



KUVEMPU UNIVERSITY
OFFICE OF THE DIRECTOR
DIRECTORATE OF DISTANCE EDUCATION



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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 ($5 \times 2 = 10$ 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 अठारहवें सर्ग की संक्षिप्त विवेचना
Explain the story of 14th Sarga of Gaghuvamsha Mahakavya in brief. 10 Marks
2. ब्रह्मसंहिता के चतुर्थ अध्याय की संक्षिप्त विवेचना
अ) उत्तराग्रहणम् ब) वसुरक्षिता 05 Marks
Write a note on any one: A) Uttaragrahanam 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 بنگلور و میسور کی روداد قلم بند کیجئے۔ مولانا الطاف حسین حالی سیرت و شخصیت پر اظہار خیال کیجئے۔	1
5 Marks	لظم "خاک 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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