ASSIGNMENT –DOM-04 to 06

for

2017-18 Admission Session

Diploma in Office Management

(DOM)

Please read the instructions carefully before attempting assignment questions.

SUBMISSION DATE

S.N.	Course Code	Course Title	Last Date of Submission
1	DOM-04	Business Communication and Soft Skill	Sunday, 11th March 2018
2	DOM-05	Human Resource Management and Organisational Behaviour	Sunday, 25th March 2018
3	DOM-06	Introduction to Accounting and Finance	Sunday, 8th April 2018

DIPLOMA IN OFFICE MANAGEMENT

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DOM-04: Business Communication and Soft Skill

ASSIGNMENT QUESTIONS

[Full Marks: 100]

1. **GROUP-A** **(2 X 20 Marks Each)**

   (a) Define interview. Explain in detail different types of interview in selection process.

   (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 successful in a group discussion.

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?

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DOM-05: Human Resource Management and Organisational Behaviour

ASSIGNMENT QUESTIONS

[Full Marks: 100]

1. **GROUP-A**   **(2 X 20 Marks Each)**

   (a) Define change. What are the sources of change? Discuss the impact of change from external environment on business organizations.
   (b) What are the differences between performance appraisal and performance management? Explain the benefits of performance management.

2. **GROUP-B**   **(3 X 10 Marks Each)**
   (a) Discuss the method of workers' participation in management at TISCO.
   (b) Explain the current trends of compensation management in India.
   (c) How do you identify the training needs of employees in an organisation?

3. **GROUP-C**   **(6 X 5 Marks Each)**
   (a) What is the difference between 'compensation' and 'reward'?

   (b) What do you mean by OD interventions?

   (c) Define 'employee empowerment'.

   (d) Differentiate between 'training' and 'development'.

   (e) Explain the various types of participation.

   (f) How is socialisation different from orientation?

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DOM-06: Introduction to Accounting and Finance

ASSIGNMENT QUESTIONS

[Full Marks: 100]

1. **GROUP-A** **(2 X 20 Marks Each)**

   a) Why accounting principles are necessary? State the concept of revenue realisation in detail.

   b) "Ratio analysis is a tool to examine the health of business with a view to make financial results more intelligible". Explain.

2. **GROUP-B** **(3 X 10 Marks Each)**

   a) "Wealth maximisation is better than profit maximisation objective". Comment.

   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 accounting.

   b) Narrate the difference between traditional and modern approach to finance.

   c) What do you mean by depreciation?

   d) What are different types of ratio?

   e) Mention the importance of balance sheet.

   f) What are the advantages of financial statement analysis?