

**Assignments**

JAN-JUNE 2015 & JULY-DEC 2015

**DIPLOMA IN BUSINESS PROCESS OUTSOURCING  
(FINANCE AND ACCOUNTING)**

School of Vocational Education and Training



**Indira Gandhi National Open University,**

Maidan Garhi, New Delhi – 110068

Dear Student,

This booklet contains the assignments for all the Courses of DBPO. Before attempting the assignments, please carefully read the instructions given below. Each course has one assignment, which is based on course materials of these courses. **You are also required to write your responses in your own words and hand-writing only and no typed or printed assignments will be accepted.** Further, you may note that in case your assignment response(s) happens to be a **copy** of assignment response sheet submitted by another student, **your assignment may be summarily rejected and/or your marks may be made null and void.** Therefore, you are strongly advised not to allow any other student to copy it. The last date of submission of assignment is given against each assignment. You are advised not to wait for the last date to submit your assignments. Therefore, you may note that the **assignment answer sheets received after the due date will be summarily rejected** and no communication will be entertained in this regard.

You have to submit/send your assignment answer sheets to the Coordinator/Programme In-charge of your Study Centre/Programme Centre, as the case may be so as to reach there on or before the due date.

#### Instructions for Formatting Your Assignments

- On the top of the first page of your Tutor Marked Assignment (TMA) answer sheet, please write the details exactly in the following format :

Enrolment No. _____	Date : _____
Course Code : _____	Course Title : _____
Name : _____	Address : _____
_____	
_____	

Signature : \_\_\_\_\_

- Please follow the above format strictly to facilitate evaluation and avoid delay.
- Use only foolscap size writing paper (but not of very thin variety) for writing your answers.
- Leave 3 cm margin on the left, top and bottom of your answer sheet.
- Your answer should be precise and to the point. While solving problems, clearly indicate the question number along with the part being solved. Recheck your work before submitting it.
- The sheets need to be submitted only to the respective Course Coordinators

DBPOFA

## TUTOR MARKED ASSIGNMENT

### Introduction to Finance and Accounting Business Process Outsourcing

Maximum Marks: 100

Weight age: 30%

Course Code: BPOI - 001

**Note:** This assignment covers all of Course 1. All questions are compulsory. Marks assigned to the questions have been shown in the bracket

### Section A ( All questions are compulsory & carry 05 marks each)

1. Explain the concept of Outsourcing & its benefits in detail?
2. What are the various stages in an outsourcing project?
3. Explain the concept of off shoring & on shoring?
4. Explain the different services that can be outsourced to BPO industry?
5. Compare the benefits of outsourcing to a third party setup.
6. Explain the difference between “core”, “core and non-critical” and “non-core and non-critical” processes. Give at least one example of each in a business organisation.
7. “F&A BPO offers a full fledged career to a serious, competent and ambitious candidate.” Do you agree with the statement?
8. Differentiate between Voice & Non Voice processes in BPO Industry?

### Section B (Answer all questions & they carry 10 marks each)

1. Explain the F&A outsourcing cycle in detail.

2. Why India is considered as one of the best option for the outsourcing facility. Explain India's advantage in global outsourcing? Explain with examples.
3. What are the various F&A services that can be outsourced? Explain the benefits of Outsourcing to customers & benefit of outsourcing to India?
4. What are the behavioral approaches for employee of a BPO industry? Describe the various stages in the employment selection process in a BPO organisation.
5. Explain the Various Career options in a BPO industry? Explain the professional Growth of an individual by considering the working condition in BPO Industry?
6. Why BPO is called as " IT enabled Services' Industry. Describe the different types of technologies used in BPO industry?

**Last Date for Submission of Assignment:**

**For June Exam            31<sup>st</sup> March**

**For December Exam    30<sup>th</sup> September**