



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

# 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**

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



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

---

**DIPLOMA IN OFFICE MANAGEMENT**

**(DOM)**

**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?



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

---

**DIPLOMA IN OFFICE MANAGEMENT**

**(DOM)**

**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?



**DIPLOMA IN OFFICE MANAGEMENT**

**(DOM)**

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?