
PGDINDS July 2026

ASSIGNMENT BOOKLET

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

SECOND SEMESTER

Last date for submission:

30th October for July 2026 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. As you are aware, a weightage of 30 per cent of marks, 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 courses. You have to score a minimum of 40 marks out of 100 marks in each of the assignment. **Submit your assignments at your respective Regional Centre. Any Queries related to Assignments send strictly to the email ID: pgdinds@ignou.ac.in**

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:

ENROLLMENT NO:	
NAME:	
ADDRESS:	
.....	
E-mail ID :	
COURSECODE:	
COURSE TITLE:	
PROGRAMME :	
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 2 cm margin on the left, top and bottom of your answer sheet.
- 4) Your answers should be precise.
- 5) **Only hand written answers are acceptable. Do not submit typed or photocopied answers.**
- 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 assignment questions with your response.

We wish you good luck.

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/2026

Maximum Marks: 100

Last Date of Submission: October 30, 2026

Note: Attempt all questions. All questions carry equal marks.

Q.1	During a safety drill, many workers misunderstood the supervisor's instructions, creating confusion. Explain the communication process, identify the reasons for the misunderstanding, and suggest ways to improve communication during such activities.	10
Q.2	Your organization has introduced new safety instructions for employees. Explain how you would prepare a clear and easy-to-understand technical document so that all employees can follow the instructions correctly.	10
Q.3	A workplace incident has taken place in your organization. Explain how you would prepare a report for the management. Discuss the important sections of the report and explain why each section is necessary.	10
Q.4	Your organization wants to publish a safety article in its monthly newsletter to encourage safe work practices. Explain how you would write the article so that it is informative, interesting and easy to understand.	10
Q.5	Your organization is inviting companies to provide safety equipment. Explain the points you would keep in mind while preparing the notice or document inviting these companies to submit their offers.	10
Q.6	After a workplace incident, employees from two departments are blaming each other. Explain how personality, attitude and teamwork can help solve the problem and improve working relationships.	10
Q.7	Your manager has asked you to conduct a short presentation on workplace safety for newly joined employees. Explain how you would plan the presentation and communicate your ideas effectively.	10
Q.8	Many employees are feeling stressed after a recent workplace incident. Explain how good communication, leadership and emotional management can help reduce stress and improve confidence among employees.	10
Q.9	You have to interview a candidate for the post of Safety Supervisor. Prepare five interview questions that will help you assess the candidate's communication and interpersonal skills. Explain why you selected these questions.	10
Q.10	During a workplace investigation, different employees give different versions of the same incident. Explain how careful listening, reading and writing skills can help collect correct information and prepare an accurate record.	10