

All P.G Diploma in HRM/MM/FM/POM/DNM & TTM 1st Sem
Assignment Test 1st Semester (NC)
(Admission Batch- 2015, 2016) (BACK & IMPROVEMENT)
Examination Dec. 2017 CBCS DDCE

P.G Diploma in HRM/MM/FM/POM/DNM & TTM
Paper – 01 (Management Concepts and Practices)

Answer any Two 15 X 2 = 30 Word limit – 1000 Time – 1 hrs.

1. Which factor ability motivation to manage or opportunity should be most heavily in basic formula for managerial success? Critically examine.
2. What are the major findings of Hawthorne experiments? Examine their significance for the practicing manager.
3. Define the term 'span of management'. How do you determine the optimum span of management in a given situation?
4. Discuss how competition plays an important role for the development of organization.
5. How organization structure in the recent trend affects centralization and delegation?

P.G Diploma in HRM/MM/FM/POM/DNM & TTM
Paper – 02 (MCSD)

Answer any Two 15 X 2 = 30 Word limit – 1000 Time – 1 hrs.

1. Write a note on the techniques of writing effectively.
2. Write short notes on any two of the following :
 - (a) E-filing
 - (b) Concepts of business communication
 - (c) File-movements
3. Wanted a Sales Manager for Polar Fans, Gaziabad, U.P. Fresh MBAs with good career are required to apply. Write a job-application letter along with a bio-data to the Area Manager, Gaziabad, P.O. Box 650, U.P.
4. Discuss how meetings and group discussions are very important for growth of an organization.
5. Write short notes on any two of the following:
 - (a) Dining etiquettes.
 - (b) Electronics etiquettes.
 - (c) Elevator etiquettes.

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Paper – 03 (RM)

Answer any Two 15 X 2 = 30 Word limit – 1000 Time – 1 hrs.

1. a) Briefly describe the different steps involved in a research process.
b) What are the techniques involved in defining a research problem.
2. What is research report? Explain layout of a research report.
3. What are the important steps of data preparation process? Explain in detail.
4. What do you mean by sample design? Explain different types sampling procedure involved in random sampling.
5. What is testing of hypothesis? Explain how it is useful for illustrating a research problem with two examples.

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Paper – 04 (OB)

Answer any Two 15 X 2 = 30 Word limit – 1000 Time – 1 hrs.

1. Define the term Organizational Behaviour? Explain the features of OB.
2. Analysis various personality development theories?
3. Define perception? Discuss its process and importance in Organizational Behaviour?
4. What is learning? Discuss the various learning theories?
5. What is motivation? Discuss the nature and process of motivation?

P.G Diploma in FM

Paper – 04 (ADM)

Answer any Two 15 X 2 = 30 Word limit – 1000 Time – 1 hrs.

1. Journalize the following transactions in the books of M/s monalina Co. Ltd.:
01.01.2010 – monalina started business with cash Rs. 5,00,000.
02.01.2010- Received Rs. 2,00,000 as loan from State Bank of India, which was credited to a new Bank A/c of M/s Monalina Co. Ltd.
05.01.2010- Sold goods to M/s Dena on credit Rs. 5,000/-
07.01.2010- Bought goods on credits Rs. 50,000 from M/s Kanha.
10.01.2010- Purchase a land and building for office purpose for Rs. 1,00,000 through cheque.
11.01.2010- Withdraw cash from Bank for office use Rs. 7,000/-
12.01.2010- Stock of Rs. 25,000 was lost in fire and received claim from Insurance Company of Rs. 22,000/-.
16.01.2010- Draw cash from bank for Payment of house rent Rs. 3,000.
18.01.2010- Received Rs. 1,000 from M/s Dena.

20.01.2010- Received Rs. 500/- from M/s Dena. Declared as insolvent.

2. Prepare Trial Balance from the following information extracted from the books of M/s Sumo Company Limited as on 31.03.2012:

Particulars	Amount (In Rs.)
Opening stock	2,500
Purchase A/c	24,625
Sales A/c	39,416
Return Outward A/c	300
Return inward A/c	185
Carriage outward A/c	231
Office equipment A/c	2,000
Motor cycle A/c	2,650
Drawing A/c	1,000
Capital A/c	8,900
Salary A/c	5,215
Royalty A/c	300
Furniture A/c	1,135
Bank overdraft A/c	900
Debtors A/c	13,970
Creditors A/c	4,976
Provision for Bad debts A/c	425
Discount Allowed A/c	421
Discount received A/c	315
Commission (Dr.) A/c	1,000

3. A) Explain the various users of accounting Information.
B) "Accounting is known as Business language" Explain.
4. Explain various Activity ratios with suitable examples and its calculation.
5. What is Depreciation? Describe two important methods of providing depreciation with examples.

P.G Diploma in HRM 1st Sem

Paper – 05 (Human Resource Management)

Answer any Two

15 X 2 = 30 Word limit – 1000

Time – 1 hrs.

1. Write the important features of Human Resource Management highlighting on its emergence.
2. Describe the HR planning process that is practiced in an organization.
3. "Recruitment attracts manpower and selection rejects", Describe.

4. How performance appraisal is different from potential appraisal. Describe the practices of potential appraisal.
5. Describe and distinguish between minimum, living and fair wages with examples.

P.G Diploma in MM 1st Sem

Paper – 05 (Marketing Management)

Answer any Two 15 X 2 = 30 Word limit – 1000 Time – 1 hrs.

1. What is the implications of increasing marketing activities today? Describe the benefits and limitations of this.
2. How does study of consumer behaviour help the marketing managers strategic marketing planning? What are the personal and behavioral forces influence consumers' decision making process?
3. What is "Product Life Cycle" (PLC) and what is the importance of this in effective product planning as well as planning of other elements of marketing?
4. What is the recent trend of promotion? How and why different organizations are adopting different techniques of promotion?
5. What is the importance of rural marketing and what were the problems and limitations of this? How modern philosophy and techniques of marketing have solved all such problems and limitations.

P.G Diploma in FM 1st Sem

Paper – 05 (Financial Management)

Answer any Two 15 X 2 = 30 Word limit – 1000 Time – 1 hrs.

1. Project A and project B cost Rs. 40,000 and Rs 25,000 respectively whit the following expected net cash inflows (i.e., after taxes and before depreciation).

Year	Net flows for project A (in Rs)	Net cash flows for project B (in RS)	Pv Factor 10%	Pv Factor 15%
1	6000	7000	0.909	0.870
2	6000	7000	0.826	0.756
3	6000	7000	0.751	0.658
4	6000	7000	0.683	0.572
5	6000	7000	0.621	0.497
6	8000	6000	0.564	0.432
7	1,0000	5000	0.513	0.376

8	7000	5000	0.467	0.327
9	4000	7000	0.424	0.284
10	4000	4000	0.386	0.247

Determine the "Internal Rate of Return" with the help of 10% discounting factor and 15% discounting factor and decide which project is more profitable.

2. Define financial Management. Explain how the finance function is related to other business functions.
3. From the following information, you are required to find out the cost of equity capital for Firm A, Firm B, Firm C, assuming that the cost of equity capital (K_e) is varying at different levels of debt, and the cost of overall capital is 12%, 14% and 16% for Firm A, B and C respectively.
4. Define capital structure and discuss the different approaches to the different theories of it.
5. Bring out the concept of working capital clearly. Discuss the methods of assessing working capital requirement.

P.G Diploma in POM 1st Sem

Paper – 05 (Production Operation Management)

Answer any Two 15 X 2 = 30 Word limit – 1000 Time – 1 hrs.

1. What is Production? Explain in details the roles and responsibilities of a Production manager.
2. Explain in details the process of Product design.
3. Explain in details the different types production processes.
4. What are the different factors effecting the location of production facility? Explain in details the breakeven analysis methods for finalizing the location of a production facility.
5. Explain in details the Basic EOQ model.

P.G Diploma in DNM 1st Sem

Paper – 05 (FNM)

Answer any Two 15 X 2 = 30 Word limit – 1000 Time – 1 hrs.

1. Define food and state its function.
2. What are bodybuilding foods and what are their sources? Describe their composition.
3. What is meal planning and what are the principles on which a menu is planned?
4. What are the five basic food groups? Describe their importance.
5. Prepare a day's diet for a pregnant women who is a vegetarian.