

INTERNAL ASSIGNMENT QUESTIONS
Advanced Diploma in Business Management
Semester - II

2025



PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION

(RECOGNISED BY THE DISTANCE EDUCATION BUREAU, UGC, NEW DELHI)

OSMANIA UNIVERSITY

(A University with Potential for Excellence and Re-Accredited by NAAC with "A" + Grade)

DIRECTOR
Prof. G.B. REDDY
Hyderabad – 7 Telangana State

Dear Students,

Every student of Advanced Diploma in Business Management semester I has to write and submit **Assignment** for each paper compulsorily. Each assignment carries **30 marks**. The marks awarded to the students will be forwarded to the Examination Branch, OU for inclusion in the marks memo. If the student fail to submit Internal Assignments before the stipulated date, the internal marks will not be added in the final marks memo under any circumstances. The assignments will not be accepted after the stipulated date. **Candidates should submit assignments only in the academic year in which the examination fee is paid for the examination for the first time.**

Candidates are required to submit the Exam fee receipt along with the assignment answers scripts at the concerned counter on or before **25-04-2025** and obtain proper submission receipt.

ASSIGNMENT WITHOUT EXAMINATION FEE PAYMENT RECEIPT (ONLINE) WILL NOT BE ACCEPTED

Assignments on Printed / Photocopy / Typed will not be accepted and will not be valued at any cost. Only HAND WRITTEN ASSIGNMENTS will be accepted and valued.

Students are advised not use Black Pen.

Methodology for writing the Assignments (Instructions) :

1. First read the subject matter in the course material that is supplied to you.
2. If possible read the subject matter in the books suggested for further reading.
3. You are welcome to use the PGRRCDE Library on all working days for collecting information on the topic of your assignments. (10.30 am to 5.00 pm).
4. Give a final reading to the answer you have written and see whether you can delete unimportant or repetitive words.
5. The cover page of the each theory assignments must have information as given in FORMAT below.

FORMAT

1. NAME OF THE STUDENT :
 2. ENROLLMENT NUMBER :
 3. NAME OF THE COURSE :
 4. SEMESTER (I, II, III & IV) :
 5. TITLE OF THE PAPER :
 6. DATE OF SUBMISSION :
6. Write the above said details clearly on every subject assignments paper, otherwise your paper will not be valued.
 7. Tag all the assignments paper wise and submit them in the concerned counter.
 8. Submit the assignments on or before **25-04-2025** at the concerned counter at PGRRCDE, OU on any working day and obtain receipt.

DIRECTOR

INTERNAL ASSIGNMENT
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Paper : I Subject : Principles of Management and Organizational Behaviour - II

Total Marks: 30

Section – A

UNIT – I : Answer the following short questions (each question carries two marks) 5x2=10

1. Define Group. Types of Group.
2. Organisational Climate.
3. .Work Culture.
4. Conflict Management.
5. .Vroom's expectancy Theory.

Section – B

UNIT – II : Answer the following Questions (each question carries ten marks) 2x10=20

- 1.. MASLOWS NEED HIERARCHY THEORY OF MOTIVATION.
2. SOCIAL RESPONSIBILITY OF BUSINESS MANAGEMENT.

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Paper : II Subject : Personnel Management

Total Marks: 30

Section – A

UNIT – I : Answer the following short questions (each question carries two marks) 5x2=10

1. Define Operative Functions of Personnel Management ?
2. Methods of Human Resource Planning.
3. Explain Job Analysis and Job Description ?
4. Explain the Objectives of Performance Appraisal ?
5. Define Human Resource Development.

Section – B

UNIT – II : Answer the following Questions (each question carries ten marks) 2x10=20

1. Explain the Traditional and New Responsibilities of Personnel Management.
2. Explain Performance Counselling and Career Development.

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Paper : III Subject : Business Statistics & Quantitative Techniques - II

Total Marks: 30

Section – A

UNIT – I : Answer the following short questions (each question carries two marks) 5x2=10

1. Write about criteria of a Good Index Number.
2. Baye's Theorem.
3. Write about Characteristics of Linear Programming Problem.
4. Write about EMV.
5. What are the Limitations of Simulation.

Section – B

UNIT – II : Answer the following Questions (each question carries ten marks) 2x10=20

1. Explain Time Reversal Test and Factor Reversal Test with examples.
2. Explain Decision Tree Analysis with an example.

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Paper : IV Subject : Financial Accounting

Total Marks: 30

Section – A

UNIT – I : Answer the following short questions (each question carries two marks) 5x2=10

1. What is Window Dressing ? Give Examples.
2. What are accounting principles ? How are they used in disclosing accounting policies of a Company.
3. Who are the users of corporate financial Reports ? Mention the purpose for each of them.
4. List down the various types of reporting and define them.
5. How is ratio - analysis significant in interpreting financial statements ?

Section – B

UNIT – II : Answer the following Questions (each question carries ten marks) 2x10=20

1. Discuss the significance of inflation accounting in the context of content fluctuations in general price level.
2. Discuss the role of Accounting Information System in effective Decision making in an organization.
