

Program: BBA - Semester-IV

Subject: Business Information System

Subject code: 422

Assignment No.1

Write full form of DSS. Draw diagram labeling its each component; explain its operation with example.

Assignment No.2

Explain control process with labeled diagram in general.

Assignment No.3

(a) Explain the general concept of any system with labeled diagram

(b) Explain MIS concept with labeled diagram and example.

(c) How does it differ from MANUFACTURING SYSTEM CONCEPT?

Assignment No.4

Define IT acquisition process in detail.

Assignment No.5

Describe the principles and process of Decision- Making

Assignment No.6

What are the various types and systems of decision making?

Assignment No.7

Explain the methods, tools and techniques of decision making.

Assignment No.8

Write in details about sources and types of information.

Assignment No.9

Distinguish data and information in detail.

Assignment No.10

Define system with its characteristics.

Subject: Production and Operations management

Subject code: 423

Assignment No.1

Explain the functions of Production management.

Assignment No.2

Explain the role of Design and marketing departments with respect the product development process.

Assignment No.3

What are the factors affection location analysis and choices for a manufacturing plant?

Assignment No.4

Write in detail difference between Production Management and Operation Management with its problems.

Assignment No.5

Write main functions of Production Planning and Control with Production Planning Strategy

Assignment No.6

Define Project Planning and control in detail with its types and Process.

Assignment No.7

Write in detail on Plant Layout.

Assignment No.8

Discuss Maintenance Management with its need and objectives.

Assignment No.9

What is meant by Work Measurement? Write Objectives, benefits and techniques of work management.

Assignment No.10

Write on Supply chain management in details.

Subject: Basics of Corporate Governance and Business Ethics

Subject code: 424

Assignment No.1

Explain the Kohlberg's Theory

Assignment No.2

What is ethics in Marketing? Also explain the need of ethics in HR.

Assignment No.3

Give a brief note on corporate governance & its limitations.

Assignment No.4

Write short note on following

- a) Utilitarianism
- b) Psychological Expectancy Model

Assignment No.5

Write short note on following

- a) Individualism V/s Collective in HRM practice
- b) Absolutism V/s Relativism Comparison

Assignment No.6

Write short note on following

- a) Brand building
- b) CSR (Corporate Social Responsibility)

Assignment No.7

Write in detail Ethical Environment Protection, Sustainable Environment

Assignment No.8

- a) Define Code of Ethics, Code of Conduct and Code of Practice
- b) Leadership

Assignment No.9

Define stakeholder. What are the three theories found in the nature of the corporations?

Assignment No.10

Explain Corporate Governance worldwide and in India.

Subject: Financial Management**Subject code: 425****Assignment No.1**

Define financial management and explain the objectives of financial management.

Assignment No.2

What do you mean by the term “future value of money”. Explain with examples the term.

- I. Money compounded half yearly
- II. Money compounded quarterly
- III. Money compounded monthly

Assignment No.3

What do you mean by the term cost of capital? What are the various component of cost of capital?

Assignment No.4

Explain three decision-making areas in the field of financial management.

Assignment No.5

Write short notes on the following

- a) IRR
- b) Valuation of securities

Assignment No.6

Discuss the importance of capital budgeting decision. Explain accounting rate of return technique with hypothetical example.

Assignment No.7

What are provisions regarding dividends under the Companies Act? Discuss the benefit of receiving and not receiving dividends for shareholders.

Assignment No.8

Write short notes on the following

- a) Operating leverage
- b) Bonus Vs Dividends

Assignment No.9

What is meant by share split with main reason of share splitting? What are the advantages of a share split?

Assignment No.10

Differentiate between discounted and non-discounted cash-flow techniques. Name them. Explain accounting rate of return technique.

Subject: Enhancing Personal and Professional Skills-II

Subject code: 426

Assignment No.1

What do you mean by Business Etiquettes and what do you mean by Good Grooming?

Assignment No.2

What is Mannerism and what is the role of body language in Mannerism?

Assignment No.3

What are Table Etiquettes? Elaborate some of the Table manners.

Assignment No.4

Write short notes on –

- (a) Importance of body language in making oral verbal communication effective.
- (b) Describe guidelines for effective listening.

Assignment No.5

Describe Electronic mail with its merits and demerits

Assignment No.6

Write elements of manual and office letter

Assignment No.7

Explain significance of voice clarity and its determinants.

Assignment No.8

Write details of body language and gestures.

Assignment No.9

Describe the importance of listening and its process.

Assignment No.10

What are the barriers of effective listening?

Subject: English Language-IV**Subject code: 427****Assignment No.1**

Define Presentation. What are the different forms of presentation?

Assignment No.2

On behalf of sales Intercontinental (P) Ltd. Delhi, Draft an email to Premier Electronics, Hale End, London placing an order for magnetic tape to be used in cassettes, giving suitable instructions regarding marks and numbers, packing, payment, shipment, insurance.

Assignment No.3

Draft a memorandum to the office staff emphasizing the need of observing punctuality and adhering to lunch hours.

Assignment No.4

Write in detail Interactive Communication Model

Assignment No.5

Planning Advertisements for Result and effective online advertisement

Write detail on enquires and replies communication with example.

Assignment No.6

Write what is the importance of business letter with its various types in detail?

Assignment No.7

Write a short note on the following

- a) Visual communication
- b) Agenda

Assignment No.8

Write a short note on the following

- a) Minutes
- b) Resolution

Assignment No.9

Define Reports in detail.

Assignment No.10

Write a short note on the following

- a) E-mail communication in Business
- b) Export Procedure and Documentation