judicial function
- (iii) financial function
- (iv) audit function

[]

(g) The Civil Service which is also called
Bureaucracy constitutes the

- (i) permanent professionals
- (ii) elected professionals
- (iii) political professionals
- (iv) experimental professionals []

(h) Training of civil servants has been integral part
of

- (i) local administration
- (ii) personnel administration
- (iii) space science research
- (iv) technocratic experts []

(i) Budget is one of the most important devices of

- (i) social administration
- (ii) technical administration
- (iii) financial administration
- (iv) judicial administration []

(j) Promotion is a process of filling up the vacancies

- (i) directly
- (ii) indirectly
- (iii) by competitive examination
- (iv) by ordinary persons []

(5)

3. Write short notes on the following :

2×5=10

(a) Balanced budget

(6)

(b) Merit system in civil service

(c) Corporation



(d) Division of work

(e) Audit





Bc/Bs-603

2024

(6th Semester)

COMMERCE

Paper : BC-603

(Business Statistics)

Full Marks : 70

Pass Marks : 45%

Time : 3 hours

(PART : B—DESCRIPTIVE)

(Marks : 45)

*The figures in the margin indicate full marks
for the questions*

1. (a) Define statistics. Explain the characteristics of statistics. 2+7=9

Or

- (b) What do you mean by primary data? Discuss the various methods of collecting primary data. 2+7=9

(2)

2. (a) From the following data, calculate mean marks of the students : 9

| Marks | No. of students |
|-------|-----------------|
| 0-10 | 5 |
| 10-20 | 10 |
| 20-30 | 25 |
| 30-40 | 30 |
| 40-50 | 20 |
| 50-60 | 10 |

Or

- (b) Calculate Karl Pearson's coefficient of correlation from the following data :

| | | | | | | |
|------------------|---|----|----|----|----|----|
| Price (in ₹) | : | 4 | 5 | 7 | 10 | 4 |
| Supply (in unit) | : | 10 | 12 | 13 | 15 | 20 |

Also interpret the result.

3. (a) What is an index number? Explain the various types of index number. 2+7=9

Or

- (b) Construct price index number by applying—

- (i) Laspeyres' method;
- (ii) Paasche's method;

(iii) Fisher's method;

(iv) Dorbish and Bowley method;

(v) Marshall-Edgeworth method.

9

| Commodity | 2022 | | 2023 | |
|-----------|-------|----------|-------|----------|
| | Price | Quantity | Price | Quantity |
| A | 2 | 8 | 4 | 6 |
| B | 5 | 10 | 6 | 5 |
| C | 4 | 14 | 5 | 10 |
| D | 2 | 19 | 2 | 13 |

4. (a) Discuss the various components of time series.

9

Or

(b) From the following data, calculate the trend values by using the method of least square and estimate the sales from the year 2022 :

| | | | | | | |
|-----------------|---|------|------|------|------|------|
| Year | : | 2016 | 2017 | 2018 | 2019 | 2020 |
| Sales (in '000) | : | 70 | 100 | 120 | 130 | 150 |

5. (a) Define sample method. Explain the essentials of sampling. 2+7=9

(4)

Or

- (b) A problem in statistics is given to three students A, B and C. Their chances of solving it are $\frac{1}{2}$, $\frac{1}{3}$ and $\frac{1}{4}$, respectively. What is the probability that the problem will be solved?

9

2024

(6th Semester)

COMMERCE

Paper : BC-603

(**Business Statistics**)

(PART : A—OBJECTIVE)

(Marks : 25)



The figures in the margin indicate full marks for the questions

Answer **all** questions

1. Choose the correct answer and place its code in the brackets provided : 1×10=10

(a) The process of arranging data in group of related facts of different classes is called

(i) tabulation

(ii) classification

(iii) frequency

(iv) distribution

[]

(b) The cheapest method of collecting primary data is

- (i) telephone interview
- (ii) enumerator
- (iii) mailed questionnaire
- (iv) information from correspondents

[]

(c) When the values of two variables move in the same direction, the correlation is said to be

- (i) positive
- (ii) negative
- (iii) No correlation
- (iv) None of the above

[]

(d) Standard deviation is the measure of

- (i) mean
- (ii) median
- (iii) mode
- (iv) dispersion

[]

(e) Index numbers are expressed in

(i) square

(ii) area

(iii) metre

(iv) percentage []

(f) The index number which is used to measure the purchasing power of money is

(i) price index

(ii) quantity index

(iii) cost of living index

(iv) deflating []

(g) The most popular and widely used method for the measurement of trend line in time series is

(i) graphic method

(ii) semi-average method

(iii) moving average method

(iv) method of least square []

(h) The sample which is obtained from readily available list of the units of population is called

(i) convenience sampling

(ii) judgement sampling

(iii) quota sampling

(iv) multi-stage sampling []

(i) The occurrence of any of the events which prevents the occurrence of all the others is called

(i) independent event

(ii) dependent event

(iii) mutually exclusive event

(iv) not mutually exclusive event []

(j) The theory of probability was developed by

(i) Blaise Pascal

(ii) Thomas Bayes

(iii) R. A. Fisher

(iv) Karl Pearson []

2. State whether the following statements are *True (T)* or *False (F)* by putting a Tick (✓) mark : $1 \times 5 = 5$

(a) Median and mode are called positional averages.

(T / F)

(b) Index numbers are specialized averages.

(T / F)

(c) The sum of seasonal indices (using additive model) is equal to zero.

(T / F)

(d) Attribute is a measurable characteristic.

(T / F)

(e) Probability ranges from 0 to 2.

(T / F)

3. Write short notes on any *five* of the following : $2 \times 5 = 10$

(a) Secondary data

(b) Properties of median

PHI (X) = 1/2

PHI (X) = 1/2

(c) Lorenz curve

(d) Splicing

(e) Business cycle

(e) Business cycle

(f) Uses of index number

border: 1px solid black; padding: 2px;">(g) Uses of index number

(g) Census method

1947-48

2024

(6th Semester)

COMMERCE

Paper : BC-604



(Income-tax Law and Practice)

Full Marks : 70

Pass Marks : 45%

Time : 3 hours

(PART : B—DESCRIPTIVE)

(Marks : 45)

*The figures in the margin indicate full marks
for the questions*

1. (a) Explain the residential status of an individual as per the Income-tax Act, 1961.

9

Or

- (b) What are the various incomes that are exempted from tax under the Income-tax Act, 1961?

2. (a) What is annual value (income from house property)? How is annual value determined? 2+7=9

Or

- (b) From the following particulars, find out the taxable salary of Mr. A. K. Das working at Guwahati (population less than 25 lakhs and more than 10 lakhs) : 9

- (i) Basic salary—₹ 20,000 p.m.
- (ii) Dearness allowance @ 90% of salary (terms of employment as provided)
- (iii) Employer's contribution to Employee's Recognized Provident Fund—15% of basic salary
- (iv) Rent-free accommodation (unfurnished)—fair rent value is ₹ 90,000 p.a. Expenses on maintenance of garden met by employer ₹ 4,000
- (v) Interest on provident fund balance @ 14% p.a.—₹ 5,600
- (vi) A car (1.5 c.c. capacity) is provided by employer. All expenses are borne by employer. It is used both for office and private purposes. Car was used by employee for only 10 months during the year

(vii) He paid professional tax ₹ 2,000 p.a.

(viii) He received ₹ 400 p.m. as fixed medical allowance

3. (a) What is tax deducted at source? Explain the deduction of tax at source with regard to salaries. 2+7=9

Or

- (b) What is 'Advance Payment of Tax'? Explain the provisions of the Income-tax Act in respect of advance payment of tax. 2+7=9

4. (a) Discuss briefly the procedure of appeals to the appellate tribunal. 9

Or

- (b) Discuss the revisionary power of the commissioner of income tax as per the Income-tax Act, 1961.

5. (a) Briefly describe the organizational structure of income-tax authorities under the Income-tax Act. 9

Or

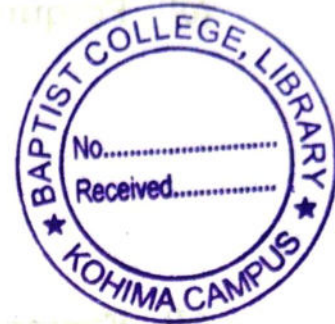
- (b) Explain the powers and functions of the commissioner of income tax.

2024

(6th Semester)

COMMERCE

Paper : BC-604



(Income-tax Law and Practice)

(PART : A—OBJECTIVE)

(Marks : 25)

The figures in the margin indicate full marks for the questions

1. Indicate whether the following statements are True (T) or False (F) by putting a Tick (✓) mark :

1×5=5

(a) An Indian citizen is always considered as resident and ordinary resident of India.

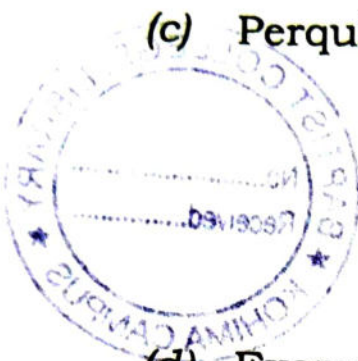
(T / F)

(b) Interest on Public Provident Fund is exempt from tax.

(T / F)

(c) Perquisite can be only in monetary form.

(T / F)



(d) Exemption u/s 54 is allowed on sale of land.

(T / F)

(e) The last date of filing of return of income for a salaried individual is July 31 of the assessment year.

(T / F)

2. Choose the correct answer and place its code in the brackets provided :

1×10=10

(a) Residential status is determined for

(i) accounting year

(ii) assessment year

(iii) previous year

(iv) All of the above

[]

(b) Medical allowance received by an employee is

(i) fully taxable

(ii) fully exempt

(iii) exempted up to the amount of actual expenditure incurred on medical treatment

(iv) None of the above []

(c) Which of the following is **not** an 'income from other sources'?

(i) Winnings from crossword puzzles

(ii) Profit on sale of building

(iii) Gift in excess of ₹ 50,000 from an unrelated person

(iv) Interest on fixed deposits in bank []

(d) TDS rate on winning from lotteries if payment is made to a resident is

(i) 10%

(ii) 15%

(iii) 30%

(iv) 40%

[]

(e) The due date of second instalment of advance tax for individual is

(i) 15th June of previous year

(ii) 15th September of previous year

(iii) 15th July of previous year

(iv) 15th December of previous year

[]

(f) Which of the following Sections can be applied for deduction in respect of donation to Prime Minister Relief Fund?

(i) Section 80C

(ii) Section 80D

(iii) Section 80G

(iv) Section 80GG

[]

(g) Income from business and profession come under

(i) Section 18 to 25

(ii) Section 28 to 44

(iii) Section 22 to 28

(iv) Section 43 to 56

[]

(h) CBDT is created under the Central Board

(i) Revenue Act, 1961

(ii) Income-tax Organization Act, 1961

(iii) Revenue Act, 1963

(iv) Income-tax Act, 1961

[]

(i) Standard deduction u/s 24 is

(i) 1/4 of net annual value

(ii) 1/5 of net annual value

(iii) 30% of net annual value

(iv) ₹ 10,000

[]

(j) Death-cum-retirement gratuity is paid to a government employee.

(i) It is fully taxable

(ii) Government pays the tax

(iii) It is fully exempted

(iv) It is partially taxable

[]

3. Write short notes on the following :

2×5=10

(a) Person

3. Write short notes on the following :

2×5=10

(a) Person

(b) Capital gain (POT) 7000% in 1990-91

(c) Tax Deducted at Source (TDS)

(d) CBDT (Central Board of Direct Tax)

(e) Agricultural income

2024
(6th Semester)

COMMERCE
(Honours)



Paper No. : BC-605

(Financial Market Operations)

Full Marks : 70
Pass Marks : 45%

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

1. (a) Explain the structure of Indian Money Market. 14

Or

(b) Distinguish between money market and capital market. Discuss the functions of money market. 7+7=14

2. (a) What is stock exchange? Explain the role and functions of stock exchange. 2+12=14

Or

(b) What is listing of securities? Discuss the objectives and legal requirements of listing of securities. 3+4+7=14

3. (a) Discuss the role of SEBI in controlling the capital market in India. 14

Or

(b) Discuss in detail the different grievance redressal methods available to the investors in the capital market. 14

4. (a) Write in detail the different functionaries of stock exchanges. 14

Or

(b) Write short notes on the following : 7×2=14

(i) Market makers

(ii) Portfolio consultants

5. (a) Explain the roles and functions of Merchant Banking in India. 7+7=14

Or

(b) Throw light on the significance of credit rating in enforcing the quality standards in the financial system. 14

★ ★ ★