



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

Assignment July 2019

Semester – 1

Bachelor of Business Administration (BBA)

Course code	Name of the course	Course type	Credit value	No. of assignments to be submitted
BBA 01	Fundamentals of Management and Organisational Behaviour	Core Course	6	2
BBA 02	Statistics for Business Decisions	Core Course	6	2
AECC 01	Environmental Studies *	Ability Enhancement - Compulsory Course	4	1
		Generic Elective **	6	2

* Assignment for *Environmental Studies (AECC 01)* might have been uploaded on the website separately. Do not get confused as both have the same set of questions.

** *Generic Electives (GEs)* are interdisciplinary courses. The learners are advised to search the list of uploaded assignments and trace the assignments for the subject as per their given preference during the time of admission. For any doubts please contact the programme coordinator.

Submission date for 4 credit courses (one assignment): **3rd Sunday (October)**

Submission date for 6 credit courses (two assignments): **Assignment-1: 3rd Sunday (October)**

Assignment-2: 1st Sunday (November)

Please read the instructions carefully before attempting assignment questions.

INSTRUCTIONS

Dear Learner,

Greetings from Odisha State Open University.

You are required to submit your assignment response within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counselors at your Study Centre. Please submit your assignment to the Coordinator of the Study Centre. Before you attempt the assignments, please go through the course materials carefully. Please read the instructions pertaining to an assignment before you start writing your answer. Do not copy from the course material or from any other source. You are advised to read the study material, understand the same and write answers in your own language and style so that you will get good marks/grades.

Purpose of assignments

1. Assignments are part of the continuous evaluation process in Open and Distance Learning (ODL) system.
2. This will help you for better performance in the term-end examination. If you secure good grades/marks in assignments, your overall performance will improve.
3. Your assignment, after evaluation, will be returned to you with comments by the evaluator.
4. This will help you to know your strength as well as your weakness. Thus, it will establish a two- way communication between the learner and the evaluator.

How to write assignments

1. Write your name, programme code, course title, enrolment no. and study centre code on the top sheet of the assignment answer booklet.
2. Write the answers in your handwriting. Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
3. Do not cross the word limit given in each question.
4. Your handwriting should be neat and readable.

Weightage for each assignment

1. Each assignment will be of 100 marks but it will carry 25% weightage
2. Similarly, the Term End Examination will be of 100 marks but will carry 75% weightage.
3. You have to score minimum pass mark i.e. 40% in each assignment.
4. In case you do not submit assignment or get fail mark in assignment you have to re-submit in the next year.

BBA 01 Fundamentals of Management and Organizational Behaviour**Assignment-1****Group-A (1 × 10 =10 Marks)****1. Answer all of the following in one word for each.**

- a) Specific aim of a firm is called _____.
- b) Commercial organisation with manufacturing and marketing facilities in more than one country is known as _____.
- c) A commercial organisation owned and managed by the state is known as _____.
- d) Interest paid on capital is called _____.
- e) Statement of plans expressed in quantitative and financial terms for the allocation and use of resources is called _____.
- f) A person's tendency to feel and behave toward some object in some way is known as _____.
- g) The process by which individuals organise and interpret their impressions about the environment around them is called as _____.
- h) The sum of an individual's traits or characteristics is known as _____.
- i) A routine and repetitive decision is known as _____ decision.
- j) Ratio of output to input, doing things in the right manner is called as _____.

Group-B (2 × 10 = 20 Marks)**2. Define all of the following within two sentences for each.**

- a) Management
- b) Organizing
- c) Leading
- d) Effectiveness
- e) Profit
- f) Innovation
- g) Vision
- h) Goal
- i) Human skills
- j) Strategy

Group-C (3 × 10 = 30 Marks)**3. Answer all of the following in 75 words for each.**

- a) How does your company encourage and promote creativity in its employees?
- b) As a manager what responsibilities you have towards the society?

- c) Mention the basic steps involved in designing a control process.
- d) Discuss the factors those affect personality with example.
- e) What do you understand by planning?
- f) Write the difference between theory X and theory Y.
- g) Write a note on group dynamics.
- h) Write about the advantages of a functional organization.
- i) Give an overview of the communication process
- j) Differentiate operational planning from strategic planning

Group-D (10 × 4 = 40 Marks)

4. Answer all of the following in 500 words for each.

- a) What do you understand by the term ‘Levels of Management’? Describe the different levels of management.
- b) Why attitude is considered to be most important? Explain in detail how attitudes are formed?
- c) Explain the various dimensions of organizational culture.
- d) Discuss about various methods of control.

BBA 01 Fundamentals of Management and Organizational Behaviour

Assignment-2

Group-A (1 × 10=10 Marks)

1. Answer all of the following in one word for each.

- a) Emphasis on doing the right things is known as _____.
- b) The extent to which people oppose and block each other is called _____.
- c) The degree to which a check is kept on the behaviour of an individual is known as _____.
- d) Character and values of an individual or of a group is called _____.
- e) A value which stands for providing enough scope to people to develop their capacities _____.
- f) Enduring qualities of the internal environment of an organisation is known as _____.
- g) _____ is the immediate, spontaneous, automatic and unthinking reaction to a stimulus.
- h) _____ is called as the sharing or handing over of authority and responsibility to a subordinate.
- i) Ability to exercise influence or control over others is known as _____.

- j) A group established to solve a particular problem is called as _____.

Group-B (2 × 10 = 20 Marks)

2. Define all of the following within two sentences for each.

- a) Planning
- b) Manager
- c) Efficiency
- d) Controlling
- e) Technical skills
- f) Leadership
- g) Break-even analysis
- h) Conceptual skills
- i) Mission
- j) Objective

Group-C (3 × 10 = 30 Marks)

3. Answer all of the following in 75 words for each.

- a) What is decision-making? What are its basic characteristics?
- b) Define learning. Mention the different approaches to learning.
- c) What are the specific stages involved in developing interpersonal relationship?
- d) Explain in detail how attitudes are formed?
- e) Discuss the trait theory of leadership.
- f) "Delegation is the key to administrative effectiveness". Elucidate.
- g) Examine the different skills required by a manager in the modern organizations.
- h) Write a note on group cohesion.
- i) What are the prerequisites of effective communication?
- j) Differentiate between formal and informal group.

Group-D (10 × 4 = 40 Marks)

4. Answer all of the following in 500 words for each.

- a) Discuss the important characteristics of 'Management by Objectives'.
- b) 'We do not see things as they are, we see things as we are.' Explain in the context of organizational behaviour.
- c) Explain the determinants of organizational climate.
- d) Elucidate various types of power with example.

BBA 02 Statistics for Business Decisions**Assignment-1****Group-A (1 × 10 = 10 Marks)****1. Answer all of the following in one word for each.**

- a) Statistics is the _____ expression of data.
- b) In _____ classification data are classified on the basis of places or geographical locations.
- c) _____ is classification according to attributes.
- d) The technique of selecting sample from a population is called _____.
- e) _____ is a person who answers/responds to the set of questions included in the questionnaire/schedule.
- f) Alternative hypothesis is denoted as _____.
- g) _____ is a method of qualitative business forecasting.
- h) Analysis of variance is otherwise known as _____.
- i) F distribution is based on the assumption that the populations from which samples are drawn are _____ distributed.
- j) Scatter Diagram is one of the simplest methods of diagrammatic representation of a _____ distribution.

Group-B (2 × 10 = 20 Marks)**2. Define all of the following within two sentences for each.**

- a) Statistics
- b) Variable
- c) Class interval
- d) Discrete frequency distribution
- e) Footnote
- f) Multiple bar diagram
- g) Event
- h) Exhaustive events
- i) Continuous Random Variables
- j) Poisson distribution

Group-C ((3 × 10 = 30 Marks)**3. Answer all of the following in 75 words for each.**

- a) Distinguish between correlation and regression analyses.
- b) Write the relationship among mean, median and mode.
- c) Coefficient of variations of two series are 58% and 69% respectively. Their standard deviations are 21.2 and 15.6 respectively. What are their arithmetic means?
- d) Two dice are thrown simultaneously. Find the probability that the same is divisible by either 2 or 6 but not by both.
- e) Write the advantages of tabulation.
- f) Define frequency distribution with example.
- g) What is graphical representation of data? Give example.
- h) Distinguish between Classification and Tabulation?
- i) Define business forecasting. Write down the steps involved in business forecasting.
- j) Differentiate between null and alternative hypothesis.

Group-D (10 × 4 = 40 Marks)**4. Answer all of the following in 500 words for each.**

- a) Using the data given below price index for the year 2018 by
 - (i) Laspeyre's formula (ii) Paasche's formula and (iii) Fisher's formula with the year 2017 as base.

Commodity	Price (Rs.)		Quantity ('000' Kg)	
	2017	2018	2017	2018
Rice	9.3	4.5	100	90
Wheat	6.4	3.7	11	10
Pulses	5.1	2.7	5	3

- b) Find the regression line of Y on X for the following data and estimate Y when X=9.

X:	18	26	28	31	25	19	35
Y:	11	16	19	17	14	11	24
- c) Explain the concept of regression and point out its usefulness in dealing with business problems.
- d) Define Chi-square distribution. Discuss the important properties of the distribution.

BBA 02 Statistics for Business Decisions**Assignment-2****Group-A (1 × 10 = 10 Marks)****1. Answer all of the following in one word for each.**

- When the data are classified on the basis of time then it is known as _____ classification.
- _____ is classification according to variables or class intervals.
- _____ distribution is tabular representation of data.
- A _____ is representative part of the population.
- Primary data are _____ in nature.
- Non-measurable characteristics are called _____.
- _____ survey is conducted on a small scale before conducting the main survey.
- The set of all possible outcomes in a random experiment is called a _____ space.
- Null hypothesis is denoted as _____.
- _____ is a method of quantitative business forecasting.

Group-B (2 × 10 = 20 Marks)**2. Define all of the following within two sentences for each.**

- Data
- Attribute
- Continuous frequency distribution
- Simple bar diagram
- Probability
- Trial
- Mutually exclusive events
- Complementary event
- Discrete Random Variables
- Binomial distribution

Group-C (3 × 10 = 30 Marks)**3. Answer all of the following in 75 words for each.**

- Explain simple and complex tables with example.
- Calculate the arithmetic mean for the following data:

Class interval	100-200	200-300	300-400	400-500	500-600	600-700	700-800
Frequency	10	8	20	26	30	28	18

- c) Write a brief note on the uses of Index number.
- d) Five cards are drawn from a pack. What is the probability of its being 4 kings and the remaining card be other?
- e) Distinguish among prediction, projection and forecasting.
- f) Define mean deviation with example.
- g) What are the measures of skewness?
- h) Define quantity and value relatives. What do they measure?
- i) Discuss the utility of forecasting.
- j) Differentiate between Pearson's correlation and Spearman's correlation.

Group-D (10 × 4 = 40 Marks)

4. Answer all of the following in 500 words for each.

- a) Two dice are thrown. Find the probability that:
 - i. the total of the numbers on the dice is 8,
 - ii. the first die shows 6,
 - iii. the total of the numbers on the dice is greater than 8,
 - iv. the total of the numbers on the dice is 13,
 - v. both the dice show the same number.
- b) A random sample of 100 students gave a mean height of 58 kgs, with standard deviation 4 kgs. Test the hypothesis that the mean height in the population is 60 kgs.
- c) Write a note on properties and application of F-distribution.
- d) Discuss various steps involved in testing of hypothesis.

AECC 01 Environmental Studies

Group-A (1 × 10 =10 Marks)

1. Answer all of the following in one word or one sentence for each.

- a) Name the words from which "Ecology" is derived.
- b) Write two Biotic component and Abiotic component of the Environment.
- c) Which substance is responsible for Minamata disease?
- d) Write two names of Non-communicable disease.
- e) Write the names of two Renewable Resources.
- f) Write one cause of "Blue baby syndrome".
- g) Write the full form of IUCN.
- h) Where was the Chipko Movement started?
- i) Write two names of natural disaster.
- j) Name two articles of Indian Constitution which states about environment protection.

Group-B (2 × 10 = 20 Marks)**2. Define all of the following within two sentences for each.**

- a) Hydrosphere
- b) Food chain
- c) Nitrogen cycle
- d) Urbanization
- e) Decomposers
- f) Eutrophication
- g) Earthquake
- h) Communicable disease
- i) Soil pollution
- j) Environment act

Group-C (3 × 10 = 30 Marks)**3. Answer all of the following in 75 words for each.**

- a) Give a brief account on atmosphere.
- b) What do you mean by food chain and food web?
- c) Mention any four factors for increase in population of an area.
- d) Classify natural resources based on their origin and distribution.
- e) What do you mean by global warming?
- f) Define water pollution. What are the causes of water pollution?
- g) Write a brief account on deforestation.
- h) What are the causes of tsunami?
- i) Write the salient features of Environmental Protection Act.
- j) Write the functions of Central Pollution Control Board.

Group-D (10 × 4 = 40 Marks)**4. Answer all of the following in 500 words for each.**

- a) Give an account of Carbon Cycle.
- b) Give an account of Non-Communicable diseases.
- c) Discuss Noise Pollution and its solution.
- d) Describe the role of women in the Environmental movements in India.