

(DBFIT31)

ASSIGNMENT-1

BBM/BBA DEGREE EXAMINATION, MAY – 2019

Third Year

Fundamentals of IT

MAXIMUM MARKS: 30

Answer ALL Questions

- Q1)** a) What is computer software and what are its functions?
b) Explain the characteristics of computer.
- Q2)** What is Header and Footer? How to create Header and Footer and tables in MS – WORD?
- Q3)** State the applications of internet in business management.
- Q4)** Explain various menus in MS – WORD.
- Q5)** What are the applications of a spread sheet? Explain the features of MS – Excel.

(DBFIT31)

ASSIGNMENT-2

BBM/BBA DEGREE EXAMINATION, MAY – 2019

(Examination at the end of Third Year)

Third Year

Fundamentals of IT

MAXIMUM MARKS: 30

Answer ALL Questions

- Q1)** What are the data types in 'C'? Explain in brief.
- Q2)** Discuss the concept of flow of control in C?
- Q3)** Describe the uses of MS – Access in sorting, displaying and printing.
- Q4)** Describe the applications of power point presentations.
- Q5)** Explain the following :
- a) Internet
 - b) Extranet
 - c) Intranet



(DBBC31)

ASSIGNMENT-1

BBM/BBA DEGREE EXAMINATION, MAY – 2019

Third Year

BUSINESS COMMUNICATION

MAXIMUM MARKS: 30

Answer ALL Questions

- Q1)* What is informal communication? Discuss the utility of informal communication for an organization. What are its advantages and limitations?
- Q2)* What are effective listening skills and their advantages? Also highlight the importance of feedback skills.
- Q3)* What are different functions of business letter?
- Q4)* Explain the definition of communication and its significance to management.
- Q5)* What are the barriers to communication? What do you think is the most important?

(DBBC31)

ASSIGNMENT-2

BBM/BBA DEGREE EXAMINATION, MAY – 2019

Third Year

BUSINESS COMMUNICATION

MAXIMUM MARKS: 30

Answer ALL Questions

- Q1)* Discuss the structure and various types of reports.
- Q2)* Give details of how would you draft an advertisement.
- Q3)* What do you mean by Non-verbal communication? Discuss its various types.
- Q4)* Describe the basic model of communication.
- Q5)* Write a short notes on:
- a) House journals
 - b) Notice reports
 - c) Memos



(DBBL31)

ASSIGNMENT-1

BBM/BBA DEGREE EXAMINATION, MAY – 2019

Third Year

BUSINESS LAW

MAXIMUM MARKS: 30

Answer ALL Questions

- Q1)** What are the provisions of retrenchment in the Industrial Disputes Act, 1947? What are the recommendations of second national commission on labour retrenchment?
- Q2)** Explain the various benefits available to employees under the employees' state Insurance Act, 1948.
- Q3)** Briefly discuss the provisions for health, safety and welfare of workers under the factories Act, 1948.
- Q4)** Explain importance of consumer protection. Discuss rights and responsibilities of consumer.
- Q5)** Write a short notes on:
- a) Foreign company
 - b) Government company
 - c) Public company

(DBBL31)

ASSIGNMENT-2

BBM/BBA DEGREE EXAMINATION, MAY – 2019

Third Year

BUSINESS LAW

MAXIMUM MARKS: 30

Answer ALL Questions

- Q1)* Who is a promoter? What are his duties and responsibilities?
- Q2)* Discuss the requirements of a valid meeting with reference to Annual General meeting and extraordinary general meeting.
- Q3)* Give an account of different authorities under the Industrial Disputes Act, 1947. What are the powers and duties of such authorities?
- Q4)* Explain the main features of factories Act, 1948.
- Q5)* Explain the objective and applicability of employees' State Insurance Act.

(DBCM31)

ASSIGNMENT-1

BBM/BBA DEGREE EXAMINATION, MAY – 2019

Third Year

COST AND MANAGEMENT ACCOUNTING

MAXIMUM MARKS: 30

Answer ALL Questions

- Q1)** Discuss the features of a good costing system.
- Q2)** What is labour turnover? What are its courses? Indicate the steps which may reduce labour turnover.
- Q3)** What is meant by cost volume profit analysis? Explain the advantages of such analysis.
- Q4)** A company uses three raw materials A, B and C for a particular product for which the following data apply:

Raw Material	Usage per Unit of Product (Kgs)	Re-Order Quantity (Kgs)	Price Per Kg. (Rs)	Delivery Period (in Weeks)			Re-Order Level (Kg)	Min. Level (Kgs)
				Min.	Avg.	Max.		
A	10	10,000	0.10	1	2	3	8,000	
B	4	5,000	0.30	3	4	5	4,750	
C	6	10,000	0.15	2	3	4		2,000

Weekly production varies from 175 to 225 units, averaging 200 units of the said product.

What would be the following quantities:

- i) Minimum stock of A?
- ii) Maximum stock of B?
- iii) Re-order level of C?
- iv) Avg. stock level of A?

Q5) A manufacturing company has disclosed a net loss of Rs 8,75,000 as per their cost accounting records for the year ended March 31, 2010. However, their financial accounting records disclosed a net loss of Rs 7,19,250 for the same period. A scrutiny of the data of both the sets of books of accounts revealed the following information:

	Rs
i) factory overheads over - absorbed	47,500
ii) Administration overheads under – absorbed	32,750
iii) Depreciation charged in Financial Accounts	2,25,000
iv) Depreciation charged in Cost Accounts	2,42,250
v) Interest on investments not included in Cost Accounts	62,750
vi) Income tax provided in Financial Accounts	7,250
vii) Transfer fees (credit in financial Accounts)	12,500
viii) Preliminary expenses written off	27,500
ix) Under – valuation of opening stock in Cost Accounts	6,250
x) Under – valuation of closing stock in Cost Accounts	17,500

Required: Prepare a Memorandum Reconciliation A/c.

(DBCM31)

ASSIGNMENT-2

BBM/BBA DEGREE EXAMINATION, MAY – 2019

Third Year

COST AND MANAGEMENT ACCOUNTING

MAXIMUM MARKS: 30

Answer ALL Questions

- Q1)** Define reports. Explain the methods of Presentation of Reports.
- Q2)** Paramount Engineers are engaged in construction and erection of a bridge under a long-term contract. The cost incurred upto 31.03.2001 was as under.

Fabrication	Rs In Lakhs
Direct material	280
Direct labour	100
Overheads	60
	<hr/>
	440
Erection costs to date	110
	<hr/>
	550

The contract price is Rs 11 crores and the cash received on account till 31.03.2001 was Rs 6 crores.

The technical estimate of the contract indicates the following degree of completion of work. Fabrication - Direct material – 70%, Direct labour and Overheads – 60% , Erection – 40%.

You are required to estimate the profit that could be taken to Profit and Loss Account against this partly completed contract as at 31.03.2001.

- Q3)** A factory is currently running at 50% capacity and produces 5,000 units at a cost of Rs 900 per unit as per details below:

	Rs
Material	500
Labour	150
Factory overheads	150 (Rs 60 fixed)
Administrative overheads	100 (Rs 50 fixed)

The current selling price is Rs 1,000 per unit. At 70% working, material cost per unit increases by 2% and selling price per unit falls by 2%.

Estimate profits of the factory at 70%. Working by preparing a flexible budget.

Q4) The standard labour employment and the actual labour engaged in a 40 hours week for a job are as under:

Category of workers	Standard		Actual	
	No. of Workers	Wage Rate per hour (Rs)	No.of Workers	Wage Rate per hour (Rs)
Skilled	65	45	50	50
Semi-skilled	20	30	30	35
Un-skilled	15	15	20	10

Standard output: 2000 units : Actual output : 1800 units

Abnormal idle time 2 hours in the week.

Calculate:

- i) Labour cost variance;
- ii) Labour efficiency variance;
- iii) Labour idle time variance.

Q5) The following accounting information and financial ratios of M Ltd. related to the year ended 31st March, 2012:

Inventory turnover Ratio	6 times
Creditors turnover Ratio	10 times
Debtors turnover Ratio	8 times
Current Ratio	2.4
Gross profit Ratio	25%

Total Sales Rs 30,00,000; Cash sales 25% of credit Sales; Cash purchases Rs 2,30,000; Working Capital Rs 2,80,000; Closing inventory is Rs 80,000 more than opening inventory.

You are required to calculate;

- i) Avg. inventory.
- ii) Purchases.
- iii) Avg. Debtors.
- iv) Avg. creditors.
- v) Avg. payment period.
- vi) Avg. collection period.
- vii) Current assets.
- viii) Current liabilities.



(DBEP31)

ASSIGNMENT-1

BBM/BBA DEGREE EXAMINATION, MAY – 2019

Third Year

Entrepreneurship

MAXIMUM MARKS: 30

Answer ALL Questions

- Q1)** Who is an entrepreneur? In your opinion What are the important functions of an entrepreneur?
- Q2)** Explain in detail the factors that affect the growth of entrepreneurship.
- Q3)** Review the impact of government measures on the promotion of entrepreneurship in the country.
- Q4)** What are the major financial institutions assisting the small industries?
- Q5)** How do you classify the projects? Give a rational and acceptable criterion for classifying the projects.

(DBEP31)

ASSIGNMENT-2

BBM/BBA DEGREE EXAMINATION, MAY – 2019

Third Year

Entrepreneurship

MAXIMUM MARKS: 30

Answer ALL Questions

- Q1)* Define project financing? How do you classify the sources of project finance? Explain in brief.
- Q2)* Review Government policy towards location of industrial unit.
- Q3)* Under what assumptions the break even chart is used in break even analysis?
- Q4)* What do you mean by project report? Explain the general aspects which are to be covered in the project report.
- Q5)* Explain the different stages in the investment process.



(DBSM31)

ASSIGNMENT-1

BBM/BBA DEGREE EXAMINATION, MAY – 2019

Third Year

Sales Management

MAXIMUM MARKS: 30

Answer ALL Questions

- Q1)* What is sales management? What are the various functions of sales Management.
- Q2)* What are the major considerations that affect the choice of sales organization?
- Q3)* Define salesmanship. Explain the theoretical issues involved in it.
- Q4)* Explain in detail the characteristics of successful salesman.
- Q5)* What are the factors that may be considered while allocating sales quotas and determining sales territories?

(DBSM31)

ASSIGNMENT-2

BBM/BBA DEGREE EXAMINATION, MAY – 2019

Third Year

Sales Management

MAXIMUM MARKS: 30

Answer ALL Questions

- Q1)* Enumerate the place of marketing research in sales management.
- Q2)* What is training? Explain various training methods of sales personnel.
- Q3)* How do you prepare job description for sales representatives in an MNC? Explain.
- Q4)* Discuss the process of preparing sales budget.
- Q5)* Discuss the incentives available to motivate sales personnel.



(DBPDM31)

ASSIGNMENT-1

BBM/BBA DEGREE EXAMINATION, MAY – 2019

Third Year

Promotion and Distribution Management

MAXIMUM MARKS: 30

Answer ALL Questions

Q1) What are the basic concepts of sales promotion? List the types of promotion directed at

- a) Middleman
- b) Consumers

Q2) Suggest a promotional strategy for the following

- a) Dish washers
- b) Colour Television

Q3) Identify and discuss the factors affecting the selection of distribution channel.

Q4) Discuss an integrated distribution effort to show how it has a major effect upon marketing performance and cost of company operations.

Q5) In what ways do the 'sales' and 'distribution' functions complement each other?

(DBPDM31)

ASSIGNMENT-2

BBM/BBA DEGREE EXAMINATION, MAY – 2019

Third Year

Promotion and Distribution Management

MAXIMUM MARKS: 30

Answer ALL Questions

- Q1)* Elucidate the techniques employed to motivate middlemen.
- Q2)* Distinguish between Advertising, publicity and personal selling.
- Q3)* What are the merits and demerits of free samples and coupon offers.
- Q4)* Describe the scheduling of advertising media.
- Q5)* What do you understand by logistics department? Define its scope and objectives and discuss the key decision areas.

