



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

# ASSIGNMENTS

SESSION:2019-20

Diploma in Entrepreneurship Development (DED)

Please read the instructions carefully before attempting assignment questions.

# INSTRUCTIONS FOR DOING ASSIGNMENTS

Dear Learner,

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 counsellors at your Study Centre. Please submit your assignment response to the Coordinator of your Study Center. For a 4 credit course, there is one assignment and for 6/8 credit course, there must be minimum 2 (two) assignments.

## **Purpose of Assignments:**

- a) Assignments are part of the continuous evaluation process in Open and Distance Learning(ODL) system. Due weightage is given to the marks/grades you obtain in assignments. 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.
- b) Assignments are also a part of the teaching-learning process in the ODL system. Your assignment, after evaluation, will be returned back to you with specific and general comments by the evaluator. This will help you to know your strength as well as your weakness. Thus, it will establish two-way communication between learner and evaluator.

## **How to Write Assignments:**

Please read the instructions for writing the response of an assignment before you start writing your answer.

- a) Write your name, programme code, the course title, enrolment no. and study centre name with code in the top sheet of the assignment answer booklet. The format is given below.

### **PROGRAMME TITLE:**

\_\_\_\_\_

**ENROLMENT No.:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**COURSE CODE:** \_\_\_\_\_ **COURSE TITLE:** \_\_\_\_\_

**ASSIGNMENT CODE:** \_\_\_\_\_ **STUDY CENTRE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

- b) Before attempting the assignments, please go through the course materials carefully, understand the same and write answers in your own language and style.
- c) **Write the answers in your own handwriting.** Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
- d) Your handwriting should be neat and readable.

## **Weightage for each Assignments:**

- a) Each Theory Assignment will carry 25% weightage and term-end examination will carry 75% weightage.
- b) Each assignment will be of 100 marks. But it will carry 25% weightage.
- c) You have to score minimum pass mark i.e. 40% or P (Pass) Grade in 10-point scale for each assignment. In case you do not submit the assignment or get fail mark in the assignment you have to re-submit in the next year.

## SUBMISSION DATES FOR ASSIGNMENTS

### July Session

	Course Code	Name of the Course	Last Date of Submission	Day (As per Calendar)
<b>Theory</b>				
1	DED-05	Small Business Management	<b>20<sup>th</sup> October 2019</b>	Sunday
2	DED-06	Institutional Support System	<b>20<sup>th</sup> October 2019</b>	Sunday
3	DED-07	Business Communication and Ethics in Business	<b>20<sup>th</sup> October 2019</b>	Sunday

# **ASSIGNMENTS**

## **Small Business Management (DED-05)**

**Full Mark – 100**

*(Answer all the questions, which is Compulsory)*

### **GROUP- 'A'**

**Q. No. 1 Answer within one word or one sentence each**

**Marks: 1 × 10= 10**

- a) What do you mean by S-Corporation?
- b) What is buyer power?
- c) What is LLC?
- d) Define Tax Benefit.
- e) What is HRIS?
- f) How can marketing objectives be expressed
- g) What is Counseling?
- h) What is horizontal merger?
- i) What are four levels of human resource planning?
- j) What is Demographic Change?

### **Group 'B'**

**Q.No 2.Short answer-type Questions (Word Limit:100 Words)**

**Marks:5 X 4 = 20**

- a) Write those guidelines which can make HRP effective.
- b) Differentiate between business definition and strategic intent.
- c) Write about those entry barriers listed by Michael Porter.
- d) Write about the characteristics of a mission statement.

### **Group 'C'**

**Q.No 3. Medium answer-type Questions (Word Limit: 200 Words)**

**Marks: 10 X 4 = 40**

- a) Explain various components of SWOT analysis.
- b) What do you understand by retrenchment strategy? Explain the various types of retrenchment strategies.
- c) Explain briefly the need and the steps for enterprise location.
- d) Differentiate among the Limited Liability Company (LLC), Corporation and S-corporation

### **Group 'D'**

**Q.No 4.Long answer-type Questions (Word Limit: 300Words)**

**Marks: 15 X 2 = 30**

- a) What is HR forecasting? Explain the HR forecasting techniques with examples.
- b) Describe the 360 degree appraisal with the help of examples

# **ASSIGNMENTS**

## **Institutional Support System (DED-06)**

**Full Mark – 100**

*(Answer all the questions, which is Compulsory)*

### **GROUP- 'A'**

**Q. No. 1 Answer within one word or one sentence each**

**Marks: 1 × 10= 10**

- a) What do you mean by bootstrapping?
- b) What is a long term finance?
- c) Who is an angel investor?
- d) What so you understand by strategic alliance?
- e) What is Chatbot.
- f) Define venture capital.
- g) What is EDI?
- h) What is State Trading Corporation of India?
- i) What is CCS?
- j) What is e-wallet

### **Group 'B'**

**Q.No 2.Short answer-type Questions (Word Limit:100 Words)**

**Marks:5 X 4 = 20**

- a) Give a short note on National Small Industries Corporation Ltd.
- b) Differentiate angel investor and venture capitalist
- c) Differentiate Co-operative Bank and Commercial Bank
- d) How the objectives of IDCO and IPICOL are different?

### **Group 'C'**

**Q.No 3. Medium answer-type Questions (Word Limit: 200 Words)**

**Marks: 10 X 4 = 40**

- a) Describe the roles of STC and MMTC in promotion of exports of MSMEs.
- b) What is Janashree Bima Yojna? Which small entrepreneurs are being benefitted by this scheme?
- c) Describe the objectives and role of Pradhanmantri Mudra Yojana.
- d) What is ASPIRE program? Describe the objectives of the program, eligibility and nature of assistance offered in this program?

**Q.No 4.Long answer-type Questions (Word Limit: 300Words)**

**Marks: 15 X 2 = 30**

- a) Explain the functions of commercial banks with the classification of banks.
- b) What is e-business? Discuss various applications in e-Commerce?

# ASSIGNMENTS

## Business Communication and Ethics in Business (DED-07)

Full Mark – 100

*(Answer all the questions, which is Compulsory)*

### GROUP- 'A'

**Q. No. 1 Answer within one word for each.**

**Marks: 1 × 10= 10**

- a) Communication is mainly the \_\_\_\_\_ of information between two or more parties.
- b) \_\_\_\_\_ communication consists of words.
- c) Nonverbal communication basically unveils an individual's \_\_\_\_\_.
- d) \_\_\_\_\_ can be studied through facial expression, gestures, eye contact, appearance, space, tactile and odour.
- e) The term ethics is derived from the Greek word \_\_\_\_\_.
- f) Courteous message is positive and focused at the \_\_\_\_\_.
- g) The basic purpose of the interview is to identify \_\_\_\_\_ patterns of the interviewee or candidate.
- h) \_\_\_\_\_ reference refers to a communicative situation that allows its participants to express views and opinions and share with other participants.
- i) \_\_\_\_\_ can be explained as an attempt to secure maximum amount of information from the candidate concerning his/her suitability for the job under consideration.
- j) Facial expressions convey a lot more information than \_\_\_\_\_ can ever say.

### Group 'B'

**Q.No 2 Short answer-type Questions (Word Limit: 100 Words)**

**Marks:5 X 4 = 20**

- a) Write the importance of testimonials.
- b) Good ethics is good business. Justify this statement.
- c) Define business communication.
- d) What is business ethics?

### Group 'C'

**Q.No 3 Medium answer-type Questions (Word Limit: 200 Words)**

**Marks: 10 X 4 = 40**

- a) As a manager, what communication skills you must imbibe for effective business management?
- b) Explain the process of communication with example.
- c) What are the various barriers to communication process?
- d) Differentiate between ethics, values and morals in the workplace.

### Group 'D'

**Q.No 4 Long answer-type Questions (Word Limit: 300 Words)**

**Marks: 15 X 2 = 30**

- a) As a manager of a factory, write a letter to your transporter rejecting his proposal to enhance the transport tariff.
- b) What are the major principles in professional ethics of accounting and auditing?