

**SECRETARIAL PRACTICE COURSE
(BSSI-013)**

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

ASSIGNMENT BOOKLET

For January 2022 session

For July 2022 session



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 013** of DMOP program. Before attempting the assignments, please carefully read the instructions given below. Each course has one assignment, 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 there 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, New Delhi-110068 or emailed 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 full size writing paper/ A4 size (not of very thin variety) for writing your answers
- Leave 3cm 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.

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)
SECRETARIAL PRACTICE COURSE (BSSI-013)

Maximum Marks: 50

Assignment Code: BSSI013 /TMA2022

Weightage: 30%

Note: This assignment covers **Course BSSI -013**. Attempt questions as per instructions provided. Marks assigned to the questions has been shown in the bracket.

Answer any FIVE questions. All questions carry equal marks

- Q1. What are the functions which a Personal Secretarial has to perform? (10)
- Q2. Explain the Linear Model of Communication? (10)
- Q3. What are the various types of Office Correspondence? Explain any two. (5+5)
- Q4. What is meant by Public Relations? Explain the functions of PR dept? (3+7)
- Q5. The Secretary has to work out the pre-requisites for a meeting. Explain his/ her duties during this Process. (10)
- Q6. Explain **any two** of the following: (5+5)
- i. Interpersonal Communication
 - ii. Statutory Reports
 - iii. Routine Reports
- Q7. Explain Media as one of the source of Information? (10)
- Q8. What is Bank Reconciliation Statement? List out the causes of difference in Cash book and Pass book? (10)

LAST DATE FOR SUBMISSION OF ASSIGNMENT (Pass Marks 50%)

FOR JANUARY 2022 SESSION LEARNER ----- 30th SEPTEMBER 2022, for appearing in Dec 2022 TEE

FOR JULY 2022 SESSION LEARNER----- 31st MARCH 2023, for appearing in June 2023 TEE

(Or Dates notified by the University from time to time. Please visit IGNOU website homepage)