

**OFFICE PROCEDURE COURSE
(BSSI-015)**

**Diploma in Modern Office Practice
Programme (DMOP)**

ASSIGNMENT BOOKLET

(For January 2021 and July 2021 sessions)

**School of Vocational Education and Training
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

Dear Student,

This booklet contains the assignments for the **Course BSSI -015** of DMOP. Before attempting the assignments, please carefully read the instructions given below. **This course has TWO ASSIGNMENTS: 1 and 1A (both compulsory)** which is based on course materials of these courses. **You are also required to write your responses in your own words and hand-writing only and no typed or printed assignments will be accepted.** Further, you may note that in case your assignment response(s) happens to be a copy of assignment response sheet submitted by another student, your assignment may be summarily rejected and/or your marks may be made null and void. Therefore, you are strongly advised not to allow any other student to copy it. The last date of submission of assignment is given against each assignment. You are advised not to wait for the last date to submit your assignments. Therefore, you may note that the assignment answer sheets received after the due date will be summarily rejected and no communication will be entertained in this regard.

You have to submit/send your assignment answer sheets to the Coordinator/ Programme In-charge of your Study Centre/ Programme Centre, as the case may be so as to reach them on or before the due date. In case there is no Study Centre, assignments to be either scanned & submitted to the Programme Coordinator at SOVET, Block-15 E, (FF), New Academic Building, IGNOU, Maidan Garhi, and New Delhi-110068 or email at dmopsovet@ignou.ac.in

Instructions for Formatting Your Assignments

On the top of the first page of your Tutor Marked Assignment (TMA) answer sheet, please write the details exactly in the following format:

Enrollment No: _____

Date: _____

Course Code: _____

Course Title: _____

Name: _____

Address & Mobile: _____

Signature: _____

- Please follow the above format strictly to facilitate evaluation and avoid delay
- Use only foolscap size writing paper/A4 size (not of very thin variety) for writing your answers
- Leave 3 cm margin on the left, top and bottom of your answer sheet.
- Your answer should be precise and to the point. While solving problems, clearly indicate the question number along with the part being solved. Recheck your work before submitting it.
- The sheets need to be scanned and submitted only to the Programme Coordinators.

Answer sheet received after the due date shall not be accepted. We strongly feel that you should retain a copy of your assignment answer sheet duly acknowledged by the office of the Coordinator/ Programme In-charge of your Study Centre/ Programme Study Centre to avoid any unforeseen situation.

Wishing you all good luck!

Program: DMOP

TUTOR MARKED ASSIGNMENT (TMA)

OFFICE PROCEDURE COURSE (BSSI-015)

Maximum Marks: 50

Assignment Code: BSSI015/TMA1-21

Weight age: 20%

Note: The **Assignment 1 (ONE)** covers Course BSSI -015. Attempt questions as per instructions provided. Marks assigned to the questions have been shown in the bracket.

ASSIGNMENT 1 (compulsory)

Answer any FIVE questions. All questions carry equal marks (5x10 = 50)

- Q1. Explain principle functions of office with an example.
- Q2. What are the functions of office manager?
- Q3. Discuss various departments of an office.
- Q4. Write short notes on any two:
- i. Importance of office
 - ii. Planning
 - iii. Colors of office
 - iv. Importance of Indexing
- Q5. Explain provisions of work facilities to the office works and its purposes.
- Q6. What do you understand by Electronics form? Discuss briefly the technologies used in Enterprise form Automation
- Q7. Give a brief account of the following office equipments:
- i. FAX
 - ii. Office Security System
 - iii. Computer
 - iv. Equipments of Mailing Rooms.

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TUTOR MARKED ASSIGNMENT (TMA)

OFFICE PROCEDURE COURSE (BSSI-015)

Maximum Marks: 20

Assigmt Code: BSSI015/TMA1A-21

Weight age: 10%

Note: The **Assignment 1 A** covers Course BSSI -015. Attempt questions as per instructions provided. Marks assigned to the questions have been shown in the bracket.

ASSIGNMENT 1A (compulsory)

You are required to visit any Bank Office/ Law Firm Office/ Architecture Firm Office/ NGO/ Educational Institution / Small Office / Stock Exchange Office/ Big or Small organization or any other kind of Government or Private offices in your vicinity and prepare a report.

Write a report on the following (10 Marks each)

- 1. Internal layout of the office (office equipments & machines) (10)**
- 2. External Layout of the office (Location and connectivity of the Office) (10)**

Last Date for Submission of BOTH ASSIGNMENTS

For June Exam, before 31st March, 2021 for December Exam, before 30th September, 2021