



KUVEMPU UNIVERSITY
OFFICE OF THE DIRECTOR
DIRECTORATE OF DISTANCE EDUCATION
Jnana Sahyadri, Shankaraghatta – 577 451, Karnataka



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TOPICS FOR INTERNAL ASSESSMENT ASSIGNMENTS – 2019-20

B.B.A. (First Year)

***General Note:** Students are advised to read the separate enclosed instructions (in addition to the notes that are given below) before beginning the writing of assignments.*

IMPORTANT NOTE FOR B.B.A. STUDENTS

Internal Assessment marks of every **Optional Paper** are demarcated into: (i) 10 for Executive Skill Development Activity, (ii) 05 for Assignment Writing and (iii) 05 for regularity (attendance) to Counseling/ Contact Programme classes pertaining to the paper (Totally 20 marks). Therefore, the IA topics given below are to be answered only for 05 marks in each paper.

Executive Skill Development Activity (ESKDA): Students are to perform/ prepare reports of any 05 (five) Skill Development Activities. Each of the Skill Development Activity carries 2 marks (5 x 2 = 10 marks).

If less than five ESKDA topics are given for any of the papers in the Syllabus Book, students are advised to repeat any of those topics twice but taking different case studies. In total 05 ESKDA reports need to be prepared and submitted for each paper.

NOTE : Executive Skill Development Activity Reports and Answer to IA topics of each paper should be written/ presented within the combined 'Internal Assessment Assignment & Skill Development Activity Booklet' supplied to you. **DO NOT USE** booklets of your own.

Part I: Topics in Language Papers

(Students to submit IAs of TWO Language Papers, (among them one should be English) which they have chosen at the time of admission to the Course.)

ಕನ್ನಡ

(ಭಾಷಾ ಪತ್ರಿಕೆ)

1. 'ಕನ್ನಡ ಸಂಸ್ಕೃತಿ ನಮ್ಮ ಹೆಮ್ಮೆ' ಪ್ರಬಂಧದಲ್ಲಿ ವ್ಯಕ್ತವಾಗಿರುವ ಕನ್ನಡ ಸಂಸ್ಕೃತಿಯ ಗುಣಗಳಾವವು? ವಿವರಿಸಿ. 10 ಅಂಕಗಳು
2. 'ವಾಣಿಜ್ಯ ವರದಿ' ಮತ್ತು 'ವಿಮಾ ಪತ್ರ' ಕುರಿತು ಟಿಪ್ಪಣಿ ಬರೆಯಿರಿ. 05 ಅಂಕಗಳು

ENGLISH

(Language Paper)

1. Consider 'Tar Arrives' as a symbolic story. 10 Marks
2. Write a critical appreciation of the sonnet 'The world is too much with us'. 05 Marks

HINDI
(Language Paper)

1. अकेली कहानी की कथावस्तु लिखकर उसकी विशेषताओं पर प्रकाश डालिए 10 Marks
2. हिमालय के प्रति कविता में वर्णित हिमालय की भव्यता का वर्णन कीजिए। 05 Marks

SANSKRIT
(Language Paper)

1. रघुवंश महाकाव्य के 14th सर्ग की कथावस्तु संक्षेप में बतलाइए।
Explain the story of 14th Sarga of Gaghuvamsha Mahakavya in brief. 10 Marks
2. नीचे दिये गए कवियों में से एक का एक श्लोक लिखिए।
अ) लुत्तर गौरी, कण्व 05 Marks
ब) वसुदेव
Write a note on any one: A) Uttaragograhanam B) Vasurakshita

URDU

(Topics 1 carries 10 marks and topic 2 carries 5 marks)

DEPARTMENT OF URDU		
ASSIGNMENT FOR FIRST YEAR B.A./B.Sc./B.COM/BBM		
URDU LANGUAGE		
Paper- I	TITLE: PROSE, POETRY, FICTION AND FORMS OF LITERATURE	
10 Marks	یا علامہ اقبال کا سفر بنگلہ اور میسور کی روداد قلم بند کیجئے۔ مولانا الطاف حسین حالی سیرت و شخصیت پر اظہار خیال کیجئے۔	1
5 Marks	نظم "خاکِ ہند" یا "دیہات کی ایک شام" کا خلاصہ اپنے الفاظ میں لکھئے۔	2

Part II: Topics in Optional Papers

Paper 1: Financial Accounting – I

(Write Assignments on ANY ONE Question. 1 x 5 = 5 marks.)

1. Write a note on Accounting. Explain Accounting concepts and conventions.
2. Write a note on Consignment. Explain types of commission.
3. What is Bank Reconciliation statement? Differentiate cash book & pass book.

Executive Skill Development Activities for Paper – I

1. Accounting concept –illustrate on dual aspect concept .
2. Final Accounts of a sole trader.
 - a) Correcting a wrong trail balance.
 - b) Correcting a wrong balance sheet.
3. Prepare a proforma invoice & account sales.
4. Collect- an accounting statement from a bank customer and affix it.
5. Collect a copy of final accounts of a non trading concern.
6. Collect a debit note, credit note & invoice.
7. Collect a joint venture agreement & briefly analyze.

Paper 2: Economics for Managers

(Write Assignments on ANY ONE Question /Topic. 1 x 5 =5 marks.)

1. Explain the Cardinal and Ordinal Utility Analysis.
2. Write a note on Concepts of National Income.
3. Explain the Phases of Business Cycles.

Executive Skill Development Activities for Paper – II

1. Write down the Incremental Principles with a numerical illustration.
2. Write a note on Least square method and its application.
3. Show the Calculation of cost and revenue.
4. Mention the method of Calculation of BEP (in units & value)
5. You are required to write Calculation of cost plus price.
6. Write the system of Calculation of project profitability

Paper 3: Business Organisation & Office Management

(Write Assignments on ANY ONE Question. 1 x 5 = 5 marks.)

1. What is business? Describe the nature and scope of business activities.
2. List out the characteristics of business environment.
3. What constitute office environment ? Discuss the importance of good working environment.

Executive Skill Development Activities for Paper – III

1. Visit partnership firm & collect and paste the copy of the partnership deed.
2. List out the chief functions of the chamber of commerce & trade associations.
3. List out the usual contacts of an office manual.
4. Prepare a chart of line & staff organization of our own company.
5. List out the duties & responsibilities of an office supervisor.
6. List out the procedure to be under taken while purchasing an office stationery.

Paper 4: Principles of Management & Organisational Behavior

(Write Assignments on ANY ONE Question. 1 x 5 = 5 marks.)

1. Explain the principles given by Henry Fayal of Administration Management Theory.
2. Explain the conceptual view of organizational structure.
3. How perception help in the organization. Explain the process.

Executive Skill Development Activities for Paper – IV

1. Draft organization structure chart of BPO industry of your own choice.
2. Write SWOT analysis for any one organization.
3. Collect the information of great personality who has contributed for the development of our country.
4. Collect the information regarding organization culture of any two organization.
5. Explain organization climate which is suitable to Indian organization.
6. Collect the information regarding two industrial leaders.

Part III: Topics in Compulsory Paper

Topic Number	ಪರಿಸರ ವಿಜ್ಞಾನ / ENVIRONMENTAL SCIENCE	Maximum 15 Marks
	<i>Answer all Topics</i>	
1	Discuss the use and over utilization of ground water. ಅಂತರ್ಜಲದ ಬಳಕೆ ಮತ್ತು ಮಿತಿಮೀರಿದ ಬಳಕೆಯ ಕುರಿತು ಚರ್ಚಿಸಿ.	10 Marks
2	Write a note on structure and function of an ecosystem ಪರಿಸರ ವ್ಯವಸ್ಥೆಯ ರಚನೆ ಮತ್ತು ಕಾರ್ಯದ ಕುರಿತು ಬರೆಯಿರಿ.	05 Marks

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TOPICS FOR INTERNAL ASSESSMENT ASSIGNMENTS – 2019-20

B.B.A. (Second Year)

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Part I: Topics in Optional Papers

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Paper 1: Law & Practice of Banking & Insurance

(Write Assignments on ANY ONE Question. All questions carry equal (05) marks.)

1. Who is a Banker? Briefly explain the relationship between Banker and Customers.
2. Explain types of Insurance.
3. Explain the procedure of opening a Current account in a commercial bank.

Executive Skill Development Activities for Paper – I

1. Collect a specimen copy of opening an account in a bank.
2. Collect a specimen copy of cheque, pay in slip, withdrawal form & paste the same.
3. Collect a LIC policy form and tie it up.
4. Collect any one claim statement form of LIC.
5. Collect information regarding opening an Account & write the same.
6. Collect different types of accounting opening form & paste.

Paper 2: Management Information System and Computer Applications

(Write Assignments on ANY ONE Question. All questions carry equal (05) marks.)

1. Define Information? Explain the features of information.
2. What is DBMS & What are the characteristics of DBMS.
3. What are the main features of MS-Excel?

Executive Skill Development Activities for Paper – II

1. List out the step to be followed while creating a company in tally.
2. Draw a flowchart of information follow in TPS.
3. Write a c-program greatest of 3 numbers.
4. Write different types of short cut keys in MS-Word & MS-Excel.
5. Write a diagram of system development gift cycle.
6. List out-the different-types of computer crimes.
7. List-out-the difference between information & data.

Paper 3: Business Law and Secretarial Practice

(Write Assignments on ANY ONE Question. All questions carry equal (05) marks.)

1. What is Article of Association? Explain the Process for alteration Article of Association.
2. Define Company Secretary. Discuss his duties and responsibilities.
3. Explain the provisions relating to minor's agreement in law.

Executive Skill Development Activities for Paper – III

1. Collect and fill-up the "Power of Attorney" and "Gift deed".
2. Collect and fill-up the 'Affidavit' and Vakalat form.
3. Collect the specimen copy of MOA and AOA.
4. Collect a specimen copy of prospectus for issue of shares.
5. Point-out and underline the factors related to legal points involved in the following case
 - a. Abdul Aziz Vs Masum Ali
 - b. Lalman Shukla Vs Gowridutt
6. List-out the rights and liabilities of a secretary of any company.
7. Visit a consumer court and explain the nature of consumer disputes referred for redresses

Paper 4: Taxation

(Write Assignments on ANY ONE Question. All questions carry equal (05) marks.)

1. Explain the Income tax Authorities.
2. Explain the Residential status of an individual.
3. Explain the Produce of set-off & carry forward of losses.

Executive Skill Development Activities for Paper – IV

1. List out a few Non-Residential Indian firm & companies in your town / locality.
2. PAN-filling of form 49-A
3. Collect the salary certificate of an employee of any organization.
4. List out at least 15 exempted Income from tax.
5. Compute tax liability of an Individual (Men/Women) using imaginary figures.
6. Collect the profit & loss A/C prepared by a Business firm in your city.
7. Filling of challan & making payment of tax.

Paper 5: International Business Environment & Small Business Management

(Write Assignments on ANY ONE Question. All questions carry equal (05) marks)

1. Define a Multi-national Company. Explain the mode of operation in Multi-national Company.
2. Define a Small Scale Business. Explain the role of government in promoting the small scale business units.
3. What is Free-trade? Explain the various barriers to free trade.

Executive Skill Development Activities for Paper – V

1. List out different trading block in international trade.
2. List out major MNC's in your area.
3. Make a survey of local political influence on business.
4. Indentify special social, cultural & demographic features of your locality.
5. Analyze the element of globalization & role of W.T.O.
6. List of exemplary ethical practice that you have noticed in your area
7. Give your observations as to how technology has helped society

Paper 6: Marketing Management & Service Management

(Write Assignments on ANY ONE Question. All questions carry equal (05) marks)

1. Define Marketing. Explain the concepts of Marketing.
2. Define Product? Explain the Product Life Cycle with examples. What is Services
3. Marketing? Explain the Service Mix.

Executive Skill Development Activities for Paper – VI

1. Draft a marketing segmentation chart relating to any product.
2. List out the strategies adopted in marketing a product.
3. Prepare a modes advertisement copy for any consumer product.
4. Prepare a chart of product life cycle of any product.
5. Collect a specimen of a credit card-debit card & ATM.
6. Collect a advertisement copy of mutual fund schemes.
7. Draw a diagram showing factoring mechanism.

Part III: Topics in Compulsory Paper

ಭಾರತದ ಸಂವಿಧಾನ/ INDIAN CONSTITUTION

- | | |
|---|-----------------|
| 1. ಭಾರತದ ಸರ್ವೋಚ್ಚ ನ್ಯಾಯಾಲಯದ ರಚನೆ, ಅಧಿಕಾರ ಮತ್ತು ಕಾರ್ಯಗಳನ್ನು ವಿವರಿಸಿ. | 10 Marks |
| 2. ಭಾರತದ ಉಪರಾಷ್ಟ್ರಪತಿಯ ಕಾರ್ಯಗಳನ್ನು ವಿವರಿಸಿ. | 05 Marks |
| 1. Explain the composition, powers & functions of the Supreme Court of India. | 10 Marks |
| 2. Explain the functions of the Vice-President of India. | 05 Marks |

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TOPICS FOR INTERNAL ASSESSMENT ASSIGNMENTS - 2019-20
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I A TOPICS IN OPTIONAL PAPERS

Paper 1: Managerial Statistics

(Write assignments on ANY ONE Question. All questions carry equal 05 marks)

1. Define Statistics. Explain the uses of statistics.
2. Define correlation. How Correlation is different from Regression.
3. What is Index number? Briefly explain the reversibility test.

Executive Skill Development Activities for Paper – I

1. Select any consumer durable product of your own choice and prepare a questionnaire to elicit consumer response.
2. Prepare a bivariate table for the marks of any two subjects of your class students.
3. Find the consistency of any two cricket batsmen taking the runs scored by them in ten international matches.
4. Drawing of Histogram and graphic location of mode.
5. Drawing of give curve and graphic reading of median & quartiles.
6. Narrate the points of differences between Symmetrical & skewed distribution.
7. Ascertaining correlation between any two quantitative variables like height and weight of 10 students of your class.
8. Estimation of probable values like sales, marks, income etc through regression equations.

9. Using imaginary values of sample means (\bar{x}) and range charts and comment on the state of control of the process.
10. Using imaginary figures construct the cost of living index of your own place.
11. Point out the differences between correlation and association of attributes.

Paper 2: Mathematics for Managers

(Write assignments on ANY ONE Question. All questions carry equal 05 marks)

1. What is Matrix? Write the types of Matrix and explain it.
2. Write the Meaning and laws of Indices & Logarithms.
3. What is a Set? Explain the types of sets with examples

Executive Skill Development Activities for Paper – II

1. Visit Bank or Co-operative society and collect information about how they calculate interest on RD, SB account, FD, Overdraft, and term loan.
2. Collect information about any subject like share value / dividend, population etc for last five period and predict for next five years.
3. Contact any contractor and collect information how he measures the different shaped construction and estimate the cost.
4. Visit Insurance Company, study and analyze how they will calculate the premium on different policies – calculation of surrender value.
5. Collect information from corporate about how they made use of matrices.
6. Collect information from an Industry (Small-Scale) about the wage structure and analyze.
7. Conduct a survey on any subject and represent by VENN Diagram.
8. Visit Bank or Co-operative society and collect information about how they calculate interest on RD, SB Account, FD, Overdraft, and term loan.
9. Collect information about any subject like share value / dividend, population etc for last five periods and predict for next five years.
10. Contact any contractor and collect information how he measures the different shaped construction and estimate the cost.
11. Visit Insurance company, study and analyze how they will calculate the premium on different polices – calculation of surrender value.
12. Collect information from corporate about how they made use of matrices.
13. Collect information from an Industry (Small-Scale) about the wage structure and analyze.
14. Conduct a survey on any subject and represent by VENN Diagram.

Paper 3: Human Resource Management & Entrepreneurial Development

(Write assignments on ANY ONE Question. All questions carry equal 05 marks)

1. Define Human resource management. Explain its objectives.
2. What is Recruitment? Explain the different sources of Recruitment.
3. Define woman Entrepreneur? List-out at least 10 organizations run-by women.

Executive Skill Development Activities for Paper – III

1. Collect an advertisement copy for business executive's vacancy from a newspaper and prepare an application form accordingly.
2. Collect information about new recruitment sources.
3. Prepare a chart for job description and job specification.
4. Conduct an I.Q. test for students and ask them to record it.
5. Collect information about training method used in a company to train workers and managers.
6. Conduct group discussion in the classroom on leadership skills.
7. Conduct a mock interview in the classroom.
8. Prepare a project report to start on SSI unit.
9. Draft a letter to the concerned authority for seeking license to start an SSI unit.
10. Prepare a format of Business plan.
11. A report on the survey of SSI units located in the region.
12. Financial assistance chart for SSI units.
13. Any one success story of Entrepreneur of the region.
14. List tax concessions available to SSI units under direct and indirect taxes.

Paper 4: Cost and Management Accounting

(Write assignments on ANY ONE Question. All questions carry equal 05 marks)

1. Define management accounting. Explain its nature.
2. What do you mean overheads? Explain its classification of overheads.
3. Explain different methods of wages payment.

Executive Skill Development Activities for Paper – IV

1. Listing of industries located in your area and methods of costing adopted and writing a report on the costing system in the organization. Which you have visited.
2. Listing of materials used in any industries in your area and collection of formats of material requisition, purchase order, bin card, stores ledger.
3. Collection of formats relating to labour wage sheet, job cards, idle time card, time card. Preparation of labour cost sheet and wage sheet / pay rolls with imaginary figures.
4. Classification of overheads, basis of apportionment of overheads and listing of overheads on the basis of variability.
5. Listing of industries where process costing is adopted and listing of firms where operation costing is adopted.
6. Collection of financial statements of any organization for a minimum of two years.
7. Calculation of the following ratio based on the above financial statements.
8. Using imaginary data, preparing funds flow statement and flexible budget.
9. Preparation of BEP chart for different levels of sales with imaginary figures.
10. Using imaginary figures – calculates material cost variances and labor cost variances and analyzing the causes of such variances.

Paper 5: Principles & Practice of Auditing

(Write assignments on ANY ONE Question. All questions carry equal 05 marks.)

1. Define Audit? Explain vouching.
2. Distinction between management audit and statutory audit.
3. What do you mean by internal check & Explain the procedure involved in the different items.

Executive Skill Development Activities for Paper – V

1. Allotment of audit work.
2. Preparation and drafting of vouchers.
3. Preparation of audit programme.
4. Preparation of a qualified and / or clean audit report and interpretations.
5. Giving wrong vouchers, wrong entries in cash book, ledger and asking students to rectify.
6. Establishing correspondence between and auditor and a client.
7. Drafting Memorandum of Association and Articles of Association of a Company.

Paper 6: Tourism Transport Management

(Write assignments on ANY ONE Question. All questions carry equal 05 marks)

1. Write a note on Product Life Cycle concept of tourism product.
2. What are the functions of transport in tourism?
3. What are the major characteristics of the travel agency business

Executive Skill Development Activities for Paper – VI

1. Listing or Travel Agencies Tour operators available in your local area.
2. Prepare and advertisement copy applicable to travel agency.
3. Write a report on opportunities / prospects of development of tourism in spots like Jog Falls, Agumbe, Kodachadri etc.
4. List out famous / popular tourism spots in the World, India, your State and District.
5. Write a report on impact of Terrorism on Tourism with reference tourism spots like Jammu and Kashmir etc.
6. Conduct seminar on 'How to conduct, Manage fairs, festivals etc., for the development of Tourist spots'.
7. Students are asked to visit an transport organization (KSRTC, Private Bus or Truck operators and are required to collect and record details regarding costing, pricing and budgeting methods.
8. Arranging a guest lecturer of an expert in the transport field to get practical knowledge of transport policies and law and recording the same.
9. Students have to visit a local bus / truck operating organization and have to record about their functional area, administrative problems, their strength and weakness.
10. Conduct Seminar on Transport safety, Traffic pollution and its control and recording the same.
11. Writing a note on log sheets, Trip sheets and Collecting and affixing them in the record book.

Paper 7: Financial Management & Indian Capital Market

(Write assignments on ANY ONE Question. All questions carry equal 05 marks)

1. Explain the components of Indian financial system.
2. What is investment decision? Explain the factors influencing the investment decision.
3. Explain the different sources of long-term funds.

Executive Skill Development Activities for Paper – VII

1. Identify the decision area in which a finance manager has a role to play.
2. List out any ten sources from where you can get long term finance and short term finance.
3. Collect the financial statement of a company.
4. Bring out the capital structure of that company.
5. Identify the problems; computing the cost of capital.
6. Determine the cost of capital with imaginary figures.
7. Prepare a capital budget for new business.
8. You are starting a new business, Prepare a capital target for your business.
9. Evaluate the NPV of the investment made in the capital project with imaginary figures for five years.