Bachelor of Business Administration (BBA)

Semester – 1

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)** is uploaded on the website separately.*

*** **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 preference during the time of admission. For any doubts please contact the programme coordinator.*

Assignment submission date: **28th February 2021**

Please read the instructions carefully before attempting the 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, enrollment 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 secure minimum 40% in continuous evaluation, 30% in term end examination and overall, 40% for successful completion of the course for the bachelor degree or undergraduate programmes.
4. In case you do not submit assignment or get fail mark in assignment you have to re-submit in the next year.

Assignment-1

Group-A (1 × 10 =10 Marks)

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

a) _____ provides the means of checking the progress of the plans and correcting any deviations that may occur along the way. (planning/organizing/negotiating /controlling)

b) The ability to work with resources in a particular area of expertise is termed as _____ skill. (technical/human/conceptual/planning)

c) Which level of management is responsible for establishing a vision for the organization, developing broad plans and strategies and directing subordinate managers? (middle/lower/top)

d) Economic uncertainty, regulatory requirements and new competitors are examples of _____ factors those affect managers? (intrapersonal/internal/interpersonal/external)

e) _____ reflect the `action' orientation of the mission. (Objectives/Mission/Vision/Goals)

f) Management is a creative and _____ process. (democratic/technical/continuous)

g) Management is needed at _____ levels. (top/middle/lower/all)

h) The internal environment factor that influence management is _____. (labour/legal/technological/economic)

i) In which type of communication two subordinates report to the superior? (chain/wheel/Y/circle)

j) Theory X and Theory Y were developed by _____. (McGregor/Mayo/Weber/Deming)

Group-B (2 × 10 = 20 Marks)

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

a) Innovation   f) Vision

b) Goal   g) Human skills

c) Strategy   h) Planning

d) Manager   i) Efficiency

e) Controlling   j) Technical skills

<u>Group-C</u> (3 × 10 = 30 Marks)

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

    a) Write the difference between theory X and theory Y.

    b) Write a note on group dynamics.

    c) Write about the advantages of a functional organization.

    d) Give an overview of the communication process

    e) Differentiate operational planning from strategic planning

    f) What is decision-making? What are its basic characteristics?

    g) Define learning. Mention the different approaches to learning.

    h) What are the specific stages involved in developing interpersonal relationship?

    i) Explain in detail how attitudes are formed?

    j) Discuss the trait theory of leadership.

<u>Group-D</u> (10 × 4 = 40 Marks)

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

    a) Explain the various dimensions of organizational culture.

    b) Discuss about various methods of control.

    c) Discuss the important characteristics of 'Management by Objectives'.

    d) 'We do not see things as they are, we see things as we are.' Explain in the context of organizational behaviour.

Group-A (1 × 10=10 Marks)

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

a) _____ is an example of control technique except. (PERT/CPM/Budgeting/MBO)

b) The formal grouping of people and activities to facilitate achievement of firm's objectives refers to _____. (organizing/planning/leading/controlling)

c) _____ is the ratio of output to the input. (Effectiveness/Efficiency/Growth/Profit)

d) Construction of a fly over is an example of _____. (rules/regulations/project/goal)

e) The Johari Window doesn't include _____. (arena/blind-spot/dark/bright)

f) Which of these refers to power of attraction or devotion, the desire of one person to admire another? (Expert Power/Legitimate Power/Reward Power/Charismatic Power)

g) The style of the leader focusing on the needs of the organisation and not on the needs of the individual refer to _____. (employee orientation/laissez-faire/scientific manager)

h) Social Learning Theory of leadership is developed by _____. (House/Fiedler/Blake and Mouton/Bandura)

i) The assumption that the power of leaders is derived from the position they occupy and that people are innately lazy and unreliable is called _____. (democratic/authoritarian/contingency/employee orientation)

j) _____ refers to the ability to threaten or punish. (Reward/Coercion/Legitimate/Expert)

Group-B (2 × 10 = 20 Marks)

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

a) Leadership   f) Break-even analysis

b) Conceptual skills   g) Mission

c) Objective   h) Management

d) Organizing   i) Leading

e) Effectiveness   j) Profit

Group-C (3 × 10 = 30 Marks)

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

a) "Delegation is the key to administrative effectiveness". Elucidate.

b) Examine the different skills required by a manager in the modern organizations.

c) Write a note on group cohesion.

d) What are the prerequisites of effective communication?

e) Differentiate between formal and informal group.

f) How does your company encourage and promote creativity in its employees?

g) As a manager what responsibilities you have towards the society?

h) Mention the basic steps involved in designing a control process.

i) Discuss the factors those affect personality with example.

j) What do you understand by planning?

Group-D (10 × 4 = 40 Marks)

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

a) Explain the determinants of organizational climate.

b) Elucidate various types of power with example.

c) What do you understand by the term 'Levels of Management'? Describe the different levels of management.

d) Why attitude is considered to be most important? Explain in detail how attitudes are formed?

Assignment-1

Group-A (1 × 10 = 10 Marks)

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

a) The median of the data: 4, 6, 8, 9, 11 is _____.

b) The mode of the given data: 4, 6, 5, 9, 3, 2, 7, 7, 6, 5, 4, 9, 10, 10, 3, 4, 7, 6, 9, 9 is _____.

c) _____ is the mean deviation for the following observations 4, 5, 7, 8, 9, 13, 16, 18.

d) A card is drawn from the set of 52 cards. The probability of getting a queen card is _____.

e) A sample which is free from bias is called _____.

f) When a random sample is drawn from each stratum, it is known as _____.

g) When selecting the elements from the population is not based on probability it is known as _____.

h) If the critical region is located equally on both sides of the sampling distribution of test-statistic, the test is called _____.

i) The choice of one-tailed test and two-tailed test depends upon _____.

j) The range of test statistic-Z is _____.

Group-B (2 × 10 = 20 Marks)

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

a) Data   f) Attribute

b) Continuous frequency distribution   g) Simple bar diagram

c) Probability   h) Multiple bar diagram

d) Event   i) Exhaustive events

e) Continuous Random Variables   j) Poisson distribution

Group-C ((3 × 10 = 30 Marks)

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

a) Define frequency distribution with example.

b) What is graphical representation of data? Give example.

c) Distinguish between Classification and Tabulation?

d) Define business forecasting. Write down the steps involved in business forecasting.

e) Differentiate between null and alternative hypothesis.

f) Explain simple and complex tables with example.

g) Calculate the arithmetic mean for the following data:

Class interval	100-200	200-300	300-400	400-50	500-600	600-700	700-80
Frequency	18	28	12	38	10	18	17

h) Write a brief note on the uses of Index number.

i) Five cards are drawn from a pack. What is the probability of its being 4 kings and the remaining card be other?

j) Distinguish among prediction, projection and forecasting.

Group-D (10 × 4 = 40 Marks)

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

a) Explain the concept of regression and point out its usefulness in dealing with business problems.

b) Define Chi-square distribution. Discuss the important properties of the distribution.

c) Two dice are thrown. Find the probability that:

    i.   the total of the numbers on the dice is 6,

    ii.   the first die shows 4,

    iii.   the total of the numbers on the dice is greater than 9,

    iv.   the total of the numbers on the dice is 8,

    v.   both the dice show the same number.

d) A random sample of 500 students gave a mean weight of 52 kgs, with standard deviation 5 kgs. Test the hypothesis that the mean weight in the population is 65 kgs.

Assignment-2

Group-A (1 × 10 = 10 Marks)

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

a) A frequency distribution with one variable is called _____ distribution.

b) The total of all the observations divided by the number of observations is called _____ mean.

c) Any measure indicating the centre of a set of data is called a measure of _____.

d) The midpoint of the values from the smallest to the largest or vice versa is called _____.

e) The difference between the third quartile and the first quartile is called _____.

f) _____ is the best measure to compare the variability of two distributions.

g) The result of a random experiment is called an _____.

h) Critical region is also called as _____.

i) Student's t-test is applicable only when _____.

j) Paired t-test is applicable when the observations in the two samples are _____.

Group-B (2 × 10 = 20 Marks)

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

a) Trial

b) Complementary event

c) Binomial distribution

d) Variable

e) Discrete frequency distribution

f) Mutually exclusive events

g) Discrete Random Variables

h) Statistics

i) Class interval

j) Footnote

Group-C (3 × 10 = 30 Marks)

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

a) Define mean deviation with example.

b) What are the measures of skewness?

c) Define quantity and value relatives. What do they measure?

d) Discuss the utility of forecasting.

e) Differentiate between Pearson's correlation and Spearman's correlation.

f) Distinguish between correlation and regression analyses.

g) Write the relationship among mean, median and mode.

h) Coefficient of variations of two series are 55% and 75% respectively. Their standard deviations are 12 and 30 respectively. What are their arithmetic means?

i) Two dice are thrown simultaneously. Find the probability that the same is divisible by either 1 or 5 but not by both.

j) Write the advantages of tabulation.

Group-D (10 × 4 = 40 Marks)

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

a) Write a note on properties and application of F-distribution.

b) Discuss various steps involved in testing of hypothesis.

c) 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 2019 as base.

Commodity	Price (Rs.)		Quantity ('000' Kg)	
	2019	2020	2019	2020
Rice	7.4	8.2	200	80
Wheat	4.9	7.3	24	30
Pulses	6.3	9.1	7	9

d) Find the regression line of Y on X for the following data and estimate Y when X=10.

X: 28 12 18 13 35 29 38

Y: 10 26 17 11 19 22 14