



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

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



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

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?



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

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.



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

**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?