

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

**ASSIGNMENT  
2022-23**

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

**For July 2022 and January 2023 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- 2022-23**

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 2022 and January 2023**). The validity is given below:

1. Those who are enrolled in **July 2022**, it is valid up to **June 2023**.
2. Those who are enrolled in **January 2023**, it is valid up to **December 2023**.

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 **15<sup>th</sup> March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15<sup>th</sup> September**.

## **TUTOR MARKED ASSIGNMENT**

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<b>COURSE CODE</b>	<b>:</b>	<b>AOM - 01</b>
<b>COURSE TITL</b>	<b>:</b>	<b>OFFICE ORGANIZATION AND MANAGEMENT</b>
<b>ASSIGNMENT CODE</b>	<b>:</b>	<b>AOM - 01/TMA/2022-2023</b>
<b>COVERAGE</b>	<b>:</b>	<b>ALL BLOCKS</b>

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**Maximum Marks: 100**

### **Attempt all the questions:**

- 1.** Differentiate between centralised and decentralised systems of purchasing stationery. Compare their relative merits and demerits. Which method will you adopt for a big organisation whose branches are located in different cities? **(20)**
- 2.** (a) do you mean by office management? What are the elements of office management? **(10+10)**

(b) Explain the significance of internal office communication. Mention the types of inter-communication found in a modern office.
- 3. Briefly comment on the following:** **(4×5)**

(a) "The sanitary conditions prevailing in the office have a potent effect on the staff and consequently on the quality and volume of work accomplished."  
(b) "Indexing is an integral part of filing and records management."  
(c) "One of the common faults of office management is unwanted mechanisation."  
(d) "Handling of information is the basic component in the office management process today".
- 4. Write short notes on the following:** **(4×5)**

(a) Leasehold building for office accommodation  
(b) Essentials of a good filing system  
(c) Time and motion study for setting standards  
(d) Features of supervision
- 5. Distinguish between the following:** **(4×5)**

(a) Employee Manual and Procedure Manual  
(b) Financial Data and Non-financial Data  
(c) Medical benefits and Recreational benefits for staff welfare  
(d) Centralised and Decentralised correspondence