

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

**ASSIGNMENT
2021-22**

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

For July 2021 and January 2022 Admission Cycle



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



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

ASSIGNMENT- 2021-22

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 2021 and January 2022**). The validity is given below:

1. Those who are enrolled in **July 2021**, it is valid up to **June 2022**.
2. Those who are enrolled in **January 2022**, it is valid up to **December 2022**.

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 TITL	:	OFFICE ORGANIZATION AND MANAGEMENT
ASSIGNMENT CODE	:	AOM - 01/TMA/2021-2022
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Attempt all the questions:

- 1.** What do you understand by office layout? Discuss the principles of office layout. (20)
What objectives should be kept in view while planning for office layout? Explain clearly the steps to be taken in layout planning?

- 2.** (a) Define work measurement and enumerate the difficulties involved in the measurement of office work. (10+10)
(b) What are the objectives of records management? Discuss the functions of records management.

- 3. Briefly comment on the following: (4X5)**
 - (a) One of the common faults of office management is unwanted mechanization.
 - (b) Informal communication may be helpful in achieving organizational goals.
 - (c) Suggestion systems are used in many offices as a means to promote upward communication between the employees and the management.
 - (d) Employees in modern organizations are called 'knowledge workers.'

- 4. Write short notes on the following: (4X5)**
 - (a) Organisation chart
 - (b) Departmental Mail Service
 - (c) Data life processing
 - (d) Re-ordering level

- 5. Distinguish between the following: (4X5)**
 - (a) Internal and External Noise
 - (b) Bound-book Index and Loose-Leaf Index
 - (c) Computer Hardware and Software
 - (d) Centralised and decentralised system of purchasing stationery