Due to Covid-19 pandemic, the PCP seminar classes will be conducted through online. The students are instructed to make use the BDU CDE's Official YouTube Channel for MBA Classes. The Students can view the channel by searching in You Tube using the keyword ‘CDE MBA ONLINE BDU’ and join the online classes on the seminar days.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Centres</th>
<th>Co-ordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tiruchirappalli Centre</td>
<td>Mr. M. Govindaraj, Assistant Professor, Department of Comp. Sci. Bharathidasan University, Tiruchy – 24. (cell: 9443597246)</td>
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<tr>
<td>2</td>
<td>Thanjavur, Kumbakonam, Mayiladuthurai, Namilam Mannargudi, Thiruthuraipoonodi</td>
<td>Dr. S. P. Elangovan, Department of Chemistry, Rajah Serfoji Govt. Arts College, Thanjavur. Contact – Dr. V. Suresh Kumar Cell: 99760 99888</td>
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<tr>
<td>3</td>
<td>Karur, Padukkottai, Chennai, Perambalur, Thoothukudi, Cuddalore, Madurai</td>
<td>T. Sumathi, Assistant Professor, Department of Tamil, Govt. Arts &amp; Science College, Perambalur-621 107. Cell No. 99420 38850 Contact - Shiha N.S Cell No: 94438 34718</td>
</tr>
</tbody>
</table>

I SEMESTER PAPERS

Paper – 1 Management Concepts
Paper – 3 Mathematics & Statistics
Paper – 5 Organizational Behaviour

Paper – 2 Managerial Communication
Paper – 4 Managerial Economics
Paper – 6 Management Accounting

The Assignment Topics will be available on the website (www.bdu.ac.in/cde). Students are instructed to receive the topics, prepare and submit the same to the respective PCP Co-ordinators, on or before 16.05.2021, as per the instruction given in the online class.

<table>
<thead>
<tr>
<th>Date</th>
<th>09.00 – 10.30</th>
<th>10.30 - 12.00</th>
<th>1.00 - 02.30</th>
<th>02.30 - 04.00</th>
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<tbody>
<tr>
<td>07.05.2021</td>
<td>Paper – 1</td>
<td>Paper – 2</td>
<td>Paper – 3</td>
<td>Paper - 4</td>
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<tr>
<td>08.05.2021</td>
<td>Paper – 5</td>
<td>Paper – 6</td>
<td>Paper – 1</td>
<td>Paper - 2</td>
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<tr>
<td>15.05.2021</td>
<td>Paper – 5</td>
<td>Paper – 6</td>
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As usual the Co-ordinator’s of the respective PCP centers are requested to make arrangements to value two CIA tests and two assignments. After valuation, the CIA Marks to be sent to the DCOE/ CDE EXAMS, BDU. The assignment claims to be sent the Director, CDE, BDU. Both should reach the office on or before 20.05.2021.

DIRECTOR

21/4/2021
NOTIFICATION

Submission of Assignments is a component of the CIA for theory papers of our M.B.A. programme. In this connection students are instructed to write both Assignment and to submit separately as Assignment - I & Assignment - II. For each subject please mention Name, REG.NO. Name of the paper on each topic. Each Assignment carries 5 marks. (Total 10 marks)

DIRECTOR

Topics for Assignments – I Semester

**PAPER – 01 MANAGEMENT CONCEPT (P16MBA1)**

**ASSIGNMENT – I (Any two of the topics)**

1. Discuss the nature and functions of Management.
2. What are the components of Planning?
3. Explain the various bases of departmentation.

**ASSIGNMENT – II (Any two of the topics)**

1. Discuss the various kinds of organization.
2. State the principles to take delegation effective.
3. What are the devices of Control?

**PAPER – 02 MANAGERIAL COMMUNICATION (P16MBA2)**

**ASSIGNMENT – I (Any two of the topics)**

1. What are the barriers to communication? Also state the principles of effective Communication.
2. Draft a letter for the cost of Accountant.
3. Explain the importance of listening. Also suggest the tips for effective listening.

**ASSIGNMENT – II (Any two of the topics)**

1. Draft the layout of a Business letter.
2. List out the various kinds of reports.
3. Explain the essentials of a good speech.

**PAPER – 03 MATHEMATICS AND STATISTICS (P16MBA3)**

**ASSIGNMENT – I (Any two of the topics)**

1. Explain the mathematical basis for managerial decisions.
2. What are the steps involved in formulating linear programming problems.
3. List out the properties of Binomial Distribution.
ASSIGNMENT – II  (Any two of the topics)

1. Explain the concept of ‘Descriptive Statistics’.
2. List out the steps involved in Chi square test.
3. Distinguish between Correlation and Regression.

PAPER – 04 MANAGERIAL ECONOMICS (P16MBA4)
ASSIGNMENT – I  (Any two of the topics)

1. Explain the concept of ‘Consumer preferences in detail.’
2. Discuss the theory of firm Behaviour.
3. Write short notes on ‘short-run equilibrium’ and ‘long-run equilibrium’.

ASSIGNMENT – II  (Any two of the topics)

1. Explain the features of Monopoly.
2. Write a detailed note on ‘Macro Economics’.
3. List out the impact of WTO.

PAPER – 05 ORGANISATIONAL BEHAVIOUR (P16MBA5)
ASSIGNMENT – I  (Any two of the topics)

1. What are the disciplines involved in the study of Organisation Behaviour?
2. Define ‘Personality’. what are its determinants.
3. Why people are join in groups?

ASSIGNMENT – II  (Any two of the topics)

1. Write detailed notes on ‘Group Norms’ and ‘Group cohesiveness’.
2. Explain the various leadership styles.
3. What are the sources of Conflict? How will you overcome it?

PAPER – 06 MANAGEMENT ACCOUNTING (P16MBA6)
ASSIGNMENT – I  (Any two of the topics)

1. What are the basic Accounting Concepts and Conventions?
2. List out the elements of Cost
3. Discuss the various methods of valuation of Inventories.

ASSIGNMENT – II  (Any two of the topics)

1. Discuss the classification of overheads.
2. What are the assumptions and uses of marginal costing?
3. Explain the advantages and limitations of Budget and Budgetary Control.
INSTRUCTIONS

The MCA/MBA students are directed to note the following instructions before preparing the Assignment.

1. For each subject, 3 topics are suggested for the assignments. The students have to choose any two of topics on each subject.

2. Each assignment will run from 10 to 15 pages (foolscap)

3. Assignments shall be prepared by referring to original books on the subjects.

4. Assignments on all subjects (3) shall be submitted in a single cover, with separate tags for the two assignments on each paper.

5. The title page of the assignments on each paper shall be in the format enclosed.

6. Neatness, adequacy, legibility of presentation, clarity of though etc., will be considered in the evaluation.

7. Each assignment carries 5 marks; thus out of the 25 marks for the CIA on each subject, the assignments carry 10 marks and the tests carry 15 marks.

8. Assignments should be written in the candidates own handwriting in the foolscap size unrolled white sheets and on only one side of the paper.

9. The assignments shall be handed over to the University Representative at the respective PCP center Co-ordinator's only. The students are advised not to send the Assignment papers by post to university.

10. Students are strictly advised to submit the assignment within the date.

11. Assignments received after the Last date will be rejected.

DIRECTOR