



MADHYA PRADESH BHOJ (OPEN) UNIVERSITY, BHOPAL

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DIPLOMA IN MANAGEMENT (DIM) (SESSION 2024-25) (June-July)

SUBJECT: PRINCIPLES OF MANAGEMENT AND ORGANIZATION BEHAVIOR

ASSIGNMENT QUESTION PAPER- FIRST

MAXIMUM MARKS: 30

fun'k&

- 01- I Hkh i'u Lo; dh gLrfyfi e gy djuk vfuok; gA
- 02- fo'ofok|ky; }kjk ink; l=h; mRrjifLrdkvk e gh l=h; i'ui= gy djuk vfuok; gA
- 03- l=h; dk; mRrjifLrdk d iFke i"B dk lko/kkuhiod ijk Hkj vkj mle mlh fo"k; dk i'ui= gy dj tk mRrjifLrdk d iFke i"B ij vfdr fd;k gA
- 04- l=h; dk; mRrjifLrdk viu v/;;u dUn ij tek dj mldh ikorh vo'; iklr dJA

Note: - Short answer type Question carry 2 marks each.

1. Explain Managerial Planning.
2. Discuss Group Decision-Making.
3. Define Communication.
4. Explain the Process of Perceptual.
5. Explain theories of Leadership.

Note: - Long answer type Question carry 4 marks each.

1. Define Management? Explain its Modern concept of Management.
2. Explain the importance of organization.
3. Define Attitudes. Explain its functions.
4. What is motivation? How does effective managing take advantages of and contribute to motivation.
5. Define Leadership. Explain its characteristics.



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DIPLOMA IN MANAGEMENT (DIM) (SESSION 2024-25) (June-July)

SUBJECT: PRINCIPLES OF MANAGEMENT AND ORGANIZATION BEHAVIOR

ASSIGNMENT QUESTION PAPER- SECOND

MAXIMUM MARKS: 30

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01- I Hkh i'u Lo; dh gLrfyfi e gy djuk vfuok; gA

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04- l=h; dk; mRrjifLrdk viu v/; ;u dUn ij tek dj mldh ikorh vo'; iklr djA

Note: - Short answer type Question carry 2 marks each.

1. Explain Managerial Skill.
2. Explain Individual Decision Making.
3. Explain Scope of Communication.
4. What is Social Perception?
5. What is Organizational Conflict?

Note: - Long answer type Question carry 4 marks each.

1. Explain the characteristics of Management.
2. Discuss the objectives and characteristics of organization.
3. Explain the types of communication.
4. Define Perception: Explain its process.
5. Explain importance of Leadership.



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DIPLOMA IN MANAGEMENT (DIM) (SESSION 2024-25) (June-July)

SUBJECT: ECONOMIC & SOCIAL ENVIRONMENT

ASSIGNMENT QUESTION PAPER- FIRST

MAXIMUM MARKS: 30

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- 01- I Hkh i'u Lo; dh gLrfyfi e gy djuk vfuok; gA
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- 04- l=h; dk; mRrjifLrdk viu v/;;u dUn ij tek dj mldh ikorh vo'; iklr djA

Note: - Short answer type Question carry 2 marks each.

- Q.1 Define emerging issues in today's context.
- Q.2 Explain coordination between government and business.
- Q.3 Define utility of Foreign Technology.
- Q.4 Write short note on Credit structure.
- Q.5 Describe promotional factors of Industrialization.

Note: - Long answer type Question carry 4 marks each.

- Q.6 Define economic environment and its factors in detail.
- Q.7 Explain socio-economic problem and give solution for them.
- Q.8 Describe Industrial policy in detail.
- Q.9 Throw light on necessity of financial institutions.
- Q.10 Write detail report on Public sector enterprises.



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SUBJECT: ECONOMIC & SOCIAL ENVIRONMENT

ASSIGNMENT QUESTION PAPER- SECOND

MAXIMUM MARKS: 30

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04- l=h; dk; mRrjifLrdk viu v/;;u dUn ij tek dj mldh ikorh vo'; iklr djA

Note: - Short answer type Question carry 2 marks each.

- Q.1 Explain factors of business environment.
- Q.2 Define structure of the economy.
- Q.3 Explain monopoly and its negative impact on economy.
- Q.4 Describe functions of financial institutions.
- Q.5 Write short note on Public sector enterprises.

Note: - Long answer type Question carry 4 marks each.

- Q.6 What is Legal environment? Throw light on its usefulness in the present scenario.
- Q.7 Explain the need and utility of corporate social responsibility.
- Q.8 Define different ways to curb monopolies with content to healthy and dynamic economy.
- Q.9 Give detail information about fiscal system.
- Q.10 Describe the necessity of promotion of Industrialization.



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DIPLOMA IN MANAGEMENT (DIM) (SESSION 2024-25) (June-July)

SUBJECT: ENVIRONMENTAL MANAGEMENT

ASSIGNMENT QUESTION PAPER- FIRST

MAXIMUM MARKS: 30

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04- l=h; dk; mRrjifLrdk viu v/;u dUn ij tek dj mldh ikorh vo'; iklr dJA

ukM i'u dekd 01 l 05 rd d i'u y?mRrjh; i'u gA iR;d i'u 02 vd dk gA

i-1 i;kj.k ic/ku dh D;k vko'; drk g \

What is the need for Environmental Management?

i-2 i;kj.k ljk.k dh fo'kkrk, fyf[k,A

Write the features of Environmental protection?

i-3 o"kk ty lp;u ij ppk dJA

Discuss rain water harvesting?

i-4 vif'kV ic/ku D;k gA

What is Waste Management?

i-5 to fofo/krk dh ifjHkk"kk fy[kkA

Write the definition of Biodiversity?

ukM i'u dekd 06 l 10 rd d i'u nh?mRrjh; i'u gA iR;d i'u 04 vd dk gA

i-6 i;kj.k d eyHkr fl)krk dk uke crkb,A

Name the fundamental principles of the environment.

i-7 i;kj.k ljk.k d vUrjk"Vh; i;kIk dk le>kb,A

Explain the International efforts of Environmental protection.

i-8 ty in"K.k d iHkko ij ppk dJA

Discuss the effect of water Pollution.

i-9 ou ikfjLFkfrdh r= dk o.ku dhft,A

Describe the forest ecosystem.

i-10 0;olk; i;kj.k in"K.k d ?kVdk dk le>kb,A

Explain the components of Business Environment Pollution.



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SUBJECT: ENVIRONMENTAL MANAGEMENT

ASSIGNMENT QUESTION PAPER- SECOND

MAXIMUM MARKS: 30

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04- l=h; dk; mRrjifLrdk viu v/;;u dUn ij tek dj mldh ikorh vo'; iklr dJA

ukV i'u dekd 01 l 05 rd d i'u y?mRrjh; i'u gA iR;d i'u 02 vd dk gA

i-1 i;koj.k ifjflFkfr r= D;k g\

What is Environmental Eco-system?

i-2 i;koj.k ic/ku d cpko d ikp fo'k"krk, fy[kkA

Write five features of Environmental Management.

i-3 ok; in"k.k D;k g \

What is air pollution?

i-4 i;koj.k ic/ku i.kkyh dh ifjHkk"kk fy[kkA

Write the definition of Environment Management system.

i-5 t o fofo/krk dh vko'; drk D;k gA

What is the need of Biodiversity?

ukV i'u dekd 06 l 10 rd d i'u nh?mRrjh; i'u gA iR;d i'u 04 vd dk gA

i-6 i;koj.k ic/ku dk vFk D;k gA vkj mld mnn'; crkb,A

What is the meaning of Environment Management and State its objectives?

i-7 0;olk; d ckgjh i;koj.k d ?kVdk dk le>kb,A

Explain the External components of Business Environment.

i-8 i;koj.k l j{k.k vf/kfu;e 1986 dh ie[k fo'k"krkvk dh ppk dlft ,A

Discuss the salient features of the environment(Protection) Act, 1986.

i-9 vk|kfxd i;koj.k D;k gA

What is Industrial Environment?

i-10 i;koj.k d ckj e tu tkx:drk ij lf{klr ukV fy[k

Short note on Public awareness about the environment.



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DIPLOMA IN MANAGEMENT (DIM) (SESSION 2024-25) (June-July)

SUBJECT: ACCOUNTING AND FINANCE FOR MANAGERS

ASSIGNMENT QUESTION PAPER- FIRST

MAXIMUM MARKS: 30

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04- l=h; dk; mRrjifLrdk viu v/;u dUn ij tek dj mldh ikorh vo'; iklr djA

Note: - Short answer type Question carry 2 marks each.

Q1. What is profit & Loss Account?

Q2- What is financial Instrument?

Q3- What is financial Statement?

Q4- What is budgetary control?

Note: - Long answer type Question carry 4 marks each.

Q6- Explain the nature of accounting.

Q7 - What is world of Finance? Explain its objectives.

Q8- Explain the methods of Investment Appraisal.

Q9- Explain the objectives of working capital.

Q10- Write a note Activity Based Costing.



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SUBJECT: ACCOUNTING AND FINANCE FOR MANAGERS

ASSIGNMENT QUESTION PAPER- SECOND

MAXIMUM MARKS: 30

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01- I Hkh i'u Lo; dh gLrfyfi e gy djuk vfuok; gA

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04- l=h; dk; mRrjifLrdk viu v/;;u dUn ij tek dj mldh ikorh vo'; iklr djA

Note: - Short answer type Question carry 2 marks each.

Q1. Explain the Specimen of Balance Sheet.

Q2- What is Standard Costing?

Q3- What is financing Mix?

Q 4- Explain the source of working capital.

Q 5- What is payout Decision.

Note: - Long answer type Question carry 4 marks each.

Q6- Explain the importance of accounting.

Q7- Explain the objectives of Financial Reporting.

Q8- Give a specimen of cash flow statement.

Q9- Explain the importance of working capital.

Q10- Explain the following –

A. Cost-Volume

B. Profit Analysis



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DIPLOMA IN MANAGEMENT (DIM) (SESSION 2024-25) (June-July)

SUBJECT: MARKETING MANAGEMENT

ASSIGNMENT QUESTION PAPER- FIRST

MAXIMUM MARKS: 30

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- 01- I Hk i'u Lo; dh gLrfyfi e gy djuk vfuok; gA
- 02- fo'ofokky; }kjk ink; l=h; mRrjifLrdkvk e gh l=h; i'ui= gy djuk vfuok; gA
- 03- l=h; dk; mRrjifLrdk d iFke i"B dk lko/kkuhiod ijk Hkj vkj mle mlh fo'k; dk i'ui= gy dj tk mRrjifLrdk d iFke i"B ij vfd r fd;k gA
- 04- l=h; dk; mRrjifLrdk viu v/;;u dUn ij tek dj mldh ikorh vo'; iklr djA

Note: - Short answer type Question carry 2 marks each.

- Q.1 Define Marketing Environment.
foi.ku i;kokj.k dk ifjHkkf"kr djA
- Q.2 What is Marketing Philosophies?
foi.ku n'ku D;k gA
- Q.3 Write a short note on "Marketing segmentation."
ekdV lxeUV'ku ij ,d lf{klr fMli.kh fyf[k,A
- Q.4 What is Pricing Decision.
ikbflx fMfl tu D;k gA
- Q.5 Why is distribution Channel required?
fMflV0;'ku puy dh t:jr D;k gkrh gA

Note: - Long answer type Question carry 4 marks each.

- Q.6 Elaborate on micro and macro environment for marketing point of view.
ekbØk o eØk ,uok;eV ij ekdfVx d nF"Vdk.k l 0;k[;k dhft ,A
- Q.7 Explain the concept of marketing.
ekdfVx dh vo/kkj.kk dk le>kb,A
- Q.8 How is forecasting of Marketing demand done and what is its method?
foi.ku ekx dk iokueku fd l idkj fd;k tkrk gA vkj mldh fof/k D;k gA
- Q.9 Explain the importance of deciding on product strategy.
ikMDV LVVth ij fMlkbM dju d egRo dh 0;k[;k dhft ,A
- Q.10 What is the difference between personal selling and advertising?
iluy lfyx ,o foKkiu d chp D;k vrj gkrk gA



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DIPLOMA IN MANAGEMENT (DIM) (SESSION 2024-25) (June-July)

SUBJECT: MARKETING MANAGEMENT

ASSIGNMENT QUESTION PAPER- SECOND

MAXIMUM MARKS: 30

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03- l=h; dk; mRrjifLrdk d iFke i"B dk lko/kkuhiod ijk Hkj vkj mle mlh fo"K; dk i'ui= gy dj tk mRrjifLrdk d iFke i"B ij vfdR fd;k gA

04- l=h; dk; mRrjifLrdk viu v/;;u dUn ij tek dj mldh ikorh vo'; iklr djA

Note: - Short answer type Question carry 2 marks each.

Q.1 Define Global Economic.

of'od vFk'kkL= dk ifjHkkf"kr dhft ,A

Q.2 Explain the concept of Marketing.

ekdfVx dh vo/kkj.kk dk le>kb,A

Q.3 What is strategic of planning Marketing?

foi.ku ;ktuk dh j.kuhfr D;k gA

Q.4 Define Product.

ikMDV ifjHkkf"kr dhft ,A

Q.5 Elaborate on sales promotion.

lYl iek'ku dh 0;k[k;k dhft ,A

Note: - Long answer type Question carry 4 marks each.

Q.6 Define Marketing Management and also explain its nature and scope.

ekdfVx euteV dk ifjHkkf"kr dhft , ,o bldh idfr o {k= dk Hkh le>kb,A

Q.7 What do you understand by marketing system.

ekdfVx fllVe }kjk vki D;k le>r gA

Q.8 What is the purpose of marketing environment? Discuss its various elements.

ekdfVx ,uok;eV dk mnn'; D;k gkrk gA bld fofHkuu rRok ij ppk dhft ,A

Q.9 "Product is a cluster of Psychological satisfactions." Comment on this statement.

"ikMDV lk;dkykft dy lfVIQD'ku dk ,d xPNk gkrk gA" bl c;ku ij jk; nhft ,A

Q.10 Explain the various factors affecting the choice of Channels.

puYl dh pkbI iHkkfor dju oky fofHkuu QDVI le>kb,A



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DIPLOMA IN MANAGEMENT (DIM) (SESSION 2024-25) (June-July)

SUBJECT: HUMAN RESOURCE MANAGEMENT

ASSIGNMENT QUESTION PAPER- FIRST

MAXIMUM MARKS: 30

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01- I Hkh i'u Lo; dh gLrfyfi e gy djuk vfuok; gA

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04- l=h; dk; mRrjifLrdk viu v/;;u dUn ij tek dj mldh ikorh vo'; iklr dJA

Note: - Short answer type Question carry 2 marks each.

Q1. Explain personnel management and its importance.

Q2- Explain process of Recruitment.

Q3- Define 'Compensation.'

Q 4- Describe qualities of a good supervisor.

Q 5- Write short note on 'Industrial conflict Resolution.'

Note: - Long answer type Question carry 4 marks each.

Q6- Define H.R.D. system in detail.

Q7- Prepare detailed report on Human Resource Planning.

Q8- Define correlation between business growth and compensation planning.

Q9- Explain the term 'Motivation' and its relation with productivity.

Q10- "In present time is employee grievance and discipline is really helpful to move the business forward." Give your opinion for the statement.



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SUBJECT: HUMAN RESOURCE MANAGEMENT

ASSIGNMENT QUESTION PAPER- SECOND

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Note: - Short answer type Question carry 2 marks each.

- Q1. Define necessity of Human Resource Development.
- Q2- Explain need and importance of training.
- Q3- Explain importance of compensation planning for employees.
- Q 4- Define special features of Motivation.
- Q 5- Explain the term 'Collective Bargaining.'

Note: - Long answer type Question carry 4 marks each.

- Q6- 'H.R.M. trends are base for development in present dynamic environment. Explain the statement.
- Q7- Explain 'Job Analysis' in detail.
- Q8- Prepare detailed report on Performance Appraisal.
- Q9- Write note on Job Design and Environment.
- Q10- 'Trade Union is the need of the day.' Explain this statement.



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DIPLOMA IN MANAGEMENT (DIM) (SESSION 2024-25) (June-July)

SUBJECT: COMPUTER APPLICATION

ASSIGNMENT QUESTION PAPER- FIRST

MAXIMUM MARKS: 30

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01- I Hkh i'u Lo; dh gLrfyfi e gy djuk vfuok; gA

02- fo'ofok|ky; }kjk ink; l=h; mRrjifLrdkvk e gh l=h; i'ui= gy djuk vfuok; gA

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04- l=h; dk; mRrjifLrdk viu v/;;u dUn ij tek dj mldh ikorh vo'; iklr djA

Note: Attempt all questions. Each question carries equal marks.

Q.1 What is Kernel in Operating System?

vkijfVx fLLVe e duy D;k g?

Q.2 What are different storage devices?

fofHkUu LVkj t fMokb l D;k g?

Q.3 What is computer Architecture?

dEl;Vj vkfdVDPj D;k g?

Q.4 Explain the concept of mail merge?

ey et dh vo/kkj.kk dk le>kb, ?

Q.5 What is windows operating system?

foMkt vkijfVx fLLVe D;k g?

Q.6 Explain Header and Footer in MS-Word?

MS-Word e Header vkj footer dk le>kb, ?

Q.7 How can you add a formula to a worksheet? Explain with example?

vk i od'khV e Qkeyk d l tKM l dr g] mnkgj.k l fgr le>kb, ?

Q.8 How can you add chart to MS-excel?

vk i MS-excel e pkV d l tKM l dr g?

Q.9 What is Slide-Shorter View?

Slide-Shorter View D;k g?

Q.10 What are different types of Topology?

Vk i kyk t h d fofHkUUK i dkj D;k g?



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ASSIGNMENT QUESTION PAPER- SECOND

MAXIMUM MARKS: 30

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01- I Hkh i'u Lo; dh gLrfyfi e gy djuk vfuok; gA

02- fo'ofok|ky; }kjk ink; l=h; mRrjifLrdkvk e gh l=h; i'ui= gy djuk vfuok; gA

03- l=h; dk; mRrjifLrdk d iFke i"B dk lko/kkuhiod ijk Hkj vkj mle mlh fo"K; dk i'ui= gy dj tk mRrjifLrdk d iFke i"B ij vfdr fd;k gA

04- l=h; dk; mRrjifLrdk viu v/;;u dUn ij tek dj mldh ikorh vo'; iklr djA

Note: Attempt all questions. Each question carries equal marks.

Q.1 Explain the block diagram of computer?

Computer dk cykd Mk;xke le>kb,A

Q.2 Explain PROM, EPROM and EEPROM?

PROM, EPROM EEPROM dk le>kb, ?

Q.3 What is the main purpose of an Operating System?

vkijfVx fllVe dk e[; mnn'; D;k g?

Q.4 What is a Macro?

Macro D;k g?

Q.5 How can you insert a table in MS-Word?

MS-Word e Table dI Insert dj ldr g?

Q.6 Write steps to add new row & column to an excel sheet?

,DIy 'khV e ub jk vkj dkye tkMu d fy, LVII fy[k?

Q.7 What do you understand by slide show view?

slide show l vki D;k le>r g?

Q.8 How can you add Transition effect to a PowerPoint Presentation?

PowerPoint iLrfr e lØe.k iHkko dI tkM ldr g?

Q.9 What are the types of Network?

Network fdru idkj d gkr g?

Q.10 What are the different transmission media?

fofhkUu lpkj ek/;e D;k g?