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TOPICS FOR INTERNAL ASSESSMENT ASSIGNMENTS - 2010-11
B.B.M. (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 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** booklets of your own.

IA Topics in Optional Papers

Paper 1: Managerial Statistics

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

1. Define the term Statistics? Explain the scope importance and Limitation of business statistics.
2. What is Index Number? Explain their uses & limitations.
3. Define correlation? Explain the various methods of studying correlation.
4. What is statistical quality control? Explain the construction & function of X chart & R Chart.
5. Define the term 'Skewness.' Explain the measures of Skewness.

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

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 ogive 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 (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. Write the meaning of Laws of Indies & Logarithms.
2. Explain the Elements, Methods & Types of theory of sets.
3. Define Progression. Explain Different methods Progression.
4. Explain briefly the different types of equations.
5. What is Matrices? Briefly explain the types of matrices. Write a note on solids and volume. Mention the types.

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

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.
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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 the function of HRM and importance, scope of HRM.

2. Define Recruitment. What are the sources of recruitment? Explain steps in selection process.
3. Define entrepreneurship. Explain the characteristics and function of entrepreneurship. What are the difference between Entrepreneur and Professional Manager?
4. What is Human Resource Planning? Explain the objectives and methods of UOB analysis. What are the difference between UOB Description and UOB specification?
5. What is Small Scale Industries? What are the problems and classification of Small Scale Industries?

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

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. What is management accounting? Explain its uses and limitations.
2. Explain the meaning of Ratio analysis. Explain their uses and limitations.
3. Explain, Nature and scope of cost accounting. How it is useful to the Business concerns? Differentiate Cost Accounting with financial accounting?
4. Define Material. What are steps involved in Material Control and how it is useful?
5. Explain the meaning of standard costing? What are its objectives, Merits and limitations and how it differentiates from Budgetary Control?

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

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. Discuss in detail the rights and duties of a company auditor.
2. Define "Vouching". Why Vouching is important to conduct audit work?
3. Discuss in detail about Management Audit. Distinguish between Management audit, Stationary audit and Cost audit.
4. "Audit work conducted in Educational Institution" Explain the function of an auditor in this programme.
5. How the auditor can verify and value the contingent assets and liabilities?

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

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. What is the importance of Hotel Industries in Tourism? How Hotel business could be made more popular in the context of providing tourism in India.
2. Briefly explain the role of railways and Airways in the development of Tourism in India.
3. The tour operator/s acts as a Wholesaler and the travel agents act as a Retailer - discuss this statement.
4. Explain the needs for Rail-Road Co-ordination suggest measure by which such Co-ordination can be secured.

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

1. Listing or Travel Agencies Tour operators available in your local area.
2. Prepare and advertisement copy applicable to travel agency.