SMU MBA SEM 1 FALL 2014 ASSIGNMENTS

MB0038 – Management Process and Organization Behavior

1 Define the terms ‘strategy’. Explain the following:
   a) Corporate strategy
   b) Business strategy
   c) Functional strategy
   Definition of Strategy
   Explanation of Corporate strategy
   Explanation of Business strategy
   Explanation of Functional strategy

2 Define the term ‘management’. Explain the Behavioral science theory and Systems theory.
   Definition of management
   Explanation of Behavioral science theory
   Explanation of systems theory

3 Give the definition and importance of planning in an organization and explain the steps in planning.
   Definition of planning
   Explanation of the importance of planning
   List the steps in planning
   Explanation of the steps in planning

4 Define the term Controlling? What are the prerequisites of effective control?
   Definition of controlling
   Pre-requisites of effective control

5 What are ‘attitudes’? Explain the components and functions of attitude.
   Meaning of attitude
   Explanation of the components of attitude
   Explanation of the functions of attitude

6 Define leadership. Write a brief note on ‘Contingency Theories of Leadership’.
MB0039 – Business Communication

1. What are the various types of communication? Describe the classification of non-verbal communication.
   Types of communication
   Classification of nonverbal communication

2. Describe any situation in your own experience where the communication failed because the listening was faulty. Identify the barrier to listening in this situation.
   Writing experience
   Identifying and explaining the barrier

3. Describe any 5 types of presentations with examples and their target audience.
   5 types of presentations
   Identifying target audience and example

4. Explain the different types of meetings.
   Types of meetings

5. You are going to face a job interview for the post of Manager-operations. Which aspects you will keep in mind while facing the interview?
   Aspects to be kept in mind during job interview

6. Write short notes on:
   a) Internet
   b) Intranet
   a) meaning and benefits of internet
   b) Meaning and benefits of intranet

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1 Statistics plays a vital role in almost every facet of human life. Describe the functions of Statistics. Explain the applications of statistics.
   Meaning of statistics
   Functions of statistics
   Applications of statistics

2 a) Explain the approaches to define probability.
   b) State the addition and multiplication rules of probability giving an example of each case.
      a) Explanation of the approaches to define probability
      b) Addition and multiplication rules of probability giving an example of each

3 a) The procedure of testing hypothesis requires a researcher to adopt several steps. Describe in brief all such steps.
   b) Explain the components of time series.
      a) Hypothesis testing procedure
      b) Components of time series

4 a) What is a Chi-square test? Point out its applications. Under what conditions is this test applicable?
   b) Discuss the types of measurement scales with examples.
      a) Meaning, applications and conditions
      b) Types of measurement scales with examples

5 Business forecasting acquires an important place in every field of the economy. Explain the objectives and theories of Business forecasting.
   Meaning of Business forecasting
   Objectives of Business forecasting
   Theories of Business forecasting

6 a) What is analysis of variance? What are the assumptions of this technique?
   b) Three samples below have been obtained from normal populations with equal variances. Test the hypothesis at 5% level that the population means are equal.
   A     B     C
   8     7     12
   10    5     9
   7     10    13
   14    9     12
   11    9     14
   [The table value of F at 5% level of significance for v1 = 2 and v2 = 12 is 3.88]
   a) Meaning and Assumptions
   b) Formulas/Calculation/Solution to the problem
1. Analyze the following transaction under traditional approach.
   18.1.2011 Received a cheque from a customer, Sanjay at 5 p.m. Rs. 20,000
   19.1.2011 Paid Ramu by cheque Rs. 1,50,000
   20.1.2011 Paid salary Rs. 30,000
   20.1.2011 Paid rent by cheque Rs. 8,000
   21.1.2011 Goods withdrawn for personal use Rs. 5,000
   25.1.2011 Paid an advance to suppliers of goods Rs. 1,00,000
   26.1.2011 Received an advance from customers Rs. 3,00,000
   31.1.2011 Paid interest on loan Rs. 5,000
   31.1.2011 Paid instalment of loan Rs. 25,000
   31.1.2011 Interest allowed by bank Rs. 8,000

   Analysis of transaction – with accounts involved – nature of account – affects and debit/credit

2. The trial balance of Nilgiris Co Ltd., as taken on 31st December, 2002 did not tally and the difference was carried to suspense account. The following errors were detected subsequently.
   a) Sales book total for November was under cast by Rs. 1200.
   b) Purchase of new equipment costing Rs. 9475 has been posted to Purchases a/c.
   c) Discount received Rs. 1250 and discount allowed Rs. 850 in September 2002 have been posted to wrong sides of discount account.
   d) A cheque received from Mr. Longford for Rs. 1500 for goods sold to him on credit earlier, though entered correctly in the cash book has been posted in his account as Rs. 1050.
   e) Stocks worth Rs. 255 taken for use by Mr. Dayananda, the Managing Director, have been entered in sales day book.
   f) While carrying forward, the total in Returns Inwards Book has been taken as Rs. 674 instead of Rs. 647.
   g) An amount paid to cashier, Mr. Ramachandra, Rs. 775 as salary for the month of November has been debited to his personal account as Rs. 757.

   Pass journal entries and draw up the suspense account.

   Journal entries of all the transactions
   Suspense account with Conclusion

3. From the given trial balance draft an Adjusted Trial Balance.

   Trial Balance as on 31.03.2011
   
<table>
<thead>
<tr>
<th>Debit balances</th>
<th>Rs.</th>
<th>Credit balances</th>
<th>Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Furniture & Fittings 10000  
Buildings 500000  
Sales Returns 1000  
Bad Debts 2000  
Sundry Debtors 25000  
Purchases 90000  
Advertising 20000  
Cash 10000  
Taxes & Insurance 5000  
General Expenses 7000  
Salaries 20000  
TOTAL 690000

Bank Over Draft 16000  
Capital Account 400000  
Purchase Returns 4000  
Sundry Creditors 30000  
Commission 5000  
Sales 235000  
TOTAL 690000

Adjustments:
1. Charge depreciation at 10% on Buildings and Furniture and fittings.
2. Write off further bad debts 1000
3. Taxes and Insurance prepaid 2000
4. Outstanding salaries 5000
5. Commission received in advance 1000

4 Compute trend ratios and comment on the financial performance of Infosys Technologies Ltd. from the following extract of its income statements of five years. (in Rs. Crore)

<table>
<thead>
<tr>
<th>Particulars</th>
<th>2010-11</th>
<th>2009-10</th>
<th>2008-09</th>
<th>2007-08</th>
<th>2006-07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>27501</td>
<td>22742</td>
<td>21693</td>
<td>16692</td>
<td>13893</td>
</tr>
<tr>
<td>Operating Profit (PBIDT)</td>
<td>8968</td>
<td>7861</td>
<td>7195</td>
<td>5238</td>
<td>4391</td>
</tr>
<tr>
<td>PAT from ordinary activities</td>
<td>6835</td>
<td>6218</td>
<td>5988</td>
<td>4659</td>
<td>3856</td>
</tr>
</tbody>
</table>

(Source: Infosys Technologies Ltd.– Annual Report)

5 Give the meaning of cash flow analysis and put down the objectives of cash flow analysis. Explain the preparation of cash flow statement.

Meaning of cash flow analysis
Objectives of cash flow analysis
Explanation of preparation of cash flow statement

6 Write the assumptions of marginal costing. Differentiate between absorption costing and marginal costing.

Assumptions of marginal costing (all 7 points)
Differences of marginal and absorption costing (Includes all 8 points)

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VISIT
1 Inflation is a global phenomenon which is associated with high prices causing a decline in the value for money. It exists when the amount of money in the country is in excess of the physical volume of goods and services. Explain the reasons for this monetary phenomenon.

Define Inflation
Causes for Inflation

2 Monopoly is the situation where there exists a single control over the market producing a commodity having no substitutes with no possibilities for anyone to enter the industry to compete. In that situation, they will not charge a uniform price for all the customers in the market and also the pricing policy followed in that situation.

Define Monopoly
Features of Monopoly
Kinds of Price Discrimination

3 Define monopolistic competition and explain its characteristics.

[Definition of monopolistic competition
Explanation of its characteristics]

4 When should a firm in a perfectly competitive market shut down its operation?

[Define perfect competition
Explanation about the reason for the firm’s shut down in perfect competition]

5 Discuss the practical application of Price elasticity and Income elasticity of demand.

Practical application of price elasticity
Practical application of income elasticity

6 Discuss the scope of managerial economics.

Definition of Managerial Economics
Scope of Managerial Economics

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MB0043 - Human Resource Management

[Definition of Human Resource Management-2
Explaining the functions of Human Resource Management-8]

2 Discuss the elements of a Career Planning Programme. Explain some of the benefits of a Career Planning program to an organization
[Elaborate the elements of a Career Planning Programme
Explaining the benefits of a Career Planning Programme]

3 What do you mean by HRIS? Explain the components of HRIS. Describe the different applications of HRIS in Human Resource Management.
[Definition of HRIS-1
Brief about the components of HRIS-3
Explain the different applications of HRIS-6]

4 Discuss the objectives of Discipline. Explain the Action - penalties of Discipline
Objectives of Discipline
Explaining the action-penalties of Discipline

5 Suppose you have joined as an HR and you have been assigned a task to carry out the grievance handling procedure in your organization. What according to you are the causes of Grievance? Describe in detail the Grievance handling procedure
[Causes of Grievance-3
Explain the Grievance handling procedure-7]

6 Write a short note on the following:
a) Index / Trend Analysis
b) Delphi Technique
Meaning and steps involved in Index / Trend Analysis
Meaning and procedure of Delphi Technique