



**KUVEMPU UNIVERSITY**  
**OFFICE OF THE DIRECTOR**  
**DIRECTORATE OF DISTANCE EDUCATION**



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**TOPICS FOR INTERNAL ASSESSMENT ASSIGNMENTS (2009-10)**  
**Course: B.B.M. (Final Year)**

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

**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.

**Managerial Statistics**

**Executive Skill Development Activities**

*(Any Five activities. 5x2=10 marks)*

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.

### **IA Topics**

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

1. Explain the uses of graphs & diagrams.
2. Explain the functions and limitations of statistics.

## **Paper-2: Mathematics for Managers**

### **Executive Skill Development Activities**

*(Any Five activities. 5x2=10 marks)*

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 all 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 policies - 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.

**IA Topics**

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

1. How do find the area of triangle, cone and cube.
2. Find the 80<sup>th</sup> term of A.P. 2.5.8.11.

**Paper-3: Human Resource Management & Entrepreneurial Development****Executive Skill Development Activities**

*(Any Five activities 5x2=10 marks)*

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. an 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. Anyone success story of Entrepreneur of the region.
14. List tax concessions available to SSI units under direct and indirect

**IA Topics**

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

1. Explain the steps involved to start a small industry.
2. Who is an entrepreneur? What are the distinctive features of entrepreneurs and professional managers.

**Paper-4: Cost and Management Accounting****Executive Skill Development Activities**

*(Any Five activities 5x2=10 marks)*

1. Name the appropriate method of costing for each of the following
 

a. Printing press	b. Sugar factory	c. Cinema Theater	d. Hospital
e. Paper mill	f. KSRTC	g. Oil Refinery	h. Rice Mill

2. Write down the specimen format and a note on the following
  - a. Bin Card
  - b. Stores edger
  - c. Pay Roll
  - d. Labor Cost Sheet
3. Visit the factory and write the report on any two of the following
  - a. Costing department
  - b. Production department.
4. Classification of Over Head- Basis of apportionment of overhead and listing of overheads on the basis of variability.
5. Listing of Industries where process costing is adopted and listing of industries where single or output costing is adopted.
6. Collect the financial statements of a company for 2 years and prepare comparative income statement and comparative balance sheet.
7. Compute the following ratios from the collected financial statements of a co: Liquid ratio, debtor turnover ratio, "creditors turnover ratio, return on capital employed and debt equity ratio and give your comments.
8. Using the collected financial statements, prepare a fund flow statements.
9. Prepare a cash flow statement from the collected financial statements.
10. Prepare a production budget with imaginary figures.
11. Based on the information given, suggest the management to make / buy a part or accept / reject an export order.

### IA Topics

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

1. What is Direct Expense and State the functions of purchase department.
2. Write note on a) Cost plus Contract. b) Abnormal Gain c) Rowan Premium Plan d) Debt equity Ratio e) Capital Asset Ratio.

## Paper-5: Principles & Practice of Auditing

### Executive Skill Development Activities

*(Any Five activities 5x2=10 marks)*

1. Allotment of audit work.
2. Preparation and drafting of vouchers.
3. Preparation of a qualified and / or clean audit report and interpretation.
4. Giving wrong vouchers, wrong entries in cash book, ledger and asking students to rectify.
5. Establishing correspondence between and auditor and a client.
6. Drafting memorandum of association and articles of association of a company.

### IA Topics

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

1. Explain the duties of a company auditor.
2. What are divisible profits and how such divisible Profits are ascertained.

## **Paper-6: Tourism Transport Management**

### **Executive Skill Development Activities**

*(Any Five activities. 5x2=10 marks)*

1. Name the important tourist destinations of your district.
2. Visit the website and make a list of reputed tour operators in India.
3. Make a list of heritage centers in Karnataka and mention the assistance extended by UNESCO to these centers.
4. Make a record of the Hotels recognized - the Tourism Department of Karnataka.
5. Collect the tour package forms of Asian travels, Vikram travels, Vivek travels and other tour operators.

### **IA Topics**

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

1. What is Tourism marketing planning? Discuss the important steps involved in a successful tourism marketing planning.
2. Explain the Causes and effects of traffic accidents and suggest measures of safety to prevent such accidents.

## **Paper-7: Financial Management & Indian Capital Market**

### **Executive Skill Development Activities**

*(Any Five activities. 5x2=10 marks)*

1. Visit an Organization and contact financial manager and collect information about his functions, duties and responsibilities.
2. Visit an Organization and collect information about its capital structure (Equity, Debt etc.) and analyse.
3. Visit an Organisation and collect information about their investment decisions. .
4. Visit an organization and collect information about the sources of its working capital.
5. Collect the published annual financial statements of a company and analyze its capital structure and compute its overall cost of capital. .

### **IA Topics**

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

1. Define stock exchange. Explain its functions.
2. Briefly discuss the structure of Indian capital market.

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