
PGDINDS- 2023

ASSIGNMENT BOOKLET

**POST GRADUATE DIPLOMA IN INDUSTRIAL SAFETY
(PGDINDS)**

Last date for submission:

30th September for July 2023 Session

**School of Engineering and Technology
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068**

Dear Student,

We advise you to go through your course material carefully and read all the sections pertaining to assignments. A weightage of 30 per cent, as you are aware, has been earmarked for continuous evaluation which would consist of **one tutor-marked assignment** for each of, MIS-025, MIS-026, MEV-001, MEV-002 and MEV-005 (Semester - 2) of this course. You have to score a minimum of 40 marks out of 100 marks in each of the assignments. **Submit your assignments at your respective Regional Centre.**

Instructions for Formatting Your Assignments

Before attempting the assignment, please read the following instructions carefully.

- 1) On top of the first page of your TMA answer sheet, please write the details exactly in the following format:

ENROLMENT NO:

NAME:

ADDRESS:

.....

.....

COURSECODE:

COURSE TITLE:

ASSIGNMENT NO.:

STUDY CENTRE: **DATE:**.....

PLEASE FOLLOW THE ABOVE FORMAT STRICTLY TO FACILITATE EVALUATION AND TO AVOID DELAY.

- 2) Use only full size writing paper (but not of very thin variety) for writing your answers.
- 3) Leave a 4 cm margin on the left, top and bottom of your answer sheet.
- 4) Your answers should be precise.
- 5) Only hand written assignments are acceptable. No typed assignments.
- 6) While solving problems, clearly indicate the question number along with the part being solved. Be precise. Recheck your work before submitting it.

Answer sheets received after the due date shall not be accepted.

We strongly feel that you should retain a copy of your assignment response to avoid any unforeseen situations and append, if possible, a photocopy of this booklet with your response.

We wish you good luck.

Assignment -1

(To be done **after** studying the course material)

Course Code: MIS-025

Course Title: Industrial Project Management & Control Strategies

Assignment Code: MIS-025/TMA/2023

Maximum Marks: 100

Last Date of Submission: September 30, 2023

Note:

1. Attempt all questions. All questions carry equal marks.

Q.1	a) What do you understand by management? Discuss the role of Managers in any organisation or industry?	5
	b) Describe different theories of management thoughts with suitable examples.	5
Q.2	What do you understand by organisation structure? What are the different types of organisation structure? Prepare the organisation chart for your organisation.	10
Q.3	What do you understand by a production function? Distinguish between the short-term and long-term and their significance for production and cost?	10
Q.4	a) In what way, project organisation different from functional organization?	5
	b) List out the major advantages and disadvantages of project types of organization structure.	5
Q.5	a) Discuss about Power and Authority. Explain various types of power.	5
	b) What do you understand about leadership? Explain in detail about the types of leadership styles.	5
Q.6	a) Define Quality. Differentiate between Quality Assurance and Quality Control.	5
	b) What is acceptance sampling? Discuss different types of sampling plans.	5
Q.7	a) What is Control Chart? Discuss the different types of Control Chart?	5
	b) What is the interest rate? Explain in detail about different types of interest calculations by using six standard formulas.	5
Q.8	a) Define decision making. Explain different types of managerial decision making.	5
	b) What is Group Decision Making? What are the advantages and disadvantages of group decision making?	5
Q.9	a) What is project management? What are the main planning techniques	5

	used in engineering projects?	
	b) What is contracting and construction management? Explain.	5
Q.10	a) Define value engineering. Also, write various definitions of value engineering given by eminent experts.	5
	b) Define sustainable development. Trace the origin of Environmental Impact Assessment (EIA) from Cost Benefit Analysis.	5

Assignment -2

(To be done **after** studying the course material)

Course Code: MIS-026

Course Title: Communication Skills for Industrial Safety

Assignment Code: MIS-026/TMA/2023

Maximum Marks: 100

Last Date of Submission: September 30, 2023

Note:

2. Attempt all questions. All questions carry equal marks.

Q.1	a) What is communication? What is the need of communication? List its benefits.	5
	b) Explain the communication process with a suitable diagram.	5
Q.2	a) What are the 7C's of effective communications? Discuss briefly..	5
	b) Design Interview. Explain about interpersonal and digital interviews.	5
Q.3	a) What is ICT? What are the components of ICT? List out its applications.	5
	b) What are the stages of Technical Writing? Explain.	5
Q.4	a) Explain the description of the process? List out the various visual elements.	5
	b) Describe the guidelines for writing an effective report.	5
Q.5	a) How do you write technical article? Describe the proper structure of the article.	5
	b) What is tender? How do you prepare notification for tender?	5
Q.6	a) What is personality development? How do you achieve the required personality for the Engineering Job?	5
	b) Explain SWOT Analysis. List out its advantages.	5
Q.7	a) What is Team Work? What are the roles and responsibilities in a team? Discuss.	5
	b) What is Leadership? Explain the various types of Leadership Theories	5
Q.8	a) What is Decision Making? What are the types and characteristics of Decision Making?	5

	b) What is Stress and Emotion? How do you manage both factors in a working environment?	5
Q.9	a) What is the importance of writing skills? List out the various common mistakes arise while writing?	5
	b) How do you prepare for an oral presentation? List out the various tools required for presentation.	5
Q.10	Write short notes of the following (i) Reading Skills (ii) Listening Skills	10

Assignment -3

(To be done **after** studying the course material)

Course Code: MEV-001

Course Title: Introduction to Environmental Health

Assignment Code: MEV-001/TMA/2023

Maximum Marks: 100

Last Date of Submission: September 30, 2023

Note:

3. Attempt all questions. All questions carry equal marks.

Q.1	What are the human dimensions of global environmental changes and explain about environmental sustainability?	20
Q.2	What is meant by atmospheric effect and the reactions that occur in the atmosphere?	20
Q.3	How the agriculture, industrial, urban and nuclear waste contribute to soil pollution?	20
Q.4	Explain about radiation pollution, nuclear hazards in detail. What are their controlling measures and safety regulations?	20
Q.5	Explain various types of air pollutants, their sources and effects?	20

Assignment -4

(To be done **after** studying the course material)

Course Code: MEV-002

Course Title: Environmental and Occupational Hazards

Assignment Code: MEV-002/TMA/2023

Maximum Marks: 100

Last Date of Submission: September 30, 2023

Note:

4. Attempt all questions. All questions carry equal marks.

Q.1	Differentiate between hazard and disaster. Classify the various types of chemical hazards with suitable examples	20
Q.2	Define floods? Describe the causes and impacts of floods	20
Q.3	Describe the various health hazards faced by employees in the agricultural sector.	20
Q.4	Explain disaster management and its importance.	20
Q.5	Write short notes on: a) Ergonomic hazards. b) Biological hazards.	20

Assignment -5

(To be done **after** studying the course material)

Course Code: MEV-005

Course Title: Occupational Health and Safety

Assignment Code: MEV-005/TMA/2023

Maximum Marks: 100

Last Date of Submission: September 30, 2023

Note:

5. Attempt all questions. All questions carry equal marks.

Q.1	Define health indicators. Classify and describe health indicators. List six qualities of a good indicator of health. Enumerate uses of health indicators.	20
Q.2	Define accidents. Enumerate the types of accidents and discuss the causes.	20
Q.3	Explain the signs and symptoms and first aid management of (a) stroke (b) burns (c) dog bite.	20
Q.4	Discuss the steps in recording and notification of occupational diseases.	20
Q.5	Write short notes on: a) Steps in recording and notification of occupational diseases b) Purposes of occupational health records c) Conflict of interest with respect to reporting occupational diseases.	20