

# **MASTER OF COMPUTER APPLICATIONS (MCA\_NEW)**

**MCA\_NEW 1<sup>st</sup> Semester Assignments**

**(January, 2026 & July, 2026 sessions)**

**MCS-211, MCS-212, MCS-213, MCS-214, MCS-215**

**MCSL-216, MCSL-217**



**SCHOOL OF COMPUTER AND INFORMATION SCIENCES  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI – 110 068**

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### Important Notes

1. Submit your assignments to the Coordinator of your Study Centre on or before the due date. Also, be in touch with concerned IGNOU RC for any updates regarding assignments schedule etc.
2. Assignment submission before due dates is compulsory to become eligible for appearing in corresponding Term End Examinations. For further details, please refer to Programme Guide of MCA\_NEW.
3. To become eligible for appearing the Term End Practical Examination for the lab courses, it is essential to fulfill the minimum attendance requirements as well as submission of assignments (on or before the due date). For further details, please refer to the Programme Guide of MCA\_NEW.
4. The viva voce is compulsory for the assignments. For any course, if a student submitted the assignment and not attended the viva-voce, then the assignment is treated as not successfully completed and would be marked as ZERO.

**Course Code** : **MCS-214**  
**Course Title** : **Professional Skills and Ethics**  
**Assignment Number** : **MCA\_NEW(I)/214/Assign/2026**  
**Maximum Marks** : **100**  
**Weightage** : **30%**  
**Last date of Submission** : **30<sup>th</sup> April 2026 (for January session)**  
**31<sup>st</sup> October 2026 (for July session)**

**This assignment has eight questions. Answer all questions. You may use illustrations and diagrams to enhance the explanations. Please go through the guidelines regarding assignments given in the Programme Guide for the format of presentation.**

**Q1:**

Read the following passage and answer the questions below:

***WORK ETHICS IN THE DIGITAL AGE***

In today’s digital workplace, professional ethics extends beyond punctuality and discipline. With remote working, digital collaboration platforms, and artificial intelligence tools becoming common, employees are expected to demonstrate integrity, accountability, and responsible digital behavior.

Data privacy is one of the most critical ethical concerns. Employees often handle sensitive customer data, financial records, and confidential reports. A single careless action—such as sharing login credentials or forwarding confidential emails—can lead to serious consequences.

Another growing concern is the ethical use of AI tools. While AI improves efficiency, blindly relying on automated outputs without verification can lead to misinformation, plagiarism, or biased decisions. Professionals must ensure transparency when AI tools assist in generating reports or analysis.

Digital communication also demands ethical sensitivity. Misinterpretation, inappropriate tone, or unprofessional comments on emails and social media can damage personal and organizational reputation.

Ethics in the digital age is not merely about following rules—it is about building trust in a connected and transparent world.

- a) What does the passage say about professional ethics in the digital workplace? **(3 Marks)**
- b) Why is data privacy considered a critical ethical concern? **(3 Marks)**
- c) What are the risks of blindly relying on AI tools? **(4 Marks)**
- d) How can digital communication impact professional reputation? **(3 Marks)**
- e) Explain the statement: “Ethics is about building trust.” **(3 Marks)**
- f) Complete the table: **(4 Marks)**

Issue	Ethical Concern
Data Sharing	
AI Tools	
Social Media Use	
Email Communication	

**Q2:** Write a formal email based on the following situation: **(10 Marks)**  
You are a Project Coordinator. A team member has repeatedly missed deadlines for submitting progress reports.

- Remind the member about deadlines
- Explain the importance of timely reporting
- Offer support if needed
- Maintain a professional and positive tone

**Q3:** Write short notes on the following: **(20 Marks)**

- i) Cyber Security Awareness for Professionals
- ii) Conflict Resolution in Teams
- iii) Intellectual Property Rights in Software Development
- iv) Workplace Diversity and Inclusion

**Q4:** Your department recently conducted a “**Digital Ethics Awareness Workshop**” for MCA students. Prepare a brief report covering: **(10 Marks)**

- Objectives of the workshop
- Key topics covered
- Resource persons
- Student participation
- Outcomes and feedback

**Q5:** An IT company is hiring for the position of **Junior Software Analyst**. **(10 Marks)**  
Requirements:

- MCA / B.Tech (IT/CS)
- Knowledge of Python/Java
- Good communication skills
- Freshers can apply

Prepare your Curriculum Vitae suitable for this position.

**Q6:** Fill in the blanks with suitable prepositions: **(5 Marks)**

1. Professional ethics is essential \_\_\_\_\_ maintaining trust.
2. She is responsible \_\_\_\_\_ preparing the final report.
3. The meeting will start \_\_\_\_\_ 10 a.m.
4. Data must be protected \_\_\_\_\_ unauthorized access.
5. He has been working here \_\_\_\_\_ 2022.

**Q7:** These are the answers to ten questions. Write the Wh- questions. **(10 Marks)**  
**Example:** Who does Rahul for? Rahul works for JTN.

- i) ..... The project deadline is next Friday.
- ii) ..... She works in the cybersecurity department
- iii) ..... There are eight members in the team.
- iv) ..... He joined the company in 2023.
- v) ..... The software was developed using Python.

- vi) ..... They are conducting the meeting online.
- vii) ..... The report was rejected due to plagiarism.
- viii) ..... She has been working remotely since March.
- ix) ..... The client is based in Singapore.
- x) ..... He left the job for better opportunities.

**Q8:** Prepare a presentation (approximately 200 words) on *any one* of the following:

**(15 Marks)**

- Artificial Intelligence and its Social Impact.
- Professional Conduct in Remote Work Environment
- Cyber Security Best Practices for IT Professionals

Before you begin, clearly indicate:

- Who you are
- Who your audience is
- Whether the occasion is formal or informal
- Teaching aids/props used (PPT, projector, whiteboard, etc.)

The presentation must be in about 200 words.