



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

ASSIGNMENTS

Diploma in Office Management (DOM)

First Semester

SESSION:2019-20

SUBMISSION DATES FOR ASSIGNMENTS

S.N.	Course Code	Course Title	Last Date of Submission
1	DOM-01	Management Principles and Applications	20th October 2019
2	DOM-02	Office Management	20th October 2019
3	DOM-03	Information Technology for Management	20th October 2019

Please read the instructions carefully before attempting assignment questions.

INSTRUCTIONS FOR DOING ASSIGNMENTS

Dear Learner,

You are required to submit your assignment response within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counsellors at your Study Centre. Please submit your assignment response to the Coordinator of your Study Center.

Purpose of Assignments:

1. Assignments are part of the continuous evaluation process in Open and Distance Learning(ODL) system. Due weightage is given to the marks/grades you obtain in assignments. 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.
2. Assignments are also a part of the teaching-learning process in the ODL system. Your assignment, after evaluation, will be returned back to you with specific and general comments by the evaluator. This will help you to know your strength as well as your weakness. Thus, it will establish two-way communication between learner and evaluator.

How to Write Assignments:

Please read the instructions for writing the response of an assignment before you start writing your answer.

1. Write your name, programme code, the course title, enrolment no. and study centre name with code in the top sheet of the assignment answer booklet.the format is given below.

PROGRAMMETITLE: _____

ENROLMENT No.: _____ **NAME:** _____

ADDRESS: _____

COURSECODE: _____ **COURSE TITLE:** _____

ASSIGNMENT CODE: _____ **STUDY CENTRE:** _____

DATE: _____ **SIGNATURE:** _____

2. Before attempting the assignments, please go through the course materials carefully, understand the same and write answers in your own language and style.
3. **Write the answers in your own handwriting.** Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
4. Your handwriting should be neat and readable.

Weightage for each Assignments:

1. Each Theory Assignment will carry 25% weightage and term-end examination will carry 75% weightage.
2. Each assignment will be of 100 marks. But it will carry 25% weightage.
3. You have to score minimum passmark i.e.40% or P (Pass) Grade in 10-point scale for each assignment. Incase you donot submit the assignment or get fail mark in the assignment you have to re-submit in the next year.

Management Principles and Applications (DOM-01)

Full Mark – 100

(Answer all the questions, which is Compulsory)

GROUP- 'A'

Q. No. 1 Answer within one word or one sentence each

Marks: 1 × 10= 10

- a) How Peter F. Drucker defines "Management"?
- b) What is professionalisation?
- c) What is code of conduct?
- d) What is conceptual skill?
- e) What is joint decision making?
- f) What is principle of flexibility?
- g) What is unity of command?
- h) What is fringe benefit?
- i) Who is a spokesperson?
- j) What is human skill?

Group 'B'

Q.No 2.Short answer-type Questions (Word Limit:100 Words)

Marks:5 X 4 = 20

- a) Give a short note on inspirational leaders.
- b) Why there is need of scalar chain?
- c) How communication system affects centralisation and decentralisation?
- d) What are uncontrollable environmental factors?

Group 'C'

Q.No 3. Medium answer-type Questions (Word Limit: 200 Words)

Marks: 10 X 4 = 40

- a) Examine the different skills required by a manager in the modern organizations.
- b) "Delegation is the key to administrative effectiveness". Elucidate
- c) Leaders are managers but all managers are not leaders.Comment.
- d) What do you see as the purposes of management control in work organizations?

Group 'D'

Q.No 4.Long answer-type Questions (Word Limit: 300Words)

Marks: 15 X 2 = 30

- a) Discuss Henry Mintzberg's classification of different roles performed by managers in business organizations.
- b) "Almost every position in any business is a decisional centre." Do you agree? Give reasons with examples.

Office Management (DOM-02)

Full Mark – 100

(Answer all the questions, which is Compulsory)

GROUP- 'A'

Q. No. 1 Answer within one word or one sentence each

Marks: 1 × 10= 10

- a) Define Virtual Office.
- b) What are Store Records?
- c) What is Indexing?
- d) Define Docketing.
- e) What is a centralized correspondence?
- f) What is a Dating Machine?
- g) Write about renewal of bill
- h) What is a Local Purchase?
- i) Who is a supervisor?
- j) What is loyalty of employees?

Group 'B'

Q.No 2.Short answer-type Questions (Word Limit:100 Words)

Marks:5 X 4 = 20

- a) Write a few characteristics of a supervisor
- b) Highlight some methods of purchasing stationery.
- c) Write about correspondence records.
- d) Discuss the present day challenges before a modern office.

Group 'C'

Q.No 3. Medium answer-type Questions (Word Limit: 200 Words)

Marks: 10 X 4 = 40

- a) What factors are responsible for making supervision effective? Discuss.
- b) As an office manager, suggest the steps which can be taken to control the consumption of stationery.
- c) Explain 'Record Management'. What types of records are kept at the office of a business organization?
- d) Discuss the role of an office manager and the important qualities you think he/she should have?

Group 'D'

Q.No 4.Long answer-type Questions (Word Limit: 300Words)

Marks: 15 X 2 = 30

- a) Explain the importance of good working environment for staff. Discuss the considerations you will take into account while planning for office lighting, ventilation and furnishings.
- b) What do you understand by control system? Discuss the importance of control system in business organization.

Information Technology for Management (DOM-03)

Full Mark – 100

(Answer all the questions, which is Compulsory)

GROUP- 'A'

Q. No. 1 Answer within one word or one sentence each

Marks: 1 × 10= 10

- a) What is status bar?
- b) How dialog box launcher is helpful in MS-Word?
- c) What a row bar indicates in MS-Excel?
- d) Write about 6 attributes that style is comprised of .
- e) What is VLOOKUP?
- f) What is personal accounts?
- g) What is security in MS-Excel?
- h) What is pivot table?
- i) What are the uses of a quick access bar?
- j) How is clip art option helpful ?

Group 'B'

Q.No 2.Short answer-type Questions (Word Limit:100 Words)

Marks:5 X 4 = 20

- e) Give a short note on software and its types.
- f) Count some of the functions of operating system.
- g) Give a short note on title bar.
- h) Explain use of macros in MS-Excel

Group 'C'

Q.No 3. Medium answer-type Questions (Word Limit: 200 Words)

Marks: 10 X 4 = 40

- a) Write the steps involve working with textboxes
- b) Discuss various output devices.
- c) What is the impact of computerization on business? Discuss.
- d) Define social media. Explain its significance at the present context.

Group 'D'

Q.No 4.Long answer-type Questions (Word Limit: 300Words)

Marks: 15 X 2 = 30

- a) What is an information system? Discuss its application in business.
- b) How has internet changed the world? Elaborate