



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

## **ASSIGNMENT – 5 to 8**

**ACADEMIC SESSION: 2016-17**

**DIPLOMA IN MANAGEMENT (DIM)**

Please read the instructions carefully before attempting assignment questions.

**Dear Learner,**

Welcome to the Diploma Programme in Management (DIM) offered by Odisha State Open University, Sambalpur.

You are required to submit one assignment per course within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counselors at your Study Centre. Please submit your assignment response to Coordinator of the Study Centre. Before you attempt the assignments, please go through the course materials carefully. Please read the instructions pertaining to an assignment before you start writing your answer. Do not copy from the course material or from any other source. You are advised to read the material carefully, understand the same and write answers in your own language and style so that you will get good marks/grades.

**Purpose of Assignments:**

1. Assignments are part of the continuous evaluation process in Open and Distance Learning (ODL) system. Due weightage is given to the marks/grades you obtain in assignments. This will help you for better performance in the term-end examination. If you secure good grades/marks in assignments, your overall performance will improve.
2. Assignments are also a part of the teaching-learning process in ODL. Your assignment, after evaluation, will be returned back to you with specific and general comments by the evaluator. This will help you to know your strength as well as your weakness. Thus, it will establish a two-way communication between learner and evaluator.

**How to write assignments:**

1. Write your name, programme code, course title, enrolment no. and study centre code in the top sheet of the assignment answer booklet.
2. Write the answers in your handwriting. Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
3. Do not cross the word limit given in each question.
4. Your handwriting should be neat and readable.

**Weightage for each assignment:**

1. Each assignment will carry 25% weightage and term-end examination will carry 75% weightage.
2. Each assignment will be of 100 marks. But it will carry 25% weightage.
3. You have to score minimum pass mark i.e. 40% in each assignment. In case you do not submit assignment or get fail mark in assignment you have to re-submit in the next year.

## SUBMISSION DATES FOR ASSIGNMENTS

### Semester-II

<b>Course Code</b>	<b>Course Title</b>	<b>Date of Submission</b>	<b>Day as per Calendar</b>
DIM-05	Finance and Accounting for Management	26 <sup>th</sup> March 2017	Sunday
DIM-06	Operations Management	2 <sup>nd</sup> April 2017	Sunday
DIM-07	Fundamentals of Computer Application	16 <sup>th</sup> April 2017	Sunday
DIM-08	Business Communication and Soft Skill	30 <sup>th</sup> April 2017	Sunday

**Diploma in Management (DIM)**  
**Finance and Accounting for Management (Course Code: DIM-05)**

**Assignment Question**

**Group 'A'**

(Answer the two questions. Each carries 20 Marks)

**Q.No.1**

**2x20**

- (a) What do you mean by accounting concept? Explain the different accounting concepts and their relevance.
- (b) What do you mean by financial statement analysis? Elaborate the different ratios used for analysis of financial statement.

**Group 'B'**

(Answer the three questions. Each carries 10 marks)

**Q.No.2**

**3x10**

- (a) What do you mean by business finance? What are the different sources of finance?
- (b) What do you mean by trend analysis? Elaborate the use of trend analysis for financial statement analysis.
- (c) Briefly enumerate comparative statement and common-size statement with suitable example.

**Group 'C'**

(Answer the six questions. Each carries 5 marks)

**Q.No.3**

**6x5**

- (a) What do you mean by deferred revenue expenditure?
- (b) What do you mean by assets? Explain the different categories of assets.
- (c) What do you mean by journal? Why is it called the book of original entry?
- (d) Elaborate any two accounting conventions.
- (e) What is depreciation? State briefly the different causes of depreciation.
- (f) Define a ledger. Why is it known as the principal book of accounts?

**Diploma in Management (DIM)**  
**Operations Management (Course Code: DIM-06)**

**Assignment Question**

**Group A**

**20×2**

1. Explain the meaning and significance of plant location. How will you decide the location on a mini steel plant in India?
2. What are the objectives of logistics management? Explain the difference between inbound and outbound logistics.

**Group B**

**10×3**

1. Describe the core responsibilities of an Operations Manager in detail.
2. Explain the concept of preventive maintenance with suitable examples from the industry.
3. What are the various factors that affect the level of inventory in an organisation? Explain.

**Group C**

**5×6**

1. Explain the nature of operations management.
2. “Logistics is an integral part of supply chain management”. Comment.
3. Mention under what conditions cellular layout is considered appropriate?
4. Differentiate between logistics and supply chain management.
5. Explain the concept of lean and six-sigma.
6. How can Total Quality Management benefit an organisation?

**Diploma in Management (DIM)**  
**Fundamentals of Computer Application (Course Code: DIM-07)**

**Assignment Question**

**Group-A**

**[20×2]**

1. Discuss various input and output devices used in a Desktop Computer
2. Explain how an Information System supports business organizations with suitable examples.

**Group-B**

**[10×3]**

3. What are the units used for measuring the capacity of Computer Memory?
4. Name and explain the tools used in Ms-Word-2010.
5. Define a system. What do you mean by system concepts? What are various types of systems?

**Group-C**

**[5×6]**

6. What is an application Software? Give two examples.
7. What do you understand by a Single User Multitasking Operating System? Give examples.
8. What is a word processor? Give example of a word processor.
9. Write the uses of Ms-Word. Why it is so popular?
10. What is a slide in Ms-PowerPoint Presentation?
11. Define a Computer Based Information System. Name the types of Computer Based Information Systems

**Diploma in Management (DIM)**  
**Business Communication and Soft Skill (Course Code: DIM-08)**

**Assignment Question**

**GROUP-A**

2 x 20

1. "Communication is an exchange of facts, ideas, opinions and emotions by two or more persons." Explain the statement and discuss the role of feedback in communication.
2. What do you mean by verbal and non-verbal communication? How does these two communication skills can be develop?

**GROUP- B**

3 x 10

3. Explain the importance of body language in business environment?
4. What do you mean by business etiquettes? What is the importance of business presentation? Explain with example for Business letter preparation.
5. What is meant by communication Barriers? How and why do they occur? What can be done to overcome the barriers to communication?

**GROUP- C**

6 x 5

6. What are the various response strategies for interview questions of an interviewer?
7. What is a leadership skill? What techniques will you adopt as a team leader to improve the performance of your team?
8. What is the difference between oral and written communication?
9. What soft skills are required for managing conflict?
10. Explain the relevance of brain storming in management.
11. Prepare your own CV used for academic or research position.