

**Goa Vidyaprasarak Mandal's
Gopal Govind Poy Raiturcar College of Commerce and Economics
Ponda-Goa**

**B. Com. Semester-I (UGC - CCFUP) Examination, October/November 2025
Business Documentation (COM 144) (Practical)
(Skill Enhancement Course)**

Duration: 2 Hours

Marks: 24

INSTRUCTIONS:

1. All questions are compulsory.
2. Internal choice is available.
3. Figures to the right indicate marks.

Q. 1. A. You are Amit/Amita Naik, Purchase Manager of MNC Ltd. As a Purchase Manager, draft a letter to Mr. Shaym Kamat, Sales Manager, Sunshine Enterprise, complaining about two faulty air-conditioners supplied to your company. **(6) (CO3) (BL3)**

OR

Q. 1. B. You are Saish/Saisha Pai, Public Relation Officer of ABC Ltd. As the Public Relation Officer, write a social letter on behalf of your company, to Mr. Rajesh Mehta, Managing Director of Smart Solutions Pvt. Ltd., a long-term business partner, congratulating them on completing 25 years of successful business operations. **(6) (CO3) (BL3)**

Q. 2. A. You are Mohan/Mohini Menon, Sales Manager of PQR Ltd. You have noticed that Mr. Rohan Desai, Sales Executive, has been coming late to work repeatedly. Draft a warning memo advising him to maintain punctuality and cautioning him of disciplinary action in case of repetition. **(6) (CO3) (BL3)**

OR

Q. 2. B. You are Rohan/Rohini Sharma, General Manager of XYZ Ltd. Draft a notice of an extraordinary general meeting to be sent to the Sales Department, including the agenda of the meeting. **(6) (CO3) (BL3)**

Q. 3. A. You are Roy/Riya Dias, Marketing Executive of OP Ltd. As a Marketing Executive draft a formal report on "The Influence of Digital Marketing Launched Six Months Ago on the Company's Performance". **(12) (CO4) (BL3)**

OR

Q. 3. B. You are Samir/Samira Khan, Customer Relations Manager of PM Packaged foods Ltd. Draft a formal report on "Customer Satisfaction Survey Conducted Recently and Its Findings." **(12) (CO4) (BL3)**

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FARMAGUDI, PONDA – GOA
B.Com. UGC-CCFUP (SEMESTER-I) PRACTICAL EXAMINATION
NOVEMBER 2025
COM – 142 BUSINESS MATHEMATICS – I

Duration: 2 Hours

Marks: 24

INSTRUCTIONS i) All questions are compulsory
ii) Figures to the right indicate full marks.
iii) Use of non-programmable calculator is allowed.

Q 1 A) X alone can complete a piece of work in 12 days, while Y alone can complete it in 18 days. If both of them work together for 5 days, what fraction of the work is still left to be completed? (4 m)[CO1][BL3]

OR

Q 1 B) 75 men can finish a job in 48 days. How many more men should be engaged to complete the work in 30 days? (4 m)[CO1][BL3]

Q 2 A) A refrigerator is marked at ₹40,000. A seller offers 20% trade discount followed by an additional 10% Diwali discount. What is the final selling price? (4 m)[CO1][BL3]

OR

Q 2 B) A trader bought a TV for ₹28,000 and sold it at a profit of 20%. What is the selling price? (4 m)[CO1][BL3]

Q 3 A) Calculate the present value of an annuity of ₹40,000 payable annually for 3 years, if the interest rate is 5% per annum compounded yearly. (4 m)[CO2][BL3]

OR

Q 3 B) A person borrows ₹50,000 at 12% per month and wants to repay in 5 equal monthly instalments. Find the EMI. (4 m)[CO2][BL3]

Q 4 A) In a survey of 120 students, 70 like Pizza, 50 like Burgers and 60 like Sandwiches. 30 like both Pizza and Burgers, 25 like both Burgers and Sandwiches, 20 like both Pizza and Sandwiches and 10 like all three foods. Draw a Venn diagram and find the number of students who do not like any of these foods. (4 m)[CO3][BL3]

OR

Q 4 B) Find maxima and minima of $f(x) = 2x^3 - 21x^2 + 36x - 20$. (4 m)[CO3][BL3]

Q 5 A) The supply function of a product is $y = 40 + 6x - x^2$. Find the price elasticity of supply when $x = 5$. (4 m)[CO4][BL3]

OR

Q 5 B) The demand function is $p = 60 - 2x - x^2$ where x is the quantity demanded. Find the consumer's surplus when $x = 4$. (4 m)[CO4][BL3]

Q 6 A) Using Newton's Forward Difference formula, find $\frac{dy}{dx}$ and $\frac{d^2y}{dx^2}$ at $x = 5$

x	5	6	7	8	9	10
y	147	215	301	409	543	707

(4 m)[CO4][BL3]

OR

Q 6 B) Find the solution using Weddle's law for the following data

x	0	0.5	1	1.5	2	2.5	3
y	1	1.25	2	3.25	5	7.25	10

(4 m)[CO4][BL3]

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**B.COM. UGC-CCFUP (SEMESTER-I) PRACTICAL EXAMINATION NOVEMBER 2025
COM-145 – INNOVATION AND START-UPS**

Time: 02 Hours

Marks: 24

Q. 1) Answer **any two** from the following: **(6 X 2 = 12 Marks)**

- a) Summarize the steps involved in designing an effective marketing plan.
- b) Draw a business model based on the product of your choice. (BL1 - CO2)
- c) Explain the SWOT Analysis of a product of your choice. (BL2 - CO2)

Q. 2) Answer **any two** from the following: **(6 X 2 = 12 Marks)**

- a) Entrepreneurs use a variety of strategies to maximise their profits. Explain. (BL2 - CO3)
- b) Explain the different types of exit strategies used by entrepreneurs. (BL2 - CO3)
- c) What are some of the funding sources available for startups? (BL1 - CO3)

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