ISLAMPUR COLLEGE
DEPARTMENT OF COMMERCE

INTERNAL ASSESSMENT 2026-27 (FYUGP 2024-25)
ASSIGNMENT QUESTIONS

SEMESTER I

PAPER – MODERN OFFICE MANAGEMENT (SEC – 1)

ANSWER THE FOLLOWING QUESTIONS: (10*2 = 20 MARKS)

1. Explain the functions of Modern office management. Explain the duties and responsibilities of Modern office manager. **(4+6)**

2. Write a Note on:
   a) Importance of office location & layout. **(5)**
   b) Importance of office system. **(5)**

SEMESTER III

PAPER – ENTREPRENEURSHIP DEVELOPMENT AND START-UPS (SEC - 3)

ANSWER THE FOLLOWING QUESTIONS (10*2 = 20 MARKS)

1. What is Entrepreneurship Development? State any two objectives of Entrepreneurship Development. Discuss the major factors influencing entrepreneurship development. **(2+2+6)**

2. What is a Start-up? How is it different from a traditional business? What are the major challenges that starts-ups encounter in India? **(2+3+5)**

SEMESTER III

PAPER – HUMAN RESOURCE MANAGEMENT (IDC-2)

ANSWER THE FOLLOWING QUESTIONS (10*2 = 20 MARKS)

1. What do you understand by Human Resource Management? Discuss the nature, scope and importance of HRM. **[2+(2+3+3)]**

2. Define Selection. How is it different from Recruitment? Explain the steps involved in selection process. **(2+2+6)**

Important Instructions for Students:

1. **Students have to compulsorily submit their assignments of their respective papers to the teachers from the Department of Commerce, Islampur College on 23rd and 25rd November, 2026 (Monday and Wednesday) from 12:00pm to 2:00pm in Room No. 210 of Islampur College. Late submission in no case shall be entertained.**
2. **The front page must contain only the name, registration number, student id number, course, semester and paper name with code.**
3. **At the time of submission of the assignment, the student shall be provided with a sheet where they have to write their name, registration number, semester, date of submission and put their signature. If these details are not filled in by the students, the assignments shall not be treated as submitted.**
4. **The assignments have to be exclusively handed over to the teachers of the department of commerce.**
5. **The submission shall have to be made by the student himself/herself in person. In no case any relative or friend submitting the assignment, shall be encouraged.**
6. **The assignments must be submitted in A4 size white papers duly stapled. There is no need to give it in stick files or folders.**