



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

# ASSIGNMENTS

PGDIM and DIM 2<sup>nd</sup> Semester  
(Theory)

SESSION:2019-20

Post Graduate Diploma in Management (PGDIM)

Diploma in Management (DIM)

Please read the instructions carefully before attempting assignment questions.

# INSTRUCTIONS FOR DOING ASSIGNMENTS

Dear Learner,

You are required to submit your assignment response within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counsellors at your Study Centre. Please submit your assignment response to the Coordinator of your Study Center. For a 4 credit course, there is one assignment and for 6/8 credit course, there must be minimum 2 (two) assignments.

## **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 the ODL system. 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 two-way communication between learner and evaluator.

## **How to Write Assignments:**

Please read the instructions for writing the response of an assignment before you start writing your answer.

1. Write your name, programme code, the course title, enrolment no. and study centre name with code in the top sheet of the assignment answer booklet. The format is given below.

### **PROGRAMME TITLE:**

\_\_\_\_\_

**ENROLMENT No.:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**COURSE CODE:** \_\_\_\_\_ **COURSE TITLE:** \_\_\_\_\_

**ASSIGNMENT CODE:** \_\_\_\_\_ **STUDY CENTRE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

2. Before attempting the assignments, please go through the course materials carefully, understand the same and write answers in your own language and style.
3. **Write the answers in your own handwriting.** Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
4. Your handwriting should be neat and readable.

## **Weightage for each Assignments:**

### **For courses without having Practical**

1. Each Theory 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% or P (Pass) Grade in 10-point scale for each assignment. In case you do not submit the assignment or get fail mark in the assignment you have to re-submit in the next year.

## SUBMISSION DATES FOR ASSIGNMENTS

### July Session

	Course Code	Name of the Course	Last Date of Submission	Day (as per Calendar)
<b>Theory</b>				
1	MP-05	Finance and Accounting for Management	<b>20<sup>th</sup> October 2019</b>	Sunday
2	MP-06	Operations Management	<b>20<sup>th</sup> October 2019</b>	Sunday
3	MP-07	Information Technology for Management	<b>20<sup>th</sup> October 2019</b>	Sunday
4	MP-08	Business Communication and Soft Skills	<b>20<sup>th</sup> October 2019</b>	Sunday

**MP 05 Finance and Accounting for Management**  
*Answer all the questions as per the word limit specified in each section.*

**Group-A (1x10=10 Marks)**

**1. Answer in one word for each.**

- a) \_\_\_\_\_ function means activities relating to planning, procurement, control and administration of funds used in business.
- b) \_\_\_\_\_ finance can broadly be defined as the activity concerned with planning, raising, controlling, administering of the funds used in the business.
- c) Finance decisions refers to the decisions concerning \_\_\_\_\_ matters of a business enterprise.
- d) Hedging means protection against \_\_\_\_\_.
- e) \_\_\_\_\_ is an art of recording, classifying & summarizing in terms of money & which include transactions of financial nature.
- f) Assets = Capital + \_\_\_\_\_.
- g) A \_\_\_\_\_ is a person or enterprise that owes money to another party.
- h) The gradual and permanent decrease in the value of an asset is known as \_\_\_\_\_.
- i) Assets whose value is constantly changing as the business proceeds like stock, debtors etc. are known as \_\_\_\_\_.
- j) Ratio analysis refers to the analysis and interpretation of the figures appearing in the \_\_\_\_\_ statements.

**Group-B (5x4= 20 Marks)**

**2. Answer in 50 words for each.**

- a) What is book-keeping?
- b) What do you understand by journal?
- c) What is trial balance?
- d) What do you mean by finance?

**Group-C (10x4=40 Marks)**

**3. Answer in 200 words for each.**

- a) Explain the functions performed by a financial manager.
- b) 'Market price is an indicator of company's performance'. Discuss the factors which affect the market price of the share of a company.
- c) What are liquidity ratios? Discuss their significance.
- d) Write about "funds flow statement".

**Group-D (15x2=30 Marks)**

**4. Answer in 300 words for each.**

- a) What do you understand by finance function? Differentiate between traditional and modern approaches of finance function.
- b) A firm purchases a plant for a sum of Rs. 20,000 on 1<sup>st</sup> January, 2005. Installation charges are 4,000. Plant is estimated to have a scrap value of Rs 2,000 at the end of its useful life of five years. You are required to prepare the plant account for five years, charging depreciation according to the straight line Method.

## MP 06 Operations Management

*Answer all the questions as per the word limit specified in each section.*

### **Group-A (1x10=10 Marks)**

#### **1. Answer in one word for each.**

- Statistical quality control refers to the use of statistical methods in the \_\_\_\_\_ and maintaining of the quality of products and services.
- Quality is a relative term and is generally explained with reference to the end use of the \_\_\_\_\_.
- Descriptive statistics involves \_\_\_\_\_ quality characteristics and relationships.
- Statistical Process Control involves inspect random sample of \_\_\_\_\_ from process for characteristic.
- Re Order Point = (Lead Time x Usage Rate) + \_\_\_\_\_.
- \_\_\_\_\_ method involves qualitative and quantitative inputs, and evaluates alternatives based on comparison after establishing a composite value for each alternative.
- Break even analysis implies that at some point in the operations, total revenue \_\_\_\_\_ total cost.
- System in which low-skilled workers use specialized machinery to produce high volumes of standardized goods is known as \_\_\_\_\_.
- Physical models look like their \_\_\_\_\_ counterparts.
- Using resources in ways that do not harm ecological systems that support human existence is known as \_\_\_\_\_.

### **Group-B (5x4= 20 Marks)**

#### **2. Answer in 50 words for each.**

- What is Lean Culture?
- Calculate the economic order quantity from the following particulars:  
Annual requirement =2,000 units  
Cost of materials per unit =Rs. 20  
Cost of placing and receiving one order= Rs. 40  
Annual carrying cost of inventory, 20% of inventory value.
- Define the plant layout.
- Briefly describe the term operations management.

### **Group-C (10x4=40 Marks)**

#### **3. Answer in 200 words for each.**

- What is black belt in Lean Six Sigma?
- Describe the factors that should be taken into account in deciding the location of plant?
- Explain the benefits of statistical quality control.
- Why is the degree of customization an important consideration in process planning?

### **Group-D (15x2=30 Marks)**

#### **4. Answer in 300 words for each.**

- What are trade-offs? Why careful consideration of trade is-offs important in decision making?

- b) A manufacturing company will require 1, 00,000 units of a product during the next year. The cost of processing an order is Rs. 40 and the carrying cost per unit is Rs.2 per year. Lead time of an order is 5 days and the company will keep a safety stock of two days usage. You are required to calculate the following:
- i. Economic order Quantity
  - ii. Re-order Point
  - iii. Minimum Inventory
  - iv. Maximum Inventory
  - v. Average Inventory

**MP 07 Information Technology for Management**  
*Answer all the questions as per the word limit specified in each section.*

**Group-A (1x10=10 Marks)**

**1. Answer in one word for each.**

- a) \_\_\_\_\_ computers are computers those exhibit features of analog computers and digital computers.
- b) ENIAC belongs to \_\_\_\_\_ generation of computers.
- c) Integrated Circuits are used in \_\_\_\_\_ generation of computers.
- d) The role of heat sink is to a \_\_\_\_\_ effect to the motherboard to work efficiently and effectively.
- e) The role of BIOS software is to load the \_\_\_\_\_ system.
- f) An Operating system is basically an \_\_\_\_\_ between the user and the computer hardware.
- g) The keyboard shortcut to print a document is \_\_\_\_\_.
- h) PowerPoint offers word processing, outlining, drawing, graphing and \_\_\_\_\_ management tools.
- i) Smart art is a graphical tool used to create simple and effective \_\_\_\_\_.
- j) \_\_\_\_\_ is an example of a web browser.

**Group-B (5x4= 20 Marks)**

**2. Answer in 50 words for each.**

- a) Give a short note on software and its types.
- b) Count some of the functions of operating system.
- c) Give a short note on title bar.
- d) Explain use of macros in MS-Excel.

**Group-C (10x4=40 Marks)**

**3. Answer in 200 words for each.**

- a) Write the steps involved in working with text boxes.
- b) Discuss about various output devices.
- c) What is the impact of computerization on business? Discuss.
- d) Define social media. Explain its significance at the present context.

**Group-D (15x2=30 Marks)**

**4. Answer in 300 words for each.**

- a) What is an information system? Discuss its application in business.
- b) How has internet changed the world? Elaborate.

**MP 08 Business Communication and Soft Skills**  
*Answer all the questions as per the word limit specified in each section.*

**Group-A (1x10=10 Marks)**

**1. Answer in one word for each.**

- a) Communication is mainly the \_\_\_\_\_ of information between two or more parties.
- b) \_\_\_\_\_ communication consists of words.
- c) Nonverbal communication basically unveils an individual's \_\_\_\_\_.
- d) \_\_\_\_\_ can be studied through facial expression, gestures, eye contact, appearance, space, tactile and odour.
- e) Aristotle called the study of communication " \_\_\_\_\_ " and spoke of three elements within the process.
- f) Courteous message is positive and focused at the \_\_\_\_\_.
- g) The basic purpose of the interview is to identify \_\_\_\_\_ patterns of the interviewee or candidate.
- h) \_\_\_\_\_ reference refers to a communicative situation that allows its participants to express views and opinions and share with other participants.
- i) \_\_\_\_\_ can be explained as an attempt to secure maximum amount of information from the candidate concerning his/her suitability for the job under consideration.
- j) Facial expressions convey a lot more information than \_\_\_\_\_ can ever say.

**Group-B (5x4= 20 Marks)**

**2. Answer in 50 words for each.**

- a) Write the importance of testimonials.
- b) How does the cover letter help a job seeker?
- c) Define business communication.
- d) Write a note on paralanguage.

**Group-C (10x4=40 Marks)**

**3. Answer in 200 words for each.**

- a) As a manager, what communication skills you must imbibe for effective business management?
- b) Explain the process of communication with example.
- c) What are the various barriers to communication process?
- d) Write the difference between a CV and a Resume.

**Group-D (15x2=30 Marks)**

**4. Answer in 300 words for each.**

- a) As a manager of a factory, write a letter to your transporter rejecting his proposal to enhance the transport tariff.
- b) Explain the process of CV / resume writing.