

**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY**  
**Maniram Dewan School of Management**



**HOME ASSIGNMENT FOR MASTER OF BUSINESS  
ADMINISTRATION/ POST GRADUATE DIPLOMA IN  
BUSINESS MANAGEMENT**

FIRST SEMESTER, 2019

N.B: The learners will have to collect receipt after submitting the assignment with the signature and seal of the collector of study centre and will have to keep with him/her till the declaration of result.

✂.....

**Receipt**

Received the assignment from Mr/Ms .....Enrolment  
number .....of **1st Semester, 2019 MBA/PGDBM** on .....2019.



**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY**

**Maniram Dewan School of Management**

**Home Assignment**

**Master of Business Administration/ Post Graduate Diploma in Business**

**Management**

**Course 01: Management Process and Organisational Behaviour [PGBA (S1)  
01]**

**1st Semester, 2019**

**Total Marks: 50**

- 1. Answer the following questions- (Answer within 50 words) (2 X 3= 6)**
  - a) Define Unity of Command.
  - b) Define Planning.
  - c) Define Staffing.
  
- 2. Answer the following questions- (Answer within 75 words) (4 X 3= 12)**
  - a) What is democratic leadership style.
  - b) What are the advantages of forecasting?
  - c) Write the functional areas of management?
  
- 3. Answer the following questions- (Answer within 150 words) (6 X 2= 12)**
  - a) Discuss the characteristics and importance of project organizational structure.
  - b) Discuss the qualities of a good leader.
  
- 4. Answer the following questions- (Answer within 300 words) (10X 2=20)**
  - a) Define Motivation. Explain the Maslow's Need Hierarchy Theory.
  - b) Define Stress. Explain the various causes of work stress.



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**Home Assignment**

**Master of Business Administration/ Post Graduate Diploma in Business**

**Management**

**Course 02: Managerial Economics [PGBA (S1) 02]**

**1st Semester, 2019**

**Total Marks: 50**

- 1. Answer the following questions- (Answer within 50 words) (2 X 3= 6)**
  - a) Define demand forecasting?
  - b) Define utility.
  - c) Define marginal revenue.
  
- 2. Answer the following questions- (Answer within 75 words) (4 X 3= 12)**
  - a) Define business cycle.
  - b) What is opportunity cost?
  - c) Define money cost.
  
- 3. Answer the following questions- (Answer within 150 words) (6 X 2= 12)**
  - a) Discuss the exceptions to the law of demand.
  - b) Discuss the law of supply.
  
- 4. Answer the following questions- (Answer within 300 words) (10X 2=20)**
  - a) Discuss the functions of managerial economists.
  - b) Discuss the law of variable proportions.



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**Home Assignment**

**Master of Business Administration/ Post Graduate Diploma in Business**  
**Management**  
**Course 03: Accounting for Managers [PGBA (S1) 03]**  
**1st Semester, 2019**

**Total Marks: 50**

- 1. Answer the following questions- (Answer within 50 words) (2 X 3= 6)**
- a) Define accounting.
  - b) Define cost concept of accounting.
  - c) Define trial balance.
- 2. Answer the following questions- (Answer within 75 words) (3 X 4= 12)**
- a) Define ledger.
  - b) What is meant by flexible budget?
  - c) Define fund flow statement.
- 3. Answer the following questions- (Answer within 150 words) (6 X 2= 12)**
- a) Enter the following transactions in journal-
    - i. Cash deposited into bank Rs. 5,00,000.
    - ii. Goods sold for Rs. 10,000.
    - iii. Goods purchased from Mr. Y for Rs. 5,000 on credit.
    - iv. Salaries paid Rs. 2,000
    - v. Interest paid Rs. 1,000.
  - b) Discuss the functions of financial ratios.
- 4. Answer the following questions- (Answer within 300 words) (10X 2=20)**
- a) Discuss the importance of budgetary control.
  - b) Prepare Trading and Profit and Loss Account for the year ended 31<sup>st</sup> March, 2019 and a Balance Sheet as on that date in the books of XY Company from the following information-

<b>Particulars</b>	<b>Amount (Rs.)</b>
Purchases	60, 000
Sales	1, 00, 000
Capital	2, 00, 000
Sundry Creditors	40, 000

Sundry Debtors	30, 000
Opening Stock	10, 000
Bills payable	5, 000
Cash in hand	10, 000
Cash at bank	20, 000
Interest paid	500
Machinery	1, 00, 000
Commission received	1, 000
Bills Receivable	7, 000
Salaries	10, 000
Wages	2, 500
Advertisement	1, 000
Travelling Expenses	1, 000
Rent paid	2, 000
Furniture	92, 000

**Additional Information:**

- Outstanding wages Rs. 500
- Prepaid salaries Rs. 2, 000
- Closing stock Rs. 5, 000
- Depreciation charged on furniture @10%.



**KRISHNA KANTA HANDIQUE STATE OPEN UNIVERSITY**  
**ASSIGNMENT**

**MBA/PGDBM 1<sup>st</sup> Semester (2019)**

**Course 04: Information Technology in Management [PGBA (S1) 04]**

**MBA 04**

**Marks: 50**

- 1. Answer the following questions- (Answer within 50 words) (2 X 3= 6)**
  - a. Define Computer.
  - b. State two characteristics of second-generation computers.
  - c. What is DOS?
  
- 2. Answer the following questions- (Answer within 75 words) (3 X 4= 12)**
  - a. Convert the following Binary number to Decimal  
a) 011011    b) 00010101    c) 110101.01101
  - b. What are the two methods to close MS-Word Program?
  - c. What are the functions of output unit?
  
- 3. Answer the following questions- (Answer within 150 words) (6 X 2= 12)**
  - a. Discuss the steps involved in starting MS word.
  - b. What is ADSL connection? Discuss its advantages and disadvantages.
  
- 4. Answer the following questions- (Answer within 300 words) (10X 2=20)**
  - a. Define Information Technology. Also discuss different areas of Information technology.
  - b. Create a PowerPoint presentation based on the Fayol and Taylor's comparison in principles of management (2 slides). Take a print out of it and attach with your assignment.

## **Assignment Guidelines**

### **A) Guidelines to Co-ordinators:**

- 1) Assignments are parts of teaching-learning process and compulsory.
- 2) The spirit behind this is to help learners to understand the subject and prepare themselves better for the term-end examination.
- 3) Assignment responses are to be evaluated and feedback are required to be communicated to the learners, by giving back the assignments with evaluators comments. Such assignments are to be collected at the time of issuing admit cards and be stored in the centre's office till the end of next semester.
- 4) Assignment marks are to be sent to the Controller of Examinations as soon as the examination routines are published.
- 5) Keeping the above points in mind *Co-ordinators will fix the time/date of submission of assignments by the learners as may be convenient to follow the guidelines in true spirits.*

### **B) Guidelines to learners:**

- 1) As soon as the SLMs are received the learners will write the assignments in their own handwriting (assignment questions may be downloaded from the website, if necessary) to be submitted to Co-ordinators as per the dates fixed for the purpose. Timely submission of assignments at the Study Centres will help in quick processing of results of respective learners. Otherwise this will create unnecessary delay in declaration of results.
- 2) Writing of assignment (work) and submission of the same in time is compulsory.

***Registrar***