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TOPICS FOR INTERNAL ASSESSMENT ASSIGNMENTS - 2019-20
B.B.A. (Final 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.

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.
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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.