

SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

- Q.3 Write Principles of Office Layout.
- Q.4 "An office may be regarded as a place where the Control mechanism for an organisation are located". Comment on this statement and state the importance and functions of a modern business office.
- Q.5 Discuss the importance of working facilities- lighting, seating and ventilation from the point of view of efficiency of office staff.
- Q.6 Suggest a suitable procedure in handling correspondence (both incoming and outgoing) at the office.
- Q.7 Give the merits and demerits of centralization of office services.

(120)

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Roll No.

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1st Sem. / OMCA

Subject : Office Management

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1 a) Decentralization of Office.
b) Importance of Correspondence.
c) Ordinary Post.
d) Two uses of Correspondence.
e) Speed post.
f) Office Environment.
g) What is e-mail?
h) Relation with other departments.
i) Sub-sections of office.

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- j) Open office.
- k) Any two benefits of Air-mail.
- l) Outgoing correspondence.
- m) What is office management?
- n) Recreational facilities.
- o) Demerits of Centralization.
- p) Types of Office post.
- q) Office layout.
- r) Demerits of open office.

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

- Q.2
- i) What do you understand by Private office?
 - ii) What are the merits of open office?
 - iii) Write any four functions of office.

- iv) Give the importance of office management.
- v) What is Incoming correspondence procedure?
- vi) Write Internal factors affecting the business environment.
- vii) Write a brief note on office fittings.
- viii) What do you mean by security control?
- ix) Write four factors for choosing office location.
- x) What is Parcel?
- xi) Suggest certain measures to ensure good working conditions in an office.
- xii) What qualities a manager should have in order to be successful?
- xiii) Merits of centralization of services.
- xiv) What do you mean by office correspondence?
- xv) Write short note on Seating arrangement.