KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(Maniram Dewan School of Management)

Home Assignment
Semester July 2023

SEC: Office Management

TotalMarks:50

Assignments are required to be written in your own language, copying in to from the learning material will carry less score.

Last Date of Submission: 10 January 2023

A. Answer the following questions: 4x10=40 Marks

Q1. How does the office manager contribute to the coordination of different activities within an organization, and what skills and qualities are required for this role?

Q2. What are the key elements of scientific management, and how do they impact the organization's productivity and workforce?

Q3. How do the layout and arrangement of equipment, furniture, and accessories in an office impact the efficiency and productivity of workers?

Q4. Discuss the different types of Communication. Suggest some measures to remove barriers to Communication.

B: Answerthe following 10 marks

Q5. Discuss the sources and effects of ocean marine pollution

Assignment Guidelines

The following are some important guidelines for writing your assignment responses:

- Make sure that you have answered all the questions of an assignment before you submit it in the study center. Incomplete assignments shall bring you poor grades, or non-submission of assignments in time may lead to withholding of results.
- Answer the questions of the assignment as directed after a careful study of the Units available in the SLMs.
- Be precise in your response. Keep the word limit of the assignments in mind.
- You should ***not send printed articles*** as your answers for assignments, nor should you reproduce the text of the SLMs verbatim. Write assignments in your ***own words and in your own handwriting*.** Type assignment responses are **never allowed**.
- The assignments should be written on an A4 size sheet or a foolscap size blank paper.
- Assignments should only be written in blue or black ink.
- **The assignments should have a first page/cover page. The first page/cover page should have the following details:**

  Programme Name:----------

  Name:..... Enrolment Number:.....

  Course Title:..... Study Centre Code:.....

  Date of Submission:..... Phone No and Email id:.....
- Ensure that you keep a copy of the assignment responses with yourself. You might need them in case you have to re-submit the assignment due to some unforeseen circumstances.
- While submitting the assignment, don't forget to collect the receipt.