

ASSIGNMENT BOOKLET

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

Last date for submission:

31st October for July 2025 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:

COURSETITLE:

PROGRAMME :

STUDYCENTRE: **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/2025****Maximum Marks: 100****Last Date of Submission: October 31, 2025**

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

Q.1	Imagine you are an industrial safety officer. Conduct a mock interview with a shift supervisor who recently handled a chemical spill. Frame six questions you would ask and justify how effectively these questions assess the nature of safety communication.	10
Q.2	Describe a real or hypothetical communication failure during an industrial accident. This should include what went wrong in the communication process and corrective measures for the future.	10
Q.3	Draft a professional memo from the safety department to all workers explaining changes in emergency assembly points (it means how they will assemble during a disaster or malfunction). Ensure your message includes the idea of clarity, completeness, and proper structure.	10
Q.4	Plan a communication audit on the understanding of safety instructions during a disaster. Develop an interview schedule to measure this understanding and identify the key areas you will probe and why.	10
Q.5	Visit a nearby workspace which deals with the production or distribution of material. It should not be a corporate office. Try to observe from a distance what safety measures the workers undertake. You are not allowed to visit under-construction sites or hazardous factories. Prepare a report on what you observed with a picture.	10
Q.6	Review the safety posters from one of the organizations which are on the internet. Critique their effectiveness based on your understanding.	10
Q.7	There is a situation involving two personnel related to industrial safety. You have to explain what caused the communication breakdown between them. Describe this breakdown using the conflict resolution techniques as you have studied in your study material.	10
Q.8	Suppose the roof of an under construction building collapsed last night. Prepare an incident report of this event.	10
Q.9	Suppose you have to give a presentation on fire prevention measures to a group of workers. Elucidate what shall be included in that presentation to make it more effective.	10
Q.10	Prepare a plan for skills that are needed for workers related to safety compliance. Explain how these skills can be developed and mention what activities can be undertaken to further improve the efficiency of their profession.	10