

# CENTRE FOR DISTANCE AND ONLINE EDUCATION

Aligarh Muslim University, Aligarh

Session: 2020-21

Post Graduate Diploma in Office Management

## PRINCIPLES OF MANAGEMENT

(PGDOM-01)

Total Marks: 25

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a) Attempt any two questions.

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1. What is the relationship between Planning and Control?
2. Explain the relevance of planning in changing environments.
3. What are the different Manager Styles? Briefly explain each of them.
4. Explain how informal organization can emerge from a formal organization.

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## OFFICE PROCEDURE AND SUPERVISORY SKILLS

(PGDOM-02)

Total Marks: 25

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a) Attempt any two questions.

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1. Describe the different forms of Business Organization
2. What are the duties and responsibilities of Office Staff?
3. Discuss the different skills of a supervisor.
4. What do you mean by Leadership and Management?

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**APPLICATIONS & E-SYSTEM**

(PGDOM-03)

Total Marks: 25

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a) Attempt any two questions.

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1. State the various components of a computer?
2. Write a note on Software and Hardware.
3. What do you mean by Mail Merge?
4. Explain the procedure of vouching.

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**HR MANAGEMENT & BUSINESS REGULATORY FRAMEWORK**

(PGDOM-04)

Total Marks: 25

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a) Attempt any two questions.

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1. Describe the process of recruitment and selection.
2. What is Human Resource Management? What are its functions and objectives?
3. Explain are the various methods of conducting Performance Appraisal.
4. What is Goods and write its classification?

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## ENTREPRENURESHIP DEVELOPMENT & PERSONALITY DEVELOPMENT (PGDOM-05)

Total Marks: 25

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a) Attempt any two questions.

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1. Explain the importance of Time Management.
2. What do you mean by Entrepreneurship Development?
3. Explain the barriers to Entrepreneurship.
4. Who are Business Incubators?

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