



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

ASSIGNMENTS

1st Semester

Master of Commerce (MCOM)

SESSION: 2018-19

SUBMISSION DATES FOR ASSIGNMENTS

For July 2018 Admission Batch

COURSE CODE	ASSIGNMENT NUMBER	COURSE TITLE	SUBMISSION DATE
MCO-01	I & II	Organisation Theory and Behaviour	Sunday, 10 th February 2019
MCO-02	I & II	Business Environment	Sunday, 10 th February 2019
MCO-03	I & II	Accounting For Managerial Decisions	Sunday, 10 th February 2019

For January 2019 Admission Batch

COURSE CODE	ASSIGNMENT NUMBER	COURSE TITLE	SUBMISSION DATE
MCO-01	I & II	Organisation Theory and Behaviour	Sunday, 28 th April 2019
MCO-02	I & II	Business Environment	Sunday, 28 th April 2019
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INSTRUCTIONS

Dear Learner,

Greetings from Odisha State Open University.

You are required to submit two assignments per course 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 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 learner and 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.

MCO 01 Organisation Theory and Behaviour

Assignment-1 Questions

Group-A (2x5=10 Marks)

1. Answer all the following questions in 50 words for each.

- a. Explain the interpersonal role of a manager.
- b. Describe the factors influencing perception of an individual.
- c. What do you mean by stress? Explain three features of stress?
- d. What are the importance of power in an organization?
- e. Describe three arguments which is suggested by Taylor Cox and Stacy Blake for managing cultural diversity.

Group-B (5x4= 20 Marks)

2. Answer any four from the following questions in 100 words for each.

- a. Describe the levels of management in an organisation.
- b. What are the dimensions of organization structure?
- c. Explain the process of perception.
- d. Explain four managerial approaches to motivating employees in an organisation.
- e. What are the elements of communication process?
- f. Explain the internal forces of change.

Group-C (10x4=40 Marks)

3. Answer any four from the following questions in 200 words for each.

- a. What is management? Explain the functions of a manager.
- b. Describe different types of organization structure.
- c. Explain the theories of learning.
- d. Explain the Maslow's need Hierarchy Theory.

- e. What is team building? Explain various approaches of team building.
- f. What do you understand by organizational development? Describe the process and approaches of organizational development.

Group-D (15x2=30 Marks)

4. Answer any two from the following questions in 300 words for each.

- a. Explain basic principles of organization.
- b. Explain individual perspective, group perspective, organizational prospective and integrative perspective of organizational behaviour.
- c. What are the factors considered at the time of job design? Describe two models of job design.
- d. Define conflict. Explain process and levels of conflict.

MCO 01 Organisation Theory and Behaviour

Assignment-2 Questions

Group-A (2x5=10 Marks)

1. Define the following questions in 50 words for each.

- a. Management
- b. Perception
- c. Attitude
- d. Values
- e. Personality

Group-B (5x4= 20 Marks)

2. Answer any four from the following questions in 100 words for each.

- a. Describe the process of cross cultural management.
- b. How to overcome resistance to change?

- c. Explain 'culture person compatibility with example'.
- d. Differentiate between Psychoanalytic Theory and Self Theory.
- e. Differentiate between Intra Personal Conflict and Inter Personal Conflict.
- f. Differentiate between Autocratic or free-rein style of leadership.

Group-C (10x4=40 Marks)

3. Answer any four from the following questions in 200 words for each.

- a. Explain how the structure of an organization is related to organizational productivity or effectiveness.
- b. What is personality? How is personality related to attitude formation and job involvement?
- c. What is leadership? How is leadership style related to organizational success?
- d. Explain the role of communication in group behaviour.
- e. How learning influences individual behaviour? Explain.
- f. Explain the role of power and politics in group behaviour.

Group-D (15x2=30 Marks)

4. Answer any two from the following questions in 300 words for each.

- a. Discuss about the emerging trends in OB. How these changes influence organisation behaviour?
- b. Explain dimensions of organisational climate. How favourable organisational climate can be created?
- c. How do evolutionary change and revolutionary change differ, under what conditions managers choose one approach or the other?
- d. Suggest measures for managing cultural diversity. How multinational organisations can be managed more effectively.

MCO 02 Business Environment

Assignment-1 Questions

Group-A (2x5=10 Marks)

1. **Answer all the following questions in 50 words for each.**
 - a. What is culture? How does it affect business environment?
 - b. Explain the difference between MTP and RTP.
 - c. What is stock exchange? Explain its role in economy of a country.
 - d. What are the long term goals of economic planning up to seventh year plan?
 - e. What is the role of WTO?

Group-B (5x4= 20 Marks)

2. **Answer any four from the following questions in 100 words for each.**
 - a. Describe the significance of business environment.
 - b. What are the main dimensions of social responsibilities of business?
 - c. What are the basic business laws in an organization?
 - d. Discuss the distinction between money market and capital market.
 - e. What are the nature of Indian economic planning?
 - f. Discuss the function of WTO.

Group-C (10x4=40 Marks)

3. **Answer any four from the following questions in 200 words for each.**
 - a. Explain the role of government with example.
 - b. Describe critical elements of socio-cultural environment.
 - c. Describe major changes in Companies act in 1999-2001.
 - d. Explain the nature of capital market and method of capital issue.
 - e. What do you understand by liberalization? Describe the reforms in trade policy.

- f. What are the measures taken for promotion of export by government of India?

Group-D (15x2=30 Marks)

4. Answer any two from the following questions in 300 words for each.

- a. What do you understand by wages and bonus? Explain the laws which are related to wages and bonus.
- b. Explain major requirements under clause 49 of listing agreements under SEBI regulations.
- c. What do you mean by monetary policy? Describe its main objective and post 1990-91 monetary policy.
- d. What are the objectives of EXIM policy 2002-07? Discuss the provision relating to import and export.

MCO 02 Business Environment

Assignment-2 Questions

Group-A (2x5=10 Marks)

1. Answer all the following in 50 words for each.

- a. What are the elements of business environment?
- b. What do you mean by mixed economy?
- c. What is a promissory note?
- d. Define call money market.
- e. Enumerate four characteristics of a developed money market.

Group-B (5x4= 20 Marks)

2. Answer any four from the following questions in 100 words for each.

- a. Distinguish between economic and non-economic elements of business environment.
- b. Distinguish between Repo and Reverse Repo rate.

- c. What do mean by speculation? Do you consider it necessary for the success of stock exchange operations?
- d. Why is economic development considered more comprehensive measure of progress of an economy?
- e. Do you think public sector has still a role of play in the era of economic reforms?
- f. Enumerate four vital components of technology transfer contract.

Group-C (10x4=40 Marks)

3. Answer any four from the following questions in 200 words for each.

- a. State the rules relating to declaration of dividends out of past profits as proposed in the Companies (Amendment) Bill, 2003.
- b. Enumerate the conditions that a company has to satisfy in order to qualify as sick industrial company.
- c. What do you mean by money market? Explain its importance for a modern economy.
- d. What do you mean by Intellectual Property Rights? State its relevance.
- e. What the objectives of Department of Science and Technology?
- f. "Balance of Payments should always balance". Discuss with suitable examples.

Group-D (15x2=30 Marks)

4. Answer any two from the following questions in 300 words for each.

- a. State the rationale behind government intervention in the Indian economy till the mid 90s, and outline its changed role in the post-liberalisation era.
- b. Enumerate the major changes introduced in the Companies Act, 1956 vide the Companies (Amendment) Act, 1999.
- c. Outline the legal regulatory framework in India, and enumerate the main provisions of the basic business laws.
- d. What is meant by technology? Explain the factors underlying the dynamics of technological change.

MCO 03 Accounting for Managerial Decisions

Assignment-1 Questions

Group-A (2x5=10 Marks)

1. Answer all of the following questions in 50 words for each.

- a. What do you mean by management accounting?
- b. What do you mean by cost accounting?
- c. What are the main objective of budgeting?
- d. Give difference between standard costing and budgeting?
- e. What do you mean by break-even point?

In Group-B (5x4= 20 Marks)

2. Answer any four from the following questions in 100 words for each.

- a. List out various Accounting activities in an organisation.
- b. How does cash flow statement differ from fund flow statement?
- c. Describe the methods of preparing cash budgets
- d. What are the methods of classification of variance?
- e. Calculate the Profit-volume ratio for product X and Y from the following information.

Fixed cost - Rs 20,000

	X (Rs)	Y (Rs)
Sales	40,000	30,000
Variable Costs	20,000	10,000

- f. What are the objective of financial statements?

Group-C (10x4=40 Marks)

3. Answer any four from the following questions in 200 words for each.

- a. What are contents of financial statements? Explain with example.

- b. Explain the uses and limitations of ratio analysis.
- c. What do you mean by ZBB? Explain the advantages and disadvantages of ZBB?
- d. In what ways can we analyse sales variance? Explain in detail.
- e. What do you understand by differential costing? Explain the practical application of differential costing?
- f. Write a note on nature and limitations of financial statements.

Group-D (15x2=30 Marks)

4. Answer any two from the following questions in 300 words for each.

- a. Balance sheet is a statement of assets and liabilities or sources and uses of capital or both comment.
- b. What do you mean by budgeting? Mention different types of budgets.
- c. The details about the composition and the weekly wage rate of labour force engaged on a job scheduled to be completed in 30 weeks are as follows.

Category of workers	No. of labourers	Standard Weekly wage rate	Actual no. of labourers	Actual Weekly wage rate
Skilled	75	60	70	70
Semi-Skilled	45	40	30	50
Unskilled	60	30	80	20

The works get completed in 32 weeks, calculate the labour Variances.

- d. ABC Ltd. a multi-product company, furnishes the following data:

Particulars	Period-I	Period-II
Sales (Rs.)	40,000	50,000
Total Cost (Rs.)	35,000	40,000

Assuming that there is no change in price and variable costs, fixed expenses are incurred equally in the two periods, calculate the following:

- i) Profit volume ratio

- ii) Fixed Expenses
- iii) Break-even point
- iv) Percentage M/S to sales period II
- v) Sales required to earn profit of Rs. 20,000
- vi) Profit when sales are Rs. 1,00,000

MCO 03 Accounting for Managerial Decisions

Assignment-2 Questions

Group-A (2x5=10 Marks)

1. **Define all of the following in 50 words for each.**

- a. Accounting
- b. Convention of materiality
- c. Operating cost
- d. Contingent Liability
- e. Balance Sheet

In Group-B (5x4= 20 Marks)

2. **Answer any four from the following questions in 100 words for each.**

- a. Differentiate between Financial Accounting and Management Accounting.
- b. Why accounting practices should be standardised?
- c. Distinguish between direct and indirect costs with example.
- d. What do you mean by quotation? Why is it necessary?
- e. Write a note on nature and limitations of financial statements.
- f. Explain the role of Management Accountant in a modern business organisation.

Group-C (10x4=40 Marks)

3. **Answer any four from the following questions in 200 words for each.**

- a. Distinguish among variable, fixed and semi-variable costs. Why is this distinction

important?

- b. What are the financial statements? How far are they useful for decision-making purposes?
- c. Costs may be classified according to their nature and characteristics' Explain.
- d. Why do accounting practices be standardized? What progress has been made in India regarding standardization of accounting?
- e. Is it possible to give a true and fair view of a company's position using accounting information? Explain.
- f. How can cost be classified? Explain any two methods of classification.

Group-D (15x2=30 Marks)

4. Answer any two from the following questions in 300 words for each.

- a. What are the objectives of Accounting? Name the different parties interested in accounting information and state why they want it.
- b. Cooling Ltd manufactured and sold 1,000 refrigerators in the year ending 31st March, 2002. The summarized Trading and Profit & Loss Account is set out below:

	Rs.		Rs.
To Cost of Sales	8,00,000	By Sales	40,00,000
To Direct Wages	12,00,000		
To Other Manufacturing Cost	5,00,000		
To Gross Profit c/d	15,00,000		
TOTAL	40,00,000	TOTAL	40,00,000
To Management and Staff Salaries	6,00,000	By Gross Profit b/d	15,00,000
To Rent, Rates and Insurance	1,00,000		
To Selling Expenses	3,00,000		
To General Expenses	2,00,000		

To Net Profit	3,00,000		
TOTAL	15,00,000	TOTAL	15,00,000

For the year ending 31st March, 2003, it is estimated that

- i) Output and sales will be 1,200 refrigerators.
- ii) Prices of Material will go up by 20% on the level of previous year.
- iii) Wages will rise by 5%
- iv) Manufacturing costs will rise in proportion to the combined cost of Material and wages.
- v) Selling cost per unit will remain unaffected
- vi) Other expenses will also remain constant

You are required to submit a statement to the Board of Directors showing the price at which the refrigerators should be marketed so as to show profit of 10% on selling price.

- c. The following particulars have been made available from the Cost Ledger of a company:

	Rs.
Stock of Raw materials on 31.12.2000	25,600
Stock of finished Goods on 31.12.2000	56,000
Purchase of Raw materials	5,84,000
Direct wages	3,97,000
Sales	11,84,000
Stock of Raw Materials on 31.12.2001	27,200
Stock of Finished goods on 31.12.2001	60,000
Works Overheads	88,072
Office and general Charges	71,048

The company is required to submit a tender for a large machine. The Cost Department estimates that the materials will cost Rs. 40,000 and wages to fabricate the machine Rs. 24,000. The tender is to be made at a net profit of 20% on selling price.

Prepare a statement showing i) Cost of materials used, ii) total cost, iii) percentage of factory overheads to direct wages, and iv) percentage of office overheads to works cost.

Also prepare a statement of quotation showing the price at which the tender of the

machine can be submitted.

- d. Following is the Trial Balance of V.N. Ltd. as on 31st March 2003. Prepare Trading and Profit and Loss Account and Balance Sheet after taking into account the adjustments.

	Rs.	Rs.
Opening Stock	3,00,000	
Purchases/Sales	9,80,000	13,60,000
Bills Receivable/Bills Payable	20,000	28,000
Patents and Trade Marks	19,200	
General Reserve		62,000
Cash at Bank	1,84,800	
Plant and Machinery	1,16,000	
Debtors and Creditors	1,10,000	70,000
Share Capital		4,00,000
Dividend paid for 2001-2002	36,000	
Profit and Loss A/c (1.4.2002)		94200
Sundry Expenses	28,200	
Rent	16,000	
Salaries	30,000	
Computers	68,000	
Carriage-Inward	38,000	
Discount Received		12,000
Wages	1,20,000	
Return outwards		40,000
	20,66,200	20,66,200