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| **SESSION** | **JUNE/JULY2023** |
| **PROGRAM** | **BACHELORof business administration (BBA)** |
| **SEMESTER** | **5** |
| **course CODE & NAME** | **dBB3115- small business manAgement** |
| **CREDITS** | **4** |
| **nUMBER OF ASSIGNMENTS & Marks** | **02**  **30 Marks each** |

**Assignment Set – 1**

**1. What is small business? Explain the characteristics of small business.**

**Ans 1.**

**Small Business Definition:**

A small business is a privately-owned enterprise that is characterized by its relatively small size in terms of employees, assets, and revenue when compared to larger corporations. Small businesses play a vital role in the economy by creating jobs, fostering innovation, and contributing to local communities.

**Characteristics of Small Business:**

**Owner-Operated**: Small businesses are often operated and managed by their owners or a small team of individuals closely associated with the business. The owner typically plays a significant

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**2. Explain the common problems affecting small business.**

**Ans 2.**

Small businesses face a variety of common problems that can impact their operations, growth, and sustainability. Understanding and addressing these issues is essential for small business owners to succeed. Here are some of the common problems affecting small businesses:

**Limited Financial Resources:** Small businesses often struggle with limited capital and cash flow. This can make it challenging to cover operational expenses, invest in growth, or weather economic downturns.

**3. What is cash flow statement? What are the objectives of preparing a cash flow statement?**

**Ans 3.**

A cash flow statement is a financial statement that provides a summary of a company's cash inflows and outflows during a specific period of time, typically broken down into three main categories: operating activities, investing activities, and financing activities. It helps businesses and investors understand how cash is generated and used within a company, which is crucial for assessing its financial health and liquidity.

**The objectives of preparing a cash flow statement are as follows:**

1. **Liquidity Assessment:** The primary objective of a cash flow statement is to assess the

**Assignment Set – 2**

**1. Explain the different phases of production planning and control.**

**Ans 1.**

Production planning and control (PPC) is a critical function in managing the operations of a small business. It involves the coordination of various activities to ensure that goods or services are produced efficiently and effectively to meet customer demand while minimizing costs. The PPC process typically consists of several phases:

1. **Forecasting**: This initial phase involves estimating future demand for the products or services a small business offers. Forecasting can be done using historical data, market

**2. Explain the different sources of working capital.**

**Ans 2.**

Working capital is essential for the day-to-day operations of a small business. It represents the funds available for covering short-term expenses and meeting the working capital needs of the business. Small businesses often need to explore various sources of working capital to ensure their smooth operation. Here are some different sources of working capital:

1. **Owner's Investment:** The primary source of working capital for many small businesses is the owner's investment. Owners can inject personal funds into the

**3. Explain the types of managerial skills.**

**Ans 3.**

Managerial skills can be broadly categorized into three main types: technical skills, conceptual skills, and human or interpersonal skills. These skills are essential for effective management and can vary in importance depending on the level and nature of the managerial position. Here's an explanation of each type of managerial skill:

**1. Technical Skills:**

Technical skills refer to the knowledge and proficiency in specific activities, processes, or techniques related to a particular job or industry. These skills are essential for front-line