

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

**ASSIGNMENT
2023-24**

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

For July 2023 and January 2024 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- 2023-24

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 2023 and January 2024**). The validity is given below:

1. Those who are enrolled in **July 2023**, it is valid up to **June 2024**.
2. Those who are enrolled in **January 2024**, it is valid up to **December 2024**.

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/2023-2024
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Attempt all the questions:

1. Discuss the function of Modern Office. How Primary function is different from Administrative Management function? (20)

2.
 - a) What are the advantage of Filing? Also explain its objectives. (10+10)
 - b) Discuss the qualification and status of Office manager.

3. **Briefly comment on the following:** (4×5)
 - a) Management type flow chart
 - b) Card Index
 - c) Data Life Cycle
 - d) Office Committees

4. **Write short notes on the following:** (4×5)
 - a) “Businesses optimize their stationery storage space to maximize efficiency and minimize waste”.
 - b) “Manager should avoid Bias and Error”.
 - c) “Files can be classified on different bases to make them available conveniently”.
 - d) “The physical layout of an office has a direct impact on employee productivity”.

5. **Distinguish between the following:** (4×5)
 - a) Guides and Signals
 - b) Primary data and Secondary data
 - c) Centralised and Decentralised system of purchase stationery
 - d) Bound-book Index and Loose-Leaf Index