

**Bachelor's Degree Programme
(BDP)**

**ASSIGNMENT
2020-21**

**Elective Course in Commerce
AOM -01: Office Organisation and Management**

For July 2020 and January 2021 admission cycle



**School of Management Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi -110068**



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**Elective Course in Commerce
AOM -01: Office Organisation and Management
ASSIGNMENT: 2020-21**

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course.

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.

This assignment is valid for two admission cycles (**July 2020 and January 2021**). The validity is given below:

1. Those who are enrolled in **July 2020**, it is valid up to **June 2021**.
2. Those who are enrolled in **January 2021**, it is valid up to **December 2021**.

You have to submit the assignment of all the courses to The Coordinator of your Study Centre. For appearing in June Term-End Examination, you must submit assignment to the Coordinator of your study centre latest by **15th March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15th September**.

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	AOM - 01
COURSE TITLE	:	OFFICE ORGANIZATION AND MANAGEMENT
ASSIGNMENT CODE	:	AOM - 01/TMA/2020-2021
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Attempt all the questions:

1. Who is an office supervisor? What are the essential qualifications and qualities of an effective office supervisor? (20)

2. (a) Discuss the various types of calculating machines used to modern organizations for the computation work. What are their common advantages? (10+10)
(b) Discuss various factors to be kept in mind while deciding office mechanisation.

3. **Briefly comment on the following:** (4X5)
 - (a) Office systems, procedures, methods and routines are interchangeable terms.
 - (b) Mechanisation of a modern office is necessary to improve work efficiency and reduce the office costs.
 - (c) Machines and equipments are introduced in the office just to give it a modern look.
 - (d) Indexing is an integral part of filing and records management.

4. **Write short notes on the following:** (4X5)
 - (a) Simplification of office work
 - (b) Office committees
 - (c) Pension and Retirement Benefits
 - (d) Centralized Storage

5. **Distinguish between the following:** (4X5)
 - (a) Centralised and Decentralised purchase of stationery
 - (b) Inward mail and Outward mail
 - (c) Horizontal communication and Vertical communication
 - (d) Management and Administration