

**UNIVERSITY CENTRE FOR DISTANCE LEARNING (UCDL)**  
**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**  
(From the Academic Session 2019-20)

**MBA 1st Semester**

**SUBJECT: MANAGEMENT PROCESS AND ORGANIZATIONAL BEHAVIOUR (MBA-211)**

**Max. Marks: 15**

**Assignment – 1**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) Corporate Social Responsibility of Business
  - b) Personality
  - c) Components of an Individual Behavior
  - d) Work Stress
  - e) Carrot and Stick Rule of Motivation
  - f) Group Dynamics

**Unit - I**

2. Examine the environmental context of management. Also explain the contemporary issues and challenges in Management.

*Or*

Explain the concept of Rationality in Decision Making. Narrate the Decision making Process.

**Unit - II**

3. Explain any two theories of motivation along with their suitability in Indian conditions.

*Or*

What do you mean by organizing? Differentiate between formal and Informal organization.

**Unit - III**

4. What is learning process and its various elements?

*Or*

What do you understand by perception? Explain the internal and external factors which influence the perception?

**Unit - IV**

5. Define conflict. What are the main sources of conflict? Suggest some measures to resolve the conflicts in an organization.

*Or*

What is the concept of knowledge based enterprise? Explain its systems and processes.

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**SUBJECT: MANAGEMENT PROCESS AND ORGANIZATIONAL BEHAVIOUR (MBA-211)**

**Max. Marks: 15**

**Assignment – 2**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) Leadership Styles
  - b) Decision Making
  - c) Values and Beliefs
  - d) Negotiation
  - e) Span of Control
  - f) Perception

**Unit - I**

2. What is management? How it differs from administration? Discuss the functions of management.

*Or*

Discuss the principles, functions, skills and different roles played by a manager of a typical business organization.

**Unit - II**

3. Differentiate between delegation and decentralization.

*Or*

What is leading? How a manager's leadership skills are important in realizing the organization's objectives? Who is a good leader?

**Unit - III**

4. What is an attitude? Discuss how attitude is formed.

*Or*

What is organizational structure? Discuss its theories in detail.

**Unit - IV**

5. Define interpersonal and group dynamics and its importance in a business organization.

*Or*

Write a note on organizational culture and how managing cultural diversity is important for an organization.

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**MBA 1st Semester**

**SUBJECT: BUSINESS STATISTICS (MBA-212)**

**Max. Marks: 15**

**Assignment – 1**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) C-chart
  - b) Acceptance Sampling
  - c) Non-Sampling Errors
  - d) Distrust of Statistics
  - e) Normal Distribution
  - f) Census Survey

**Unit - I**

2. What do you understand by Univariate Analysis? Also differentiate between the dispersion and skewness.

*Or*

How is sample enquiry different from census enquiry? Compare merits and demerits of these two. What are the methods of probability sampling?

**Unit - II**

3. Explain the following with the help of suitable examples:
  - (i) Bayes' Theorem
  - (ii) Conditional Probability

*Or*

What are the parameters of Binomial Distribution, Poisson Distribution, Exponential Distribution and Normal Distribution?

**Unit - III**

4. What is a time series? Discuss its components and usefulness in decision making.

*Or*

Define index numbers. Explain the various methods of index numbers with suitable examples.

**Unit - IV**

5. Explain the following:
  - (i) Quality Control Charts
  - (ii) Control Charts for Attributes

*Or*

Define Acceptance Sampling. What is the role of acceptance sampling in decision making? Discuss the various types of acceptance sampling plans used in decision making.

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**MBA 1st Semester**

**SUBJECT: BUSINESS STATISTICS (MBA-212)**

**Max. Marks: 15**

**Assignment – 2**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) Non-parametric Statistics
  - b) Time-series Analysis
  - c) Overlapping Index Series
  - d) Baye's Theorem
  - e) Differentiate between Variables and Attributes
  - f) Skewness

**Unit - I**

2. "Regression and correlation are two sides of the same coin." Explain.

*Or*

Explain the need of sampling. Discuss the non-probability sampling methods with their merits and demerits.

**Unit - II**

3. Differentiate between Poisson and Binomial Distribution. Also discuss the applications of Poisson distribution.

*Or*

Define Probability. Briefly discuss the different models on the concept of probability.

**Unit - III**

4. Explain and illustrate the various tests of adequacy for choosing an appropriate index.

*Or*

What effect does seasonal variability have on a time-series? What is the basis for this variability for an economic time-series?

**Unit - IV**

5. Write notes on the following:
  - (i) Fraction Defective Charts
  - (ii) Acceptance Sampling

*Or*

Explain and illustrate the procedure of constructing different control charts in statistical quality control.

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**MBA 1st Semester**

**SUBJECT: MANAGERIAL ECONOMICS (MBA-213)**

**Max. Marks: 15**

**Assignment – 1**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) Marginal Cost
  - b) Growth Maximization
  - c) Macroeconomics.
  - d) Cross Elasticity of Demand
  - e) Peak- Load Pricing
  - f) GDP

**Unit - I**

2. Why is demand forecasting essential? How does the demand forecasting affect the business decisions? Explain the different methods of demand forecasting.

*Or*

Discuss the nature and scope of managerial economics. What role an economist can play in business decision making?

**Unit - II**

3. What is meant by Consumer Equilibrium? Explain consumer equilibrium using indifference curve technique.

*Or*

Distinguish between cardinal and ordinal concepts of utility. Which of the two is more useful concept in demand analysis from a managers' point of view?

**Unit - III**

4. Differentiate between oligopoly and monopoly market structures.

*Or*

Critically explain Baumol's theory of firm behavior.

**Unit - IV**

5. Discuss in detail the meaning of economic development and its determinants with the help of appropriate examples.

*Or*

What do you mean by Business Cycle? Discuss different phases of business cycle.

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**MBA 1st Semester**

**SUBJECT: MANAGERIAL ECONOMICS (MBA-213)**

**Max. Marks: 15**

**Assignment – 2**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) Elasticity of Demand
  - b) Economics of Scale
  - c) National Income
  - d) Opportunity Cost
  - e) Monopolistic Competition
  - f) Law of Supply

**Unit - I**

2. What is law of demand? Why does it slope downward? What are its exceptions?  
*Or*

Write a Short note on:

- i) Objectives of firm
- ii) Elasticity of Demand

**Unit - II**

3. Define Production. Discuss the laws that govern it.  
*Or*

What are indifference curves? What are its properties and approaches?

**Unit - III**

4. Define Oligopoly. Explain to what extent the kinked demand curve helps in explaining price rigidity under oligopoly.  
*Or*

Differentiate between the monopoly and monopolistic competition. Explain the different situations by diagrams about the maximum profit and minimum losses in the monopoly situation.

**Unit - IV**

5. What is meant by Economic Growth? Enumerate determinate of economic growth.  
*Or*

What do you mean by National income and how is it calculated? Is National Income the correct measure to judge the growth of a Nation?

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**MBA 1st Semester**

**SUBJECT: BUSINESS ENVIRONMENT (MBA-214)**

**Max. Marks: 15**

**Assignment – 1**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) Disinvestment
  - b) Globalization
  - c) Balance of Payment
  - d) FDI
  - e) Delphi Technique
  - f) Sick Industry

**Unit - I**

2. Critically examine the industrial policy of 1956 and 1991 and discuss the outcomes.  
*Or*

Define the term Business Environment. Explain the nature, components and different factors affecting business environment.

**Unit - II**

3. Explain the role of MSME sector in growth of Indian economy. Which promotional measures have been taken by the government to strengthen this sector?  
*Or*

What is the role and government policy concerning development of backward regions? Explain the steps taken by the present government in this concern.

**Unit - III**

4. Write notes on the following:
  - i) Competition Bill 2001
  - ii) Intellectual Property Rights

*Or*

Give an overview of Environment Protection Act.

**Unit - IV**

5. Is foreign direct investment in India necessary? Discuss the merits and demerits of foreign direct investment in India.  
*Or*

What are the emerging opportunities for global business? Explain the international trade blocks.

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**SUBJECT: BUSINESS ENVIRONMENT (MBA-214)**

**Max. Marks: 15**

**Assignment – 2**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) Privatization
  - b) Global Trade
  - c) Liberalization
  - d) Corporate Governance
  - e) Future of MSMEs
  - f) International Trade Blocks

**Unit - I**

2. Critically evaluate fiscal policy of India. What suggestions would you give for reforms in fiscal policy of India?

*Or*

What are the key indicators of business environment? How risk is assessed in present economic environment? Explain.

**Unit - II**

3. What should be done with the sick industries, they should be locked out or revamped? Give reasons for your answer.

*Or*

Explain the impact of globalization on business environment. Also elucidate the role of MNCs in the economic growth of India.

**Unit - III**

4. What is the role of voluntary organizations in protecting consumer rights? Explain the Consumer Protection Act in detail.

*Or*

What is the need of corporate governance in an organization? Discuss the social responsibilities of business.

**Unit - IV**

5. Write a detailed note on role of IMF and WTO on India's business environment.

*Or*

Write notes on the following:

- i) World Bank
- ii) Multilateral Environment Agreements (MEAs)



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**MBA 1st Semester**

**SUBJECT: BUSINESS COMMUNICATION (MBA-215)**

**Max. Marks: 15**

**Assignment – 1**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) Office Order
  - b) Business Proposal
  - c) Para Language
  - d) Notice
  - e) Ethnocentrism and Stereotypes
  - f) Win-Win Orientation

**Unit - I**

2. Write a detailed note on Ethics in Business Communication.

*Or*

What are the 7 C's of communication? Discuss the guidelines for effective communication.

**Unit - II**

3. Compare and contrast verbal and non-verbal communication. What are different dimensions of non-verbal communication?

*Or*

How is para-language important in oral business communication? Discuss the concepts of kinesics and proxemics and their roles in making interactive communication effective.

**Unit - III**

4. Describe ways for developing effective writing skills. Discuss the importance of analyzing the situation and the audience before a written business communication.

*Or*

Define Listening. How does it differ from hearing? Explain the need and importance of listening in communication. Discuss the various types of barriers to effective listening.

**Unit – IV**

5. What do you mean by external communication? Discuss the various parts and features of a business letter.

*Or*

What is Agenda? What is the importance of meeting preparations and making minutes of the meeting?

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**SUBJECT: BUSINESS COMMUNICATION (MBA-215)**

**Max. Marks: 15**

**Assignment – 2**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) Grapevine Communication
  - b) Gatekeeper Audience
  - c) Facial Expressions
  - d) Audience Analysis
  - e) Memo
  - f) Circular

**Unit - I**

2. Explain the different barriers in Business Communication. How can one overcome these barriers?

*Or*

Define communication. Explain the steps in the process of communication. Also discuss its need and significance in business firms.

**Unit - II**

3. Define Informal Communication. How does it differ from Formal Communication? Discuss the ways to make informal communication effective in a business organization.

*Or*

Define Cross Cultural Communication. What are the sources of miscommunication in cross cultural exchange?

**Unit - III**

4. What do you mean by Presentation? Discuss the tips for successful planning and delivery of presentation.

*Or*

What is the process of a business negotiation? State its importance and explain how the business negotiation is carried out.

**Unit - IV**

5. What is Memorandum? How does it differ from a letter?

*Or*

What is a report? What are the essentials for writing a good report? Elaborate the importance and types of business reports. Write down the steps to be followed in writing a business report.

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**MBA 1st Semester**

**SUBJECT: ACCOUNTING FOR MANAGERS (MBA-216)**

**Max. Marks: 15**

**Assignment – 1**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) Going Concern Concept
  - b) Budgeting vs. Forecasting
  - c) Angle of Incidence
  - d) Cash Flow Statement
  - e) Cost Centre
  - f) Operating Profit Ratio

**Unit - I**

2. What do you mean by Depreciation? what are the causes of Depreciations along with various methods for calculating depreciation.

*Or*

Discuss the various Accounting Concept and Accounting Conventions in detail.

**Unit - II**

Give a detailed overview of standard costing and its techniques with suitable examples? How it differs from budgetary control?

*Or*

What is Activity Based Costing? Why it is needed? What are the basic steps required for Activity Based Costing?

**Unit - III**

3. What do you mean by management accounting? Explain its nature, scope and tools.

*Or*

Define cash flow statement. Explain and illustrate the procedure of preparing the cash flow statement.

**Unit - IV**

4. Explain zero based and performance based budgeting. How these techniques differ from each other?

*Or*

What is a transfer price? What are the objectives of Transfer Pricing? Compare and contrast the various methods of transfer pricing.

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**MBA 1st Semester**

**SUBJECT: ACCOUNTING FOR MANAGERS (MBA-216)**

**Max. Marks: 15**

**Assignment – 2**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) Concept of Conservatism
  - b) Break-even Analysis
  - c) IFRS
  - d) Standard Costing
  - e) Transfer Pricing
  - f) Margin of Safety

**Unit - I**

2. Define financial accounting. How does it differ from cost accounting? Discuss the role of financial accounting in decision making.

*Or*

Briefly explain the process, importance and formation of accounting standards in India.

**Unit - II**

3. Define marginal costing. How does it differ from absorption costing? Explain the applications of marginal costing with the help of examples.

*Or*

Write short notes on the following:

- (a) Usefulness of costing to managers
- (b) Assumptions of break-even point.

**Unit - III**

4. Define the funds flow statement. Explain and illustrate the procedure of preparing the funds flow statement.

*Or*

What is ratio? Discuss the role of ratio analysis as a tool of decision-making in a business organization.

**Unit - IV**

5. Define budget, budgeting and budgetary control. Explain the various factors to be considered in the preparation of a budget.

*Or*

Explain the importance of responsibility structure in improving the profitability of the firm. How divisional performance helps in evaluation?

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**MBA 1st Semester**

**SUBJECT: COMMUNICATION SKILLS (OE-101)**

**Max. Marks: 15**

**Assignment – 1**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) Inter Culture Communication
  - b) Interview
  - c) Psychological barriers to communication
  - d) Correlation between action and communication
  - e) Empathic listening
  - f) Difference between listening and hearing

**Unit - I**

2. What do you understand by communication? Explain its process and importance in a business organization.

*Or*

Write short notes on:

- i) Role of critical thinking
- ii) Role of inter-cultural communication

**Unit - II**

3. Define communication flow. What are the differences between upward and downward communication?

*Or*

Discuss the importance of inter-personal communication and barriers involved in inter-personal communication.

**Unit - III**

4. What are the basic business documents? How do they add in formal business communication?

*Or*

Write a note on barriers to effective listening. Offer some suggestions for removing those barriers.

**Unit - IV**

5. Discuss different types of interviews, describing clearly the purposes for which they are held.

*Or*

In what way would you prepare yourself if called for a job interview? Discuss the desirable qualities because of which a candidate may be successful at an interview.

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**SUBJECT: COMMUNICATION SKILLS (OE-101)**

**Max. Marks: 15**

**Assignment – 2**

**Note: Attempt five questions in all. First question is compulsory. All questions carry equal marks.**

1. Write short note on the following:
  - a) Para-language
  - b) Intra-personal communication
  - c) Ethnocentrism
  - d) Grapevine
  - e) Informal Communication
  - f) Eye Contact

**Unit - I**

2. Write short notes on:
  - i) Purpose of professional communication
  - ii) Emotions in communication

*Or*

What is the role of creative thinking in communication? How do you develop creative thinking?

**Unit - II**

3. Write a note on semantic and psychological barriers to communication. Explain how such barriers can be overcome?

*Or*

What is non-verbal communication? Discuss the relationship between verbal and non-verbal communication. Explain the various aspects of Kinesics with suitable examples.

**Unit - III**

4. Describe the process and types of listening.

*Or*

What are the set of basic communication skills that form the foundation of more advanced communication skills?

**Unit - IV**

5. What are the essentials of communication in an interview? Explain giving suitable examples.

*Or*

What is job interview? Discuss the process and stages of job interview in detail.