

**Master of Business Administration- MBA Semester 1**  
**MB0038 –Management Process and Organizational Behaviour - 4 Credits**

**(Book ID: B1127)**

**Assignment Set- 1 (60 Marks)**

Note: Each Question carries 10 marks. Answer all the questions.

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- Q1. State the characteristics of management.
- Q2. What are the 14 principles of management of Henri Fayol?
- Q3. Distinguish between internal and external forces of change.
- Q4. Define emotional intelligence. Explain Goleman's model of emotional intelligence.
- Q5. Explain the different leadership styles as per Managerial – Leadership Grid Theory.
- Q6. Mr. Suresh Kumar is the VP- HR of a leading Financial services company. He is having a meeting with Ms. Rejani Chandran leading HR consultant. Mr. Suresh is concerned about creating an environment that helps in increasing the job satisfaction amongst employees. Assume that you are Ms. Rejani, the HR consultant. What suggestions you will give to Mr. Suresh, for creating an environment that increases job satisfaction?

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**Assignment Set- 2 (60 Marks)**

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- Q1. Explain sensitivity training.
- Q2. Describe the bases of power.
- Q3. What are the hindrances that we face in perception?
- Q4. What are the consequences of conflict in organisations?
- Q5. Explain the four processes of Social Learning Theory.
- Q6. Ms.Chanchal Das Gupta is a recruitment specialist. For the post of QC Manager, she interviews three candidates. Given below are the physical characteristics of the candidates.

Candidate	Physical Characteristics
Mr.Ravi	Muscular, thick skin, rectangular shaped.
Mr.Gineesh	Thin, delicate build, large brain, tall.
Mr.Ramgopal	Soft, round shaped, underdeveloped muscles.

From the above descriptions, what personality traits can Ms. Chanchal derive out of the candidates as per Sheldon's theory of personality?

## **Master of Business Administration**

### **Semester I**

MB0039 – Business Communication - 4 Credits

(Book ID: B1128)

### **Assignment**

Set- 1 (60 Marks)

Note: Each Question carries 10 marks. Answer all the questions.

- Q1. List the importance of effective communication in the workplace
- Q2. Explain the different aspects of non-verbal communication
- Q3. Write short notes on (a) Upward communication (b) Downward communication (c) Horizontal communication
- Q4. Explain the different barriers to listening. List the differences between discriminative listening and comprehension listening
- Q5. Discuss the principles of business writing
- Q6. Explain the advantages of oral communication with the help of suitable example.

## **Master of Business Administration**

### **Semester I**

MB0039 – Business Communication - 4 Credits

(Book ID: B1128)

### **Assignment**

Set- 2 (60 Marks)

Note: Each Question carries 10 marks. Answer all the questions.

- Q1. List the differences between extensive reading and intensive reading
- Q2. Explain the different advantages and disadvantages of intranet.
- Q3. List the different principles of business letter writing.
- Q4. Write short notes on (a) corporate identity advertising (b) institutional advertising
- Q5. Discuss the different types of business reports
- Q6. List the different steps involved in report preparation

**Master of Business Administration- MBA Semester 1****MB0040 – Statistics for Management - 4 Credits****(Book ID: B1129)****Assignment Set - 1 (60 Marks)****Note: Each question carries 10 Marks. Answer all the questions.**

Q1. What are the functions of Statistics? Distinguish between Primary data and Secondary data.

Q2. Draw a histogram for the following distribution:

Age	0-10	10-20	20-30	30-40	40-50
No. of people	5	10	15	8	2

Q3. Find the median value of the following set of values: 45, 32, 31, 46, 40, 28, 27, 37, 36, 41.

Q4. Calculate the standard deviation of the following data:

Marks	78-80	80-82	82-84	84-86	86-88	88-90
No. of students	3	15	26	23	9	4

Q5. An unbiased coin is tossed six times. What is the probability that the tosses will result in: (i) exactly two heads and (ii) at least five heads.

Q6. Explain briefly the types of sampling

**Master of Business Administration- MBA Semester 1**  
**MB0040 – Statistics for Management - 4 Credits**

**(Book ID: B1129)**

**Assignment Set - 2 (60 Marks)**

**Note: Each question carries 10 Marks. Answer all the questions.**

Q1. Explain the following terms with respect to Statistics: (i) Sample, (ii) Variable, (iii) Population.

Q2. What are the types of classification of data?

Q3. Find the (i) arithmetic mean and (ii) range of the following data: 15, 17, 22, 21, 19, 26, 20.

Q4. Suppose two houses in a thousand catch fire in a year and there are 2000 houses in a village. What is the probability that: (i) none of the houses catch fire and (ii) At least one house catch fire?

Q5. (i) What are the characteristics of Chi-square test?

(ii) The data given in the below table shows the production in three shifts and the number of defective goods that turned out in three weeks. Test at 5% level of significance whether the weeks and shifts are independent.

<b>Shift</b>	<b>1<sup>st</sup> Week</b>	<b>2<sup>nd</sup> Week</b>	<b>3<sup>rd</sup> Week</b>	<b>Total</b>
I	15	5	20	40
II	20	10	20	50
III	25	15	20	60
<b>Total</b>	60	30	60	<b>150</b>

Q6. Find Karl Pearson's correlation co-efficient for the data given in the below table:

<b>X</b>	20	16	12	8	4
<b>Y</b>	22	14	4	12	8

**Master of Business Administration- MBA Semester 1**  
**MB0041 –Financial and Management Accounting - 4 Credits**

**(Book ID:B1130)**

**Assignment Set- 1 (60 Marks)**

Note: Each Question carries 10 marks. Answer all the questions.

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- Q1. The Balanced Score Card is a framework for integrating measures derived from strategy. Take an Indian company which has adopted balance score card successfully and explain how it had derived benefits out of this framework.
- Q2. What is DuPont analysis? Explain all the ratios involved in this analysis. Your answer should be supported with the chart.
- Q3. Accounting Principles are the rules based on which accounting takes place and these rules are universally accepted. Explain the principles of materiality and principles of full disclosure. Explain why these two principles are contradicting each other. Your answer should be substantiated with relevant examples.
- Q4. Explain any two types of errors that are disclosed by trial balance with examples and rectification entry.  
 Note - Avoid giving examples given in the self- learning material.
- Q5. Distinguish between financial accounting and management accounting

Q6. **XYZ Ltd provides the following information**

	January 1	December 31
Sundry Debtors	65,000	1,05,000
Cash in hand	13,000	20,000
Cash at Bank	15,000	20,000
Bills Receivable	16,000	30,000
Inventory	90,000	84,000
Bills Payables	12,000	8,000
Outstanding expenses	6,000	5,000
Sundry Creditors	30,000	58,000
Bank Overdraft	30,000	42,000
Short term Loans	32,000	36,000

Prepare a schedule of changes in working capital

Hint: Net Working capital: Jan 1<sup>st</sup> 89000 and Dec31st 110000



**Master of Business Administration- MBA Semester 1  
MB0041 –Financial and Management Accounting - 4 Credits**

**(Book ID:B1130)**

**Assignment Set- 2 (60 Marks)**

Note: Each Question carries 10 marks. Answer all the questions.

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Q1. **Illustration 1:** Compute the cash flow from operating activities

**Profit and Loss Account**

To		By	
Cost of goods sold	4,00,000	Sales including cash sales 1,00,000	5,00,000
Office expenses	12,000	Profit on sale of land	30,000
Selling expenses	8,000	Interest on investment	20,000
Depreciation	6,000		
Loss on sale of plant	4,000		
Goodwill written off	3,000		
Income tax	7,000		
Net Profit	1,10,000		
	5,50,000		5,50,000

**Balance Sheet as on .....**

	MARCH 31	
	2006	2007
Stock	30,000	28,000
Debtors	15,000	12,000
Bills Receivable	6,000	8,000
Creditors	10,000	12,000
Bills Payable	8,000	5,000
Outstanding expenses	4,000	5,000

Hint: Net cash from operating activities= 76000

Q2. The following extract refers to a commodity for the half year ending 31<sup>st</sup> March 2008. Prepare a cost statement.

Purchase of raw materials	1, 20,000	Direct wages	1, 00,000
Rent, rate, insurance and Works expenses	40,000	Opening stock Raw materials Finished goods (1000 units)	20,000 16,000
Work in progress: opening closing	4, 800 16, 000	Closing stock: raw material F. Goods (2,000 tons)	22, 240
Carriage inwards	1, 440	Sale of finished goods	3, 00,000
Cost of factory	8,000.		

Advertising, discounts allowed and selling costs Re.1 per ton sold. Production during the year is 16,000 tons. Prepare a cost sheet.

Hint: Total cost or cost of sales= 255000

Profit= 45000

Sales= 300000

- Q3. Avon garments Ltd manufactures readymade garments and uses its cut-pieces of cloth to manufacture dolls. The following statement of cost has been prepared.

Particulars	Readymade garments	Dolls	Total
Direct material	Rs. 80,000	Rs. 6,000	Rs. 86,000
Direct labour	13,000	1,200	14,200
Variable overheads	17,000	2,800	19,800
Fixed overheads	24,000	3,000	27,000
Total cost	1,34,000	13,000	1,47,000
Sales	1,70,000	12,000	1,82,000
Profit (loss)	36,000	(1,000)	35,000

The cut-pieces used in dolls have a scrap value of Rs 1,000 if sold in the market. As there is a loss of Rs. 1,000 in the manufacturing of dolls, it is suggested to discontinue their manufacture. Advise the management.

Hint : Total cost=Readymade garments 134000; Doll= 13000 and total=147000

- Q4. Describe the essential features of budgetary control.
- Q5. Briefly describe labor mix variance and yield variance.
- Q6. How is standard costing related to budgetary control?

**Master of Business Administration - Semester 1**

MB 0042: "Managerial Economics"

(4 credits)

(Book ID: B1131)

**ASSIGNMENT- Set 1**

**Marks 60**

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**Note: Each Question carries 10 marks. Answer all the questions.**

1. Define Managerial Economics and explain its main characteristics.
2. State and explain the law of demand.
3. What is Demand Forecasting? Explain in brief various methods of forecasting demand.
4. Define the term equilibrium. Explain the changes in market equilibrium and effects of shifts in supply and demand.
5. Explain features of LAC curve with a diagram.
6. Explain cost output relationship with reference to
  - a. Total fixed cost and output
  - b. Total variable cost and output
  - c. .Total cost and output

**Master of Business Administration - Semester 1**

MB 0042: "Managerial Economics"

(4 credits)

(Book ID: B1131)

**ASSIGNMENT- Set 2**

**Marks 60**

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**Note: Each Question carries 10 marks**

1. Explain the relationship between revenue concepts and price elasticity of demand.
2. Explain the emergence of Consumers' surplus with their practical application.
3. What is Monetary policy? Explain the general objectives of monetary policy.
4. What is a business cycle ? Describe the different phases of a business cycle.
5. What is inflation? Explain the causes of inflation.
6. Write short notes on the following:
  - a. Monopoly
  - b. Oligopoly

**Master of Business Administration- MBA Semester 1**  
**MB0043 –Human Resource Management - 4 Credits**

**(Book ID:B1132)**

**Assignment Set- 1 (60 Marks)**

Note: Each Question carries 10 marks. Answer all the questions.

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- Q1. Explain the need for human resource planning.
- Q2. What are the objectives of job evaluation?
- Q3. Why is it important to handle grievances carefully?
- Q4. How can we evaluate the effectiveness of training programs conducted in organizations?
- Q5. What are the objectives of human relations?
- Q6. Assume yourself as an HR Manager. You have been given the responsibility of promoting the rightful employees. For this, performance appraisal of the employees must be carried out. What appraisal method would you choose? Justify.

**Master of Business Administration- MBA Semester 1**  
**MB0043 –Human Resource Management - 4 Credits**

**(Book ID:B1132)**

**Assignment Set- 2 (60 Marks)**

Note: Each Question carries 10 marks. Answer all the questions.

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- Q1. State the major career development activities found in organizations.
- Q2. What are the major problems faced in benefits management?
- Q3. What are the factors that impact recruitment in organizations?
- Q4. Explain the general procedures followed in the case of a disciplinary action.
- Q5. Trace out the growth of Human Resource Management in India.
- Q6. Assume yourself as an HR Manager of a publishing house. You find that the morale of the employees is generally low. What steps would you take to improve employee morale?