

**Assignments**  
**Master of Business Administration**  
**(Through Distance Education)**  
**(Odd Semester)**  
**MBA I Semester**

**Session: 2016-17**



**Directorate of Distance Education**  
**Guru Jambheshwar University of Science & Technology**  
**Hisar**

**Compiled by**

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**MBA Programme, DDE, GJUS& T**

**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR**  
**DIRECTORATE OF DISTANCE EDUCATION**

**ASSIGNMENT-I**

**Programme : MBA**

**Semester : I**

**Course: Management Process and Organization Behaviour**

**Code: CP-101**

**Total Marks=15**

**Important Instructions**

- i. Attempt all three questions from the assignment given below. Each question carries 5 marks.
- ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper is to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

Q.1. Discuss various theories of management with special reference to scientific school of management. Which theory is better in terms of feasibility and pragmatism? Justify by illustrating live examples from the current business situations.

Q.2. Visit any business organization in your vicinity and chalk out a list of activities related to control? Also elaborate the relationship of control with planning.

Q.3. Do you think that recent ongoing crisis in Tata Sons is related to leadership? Comment on this case of leadership change in Tata Sons in view of leadership theories.

## ASSIGNMENT-II

**Programme : MBA**

**Semester : I**

**Course: Management Process and Organization Behaviour**

**Code: CP-101**

**Total Marks=15**

### **Important Instructions**

- i. Attempt all three questions from the assignment given below. Each question carries 5 marks.
- ii. All questions are to be attempted in legible handwriting on plain white A 4 size paper is to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

Q.1. From the web-sites or any authentic source, make a diagrammatic presentation of the types of organizational structures of any four listed companies of your own choice. Explain various types of organizations and discuss the role of managers in different types of organizational structures.

Q.2. Explain the concept of Corporate Social Responsibility (CSR) in Indian context? Compare and critically comment on the practices of real life CSR activities of any two companies listed in either BSE or NSE.

Q.3. As a manager of an organization how would you overcome the problem of low motivation among employees? Do you think that leadership plays an important role in solving the problems related to motivation at work places? Elaborate the theories of motivation in context of dynamic organizational set ups.

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**ASSIGNMENT-I**

**Programme : MBA**

**Semester : I**

**Course: Managerial Economics**

**Code: CP-102**

**Total Marks: 15**

**Important Instructions**

- i. Attempt all three questions from the assignment given below. Each question carries 5 marks.
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**PART-I**

**(15 Marks)**

1. What is managerial economics? How the concepts of micro economics are applicable in business decision making? Explain with suitable examples.
2. Elaborate the concept of elasticity of demand and its applications in various functional areas of management?
3. How the profit maximization takes place in monopoly, monopolistic competition and perfect competition? Explain with diagrams.

## ASSIGNMENT-II

**Programme : MBA**

**Semester : I**

**Course: Managerial Economics**

**Code: CP-102**

**Total Marks : 15**

### **Important Instructions**

- i. Attempt all three questions from the assignment given below. Each question carries 5 marks.
  - ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper is to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.
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1. Take a hypothetical example of any company and discuss various techniques of demand forecasting techniques in deciding demand of a product.
  2. Explain the law of variable proportion and its applications in industry.
  3. What is the concept of demonetization? Explain the advantages and positive impact of this policy on business and economy.

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**ASSIGNMENT-I**

**Programme : MBA**

**Semester : I**

**Course: Environment Management**

**Code: CP-103**

**Total Marks: 15**

**Important Instructions**

- iii. Attempt all three questions from the assignment given below. Each question carries 5 marks.
- iv. All questions are to be attempted in legible handwriting on plane white A 4 size paper is to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

Q.1. Define environment. What are the causes responsible for damaging the natural environment?

2 What is environmental audit? Discuss the process of conducting such audit in industries.

3 Define pollution. What factors lead to air pollution and what remedies do you suggest for the same?

## **ASSIGNMENT-II**

**Programme : MBA**

**Semester : I**

**Course: Environment Management**

**Code: CP-103**

**Total Marks: 15**

### **Important Instructions**

- iii. Attempt all three questions from the assignment given below. Each question carries 5 marks.
- iv. All questions are to be attempted in legible handwriting on plane white A 4 size paper is to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

Q.1.Explain the role of bio-diversity management in international trade.

Q.2. Why the students of management should study environment management? Support your answer with suitable illustrations.

Q.3.What is sustainable development? Explain various measures of achieving sustainability.

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**DIRECTORATE OF DISTANCE EDUCATION**

**ASSIGNMENT-I**

**Programme : MBA**

**Semester : I**

**Course: Accounting for Managers**

**Code: CP-104**

**Total Marks=15**

**Important Instructions**

- v. Attempt all three questions from the assignment given below. Each question carries 5 marks.
- vi. All questions are to be attempted in legible handwriting on plane white A 4 size paper is to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

- Q.1 What do you understand by financial accounting? Discuss the process and importance of accounting with suitable examples.
- Q. 2 What do you mean by Financial Statements? Prepare Trading and Profit & Loss account and Balance Sheet of a manufacturing concern with imaginary figures.
- Q. 3 Elaborate the need and importance of Cash Flow Analysis as you know we have the financial statements already with us.



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**DIRECTORATE OF DISTANCE EDUCATION**

**ASSIGNMENT-II**

**Programme : MBA**

**Semester : I**

**Course: Accounting for Managers**

**Code: CP-104**

**Total Marks=15**

**Important Instructions**

- i. Attempt all three questions from the assignment given below. Each question carries 5 marks.
- ii. All questions are to be attempted in legible handwriting on plane white A 4 size paper is to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

Q.1 What do you mean by Cost Accounting? How it differs from Management Accounting? Cost control and cost reduction is the mantra of success in competitive business world, comment.

Q. 2 What do you mean by Zero Base Budgeting (ZBB)? Discuss the advantages and practical problems in implementation of ZBB in a transport company.

Q. 3 Write notes on the following:  
i) Break Even Point  
ii) Variance Analysis

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**ASSIGNMENT-I**

**Programme : MBA**

**Semester : I**

**Course: Business Communication**

**Code: CP-105**

**Total Marks=15**

**Important Instructions**

- vii. Attempt all three questions from the assignment given below. Each question carries 5 marks.
- viii. All questions are to be attempted in legible handwriting on plain white A 4 size paper is to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

- Q.1 Explain advantages and importance of business communication. Discuss the significance of formal structural communication in the organizational management.
- Q.2 What are the characteristics of writing skills? Prepare memos and notice as a formal part of business communication.
- Q.3 What is non-verbal communication and discuss alternatives of communication with their effectiveness.

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**ASSIGNMENT-II**

**Programme : MBA**

**Semester : I**

**Course: Business Communication**

**Code: CP-105**

**Total Marks=15**

**Important Instructions**

- i. Attempt all three questions from the assignment given below. Each question carries 5 marks.
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**ASSIGNMENT-II**

Q.1 Why presentation skills are important and explain how it can be improved? Also discuss the stages to improve presentation skills.

Q.2 Why listening skills are important for an employee? Discuss the way to improve listening skills. How an organization is beneficiary form this skill?

Q.3 Prepare a business report to submit in an organization for the preparation of business plan.

# ASSIGNMENT

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**DIRECTORATE OF DISTANCE EDUCATION**

## ASSIGNMENT-I

**Programme : MBA**

**Semester : I**

**Course: Computer Applications in Management**

**Code: CP-106**

**Total Marks=15**

### **Important Instructions**

- ix. Attempt all three questions from the assignment given below. Each question carries 5 marks.
- x. All questions are to be attempted in legible handwriting on plane white A 4 size paper is to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

Q.1 “The central processing unit is the computer's main processing device.” Discuss the statement diagrammatically and elaborate how are computers used in Banking and Finance?

Q. 2“Electronic spreadsheets provide a way to analyze numerical data and display the results.” Discuss the statement by taking a practical example and apply at least five formulas.

Q. 3 Elaborate diagrammatically how the data can be stored, modified, and extracted through DBMS. How DBMS is helpful in getting complete, accurate, timely, and easily available information? Discuss the relevance of DBMS in present business scenario.

# ASSIGNMENT

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DIRECTORATE OF DISTANCE EDUCATION

## ASSIGNMENT-II

**Programme : MBA**

**Semester : I**

**Course: Computer Applications in Management**

**Code: CP-106**

**Total Marks=15**

### **Important Instructions**

- iii. Attempt all three questions from the assignment given below. Each question carries 5 marks.
- iv. All questions are to be attempted in legible handwriting on plane white A 4 size paper is to be submitted to the Directorate of Distance Education for evaluation either in person or through Speed Post.

Q.1 When was the computer developed? How are computers used in business? What types of computers will we use in the future?

Q.2. What is a spread-sheet? Explain functions diagrammatically. State the use of spread-sheet in business.

Q.3 “A collection of programs that enables you to store, modify, and extract information from a database is known as Data Base Management System (DBMS).” Discuss the statement with an example and elaborate the importance of file organization. Enumerate file types in File Management System (FMS).