



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

ASSIGNMENT –MP-05-08

for

2017-18 Admission Session

Diploma in Management (DIM)

Please read the instructions carefully before attempting assignment questions.

SUBMISSION DATE

S.N.	Course Code	Course Title	Last Date of Submission
1	MP-05	Finance and Accounting for Management	Sunday, 11 th March 2018
2	MP-06	Operations Management	Sunday, 25 th March 2018
3	MP-07	Fundamentals of Computer Application	Sunday, 8 th April 2018
4	MP-08	Business Communication and Soft Skill	Sunday, 22 nd April 2018



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DIPLOMA IN MANAGEMENT

(DIM)

MP-05: Finance and Accounting for Management

ASSIGNMENT QUESTIONS

[Full Marks: 100]

1. GROUP-A

(2 X 20 Marks Each)

- a) What are the functions of finance? Describe the various sources of obtaining financial information for taking appropriate financial decisions.
- b) Identify the objectives financial statement analysis. Enumerate the procedure of financial statement analysis in detail.

2. GROUP-B

(3 X 10 Marks Each)

- a) If a company wants to raise finance for two months, which source of finance will you use and why?
- b) What do you mean by trading account? And how is it different from manufacturing account?
- c) Why does an investor need to consider the liquidity and profitability aspects before making every investment?

3. GROUP-C

(6 X 5 Marks Each)

- a) List out the various elements of principles of finance.
- b) Narrate the difference between journal and ledger.
- c) What do you mean by depreciation?
- d) What are different types of ratio?
- e) Mention the importance of trial balance.
- f) What are the limitations of financial statement analysis?



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DIPLOMA IN MANAGEMENT

(DIM)

MP-06: Operations Management

ASSIGNMENT QUESTIONS

[Full Marks: 100]

- 1. GROUP-A** **(2 X 20 Marks Each)**
 - (a) Describe the core responsibilities and the role of an operations manager in a large manufacturing organisation.
 - (b) What do you mean by 'TQM'? Explain the growth and development of TQM over the years.

- 2. GROUP-B** **(3 X 10 Marks Each)**
 - a) Examine the factors that should be taken into account in deciding plant location.
 - b) Explain the various techniques of inventory control with examples.
 - c) Discuss the term sustainability, and its relevance for business organisations.

- 3. GROUP-C** **(6 X 5 Marks Each)**
 - a) Explain the concept of 'logistics management'.
 - b) Differentiate between 'lean' and 'six-sigma'.
 - c) What do you mean by plant layout?
 - d) What is business process?
 - e) Mention the important tools of statistical quality control.
 - f) Distinguish between product layout and plant layout.



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DIPLOMA IN MANAGEMENT

(DIM)

MP-07: Fundamentals of Computer Application

ASSIGNMENT QUESTIONS

[Full Marks: 100]

1. **GROUP-A** **(2 X 20 Marks Each)**
 - (a) Define computer. Discuss various business applications of modern computer and its versatility.
 - (b) Explain the relevance of Management Information System for enhancing business productivity of organizations with suitable examples.

2. **GROUP-B** **(3 X 10 Marks Each)**
 - (a) What are the various ways to format a text? Explain in detail.
 - (b) Explain the tools used in MS-Word-2010.
 - (c) What do you mean by system concepts? What are various types of systems?

3. **GROUP-C** **(6 X 5 Marks Each)**
 - (a) What is a chart? And what are its uses?
 - (b) What do you understand by a Single User Multitasking Operating System? Give examples.
 - (c) What is a word processor? Give example of a word processor.
 - (d) Mention the uses of MS-Excel. Why it is so popular?
 - (e) How can you convert a PowerPoint into PDF?
 - (f) Mention different types of Computer Based Information Systems.



DIPLOMA IN MANAGEMENT

(DIM)

MP-08: Business Communication and Soft Skill

ASSIGNMENT QUESTIONS

[Full Marks: 100]

1. **GROUP-A** **(2 X 20 Marks Each)**
 - (a) “A resume is a persuasive summary of one’s qualifications for employment.” Examine the statement.
 - (b) What are the various barriers to communication process? Explain in detail the strategies to overcome such barriers.

2. **GROUP-B** **(3 X 10 Marks Each)**
 - (a) While making a speech, what are the things that a manager should remember?
 - (b) What do you mean by business presentation? What is the importance of business presentation?
 - (c) Discuss the guidelines you need to follow to be more effective in interview.

3. **GROUP-C** **(6 X 5 Marks Each)**
 - (a) What is body language? And what are its uses?
 - (b) What do you understand by soft skill? Give examples.
 - (c) What should be the proper dress code for interview purpose?
 - (d) Mention the various types of interview in selection process.
 - (e) Explain the basic objective or purpose of resume writing.
 - (f) What are the various models of communication?