



KUVEMPU UNIVERSITY
OFFICE OF THE DIRECTOR
DIRECTORATE OF DISTANCE EDUCATION

Jnana Sahyadri, Shankaraghatta – 577 451, Karnataka

Phone: 08282-256246, 256426; Fax: 08282-256370; website: www.kuvempuuniversitydde.org

E-mail: info@kuvempuuniversitydde.org, ssgc@kuvempuuniversitydde.org



TOPICS FOR INTERNAL ASSESSMENT ASSIGNMENTS (2009-10)

Course: B.B.M. (Second Year)

General Note: Students are advised to read the separate enclosed instructions before beginning the writing of assignments.

Part I: Topics in Optional Papers

IMPORTANT NOTE FOR B.B.M. STUDENTS

Internal Assessment marks in each of the **Optional Papers** are demarcated into: (1) 10 marks for Executive Skill Development Activity, (2) **05 marks for Assignment Writing** and (3) 05 marks for regularity (attendance) to Counseling/ Contact Programme classes pertaining to the paper.

Executive Skill Development Activity (ESkDA): Students are to perform/ prepare reports of any 5 (five) Skill Development Activities that are listed below. Each of the Skill Development Activities will carry 2 marks.

If less than five ESkDA topics are given in any paper, students are advised to repeat any of the topics twice taking different case studies, thus preparing/making them five in total.

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.

Paper-1: Law & Practice of Banking & Insurance

Executive Skill Development Activities

(Any Five activities 5x2=10 marks)

1. Collect the Specimen forms used in banks for opening and operating different types of accounts and learn the process of filling up of those forms. .
2. Collect the specimen forms of cheques and illustrate the different types of crossing, material alteration and endorsement.
3. Collect the loan application forms and learn the filling up those forms.
4. Learn the process of documentation of loan.
5. Prepare the Project Report for securing loan from bank.
6. Visit any of the public sector bank and multinational bank located in your place and write your observation in regard to the following:
 - a. Premises environment, b. Quality of service, c. Decision making process
7. Write your observations after visiting a bank regarding core banking solutions, automation in banking and learn the process of ATM operation.
8. Collect the Specimen of the following forms and learn the process of filling up those forms.
 - a. Proposal form: Life insurance, vehicle insurance, Property insurance.

9. Collect the insurance claim for life and general insurance and Mediclaim form.
10. Collect the insurance policy document and identify the important contents.
11. Collect the branches of innovative insurance products by different insurance organizations.
12. Illustrate the equity linked insurance products.

IA Topics

(Write Assignments on ANY ONE Question. (1 x 5 = 05 marks)

1. Explain the special features of relationship between bankers & customer.
2. Explain the Unique features of Insurance Contract.

Paper-2: Management Information System and Computer Applications

Executive Skill Development Activities

(Any Five activities. 5x2=10 marks)

1. MS-WORD: Letter writing and mail-merge Practical
2. MS- Excel: Creating worksheet, data entry, use of formulas, graph generations.
3. Preparation of mark statement, sales Report, Salary statement.
4. Show the steps you follow in creating a company in tally.
5. Show the steps for creating inventory of products assigning Groups, Category and Item names with different VAT rates.

IA Topics

(Write Assignments on ANY ONE Question. (1 x 5 = 05 marks)

1. Explain the different levels of Management and their informational requirements with examples.
2. Explain the objectives of database management.

Paper-3: Business Law and Secretarial Practice

Executive Skill Development Activities

(Any Five activities 5x2=10 marks)

1. Write down the fact and underline the legal points involved in the following cases.
 - a. Carlil, and Carbolic smoke ball company,
 - b. Lalman Shukla V/s Gowridutt,
 - c. Mohribibi V/s Dharmadas Ghose,
 - d. Abdul Aziz V/s Masum Ali,
 - e. Rangnayakamma V/s Alwar shetty
2. Collect a judgment copy on damages awarded by the court for breach of contract
3. Record the rights and duties of bailee like a tailor b.' Mechanic, C. Goldsmith.
4. Drafting /Collect and filling up the following: - a. Affidavit, b. Vakalat form, c. Power of Attorney d. Gift deed e. Pledge.
5. Visit a consumer court and record the nature of consumer disputes referred for redressal
6. Collect a specimen copy of M/A and A/A of a company.

IA Topics

(Write Assignments on ANY ONE Question. (1 x 5 = 05 marks)

1. Who is a Company Secretary? Explain the duties of Company Secretary.
2. Define Contract. Explain the essentials of valid Contract.

Paper-4: Taxation

Executive Skill Development Activities

(Any Five activities. 5x2=10 marks)

1. Collection of salary certificate of an employee of any organization.
2. PAN- filling of form 49-A
3. Filling of Form No. 16, 16A
4. Filling of challan and making payment of tax.
5. Income' tax Clearance certificate for the purchase and sale of immovable property.
6. List out a few non-residential Indians, firms and companies in your town /locality.
7. Prepare Perquisites chart.(RFA and Motor car)
8. Draw an organizational chart of IT authorities.

IA Topics

(Write Assignments on ANY ONE Question. (1 x 5 = 05 marks)

1. What are the income tax provisions related to set off and carry forward losses and carry forward & set off losses.
2. Explain the provisions relative ratio. Exemptions under section 80-C.

Paper-5: International Business Environment & Small Business Management

Executive Skill Development Activities

(Any Five activities. 5x2=10 marks)

1. Study the impact of economic policies on decision of any organization of your choice.
2. Analyze the elements of globalization and role of WTO
3. Globalization of Indian Business and impact or Privatization of Indian business-present case.
4. Choose anyone change in any of the economic policies and show the impact or how does the change affect the business.
5. List out different trading block in international trade.
6. Give your observations as to how technology has helped society
7. List out the major MNC's in India.
8. List latest news affecting India through, World Bank, IMF, WTO, ADB, etc, collect & paste.

IA Topics

(Write Assignments on ANY ONE Question. (1 x 5 = 05 marks)

1. Define Globalisation. Explain the various components of globalization
2. Explain the Organisational Structure and dispute settlement mechanism of WTO.

Paper-6: Marketing Management & Service Management**Executive Skill Development Activities**

(Any Five activities 5x2=10 marks)

1. Analyze consumer behavior for a imaginary product by interacting with a few selected consumers.
2. Draw a chart showing product life cycle of a consumer durable product.
3. Collect the data of pricing methods adopted in the concerns of your locality.
4. Develop an advertisement copy for any product of your choice.
5. List out the distribution channels available for consumer and industrial goods.
6. Collect an advertisement from any 'newspaper and analyze its features and suitability.

IA Topics

(Write Assignments on ANY ONE Question. (1 x 5 = 05 marks)

1. Explain 7ps of service marketing.
2. Define Marketing. Explain the core marketing concepts.

Part II: Topics in Compulsory Paper

Note: Out of 20 Internal Assignment marks of **Compulsory paper** 05 marks will be awarded for regularity (attendance) to Counseling/ Contact Programme classes pertaining to the paper. Therefore, the topics given below are only for 15 marks.

INDIAN CONSTITUTION

(Answer ALL questions)

1. Explain the salient features of the Constitution of India.
ಭಾರತ ಸಂವಿಧಾನದ ಪ್ರಮುಖ ಲಕ್ಷಣಗಳನ್ನು ವಿವರಿಸಿ. 10 Marks
2. Write a Brief Note on Election Commission of India.
ಭಾರತದ ಚುನಾವಣಾ ಆಯೋಗದ ಕುರಿತು ಸಂಕ್ಷಿಪ್ತ ಟಿಪ್ಪಣಿ ಬರೆಯಿರಿ. 05 Marks
