



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: 2020-21

SUBMISSION DATES FOR ASSIGNMENTS

S.N.	Course Code	Course Title	Last Date of Submission
1	DOM-01	Management Principles and Applications	21st March 2021
2	DOM-02	Office Management	21st March 2021
3	DOM-03	Information Technology for Management	21st March 2021

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: _____ **COURSETITLE:** _____

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 in10-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 professionalization?
- c) What is code of conduct?
- d) What is technical 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) What are the Fayol's Principles of Management?
- b) Why there is need of scalar chain?
- c) Explain in brief the various types of Decision Making?
- 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) What are the various levels of Management?
- c) What do you mean by planning? What are the nature and characteristics of planning? What are the six Ps of planning?
- 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: 300 Words)

Marks: 15 X 2 = 30

- a) What do you understand by Management by Objectives? What are its characteristics? What are the steps involved in MBO Process?.
- 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 Office.
- b) What are Correspondence Records?
- c) What is Indexing?
- d) What is Salutation in a Business Letter?
- e) What is a Operating Lease?
- 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) What are the types of office?
- b) What are the purposes of Record Management?
- c) What are the various types of correspondence?
- d) What do you mean by Inward Mail System?

Group 'C'

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

Marks: 10 X 4 = 40

- a) Explain in brief about the importance of office?.
- b) Expalin in brief about Scientific Office Management?
- c) What are the essential requirements to keep down stationary cost?
- d) What are the essential qualities of a good supervisor?

Group 'D'

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

Marks: 15 X 2 = 30

- a) What are the prerequisites and characteristics of effective control system? Explain about Control Process? What are the various methods of control?
- b) What do you understand by Mechanization? Briefly explain about various types of Office Machines?

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