



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ
Odisha State Open University
Established by an Act of Government of Odisha

Assignment December 2018

Semester – 1

Diploma in Office Management (DOM)

Course Code	Name of the Course	Date of Submission
DOM 01	Management Principles and Applications	15 th November 2018
DOM 02	Office Management	15 th November 2018
DOM 03	Information Technology for Management	15 th November 2018

Please read the instructions carefully before attempting assignment questions.

INSTRUCTIONS

Dear Learner,

Greetings from Odisha State Open University.

You are required to submit one assignment per course within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counselors at your Study Centre. Please submit your assignment to the Coordinator of the Study Centre. Before you attempt the assignments, please go through the course materials carefully. Please read the instructions pertaining to an assignment before you start writing your answer. Do not copy from the course material or from any other source. You are advised to read the material, understand the same and write answers in your own language and style so that you will get good marks/grades.

Purpose of assignments

1. Assignments are part of the continuous evaluation process in Open and Distance Learning (ODL) system.
2. This will help you for better performance in the term-end examination. If you secure good grades/marks in assignments, your overall performance will improve.
3. Your assignment, after evaluation, will be returned to you with comments by the evaluator.
4. This will help you to know your strength as well as your weakness. Thus, it will establish a two- way communication between learner and evaluator.

How to write assignments

1. Write your name, programme code, course title, enrolment no. and study centre code on the top sheet of the assignment answer booklet.
2. Write the answers in your handwriting. Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
3. Do not cross the word limit given in each question.
4. Your handwriting should be neat and readable.

Weightage for each assignment

1. Each assignment will be of 100 marks but it will carry 25% weightage
2. Similarly, the Term End Examination will be of 100 marks but will carry 75% weightage.
3. You have to score minimum pass mark i.e. 40% in each assignment.
4. In case you do not submit assignment or get fail mark in assignment you have to re-submit in the next year.

DOM 01 Management Principles and Applications
Assignment Questions

Group-A (1x10=10 Marks)

1. Answer all the questions
 - a. Authority
 - b. Unity of command
 - c. Planning
 - d. Organizing
 - e. Staffing
 - f. Directing
 - g. Controlling
 - h. Motivation
 - i. Leadership
 - j. Charisma

Group-B (5x4= 20 Marks)

2. Answer any four in 50 words for each
 - a. "Delegation is the key to administrative effectiveness". Elucidate.
 - b. How does morale boost the productivity?
 - c. What do you mean by decentralization of power and authority?
 - d. Mention the differences between verbal and non-verbal communication.
 - e. Write the difference between theory X and theory Y.
 - f. Discuss the trait theory of leadership.

Group-C (10x4=40 Marks)

3. Answer any four in 200 words for each
 - a. What is decision-making? What are its basic characteristics?
 - b. Discuss the contributions of Fayol towards Management discipline.
 - c. Discuss the contributions of Taylor towards Management discipline.
 - d. Examine the different skills required by a manager in the modern organizations.
 - e. Explain the concept of 'division of labour / specialisation'. Why it is considered to be important?
 - f. What are the differences between Maslow and ERG theory of motivation?

Group-D (15x2=30 Marks)

4. Answer any two in 250 words for each
 - a. 'Management is the trinity of art, science and profession'. Explain with example.
 - b. Discuss the important characteristics of 'Management by Objectives'.
 - c. What do you understand by the term 'Levels of Management'? Describe the different levels of management.
 - d. Describe any two theories related to motivation.

DOM 02 Office Management
Assignment Questions

Group-A (1x10=10 Marks)

1. Define the following and answer all the questions
 - a. Filing
 - b. Indexing
 - c. Lease
 - d. Office
 - e. Supervision
 - f. Free-reign
 - g. Management
 - h. Control
 - i. Feedback
 - j. Planning

Group-B (5x4= 20 Marks)

2. Answer any four in 50 words for each
 - a. Define filing and explain its advantages.
 - b. Write note on office automation.
 - c. What do you mean by 'Span of Supervision'?
 - d. Discuss the importance of 'control system'.
 - e. What do you mean by business correspondence?
 - f. What is indexing? Narrate the importance of indexing.

Group-C (10x4=40 Marks)

3. Answer any four in 200 words for each
 - a. Discuss various types of offices.
 - b. What are the functions of office manager?
 - c. Describe the procedure for maintaining incoming and outgoing mail of an office.
 - d. Discuss the elements of effective supervision.
 - e. Explain the prerequisites and characteristics of effective control system.
 - f. Discuss the steps involved in the process of supervisory control.

Group-D (15x2=30 Marks)

4. Answer any two in 250 words for each
 - a. What factors contribute to the growth of office work? Explain various activities of

modern office.

- b. Discuss the effect of office layout, lighting, and ventilation on employee productivity.
- c. Describe the procedure of purchasing office stationary and supplies with example.
- d. Discuss the importance of supervision. Explain the characteristics of a good supervisor.

DOM 03 Information Technology for Management

Assignment Questions

Group-A (1x10=10 Marks)

1. Define the following and answer all the questions
 - a. BIOS
 - b. RAM
 - c. ROM
 - d. CPU
 - e. Modem
 - f. FTP
 - g. DNS
 - h. HTML
 - i. Cookie
 - j. Email

Group-B (5x4= 20 Marks)

2. Answer any four in 50 words for each
 - a. What is water mark in word document?
 - b. What is Macro in Microsoft Office?
 - c. What is transpose in excel?
 - d. Explain the different network topologies.
 - e. Why people use social media now a days?
 - f. Describe secondary memory? Discuss about various types of secondary memory?

Group-C (10x4=40 Marks)

3. Answer any four in 200 words for each
 - a. What are the various options under the view' tab of MS-Word?
 - b. Define social media? What are the different social media available now a days.
 - c. Explain the different functions of computers?
 - d. What do you understand by page header & footer in MS. Word?
 - e. What is Management Information System? Explain its application in business?
 - f. What are the control issues related to MIS?

Group-D (15x2=30 Marks)

4. Answer any two in 250 words for each
 - a. Outline the characteristics of a computerized MIS.

- b. How can you ensure security of an information system?
- c. What is a chart? What are the different types of charts available in MS. Excel?
- d. Define slide transaction? What are the different slides animations can be added for the slide transactions?