

**MADURAI KAMARAJ UNIVERSITY**  
**DIRECTORATE OF DISTANCE EDUCATION**  
**DEPARTMENT OF MANAGEMENT STUDIES**

**Subject Wise Assignment Topics for 20AT Batch Students**

**B.B.A I YEAR**  
**(Bachelor of Business Administration)**

**Second Semester**

**Assignment Topics for I B.B.A II Semester Students**

<b>அலுவலக மேலாண்மை</b>	<ol style="list-style-type: none"><li>1. நவீன அலுவலகத்தின் இலக்கண செயல்பாடுகள் மற்றும் முக்கியத்துவம் பற்றி விவரித்து எழுதவும்.</li><li>2. ஒரு சரியான அலுவலக அமைப்புத் திட்டத்தின் முக்கியத்துவம் யாது?</li><li>3. அலுவலகங்களில் நல்ல கோப்பீடு முறையின் முக்கிய அம்சங்கள் பற்றி விவரிக்கவும்.</li><li>4. அலுவலக இயந்திரங்களை தேர்ந்தெடுப்பதற்கான அடிப்படைக் கோட்பாடுகள் குறித்து விவரி.</li><li>5. அறிக்கையென்றால் என்ன? அறிக்கைகளின் வகைகளை தகுந்த உவமைகளுடன் விளக்குக?</li></ol>
<b>English paper II</b>	
<b>Business Environment</b>	<ol style="list-style-type: none"><li>1. What is business environment? Explain the various environments affecting business.</li><li>2. What is social responsibility in business? What are the arguments for and against social responsibility?</li><li>3. Explain the Objectives and Salient Features of New Industrial Policy of India.</li><li>4. What is meant by Privatization, liberalization and globalization? Explain their relative advantages and disadvantages.</li><li>5. Explain the concept and characteristics of Capitalism, Socialism</li></ol>

	& Mixed Economy.
<b>Cost Accounting</b>	<ol style="list-style-type: none"> <li>1. What are the advantage and disadvantages of cost accounting?</li> <li>2.Explain <ol style="list-style-type: none"> <li>a) FIFO method b) Lifo method c) Simple average methods d) Weighted average price method</li> </ol> </li> <li>3.Explain <ol style="list-style-type: none"> <li>a) price rate system b)Time rate method</li> </ol> </li> <li>4.Give a specimen of Reconciliation Statement</li> <li>5.Explain <ol style="list-style-type: none"> <li>a) Cost Sheet b)Tender and Quotations</li> </ol> </li> </ol>
<b>Money and Banking</b>	<ol style="list-style-type: none"> <li>1.Explain kind of Money</li> <li>2.Explain types of Gold Standard</li> <li>3.Explain control of trade cycles</li> <li>4.Explain functions of commercial Banks</li> <li>5.Briefly explain merits and demerits of internet Banking</li> </ol>

**Assignment Topics for II YEAR B.B.A III Semester Students**

1	<b>Company Law</b>	1. Write down the Kinds of companies.	
		2. What are the Kinds of Share Capital	
		3. Explain the Meeting and General Meetings.	
		4. Difference between ordinary resolutions and special resolutions.	
		5. Discuss the provisions applicable to winding up.	
2	<b>Organisation Behaviour</b>	1. Explain Various Approaches to Study in OB.	
		2. Explain Group Dynamics.	
		3. Describe Motivation Techniques.	
		4. Explain How to Managing Stress.	
		5. What are the Steps in OD.	
3	<b>Management Accounting</b>	1. Explain Different Between Management Accounting and Financial Accounting	
		2. Explain Classification of Ratios.	
		3. State Preparation of Fund flow Statement.	
		4. Explain Break Even Analysis.	
		5. Explain Classification of Budget.	
4	<b>Business Mathematics</b>	1. Explain Basic Concept of Sets	
		2. Explain Matrix Multiplication.	
		3. Explain Simple and Compound	

		Interest	
		4. Discuss Differential Calculas.	
		5. Explain Law of Sets	
5	<b>Computer Application in Business</b>	1.Explain the storage devices, Hard Disk, RAM, CD-ROM,	
		2. Explain Introduction to MS Word.	
		3. Explain Components Excel	
		4. Discuss MS ACCESS.	
		5. Describe the application of internet in business.	

- Each Paper has Two Assignment Topics.
- Both the Assignment Topics are Compulsory
- Each Topic Carries 12.5 Marks
- Pages: Minimum 6 Maximum 10
- Date for Submission: 15<sup>th</sup> November 2020
- Front Page of the each Assignment should contain the following details
  - (i) Name
  - (ii) Enrolment Number
  - (iii) Semester
  - (iv) Assignment Number and Title of the Assignment
  - (v) Date
  - All the Assignments should be tied together.
  - Assignments should be **submitted to**

**The Head (i/c),  
 Department of Business Administration  
 Directorate of Distance Education  
 Madurai Kamaraj University  
 Madurai – 21**

- **Any further information please contact**

**Dr.R.Menaka  
The Head (i/c),  
Department of Business Administration  
Directorate of Distance Education  
Madurai Kamaraj University  
Madurai – 21  
Ph.No. 9944949430**