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TOPICS FOR INTERNAL ASSESSMENT ASSIGNMENTS - 2010-11
B.B.M. (Second 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.

Part I: Topics in Optional Papers

IMPORTANT NOTES FOR B.B.M. 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).

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** your own/separate booklets.

Paper 1: Law & Practice of Banking & Insurance

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

1. Define Banker? Explain the relationship between Banker and Customer. Types of Accounts.
2. Define insurance. What are the functions of insurance? Explain the history of insurance in India.
3. What is paying banker? Explain the duties of collecting Banker.

List of Executive Skill Development Activities for Paper-1 (Any Five Activities)

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 filing 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.

Paper 2: Management Information System and Computer Applications

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

1. What is language processor? Explain Assembler and Compiler. Explain Low-level language and High-level language.
2. Explain different types of computers (Principles of working, size, and Capability).
3. What are the different data types in "C"? Explain Decision making statement in "C" write a C-Program to Calculate Simple and Compound Interests.

List of Executive Skill Development Activities for Paper-2 (Any Five Activities)

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.

Paper 3: Business Law and Secretarial Practice

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

1. What is Contract? Write its elements. When an agreement becomes a valid Contract?
2. What is a company? Write its features. Explain different types of companies.
3. Who is a company Secretary? What are all the right and liabilities he has?

List of Executive Skill Development Activities for Paper-3 (Any Five Activities)

1. Write down the fact and underline the legal points involved in the following cases.
 - a. Carlil and Carbollic smoke ball Company,
 - b. Lalman Shukla V/s Gowridutt,
 - c. Mohribibi V/s Dharmadas Ghose,
 - d. Abdul Aziz V/s Masum Ali, and
 - 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.

Paper 4: Taxation

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

1. Explain the procedure of set off and carry forward of losses.
2. Explain the income tax Authorities.
3. What do you mean by Perquisites? List out any 10 tax-free perquisites?

List of Executive Skill Development Activities for Paper-4 (Any Five Activities)

1. Collect of Salary Certificate of an employee of any organization.
2. PAN – filling of form 49-A.
3. Filling of Form No.16, and 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.

Paper 5: International Business Environment & Small Business Management

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

1. What is District Industries Centre? Explain the role of DIC in the development of small and rural industries.
2. What do you understand by industrial sickness? List-out the causes of Industrial Sickness.
3. What is globalization? Explain the impact of globalization on Indian Business.

List of Executive Skill Development Activities for Paper-5 (Any Five Activities)

1. Study the impact of economics 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 of Privatization on Indian business.
4. Choose any one 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.

Paper 6: Marketing Management & Service Management

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

1. Define Marketing? Explain the Marketing Management concept. What are the differences between selling and Marketing mix?
2. Define Product? What are step in planning and development of product? Explain the Product Life Cycle (PLC).
3. Define Service Sector. What are difference between service and goods? How its impact on marketing?

List of Executive Skill Development Activities for Paper-6 (Any Five Activities)

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.

Part II: Topics in Compulsory Paper

ಭಾರತದ ಸಂವಿಧಾನ / INDIAN CONSTITUTION

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| 1. ಭಾರತದಲ್ಲಿ ಸ್ಥಳೀಯ ಸರ್ಕಾರಗಳ ಬೆಳವಣಿಗೆಯನ್ನು ವಿವರಿಸಿ. | 10 Marks |
| 2. ರಾಜ್ಯಪಾಲರ ಅಧಿಕಾರ ಮತ್ತು ಕಾರ್ಯಗಳ ಕುರಿತು ಟಿಪ್ಪಣಿ ಬರೆಯಿರಿ. | 05 Marks |
| 1. Explain the growth of Local Self Governments in India. | 10 Marks |
| 2. Write a note on Powers and Functions of the Governor. | 05 Marks |

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