



SREENARAYANAGURU OPEN UNIVERSITY

The State University for Education, Training and Research in Blended Format, Kerala

University Building, Kureepuzha, Kollam, Kerala-691601 | www.sgou.ac.in

ASSIGNMENT QUESTIONS

Bachelor of Business Administration (BBA)

Semester I

Principles of Management

(B21BB01DC)

SET I (Descriptive)

Answer any one assignment in a minimum of five pages. Each assignment carries 15 marks.

1. Explain Classical Management Theory, Neo-Classical Management Theory and Contemporary Management Theory. Include the key difference between these theories and limitations of each theory.
2. Explain the concept of 'organising' in management. Discuss the key elements in organising such as departmentalization, chain of command, decentralization, and span of control. Explain why 'organising' is important for any company with suitable examples.
3. What is planning? Explain the importance of planning for any organization. Discuss the major components of planning. Outline the common barriers that organizations face in planning and how they can be overcome.
4. Define supervision and explain the importance and levels of supervision in an organization. Discuss the various types of supervision and responsibilities of a supervisor. What are the essentials for effective supervision? Explain the qualities of a good supervisor.
5. Define controlling and explain its importance in an organization. Discuss the steps involved in the control process and the types of controls used by organizations. What are the essentials of an effective control system? Explain the obstacles to controlling and how can organizations overcome them?

SET II (Analytical)

Answer any one assignment.No page limit. Each assignment carries 15 marks.

1. Critically evaluate how a modern-day company applies Henri Fayol's 14 Principles of Management. Students are required to define each principle and provide real-world examples of their application in a contemporary organizational context.
2. You are the CEO of a technology company that is rapidly expanding globally. As the company grows, you are facing challenges with centralized decision-making, coordinating operations, and motivating employees.Critically evaluate how you would apply Mintzberg's Managerial Roles to address these challenges. Conclude with your recommendations and which additional roles need greater focus as the company expands.
3. ABC Ltd. is a manufacturing company that has been facing several issues related to low employee motivation levels and high attrition rate. As the HR manager of the company identify the different types of motivation techniques you would use to motivate the employees. Explain any four techniques in detail. Recommend suitable motivational theories that can be implemented in the organization to enhance motivation levels of the employees. Justify your recommendations.
4. You are the HR manager of a new technology company that is rapidly expanding. The company needs to hire 10 software developers. Outline the key steps you would take to staff this new team, including:
 - a) Conducting a job analysis and job design
 - b) Recruiting candidates
 - c) Selecting the best candidates
 - d) Providing training and development programs
 - e) Setting up a performance appraisal system

For each step, explain the methods you would use and why.

5. You are the HR manager of a large manufacturing company. Employee morale has been low and there are rumours of potential layoffs circulating amongst employees. As the HR manager, draft an email to all employees addressing the rumours, being empathetic to employee concerns, and outlining a plan to improve communication across the organization. The email should be no more than 500 words.



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BACHELOR OF BUSINESS ADMINISTRATION (BBA)

SEMESTER I

ACCOUNTING FOR MANAGERS (B21BB02DC)

SET 1 (Descriptive)

Answer **any one** assignment in a minimum of five pages. Each assignment carries 15 marks.

1. What is accounting and what is its purpose? Explain the steps in Accounting Process. Explain the fundamental accounting terms and provide specific examples.
2. Describe the double entry accounting system and different types of accounts, along with the debit/credit recording rules. Give examples of transactions.
3. Explain the meaning and preparation of trading account. In your essay, be sure to:
 - a) Define Trade and Trading Account.
 - b) List 4-5 major hypothetical transactions that are part of a trading business.
 - c) Explain Gross Profit and Gross Loss.
 - d) List items to be written on debit and credit side of Trading Account.
 - e) Discuss four components of cost of goods sold with examples.
 - f) Provide format of trading account showing debit and credit items.
4. Explain the meaning, objectives, advantages and limitations of Ratio Analysis. How can ratio analysis be useful for a business organization? Discuss the types of Ratios with suitable examples.
5. Explain the meaning of cost. Explain the different classifications of cost with suitable examples.

SET II (Analytical)

Answer any one assignment.No page limit. Each assignment carries 15 marks.

1. You have recently been hired as the Accountant at ABC Ltd, a leather manufacturing company. The company president has asked you to record 10 sample journal entries for common transactions that might occur during the company's normal course of business over the period of a week.

Hint:

Create 10 different hypothetical but realistic financial transactions that might occur at the company in the span of a week. For each transaction, prepare the journal entry in proper double-entry bookkeeping format, including the accounts impacted and the rupee amounts. Provide a brief description of each transaction for context.

2. You are required to take the Trial Balance of a company of your choice from its website. From the Trial Balance and the additional information, prepare Trading and Profit & Loss account and Balance sheet for that particular year ended.

Hint:

You are required to develop Additional Information related to;

- i. Depreciation of furniture in written down method (WDM).
 - ii. A provision for doubtful debts is to be created on sundry debtors.
 - iii. Salaries
 - iv. Office expenses outstanding.
 - v. Insurance is prepaid.
 - vi. Closing stock.
3. You are advised to consider acomparative balance sheets of a company of your choice. Also take the statement of income and retained earnings for the year ended with additional data. Using the data prepare a statement of cash flows using indirect method.

Hint:

To prepare comparative balance sheet, you can consider the data of two different years of the same company.The Additional data you need to develop may be related to equipment, depreciation, sales, purchase etc.

4. Consider the financial data for Company of your choice. Based on the information from the financial data, calculate and analyse the following ratios:
 - a) Current Ratio
 - b) Quick Ratio
 - c) Debt to Equity Ratio
 - d) Total Debt Ratio
 - e) Inventory Turnover
 - f) Accounts Receivable Turnover

Provide insights into the company's short-term and long-term financial health based on your analysis of these ratios.

Hint:

Identify financial data with all information required to calculate the above ratios. Computation of ratios with its interpretation is needed.

5. Consider a scenario for a company of your choice with required information in order to calculate the following;
 - a) Calculate the Contribution Margin and PV Ratio.
 - b) Determine the Break-Even Sales
 - c) Calculate the Margin of Safety in both units and rupees.
 - d) Provide a detailed analysis and interpretation of the results, including any insights into the company's profitability and risk based on the calculations.

Hint:

You are required to find the relevant information from the company's data and develop questions to calculate each question mentioned above (a-d)



Common Course for All Programmes
Semester I-Language Core
Reading and Writing English
(B21EG01LC)

Instructions for Writing Assignments

Descriptive

- *Clearly outline the key elements or aspects that need to be described, such as features, characteristics, or events.*
- *Employ descriptive language that can engage the senses and ensure vivid pictures, enhancing the richness of descriptions.*
- *Organise the assignment in a coherent sequence to guarantee clarity and facilitate the smooth conveyance of ideas.*

Analytical:

- *Clearly articulate your main argument in a concise manner at the beginning of your answer. This sets the tone for your analysis and helps the reader understand the central point you are trying to convey.*
- *Support your analysis with specific examples and quotes from the literature .Use direct textual evidence to illustrate and reinforce your points.*
- *Move beyond mere summary and engage in critical analysis .Interpret the significance of the literary elements, such as themes, characters, and symbols.*

SET 1 (Descriptive)

1. Explore the significance of non verbal communication as a supplement to verbal communication. Provide examples from daily life and discuss how nonverbal cues such as body language, paralanguage, and gestures enhance or sometimes contradict the verbal messages we convey.
2. Describe in detail Dr. A.P.J. Abdul Kalam's dream and vision for India as depicted in his book *Ignited Minds*.
3. Detail the various parts of speech in English, providing relevant examples to highlight their functions.
4. Investigate how editing contributes to effective communication, particularly for writers using English as a Second Language (ESL). Provide examples from the passage to illustrate the steps involved in the editing process, and discuss how these steps lead to a refined and polished final draft.

5. Write a persuasive essay on the dangers of social media addiction among today's youth.

SET II (Analytical)

1. Analyse how barriers like physical, psychological, and cultural factors can affect the listening process. Provide examples illustrating the impact of these barriers on communication outcomes and discuss strategies to enhance listening skills, fostering more meaningful and productive interactions.
2. How does H.H. Munro employ symbolism in his short story "The Open Window," and what deeper meanings or thematic elements are conveyed through the use of symbolic elements in the narrative?
3. Using apt examples of your choice, discuss the forms and functions of different tenses in English.
4. Analyse the importance of graphical aids, such as tables, graphs, and figures, in enhancing the presentation of information in reports. Consider practical examples and potential challenges in applying the suggested steps to real-world report writing scenarios.
5. Prepare a précis of the following passage and explain the different steps involved:

There is an enemy beneath our feet—an enemy more deadly for his complete impartiality. He recognizes no national boundaries, and no political parties. Everyone in the world is threatened by him. The enemy is the Earth itself. When an earthquake strike, the world trembles. The power of a quake is greater than anything man himself can produce.

But today scientists are directing a great deal of their effort into finding some way of combating earthquakes and, perhaps at some time shortly, mankind will have discovered a means of protecting itself from earthquakes. An earthquake strikes without warning. When it does, its power is immense. If it strikes a modern city, the damage it causes is as great as if it has struck a primitive village. Gas mains burst, explosions are caused and fires are started. Underground railways are wrecked. Buildings collapse, bridges fall, dams burst and gaping crevices appear in busy streets.

If the quake strikes at sea, huge tidal waves sweep inland. If it strikes mountain regions, avalanches roar down into the valley. Consider the terrifying statistics from the past 1755: Lisbon, capital of Portugal—the city was destroyed entirely and 450 killed; 1970: Peru—50,000 killed. In 1968, an earthquake struck Alaska. As this is a relatively unpopulated part, only a few people were killed. But this likely was one of the most powerful quakes ever to have hit the world.

Geologists estimate that during the tremors, the whole of the state moved over 80 feet farther west into the Pacific Ocean. Imagine the power of something that can move an entire subcontinent! This is the problem that scientists face. They are dealing with forces so immense that man cannot hope to resist them. All that can be done is to try to pinpoint just where the earthquake will strike and work from there. At least some precautionary measures can then be taken to save lives and some property.(https://englishluv.com/examples-of-precis-writing/#google_vignette)



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COMMON COURSE FOR UG PROGRAMMES
SEMESTER I
ENVIRONMENTAL STUDIES
(ABILITY ENHANCEMENT COMPULSORY COURSE)
B21ES01AC

SET 1 (Descriptive)

*Each set of Assignments will consist of 5 (five) questions and learners shall choose **any one** from each set. Each Assignment carries 15 marks.*

1. Identify the threats to water resources. Develop a detailed strategy to conserve the water resources.
2. Discuss on the provisions of sustainable development in the scenario of growing population in India.
3. Make a detailed report on major environmental movements in Kerala and comment on its outcomes.
4. What are the different types of forests in India? How can habitat destruction influence biodiversity loss?
5. Give an account on the sources of e-waste. Discuss the measures to reduce the impact of e-wastes on environment.

SET II (Analytical)

1. Based on the floods in Kerala during 2018 and 2019, prepare a report on the flood affected area nearest your locality. Collect the secondary data to include the social and environmental impacts, in the report. Develop a strategic flood management and mitigation plan for the area mentioned, based on the terrain and population.

2. Identify the types of solid wastes generated in your locality and their sources. Evaluate the solid waste management strategies employed by the authorities in your locality. Identify the challenges and suggest feasible solutions.
3. Prepare a list of endangered mammals in India and add a short note for each. Prepare a report on the conservation strategies implemented by Government of India, since independence till date. Analyse the outcome of the major conservation strategies implemented.
4. Collect the data on any three major environment disasters occurred in Kerala since Independence. Prepare a detailed report on each with regard to the damage on health, environment and economy. Evaluate the status of ecosystem restoration after the occurrence of specified disasters. Comment on the challenges and suggest feasible solutions.
5. “Wetlands are Earth’s kidneys”. Evaluate this statement and record the ecosystem services provide by a wetland area near to your place of residence. Identify the threats faced by the wetland and develop a plan to conserve the ecosystem.
