KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Surya Kumar Bhuyan School of Social Sciences

Home Assignment

Bachelor of Arts (BA)

Front Office Management [BOM(S6)]

6th Semester, 2019

Total Marks 50

[Assignments are required to be written in own language.
Copying in toto from the learning materials will carry less score.]

A. Answer the following questions within 50 words : Marks : 2 × 4 = 8

Q.1 : State any two objectives of Office.

Q.2 : Define Open Office.

Q.3 : Write the meaning of Office Layout.

Q.4 : Define Flow of Work.

B. Answer the following questions within 75 words : Marks : 3 × 4 = 12

Q.1 : Discuss the different principles of office layout.

Q.2 : Write the importance of lighting, temperature and ventilation in an office.

Q.3 : Discuss any three objectives of filing.

Q.4 : Define Office Manual .Also write the advantages of office manual?

C. Answer the following questions within 150 words : Marks : 5 × 2 = 10

Q.1 : Define Line organisation and also discuss the advantages of Line Organisation.

Q.2 : Explain the process of Communication.

D. Answer the following questions within 300 words : Marks : 10 × 2 = 20

Q.1 : Discuss the different types of Communication. Suggest some measures to remove barriers to Communication.

Q.2 : Discuss the modern methods of filling system in large organisation stating its advantages and disadvantages.

N.B. The learners will have to collect receipt after submitting the assignment with the signature and seal of the collector of study centre and will have to keep with him/her till the declaration of result.

RECEIPT

Received the assignment from Mr/Ms .... Enrollment number ..... of **BA 6th Semester (Front Office Management) [BOM(S6)]** on ..... 2019.

Date : *Signature of collector with seal*

Assignment Guidelines

A) Guidelines to Co-ordinators :

1) Assignments are parts of teaching-learning process and compulsory.
2) The spirit behind this is to help learners to understand the subject and prepare themselves better for the term-end examination.
3) Assignment responses are to be evaluated and feedback are required to be communicated to the learners, by giving back the assignments with evaluators comments. Such assignments are to be collected at the time of issuing admit cards and be stored in the centre's office till the end of next semester.
4) Assignment marks are to be sent to the Controller of Examinations as soon as the examination routines are published.
5) Keeping the above points in mind *Co-ordinators will fix the time/date of submission of assignments by the learners as may be convenient to follow the guidelines in true spirits.*

B) Guidelines to learners :

1) As soon as the SLMs are received the learners will write the assignments in their own handwriting (assignment quiestions may be downloaded from the website, if necessary) to be submitted to Co-ordinators as per the dates fixed for the purpose. Timely submission of assignments at the Study Centres will help in quick processing of results of respective learners. Otherwise this will create unnecessary delay in declaration of results.
2) Writing of assignment (work) and submission of the same in time iscompulsory.

Registrar