



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**

## **Post Graduate Diploma in Management (PGDIM)**

Please read the instructions carefully before attempting assignment questions.

### **SUBMISSION DATE**

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



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**POST GRADUATE DIPLOMA IN MANAGEMENT**

**(PGDIM)**

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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**POST GRADUATE DIPLOMA IN MANAGEMENT**

**(PGDIM)**

**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.



**POST GRADUATE DIPLOMA IN MANAGEMENT  
(PGDIM)**

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.



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**POST GRADUATE DIPLOMA IN MANAGEMENT  
(PGDIM)**

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?