

Bachelor of Commerce (General)

B.ComG

CHOICE BASED CREDIT SYSTEM

**BCOE – 144: Office Management and Secretarial
Practices**

ASSIGNMENT

2025

Valid from 1st January 2025 to 31st December 2025

Sixth Semester



School of Management Studies

Indira Gandhi National Open University

Maidan Garhi, New Delhi -110068



BACHELOR OF COMMERCE (GENERAL)
CHOICE BASED CREDIT SYSTEM
BCOE – 144: OFFICE MANAGEMENT AND SECRETARIAL PRACTICES
ASSIGNMENT: 2025

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course. The assignment has been divided into three sections. Section A Consists of long answer questions for 10 marks each, Section B consists of medium answer questions for 6 marks each and Section C consists of short answer questions for 5 marks each.

Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignment as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

1. Those students who are appearing in June 2025 exams. They have to submit the same latest by 15th March 2025.
2. Those students who are appearing in December 2025 Term End Examination they have to submit latest by in 15th October 2025.

You have to submit the assignment of all the courses to the Coordinator of your Study Centre.

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOE-144
COURSE TITLE	:	Office Management and Secretarial Practices
ASSIGNMENT CODE	:	BCOE-144/TMA/2025
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Section – A

- 1) What is the meaning of office? What are the different types of offices? Discuss in detail. **(10)**
- 2) “Roles are the expected behaviour of a job position.” In light of this statement, discuss various roles an office manager is expected to play in an office. **(10)**
- 3) What are the Steps of filing procedure? Explain with diagram. **(10)**
- 4) Define the term quorum and explain what constitutes a quorum. What steps should a chairman take if quorum is absent or not maintained throughout the meeting? **(10)**
- 5) What is Audit? Why is it important? **(10)**

Section – B

- 6) Explain the concept of virtual office. **(6)**
- 7) What is line organization? Discuss its advantages and disadvantages. **(6)**
- 8) What are the essential qualities of indexing? **(6)**
- 9) What are the various benefits of upgrading outdated office equipment? **(6)**
- 10) Why is the budget referred to as the financial barometer of the firm? **(6)**

Section – C

- 11) What is meant by office etiquette? **(5)**
- 12) What are the advantages and disadvantages of digital publishing platforms? **(5)**
- 13) Enlist the various steps required to be taken to append a file while sending an e-mail. **(5)**
- 14) What are the steps for doing online payments? **(5)**