

## Assignment

**BBA (G): 4th Semester**

**Human Resource Management**

**Paper Code: 202**

### **OBJECTIVE:**

To develop basic understanding of the concepts of Human Resource Management, familiarize the students with different aspects of managing Human Resources in the organization and to inculcate the habit of self study.

### **QUESTIONS**

1. Write Short Notes on the following:
  - a.) Kaizen
  - b.) ESOP
  - c.) Six Sigma
2. Describe the various sources of recruitment.
3. Explain “On the Job” and “Off the Job” methods of Training.
4. Discuss the process and significance of job Analysis.
5. Define Potential Appraisal. Explain the methods of performance appraisal.

### **Procedure:**

The students should refer to the books mentioned in references and they can also take help from internet. The assignment should be handwritten and properly filled. Students should cover all these headings in their assignments.

- Index
- Introduction
- Objective of the assignments
- Assignment questions with answers
- Conclusion
- References

### **OUTCOME:**

After completing the assignments students will be able to get thorough knowledge of concepts of Human Resource Management and will be able to perform better in the subject.

### **REFERENCE BOOKS:**

Chhabra, T. N; Human Resource Management; Dhanpati Rai and Co. Pvt. Ltd, New Delhi 2003.

Dr. Gupta, C. B.; Human Resource Management, Sultan Chand and Sons, New Delhi, 2003.

K Aswathappa, Human Resource Management:Text And Cases; Tata McGrawHill

**Objective:**

The objective of this assignment is to familiarize the students with the nature and dimensions of evolving business environment in India to influence managerial decisions.

**Questions:**

1. Explain the micro environment in detail highlighting its silent features.
2. Explain the process and limitation of environmental analysis?
3. What are the impacts of culture on business?
4. Explain the role of government in economic development? Examine the rational of government's role?
5. The technological environment is extremely important for business. Explain.

**Procedure:**

The students should refer to the books mentioned in references and they can also take help from internet. The assignment should be handwritten and properly filled. Students should cover all these headings in their assignments.

- Index
- Introduction
- Objective of the assignments
- Assignment questions with answers
- Conclusion
- References

**Outcome:**

After completing the assignment, students will understand the various basic concepts of business environment and will be able to perform better in the subject.

**Reference Books:**

1. Shaikh, Saleem, (2010), Business Environment, 2nd edition, Pearson Education.
2. Cherunilam, Francis, (2007), Business Environment - Text and Cases, Himalaya Publishing House.

**Objective:**

The objective of this assignment is to make students familiarize with basic concepts of marketing research related issues.

**Questions:**

6. What do you mean by Marketing Research? Explain its aim and application.
7. Describe the following sampling techniques:---
  - a. Simple random sampling
  - b. Stratified random sampling
  - c. Quota sampling
  - d. cluster sampling
8. What do you mean by scale? Write down the different types of measurement scales?
9. What is a Questionnaire? Write down difference between open ended and close ended questions?
10. Write short notes on :
  - a. Cluster analysis
  - b. Conjoint analysis
  - c. Factor analysis
  - d. Discriminant analysis

**Procedure:**

The students should refer to the books mentioned in references and they can also take help from internet. The assignment should be handwritten and properly filled. Students should cover all these headings in their assignments.

- Index
- Introduction
- Objective of the assignments
- Assignment questions with answers
- Conclusion
- References

**Outcome:**

After completing the assignment, students will understand the various basic concepts of Marketing Research and will be able to perform better in the subject.

**Reference Books:**

Text Book:

1. `Marketing Research - S.L. Gupta - Google Books
2. Marketing Research – Beri, G.C- Research Design, McGraw Hill Education.
3. Marketing Research -- Malhotra, Naresh, Pearson education.

### **OBJECTIVE:**

Students will be able to understand the basic knowledge of computer world and HTML also. Student would be able to explain the concept of WWW, URL, Web Browser, and HTML. Student should be able to understand the IT, HTML. Student would be able to understand the WEB Browser and uses of various HTML tags. Student will understand the role of IT, HTML tags. Student will be able to understand the concepts of WWW, URL, Web Browser, and HTML tags and usage of HTML tags.

### **QUESTIONS :- (Attempt all questions.)**

Q1. Explain different types of Web Browsers.

Q2. Explain following terms:

a) WWW b) TCP/IP c) UDP d) SMTP e)HTTP

Q3. What is hyperlink in HTML? Which tags are used to create a hyperlink in HTML?

Q4. Explain different types of List in HTML with syntax?

Q5. Explain following HTML Tags with suitable example:

a) <br> b) <base font> c) <pre> d) <dir> e) <tr>

### **PROCEDURE:**

For completing the assignment students should refer to the books mentioned in syllabus and they can take help from internet. The assignment should be handwritten and properly filled. Students should make assignment in the following manner:

1. Cover page
2. Objectives
3. Index
4. Content
5. Conclusion
6. References
7. Softcopy and Hardcopy
8. Give proper headings and subheadings
9. Explain every topic in points and using diagrams.
10. Put Examples

### **OUTCOME:**

Completion of this assignment Student will be able to understand the Basic and Important term of Information Technology, HTML and able to correlate the concept with real life problem.

### **REFERENCES:**

- a. Internet Complete Reference- Tata McgrawHill
- b. C. Xavier “ World Wide Web Design with HTML”- Tata Mcgraw Hil
- c. HTML,DHTML –Ivan Bayross

**Objective:**

The objective of this assignment is to provide basic knowledge to the students about business and various laws applicable on business. It will help them a lot to know about the basic laws related to business. Thus, they will not face any difficulty when they will set up and manage their own business.

**Questions:**

11. What is contract? What are the essentials of a valid contract?
12. What are the remedies for breach of contract?
13. Discuss the rights of an unpaid seller.
14. Discuss kinds of negotiable instruments.
15. Write short notes on
  - a) Types of Companies
  - b) Difference between Memorandum and Articles of Association
  - c) Prospectus
  - d) Difference between shares and debentures
  - e) Essential conditions for a valid Meeting

**Procedure:**

The students should refer to the books mentioned in references and they can also take help from internet. The assignment should be handwritten and properly filled. Students should cover all these headings in their assignment.

- Index
- Introduction
- Objective of the assignment
- Assignment questions with answers
- Conclusion
- References

**Outcome:**

After completing the assignment, students will understand the various types of laws applicable on business and will be able to perform better in the subject.

**Reference Books:**

1. Kapoor, N. D., Elements of Mercantile Law, Sultan Chand & Sons, New Delhi.
2. Kuchhal, M. C., Business Law, Vikas Publishing House, New Delhi.

**BBA(G)-IV**

**Taxation Laws**

**Exam Code: 212**

### ASSIGNMENT

#### OBJECTIVE:

The aim of assignment is help students to comprehend the basic principles of the laws governing Direct and Indirect taxes. Students are expected to have elementary knowledge of the topics specified in assignment.

#### QUESTIONS:

Attempt all Questions.

1. Explain the following term-Person, Residential status, Incidence of Tax, Agriculture Income.
2. Define deductions u/s 80.
3. Explain TDS.
4. Describe the rules relating to set off and carry forward of losses.
5. Explain the process of registration of dealers.

#### PROCEDURES:

First of all read the topics carefully. Repeat if required. For more clarification of the topics use Text Book of Taxation laws, reference books and internet.

Prepare assignment including:

- Cover Page-*Institute Name, Paper Name, Paper Code, Student Name, Course, Enrollment Number, Batch, Faculty Name*
- Objective
- Index- *Question No. Page No.*
- Contents
- Conclusion
- References- *In Standard Format*

#### POINT TO BE CONSIDERED

1. Give proper heading and subheading.
2. Explain every topic in points using diagrams.
3. Put examples where necessary.

#### OUTCOMES:

After doing this assignment students will be able to comprehend the basic principles of the laws governing Direct and Indirect taxes.

## REFERENCE BOOKS:

1. Singhanian, V. K and Singhanian, Monica, Students Guide to Income Tax, latest edition, Taxman Publications.
2. Ahuja, Girish and Gupta, Ravi, Systematic Approach to Income Tax, Latest Edition, Bharat Law House.