

**SEMESTER FALL 2011**  
**Organizational Development (MGMT628)**  
**Assignment No. 2**

**Due Date: 4 January 2012**

**Marks: 15**

**Assignment:**

Research is very pertinent in the domain of education and developed nations are successful only because of research. Universities and Higher Education Institutions are demanding research fund from Ministry of Education. It is almost mid of the fiscal year and funds have been already allocated in the budget and there is no room for more funds. It is very difficult for the Ministry of Education to arrange the funds with current resources and allocations. It is very suspected that if funds will not be available to universities then the research programs might stop working.

Understanding the urgency of matter, Ministry of Education plans to apply for educational aid from ADB (Asian Development Bank). Due to recession, ADB has decided that it will assess the culture of Universities/Higher Education Institutions and then provide aid appropriately.

In this context, ADB has contracted you as a consultant to find out the culture of Universities/Higher Education Institutions and advice in this regard. You will assess the culture of the organization by a questionnaire.

**You are required to get the questionnaire filled by two respondents i.e. one from each respondent. After successful completion of questionnaire, you are required to enter the data in excel sheet and upload that excel sheet for marking.** Following are the complete instructions to successfully complete this assignment:

- 1) Download “***Culture Questionnaire***” from **Downloads Section** of LMS, print two copies of it.
- 2) Select any Universities/Higher Education Institution for respondents.
- 3) Two respondents are required to access the culture. Each respondent will fill a single questionnaire. It means there will be two independent respondents/filled questionnaires.
- 4) Respondents from Universities/Higher Education should be on the designation of Lecture/Assistant Professor/Associate Professor/Professor. We only require two respondents.
- 5) After data collection, you have to enter data in an excel file for analysis of culture.  
“**DataEntry**” excel file is available in **Downloads Section** of LMS. Please download it for data entry of questionnaire. Data entry instructions are in the excel file.
- 6) After data entry in Excel file, you will get Total and Average Score of each respondent. Total and Average score are auto calculated in the excel file.
- 7) Analyze the Total and Average Score and write your findings/discussion in the “Analysis sheet” of excel file and save it when you are done writing. Analysis guidelines are available in “Analysis sheet” of excel file.
- 8) Upload only the Excel file in LMS for marks. Word document is not required, as everything is available in Excel file.
- 9)

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Note: If respondents from universities are not available then, two respondents from any organization can be selected for this assignment. But, universities respondents should be preferred. Students of universities/colleges cannot be the respondents.

\*) A complete presentation how to attempt this assignment is also available in “Downloads” section of LMS with the name of “**Help Instructions**”.

\*) For your convenience, a sample assignment is also available in **Downloads Section** of LMS with the name of “**Sample Excel File**”.

## **General Instructions:**

Please read the following instructions carefully before preparing the assignment solution:

- No definition or theoretical explanation is required.
- Use information given in the case and apply your knowledge to answer the question.

## **Note:**

Only in the case of Assignment, *24 hours extra / grace period* after the due date is usually available to overcome uploading difficulties which may be faced by the students on last date. This extra time should only be used to meet the emergencies and above mentioned due dates should always be treated as final to avoid any inconvenience.

## **Other Important Instructions:**

### **Deadline:**

- Make sure to upload the solution file before the due date on VULMS.
- Any submission made via email after the due date will not be accepted.

### **Formatting guidelines:**

- Use the font style "Times New Roman" or "Arial" and font size "12".
- It is advised to compose your document in MS-Word format.
- You may also compose your assignment in Open Office format.
- Use black and blue font colors only.

### **Solution guidelines:**

- Use APA style for referencing and citation. For guidance search "APA reference style" in Google and read various website containing information for better understanding or visit <http://linguistics.byu.edu/faculty/henrichsen/apa/APA01.html>
- Every student will work individually and has to write in the form of an analytical assignment.
- Give the answer according to question, there will be negative marking for irrelevant material.
- For acquiring the relevant knowledge do not rely only on handouts but watch the video lectures and use other reference books also.

### **Rules for Marking**

Please note that your assignment will not be graded or graded as Zero (0), if:

- It is submitted after the due date.
- The file you uploaded does not open or is corrupt.
- Excel file is required for marking.
- It is cheated or copied from other students, internet, books, journals etc.