

**Bc/BC-601**

**( 2 )**

**2 0 2 0**

( 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) What do you mean by business communication? Discuss the elements of communication process. 2+7=9

*Or*

- (b) What are formal and informal communications? Discuss their advantages and disadvantages. 5+4=9

2. (a) What is grapevine communication? What are the advantages and disadvantages of grapevine communication? 1+4+4=9

*Or*

- (b) What is seminar? How can seminar be made effective? 2+7=9

3. (a) Discuss in brief various steps in effective writing. 9

*Or*

- (b) What are the various types of business letters? What are the important points to make business letters effective? 4+5=9

4. (a) What is business report? Discuss in brief various types of business reports. 2+7=9

*Or*

- (b) Discuss PowerPoint presentation with its advantages. 2+7=9

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

*Or*

- (b) Discuss the way of handling written communication in international situation. 9

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**Subject Code : Bc/BC-601**

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BA / BSc / BCom / BBA / BCA  
6th Semester End Term  
Examination, **2020**

Subject .....

Paper .....

**INSTRUCTIONS TO CANDIDATES**

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**Booklet No. A**

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6th Semester End Term  
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Roll No. ....

Regn. No. ....

Subject .....

Paper .....

DESCRIPTIVE TYPE

Booklet No. B .....

**Bc/BC-601**

**2 0 2 0**

( 6th Semester )

**COMMERCE**

Paper : BC-601

**( Business Communication )**

( PART : A—OBJECTIVE )

( Marks : 25 )

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

Answer **all** questions

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

(a) The English word Communication has been derived from Latin word Communis.

( T / F )

(b) Interpersonal communication is communication among two or more persons.

( T / F )

( 2 )

(c) Informal communication takes place inside the formally prescribed and planned network or channel.

( T / F )

(d) Writing skill determines the chances of influencing people.

( T / F )

(e) E-mail is easy, quick and costly means of communication.

( T / F )

2. Put a Tick (✓) mark against the correct answer in the brackets provided : 1×10=10

(a) Communication may be broadly defined as a process of

(i) command and control ( )

(ii) meaningful interaction ( )

(iii) changing business system ( )

(iv) None of the above ( )

( 3 )

- (b) Persuasion is an act of influencing
- (i) ordinary communication ( )
  - (ii) rules and code of conduct ( )
  - (iii) persons to voluntarily change their attitude ( )
  - (iv) employees forced to change their attitude ( )
- (c) The primary audience is the audience who have to decide
- (i) to reject the senders message ( )
  - (ii) to accept the senders message ( )
  - (iii) to hide the senders message in the company ( )
  - (iv) to change the contents of the message ( )
- (d) Grapevine communication is the informal communication network
- (i) useful for global communication ( )
  - (ii) within an organisation ( )
  - (iii) system designed to change organisation ( )
  - (iv) All of the above ( )

( 4 )

(e) Writing skill contributes to one's success in any

(i) profession or business ( )

(ii) process of accounting ( )

(iii) calculating of profit share ( )

(iv) All of the above ( )

(f) Verbal communication is a communication through

(i) sending e-mail ( )

(ii) message by facial expression ( )

(iii) spoken and written words ( )

(iv) body movement ( )

(g) Persuading the readers to act in desired way or

(i) to change their mindset ( )

(ii) to change their responsibility ( )

(iii) to change their way of life ( )

(iv) to change their body language ( )

- (h) Statutory reports are required to be prepared
- (i) according to rules of the company ( )
  - (ii) as per the financial requirements ( )
  - (iii) according to legal procedures ( )
  - (iv) according to the resolutions of the employees ( )
- (i) Multicultural communication is occurring across
- (i) different organisations of the country ( )
  - (ii) different levels of employees ( )
  - (iii) different cultures of the world ( )
  - (iv) All of the above ( )
- (j) Presently we live in globalized economy shaped by
- (i) Government Corporations ( )
  - (ii) Multinational Corporations ( )
  - (iii) Private Sector Corporations ( )
  - (iv) Public-Private Corporations ( )

( 6 )

3. Write short notes on the following : 2×5=10

(a) Market reports

(b) Franchising

( 7 )

(c) Press conference

(d) Watch-dog audience

( 8 )

(e) You-attitude

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**2 0 2 0**

( 6th Semester )

COMMERCE

Paper : BC-602

**( Public Administration )**

*Full Marks : 70*

*Pass Marks : 45%*

*Time : 3 hours*

( PART : B—DESCRIPTIVE )

( *Marks : 45* )

*The questions are of equal value*

1. (a) "All administration is one." Discuss in the context of relationship between Public and Private Administrations.

*Or*

(b) Write short notes on the following topics :

- (i) Classical theory of administration  
(ii) Human relation approach as explained by Elton Mayo

2. (a) "The Chief Executive is a troubleshooter, a supervisor and a promoter of future programmes." Discuss with reference to the functions of the Chief Executive.

*Or*

- (b) What is department? Critically examine the nature and types of department.

3. (a) What are the main forms and methods of judicial control over administration?

*Or*

- (b) Define Administrative Tribunals. What are the factors that give rise to Administrative Tribunals?

4. (a) Define recruitment. What are the major steps in the process of recruitment?

*Or*

- (b) "Promotion is a source of motivation and recognitions." Discuss with reference to the nature, significance and advantages of promotion.

5. (a) Discuss the procedure of passing the Budget in India.

*Or*

- (b) What is audit? Explain its objectives and functions. What is meant by the saying that audit is the watchdog of administration?

★★★

**Subject Code : Bc/PA-602**

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Subject .....

Paper .....

DESCRIPTIVE TYPE

Booklet No. B .....

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**Bc/PA-602**

**2 0 2 0**

( 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 is an Art and not a Science.

( T / F )

(b) In Switzerland, the executive is elected as per plural and quasi-Parliamentary as well as quasi-Presidential.

( T / F )

( 2 )

(c) Public Corporations are autonomous and are free from responsibility towards the government.

( T / F )

(d) Individual recruitment technique is adopted when large number of unspecialized post of general nature are to be filled up.

( T / F )

(e) Financial administration means set of activities which are related to making available money to branches of an organization.

( T / F )

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

(a) \_\_\_\_\_ made an attempt to classify the main forms of applied administration on the basis of ten principles.

(i) Luther

(ii) Walker

(iii) L. D. White

(iv) M. E. Dimock

[       ]

(b) Luther Gulick suggested four possible bases of organization, which he refers to 4Ps, such as

- (i) purpose, place, person, physical
- (ii) purpose, process, persons, place
- (iii) purpose, process, place, promotion
- (iv) purpose, process, product, persons

[       ]

(c) Apart from India, which country is functioning Parliamentary Executives?

- (i) Canada
- (ii) France
- (iii) USA
- (iv) None of the above

[       ]

(d) The time duration of the Director of Prosecution of the Lokpal is

- (i) 2 years
- (ii) 5 years
- (iii) 6 years
- (iv) 10 years

[       ]

(e) A budget is a \_\_\_\_\_ plan of action which is prepared in advance.

(i) financial

(ii) monetary

(iii) fiscal

(iv) None of the above

[       ]

(f) Which of the following is not a type of training?

(i) Formal and Informal Training

(ii) Centralized and Department Training

(iii) Pre-entry and Post-entry Training

(iv) Facto and Ex-post facto Training

[       ]

(g) IRCs control and regulate private economic activities in order to protect

(i) government policies

(ii) business policies

(iii) public interest

(iv) customers

[       ]

( 5 )

(h) In India, Merit System of Recruitment was introduced in

(i) 1852

(ii) 1853

(iii) 1854

(iv) 1855

[ ]

(i) Comptroller and Auditor-General acts as the \_\_\_\_\_ in matter of exercising supervision over the expenditure.

(i) Eagle eye of the Parliament

(ii) Watchdog of the Parliament

(iii) Supervisor

(iv) Auditor

[ ]

(j) \_\_\_\_\_ literally means, 'what warrant or authority'.

(i) Writ of Habeas Corpus

(ii) Writ of Certiorari

(iii) Writ of Authority

(iv) Writ of Quo Warranto

[ ]

( 6 )

3. Write short notes on the following :

2×5=10

(a) Scope of Public Administration

( 7 )

(b) Administrative functions of the Chief Executive

(c) Lokpal

( 8 )

(d) Informal Training

Bc/PA-602/535

( 9 )

(e) Performance Audit

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2020

( 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 how statistics is useful in the decision-making process of business and management. 2+7=9

Or

- (b) Distinguish between primary and secondary data. Which one would you prefer? Briefly explain how they are collected. 4+1+4=9

- 2. (a) Find mean and median from the following data : 4+5=9

Class

Interval : 0-10 10-20 20-30 30-40 40-50 50-60 60-70

Frequency : 8 12 10 8 3 2 7

Or

- (b) Calculate Spearman's rank correlation coefficient from the following data : 9

X : 52 63 45 36 72 65 47 25

Y : 62 53 51 25 79 43 60 33

- 3. (a) Compute the consumer price index number of 1970 on the basis from the following data using (i) aggregate expenditure method and (ii) family budget method, and give comment : 9

Commodity	Price (₹)		Quantity in 1968
	in 1968	in 1970	
Rice	12	15	20
Wheat	15	18	30
Milk	10	12	10
Oil	30	35	25

Or

- (b) What do you mean by index number? Explain the uses and limitations of index number. 3+3+3=9

( 3 )

4. (a) Below are given the figures of production (in thousand quintals) of a sugar factory :

Year : 2013 2014 2015 2016

Production

(in '000 quintals) : 80 90 92 83

Year : 2017 2018 2019

Production

(in '000 quintals) : 94 99 92

Fit a straight line trend by the method of least square. 9

Or

- (b) What do you mean by moving average method? Discuss the advantages and disadvantages of moving averages in time series analysis. 3+3+3=9

5. (a) What is sampling? Discuss in brief about non-random sampling methods used in sampling. 2+7=9

Or

- (b) A problem of statistics is given to three students for solution. Their probabilities 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

★★★

**Subject Code : Bc/Bs-603**

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Regn. No. ....

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Paper .....

DESCRIPTIVE TYPE

Booklet No. B .....

**Bc/Bs-603**

**2 0 2 0**

( 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.** Put a Tick (✓) mark against the correct answer in the brackets provided : 1×10=10

(a) Statistics can

(i) prove anything ( )

(ii) disapprove anything ( )

(iii) neither prove nor disapprove anything, is just a tool ( )

(iv) None of the above ( )

( 2 )

(b) Data are generally obtained from

- (i) primary sources ( )
- (ii) secondary sources ( )
- (iii) both primary and secondary sources ( )
- (iv) None of the above ( )

(c) The coefficient of correlation

- (i) can be less than 1 ( )
- (ii) can be more than 1 ( )
- (iii) varies between 1 ( )
- (iv) None of the above ( )

(d) Probable error is

- (i) 0.06745 SE ( )
- (ii) 0.6457 SE ( )
- (iii) 0.6753 SE ( )
- (iv) 0.6547 SE ( )

( 3 )

(e) The best average in the construction of index numbers is

(i) median ( )

(ii) geometric mean ( )

(iii) mode ( )

(iv) arithmetic mean ( )

(f) Laspeyres' index is based on

(i) base year quantities ( )

(ii) current year quantities ( )

(iii) Both (i) and (ii) ( )

(iv) average of current and base year ( )

(g) In forecasting

(i) only future course of events is important ( )

(ii) only past is important ( )

(iii) neither future nor past is important ( )

(iv) both future and past are important ( )

( 4 )

(h) A time series consists of data arranged

(i) in ascending order ( )

(ii) in descending order ( )

(iii) chronologically ( )

(iv) None of the above ( )

(i) Non-sampling errors include

(i) bias ( )

(ii) mistakes ( )

(iii) both bias and mistakes ( )

(iv) None of the above ( )

(j) If an event cannot take place, the probability will be

(i) 1 ( )

(ii) 1 ( )

(iii) 0 ( )

(iv) None of the above ( )

( 5 )

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

(a) Sampling errors are present both in a census as well as a sample survey.

*True* (    )      *False* (    )

(b) Arithmetic Mean is always the best measure of central tendency.

*True* (    )      *False* (    )

(c) Fisher's ideal index is known as the ideal formula for construction of index numbers.

*True* (    )      *False* (    )

(d) Qualitative methods of forecasting are more commonly used in practice as compared to the quantitative method.

*True* (    )      *False* (    )

(e) Probability derived from past experience is called empirical probability.

*True* (    )      *False* (    )

( 6 )

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

(a) Random Sampling

( 7 )

(b) Empirical Relationship between Mean, Median  
and Mode

( 8 )

(c) Standard Error

( 9 )

(d) Splicing

( 10 )

(e) Conditional Probability

( 11 )

*(f)* Forecasting

( 12 )

(g) Base Shifting

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2 0 2 0

( 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) Define the term 'income' as per the Income-tax Act. What are the important features of 'income tax' in India? 2+7=9

Or

- (b) Discuss briefly the scope of total income of a person on the basis of residence. 9

2. (a) How is 'annual value' ascertained in computation of the income from house property? What are the deductions allowed from annual value? 6+3=9

Or

- (b) From the following information submitted by Mr. Singh, compute his taxable salary for the assessment year 2019-2020 : 9

- (i) Basic salary—₹ 20,000 p.m.  
(ii) Dearness allowance—₹ 2,000 p.m. (60% of which forms part of the salary for retirement benefits)  
(iii) City compensatory allowance—₹ 200 p.m.  
(iv) House rent allowance—₹ 4,000 p.m. (he pays ₹ 6,000 p.m. as rent for a house situated in Kolkata)  
(v) Children education allowance—₹ 240 p.m. for 3 children  
(vi) Hostel allowance—₹ 1,400 p.m. for 2 children  
(vii) Medical allowance—₹ 1,000 p.m.  
(viii) Servants (paid by employer) :  
(1) Salary to watchman—₹ 2,000  
(2) Salary to sweeper—₹ 2,000  
(3) Salary to gardener—₹ 2,000

( 3 )

- (ix) Motor car of 1400 CC engine cubic capacity was provided by employer with driver for both official and personal purposes
- (x) Professional tax of ₹ 600 is paid by employer
- (xi) Mr. Singh contributes ₹ 1,200 p.m. to his recognized provident fund to which his employer contributes equal amount
- (xii) The interest @ 11% p.a. amounting to ₹ 44,000 was credited to his provident fund for year ending 31.3.2019

3. (a) Discuss the provisions of Income-tax Act relating to advance payment of income tax.

9

Or

(b) From the particulars given below, compute the total income and tax liability of Mr. Sen, a Central Government employee :

6+3=9

- (i) (1) Salary—₹ 25,000 p.m.  
(2) His contribution to statutory provident fund—₹ 1,700 p.m.

( 4 )

- (3) Employer's contribution to statutory provident fund—  
10% of salary
- (4) Interest on accumulated balance of statutory provident fund  
@ 13%—₹ 12,000
- (5) Entertainment allowance—  
₹ 1,000 p.m.

(ii) He owns two houses, one of which is let out at a rent of ₹ 400 p.m. and other (whose annual value is ₹ 1,000) remained vacant throughout the year on account of his employment at Kohima where he has taken a house on rent. The two houses are subject to Municipal Taxes of ₹ 600 and ₹ 100 respectively

(iii) During the year he sold shares of Hero Honda Ltd. and earned a short-term capital gain of ₹ 50,000 (short-term capital gain tax paid)

(iv) He earned ₹ 11,500 as interest from government securities and bank interest on fixed deposits ₹ 11,000 and on a savings account ₹ 10,600. He pays life insurance premium of ₹ 25,000 on his life policy of ₹ 4,00,000

4. (a) Briefly describe the procedures of filing appeal to the Commissioner (Appeals) and Income Tax Appellate Tribunal under the Income-tax Act, 1961. 9

*Or*

- (b) Describe the provisions of Income-tax Act regarding revision of order by the Commissioner of Income Tax. 9

5. (a) What is Central Board of Direct Taxes? Explain their powers and functions. 2+7=9

*Or*

- (b) What are the various income tax authorities envisaged in the Income-tax Act, 1961? Briefly discuss their functions. 2+7=9

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**Subject Code : Bc/ITLP-604**

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**Booklet No. A**

Date Stamp .....

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BA / BSc / BCom / BBA / BCA  
6th Semester End Term  
Examination, **2020**

Subject .....

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**Bc/ITLP-604**

**2 0 2 0**

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

(a) Under Section 10(1), agricultural income is

(i) fully exempted

(ii) 50% exempted

(iii) 75% exempted

(iv) None of the above [       ]

(b) The period of 12 months commencing from 1st April till 31st March the next year is called

(i) present year

(ii) previous year

(iii) financial year

(iv) None of the above [       ]

- (c) The year which is taxable is called
- (i) assessment year
  - (ii) previous year
  - (iii) current year
  - (iv) None of the above [       ]
- (d) The aggregated income from all heads of income is called
- (i) annual income
  - (ii) net income
  - (iii) gross total income
  - (iv) None of the above [       ]
- (e) The whole Income Tax Department is looked after by the
- (i) Enforcement Directorate
  - (ii) Law Enforcement Agency
  - (iii) Central Board of Direct Taxes
  - (iv) None of the above [       ]
- (f) The Inspectors of Income Tax are appointed by
- (i) the Chief Commissioner or Commissioner of Income Tax
  - (ii) the President of India
  - (iii) the Chief Justice
  - (iv) None of the above [       ]

(g) The Income-tax Act, 1961 came into force on

(i) 1st April, 1960

(ii) 1st April, 1962

(iii) 1st April, 1961

(iv) None of the above [       ]

(h) Anything that comes in under Income-tax Act is called

(i) receipt

(ii) income

(iii) profit

(iv) None of the above [       ]

(i) Which of the following is not a part of total income computation?

(i) Salary

(ii) House property

(iii) Capital gain

(iv) Lottery prize [       ]

(j) 'Person' is defined under which Section of the IT Act?

(i) Section 2(30)

(ii) Section 2(31)

(iii) Section 2(32)

(iv) Section 2(33) [       ]

( 4 )

2. State whether the following statements are *True* or *False* by putting a Tick (✓) mark in the brackets provided : 1×5=5

(a) A person not paying tax is liable to penalties.

*True* ( )      *False* ( )

(b) Section 2(30) explains about non-resident assessee.

*True* ( )      *False* ( )

(c) Tax cannot be paid in advance.

*True* ( )      *False* ( )

(d) Income from other sources is included in the computation of total income.

*True* ( )      *False* ( )

(e) Refund is not permitted in Income Tax under the IT Act.

*True* ( )      *False* ( )

( 5 )

3. Write short notes on the following : 2×5=10

(a) Ordinary Resident

( 6 )

*(b)* Gratuity

( 7 )

(c) Casual Income

( 8 )

(d) Perquisites

( 9 )

(e) Agricultural Income

\*\*\*

**2 0 2 0**

( 6th Semester )

COMMERCE

( Honours )

Paper : 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) What is financial market? Explain various functions of financial markets. Discuss the role of financial markets. 2+6+6=14

*Or*

- (b) Explain the structure of Indian money market. 14

2. (a) Explain the functions of capital market. Distinguish between capital market and money market. 7+7=14

*Or*

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

3. (a) Explain the objectives and functions of SEBI. 7+7=14

*Or*

- (b) Explain how the grievances concerning the stock exchange are dealt with in the stock market. 14

4. (a) Who is a stockbroker? Explain various types of stockbroker. Discuss various roles of a stockbroker. 2+6+6=14

*Or*

- (b) What is the difference between brokers and market makers? How does market maker work and earn? 8+6=14

5. (a) What is merchant banking? Explain the importance and need of merchant banking in India. 2+12=14

( 3 )

*Or*

(b) Write short notes on the following :

7+7=14

- (i) Functions of credit rating
- (ii) Services offered by merchant bankers

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