

**Program: BBA - Semester- II**

**Subject code: 208**

**Subject: Human Resource Management**

**Assignment No.1**

What is Job Analysis? State its importance.

**Assignment No.2**

What are the sources of Recruitment? State the merits and demerits of each sources?

**Assignment No.3**

What is difference between Recruitment and Selection? Identify the various sources of Recruitment for Sales Personnel?

**Assignment No.4**

What is Career Planning? Highlight its importance for retaining people.

**Assignment No.5**

What is Job Evaluation? How is it used for Wage Determination?

**Assignment No.6**

**Write notes on following.**

- a) Trace in brief the evolution of Human Resource Management in India.
- b) What is a wage? What are authorized deductions under Minimum Wages Act?

**Assignment No.7**

**Write notes on following.**

- a) What is Job Analysis? State its important.
- b) What are the advantages of using psychological tests for selection?

**Assignment No.8**

What is HRM, HRD, & Personnel Management? Explain the significance of HRM & HRD in changing business scenario?

**Assignment No.9**

What is 'HR' planning? How is it carried out?

**Assignment No.10**

Explain: (i) Potential Appraisal (ii) Job Analysis (iii) Settlement of Industrial Disputes

(iv) Recruitment vs. Selection.

**Subject code: 209**

**Subject: Applied Macro Economics**

**Assignment No.1**

What is business cycle? Explain its various phases.

**Assignment No.2**

Define the term money? Discuss its functions.

**Assignment No.3**

Write short notes on the following

- a) Revenue, fiscal and primary deficit
- b) Measurement of national income

**Assignment No.4**

Write short notes on the following

- a) Investment Multiplier
- b) Functions of Central Bank

**Assignment No.5**

Write short notes on the following

- a) Foreign Exchange rate
- b) Problems of excess demand

**Assignment No.6**

Explain the concept and components of Balance of Payment.

**Assignment No.7**

Write short notes on the following

- a) Revenue, Fiscal and primary deficit
- b) Measurement of national income

**Assignment No.8**

What is Economics? Distinguish between microeconomics and macroeconomics?

### **Assignment No.9**

Explain: (i) Functions of Commercial banks, (ii) Multiplier, (iii) Inflation in India, (iv) Trade Cycle,  
(v) Money Market

### **Assignment No.10**

What is National Income? How is it measured?

**Subject code: 210**

**Subject: Business Statistics-I**

### **Assignment No.1**

**Write short notes on the following**

- a) Discuss the advantages and limitations of questionnaire method for data collection.
- b) Write a note on ogive curves

### **Assignment No.2**

**Write short notes on the following**

- a) Define Statistical Quality Control. Distinguish between process control and product control.
- b) Find mean, Median and Mode for the following set of observations  
7, 4, 10, 15, 7, 3, 2, 9, 12

### **Assignment No.3**

Explain the concept of "Skewness" and "Kurtosis" and bring out their importance in describing a frequency distribution.

#### Assignment No.4

A Survey was conducted by a manufacturing company to find out the maximum price at which people would be willing to buy its product. The following table gives the stated price (in rupees) by 120 persons.

Price (Rs)	2.80-2.90	2.90-3.00	3.00-3.10	3.10-3.20	3.20-3.30
No. of Persons	11	29	38	27	15

Calculate the Bowley's coefficient of skewness and interpret its value.

#### Assignment No.5

- Explain the different types of skewness.
- Define the term kurtosis

#### Assignment No.6

- Explain standard deviation. Why is it used in statistical evaluation of data?
- Write in detail uses and importance of Index Numbers.

#### Assignment No.7

- What do you mean by trend analysis?
- What are control charts and why are they used?

#### Assignment No.8

Explain the terms – mean, mode & medium.

#### Assignment No.9

What are control charts? How are they constructed?

#### Assignment No.10

Explain: (i) Frequency curves, (ii) Measures of dispersion, (iii) Index Number, (iv)

S.Q.C.

**Subject code: 211**

**Subject: Financial Accounting**

**Assignment No.1**

Define the term Accounting. State the different end users who are interested in the accounting information.

**Assignment No.2**

What do you mean by accounting principles? Discuss briefly the basic accounting concepts.

**Assignment No.3**

Explain the different types of bank instruments used in monetary dealings.

**Assignment No.4**

Explain the different rules for journalizing the transaction with appropriate examples.

**Assignment No.5**

**Write notes on any two**

- a) **Book keeping**
- b) **Trial Balance**
- c) **Cash book**

**Assignment No.6**

- a) Explain the term 'Journal' and state its significance.
- b) Explain the term Real Accounts

**Assignment No.7**

Explain the different categories in which the accounting transactions can be classified. Also state the rule of 'debit and credit' in this connection

**Assignment No.8**

What is Financial Accounting? Explain its functions.

**Assignment No.9**

What is cheque? What is crossing of cheque? When cheque is said to be dishonored?

**Assignment No.10**

Explain: (i) Cash book, (ii) Purchase Ledger, (iii) Trading Account, (iv) Journal Entry,  
(v) Bank Reconciliation Statement.

**Subject code: 212**

**Subject: Environmental Studies**

## Assignment No.1

What are the various sources of food for man? Discuss the two major world food problems.

## Assignment No.2

Write an explanatory note on urban problems related to energy.

## Assignment No.3

Define food chain. Name and explain various types of food chains with suitable examples.

## Assignment No.4

What is the economic importance of forests?

## Assignment No.5

Define air pollution and write in brief control measures of air pollution.

## Assignment No.6

Define ecosystem. Describe in brief desert ecosystem.

## Assignment No.7

Write on following

- a) Ethical value of biodiversity
- b) Effects of noise pollution

## Assignment No.8

Classify and briefly discuss the various energy resources.

Assignment No.9

Explain the role of 'IT' in changing business scenario.

Assignment No.10

Explain: (i) Ecological Environment, (ii) Ecosystems, (iii) Business as a Social System, (iv) 'PEST' Analysis (v) Environmental Audit.

**Subject code: 213**

**Subject: Computer Algorithm and Problem Solving**

**Assignment No.1**

Write an algorithm that accepts 10 numbers in any arbitrary manner. Arrange those numbers in ascending order. Also draw flowchart for above problem.

**Assignment No.2**

**Explain the terms**

- a) Algorithm
- b) Array
- c) Flowchart
- d) Decision table

**Assignment No.3**

**Write short notes on the following**

- a) Components of program
- b) Top-down design
- c) Iteration using loop
- d) Operators

**Assignment No.4**

Write an algorithm that accepts 2 x 2 matrixes. Multiply each element of matrix by 5 and display the result in to another matrix. Draw flow chart for it.



**Assignment No.5**

- a) What are the features of an array?
- b) What is a linear array?

**Assignment No.6**

- a) What is a flow chart?
- b) Write an algorithm and draw a flow chart to read a number N and print all its divisors.

**Assignment No.7**

- a) Write an algorithm and draw a flow chart for calculating the sum of squares of integers from one to fifty.
- b) Write a note on process of Problem Solving

**Assignment No.8**

- (a) Explain the concept of 'Decision making'.
- (b) Explain the concept of 'Array' with examples.

**Assignment No.9**

- (a) What is Flowchart?
- (b) What is Input-output Analysis?
- (c) What is 'Loop'?

**Assignment No 10**

Define the term Decision-Making in detail and its type and procedure in detail.

**Subject code: 214**

**English Language-II**

**Assignment No.1**

Use the following Adverbs to construct sentences

- a) Quite b) fairly c) clearly d) carefully e) almost f) beautifully g) luckily

**Assignment No.2**

- a) What are the various types of speeches?  
b) Why is it important to establish the eye contact with the audience?

**Assignment No.3**

- a) Describe the advantages and disadvantages of impromptu speaking?  
b) What are some of the points to be kept in mind while making an impromptu speech?

**Assignment No.4**

What do you mean by tense? Name the tenses and their aspects.

**Assignment No.5**

- a. What is difference between present continuous and present perfect tenses?  
b. What is adverb? Write ten sentences to explain the use of adverbs in the English language.

**Assignment No.6**

What is future tense? Briefly explain simple future tense with suitable example.

**Assignment No.7**

Discuss the need for a neutral accent. Highlight its benefits.

**Assignment No 8**

**Rewrite using the appropriate form of the verb given in the brackets:**

- a) We \_\_\_\_\_ in London at the time tomorrow. (be)  
b) The parents \_\_\_\_\_ asleep, but the child was awake.(be)  
c) Mr. Timmons \_\_\_\_\_ in this school for ten years (teach)  
d) Pawan \_\_\_\_\_ swimming in the sea. (enjoy)

- e) He saw that the clock \_\_\_\_\_(stop)
- f) He saw that I \_\_\_\_\_ the first prize.(win)
- g) There \_\_\_\_\_ a lot of loose stones on the hill side.(be)
- h) Penny \_\_\_\_\_ her class ten in 1989.(pass)

### **Assignment No 9**

Use the following Adverbs to construct sentences (Any Five)

- a) Quite b) fairly c) clearly d) carefully e) almost f) beautifully g) luckily

### **Assignment No 10**

Combine each of the following sentences using suitable conjunctions:

- a) I must get good marks. Father will not get me a bike.
- b) He was busy. I did not disturb him.
- c) He was young. His parents died in an accident.
- d) There is no milk. You cannot make tea.
- e) You must go away. I will inform the police.
- f) He left early. He could reach in time.
- g) He worked. She played.
- h) He is very poor. He cannot buy a house