

**SECRETARIAL PRACTICE COURSE  
(BSSI-013)**

**Diploma in Modern Office  
Practice Programme  
(DMOP)**

**ASSIGNMENT BOOKLET**

**(For January 2026 and July 2026 sessions)**

**School of Vocational Education and Training  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110068**

Dear Student,

This booklet contains the assignment for the Course BSSI013 of DMOP .Before attempting the assignments, please carefully read the instructions given below. This course has one assignment, which is based on course materials of the course. **You are also required to write your responses in your own words and handwriting only and no typed or printed assignments will be accepted.** Further, you may note that in case your assignment response(s) happens to be a copy of assignment response sheet submitted by another student, your assignment may be summarily rejected and/or your marks may be made null and void. Therefore, you are strongly advised not to allow any other student to copy it. The last date of submission of assignment is given against each assignment. You are advised not to wait for the last date to submit your assignments. Therefore, you may note that the assignment answer sheets received after the due date will be summarily rejected and no communication will be entertained in this regard.

You must submit/send your assignment answer sheets to the Coordinator/ Programme In-charge of your Study Centre/ Programme Centre, to reach there on or before the due date. In case there is no Study Centre, assignments to be either scanned & submitted to the Programme Coordinator at SOVET, Block-15 E, (FF), New Academic Building, IGNOU, Maidan Garhi, and NewDelhi-110068 at [dmopsovet@ignou.ac.in](mailto:dmopsovet@ignou.ac.in)

### **Instructions for Formatting Your Assignments**

On the top of the first page of your Tutor Marked Assignment (TMA) answer sheet, please write the details exactly in the following format:

**Enrollment No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Course Code: Name:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Address & Mobile:** \_\_\_\_\_

- Please follow the above format strictly to facilitate evaluation and avoid delay
- Use only full scale size writing paper/A4size (not of very thin variety) for writing your answers
- Leave 3 cm margin on the left, top and bottom of your answer sheet.
- Your answer should be precise and to the point. While solving problems, clearly indicate the question number along with the part being solved. Recheck your work before submitting it.

Answer sheet received after the due date shall not be accepted. We strongly feel that you should retain a copy of your assignment answer sheet duly acknowledged by the office of the Coordinator/Programme In-charge of your Study Centre/ Programme Study Centre to avoid any unforeseen situation.

**Wishing you all good luck!**

Program:DMOP

**TUTOR MARKED ASSIGNMENT (TMA)**  
**SECRETARIAL PRACTICE COURSE (BSSI-013)**

MaximumMarks:50

Assignment Code: BSSI013/TMA2026

Weightage: 30%

**Note:** This assignment covers Course BSSI -013. Attempt questions as per instructions provided. Marks assigned to the questions have been shown in the bracket.

**Answer any FIVE questions. All questions carry equal marks (5x10) (Pass Marks 50%)**

- Q1. A Secretary is a link between an executive and the people? Comment (10)
- Q2. Explain **either one**, the Linear or Transactional Model of Communication? (10)
- Q3. Explain any FOUR EXTERNAL parts of a letter. (10)
- Q4. What is the purpose of a receptionist in an office? (10)
- Q5. The Secretary must work out the pre-requisites for a meeting. Explain his/her duties on the Day of the Meeting. (10)
- Q6. Explain any two of the following: (5+5)
- i. Criteria for Selection of good Travel Agent
  - ii. Air as a mode of Travel
  - iii. Benefits of Report Writing
- Q7. Explain features of Savings Bank Account & Current Account? (10)
- Q8. Briefly explain the traditional sources of information through media? (10)

**Last Date for Submission of Assignment (After completing one year of study)**

**For January 2026 batch students, appearing in Dec 2026 TEE Exam, before 30th Sept 2026**

**For July 2026 batch students, appearing in June 2027 TEE Exam, before 31<sup>st</sup> March, 2027**