

Bachelor of Commerce (General)

B.ComG

CHOICE BASED CREDIT SYSTEM

**BCOE – 144: Office Management and Secretarial
Practices**

ASSIGNMENT

2026

Valid from 1st January 2026 to 31st December 2026

Sixth Semester



School of Management Studies

Indira Gandhi National Open University

Maidan Garhi, New Delhi -110068



BACHELOR OF COMMERCE (GENERAL)
CHOICE BASED CREDIT SYSTEM
BCOE – 144: OFFICE MANAGEMENT AND SECRETARIAL PRACTICES
ASSIGNMENT: 2026

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course. The assignment has been divided into three sections. Section A Consists of long answer questions for 10 marks each, Section B consists of medium answer questions for 6 marks each and Section C consists of short answer questions for 5 marks each.

Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignment as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

1. Those students who are appearing in June 2026 exams. They have to submit the same latest by 15th March 2026.
2. Those students who are appearing in December 2026 Term End Examination they have to submit latest by in 15th October 2026.

You have to submit the assignment of all the courses to the Coordinator of your Study Centre.

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOE-144
COURSE TITLE	:	Office Management and Secretarial Practices
ASSIGNMENT CODE	:	BCOE-144/TMA/2026
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Section – A

- 1) "An office is the nerve centre of any organization." In light of this statement, explain the primary and administrative functions of a modern office in detail. (10)
- 2) Discuss the various principles of Office Organizing. How does an effective organization structure contribute to the efficiency of an office manager? (10)
- 3) Explain the complete procedure for handling Outward Mail in a large business organization. Use a flow diagram to illustrate the steps involved. (10)
- 4) Define a 'Meeting'. Discuss the legal requirements regarding the "Notice" and "Agenda" of a meeting. What are the consequences of a meeting held without a proper notice? (10)
- 5) What is a Budget? Explain the different types of budgets based on 'Flexibility' (Fixed vs. Flexible) and 'Function' (Sales, Production, and Cash budgets). (10)

Section – B

- 6) What is Decentralized Filing? Discuss its advantages and situations where it is more suitable than centralized filing. (6)
- 7) Explain the concept of Office Mechanization. What factors should an office manager consider before selecting a new office machine? (6)
- 8) Discuss the importance of 'Vouching' in Auditing. How is it different from the 'Verification' of assets? (6)
- 9) What is the role of a secretary as a 'Liaison Officer'? Explain how they bridge the gap between management and external stakeholders. (6)
- 10) Explain the concept of Cloud Storage in modern offices. Mention at least three popular cloud service providers used today. (6)

Section – C

- 11) Define 'Office Stationery Control'. Why is it necessary to standardize stationery items? (5)
- 12) What is meant by 'Indexing'? Briefly explain the 'Card Index' system. (5)
- 13) Write a short note on 'Web Conferencing'. How has it transformed secretarial duties in the post-pandemic era? (5)
- 14) Enumerate the qualities of a good Chairperson. Why is the "casting vote" important for a chairman? (5)