

## SECTION-C

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

- Q.3 What is office? Explain the quality of a good office manager
- Q.4 Write detailed note on furniture and accessories required in modern office.
- Q.5 What do you understand by decentralization of office services? Explain its merit and demerit.
- Q.6 What is correspondence? Explain the procedure of outgoing correspondence.
- Q.7 Write detailed note on safety and security arrangement of office.

No. of Printed Pages : 4

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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) What is office?
- b) Discuss office location.
- c) Two importance of office.
- d) What is decentralisation?
- e) Recreation facility of office
- f) Discuss two function of office.
- g) Speed post
- h) Incoming correspondence.
- i) Parcel

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- j) Seating arrangement in office.
- k) Two administrative function of office.
- l) Office mannual.
- m) What is office accommodation?
- n) Two factors in choice of office building.
- o) Rented Accommodation.
- p) Two objective of office layout.
- q) Discuss security central of office.
- r) What is correspondence?

### SECTION-B

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

- Q.2
- i) Explain the function of modern office.
  - ii) Explain merit of centralisation of office services.
  - iii) Explain essential factors of modren office.

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- iv) Discuss office mannual.
- v) Discuss the advantages of an urban location of office.
- vi) Discuss the principle of office layout.
- vii) What step would you followed while planning the layout of office.
- viii) Explain the importance of providing a good working environment for the office staff.
- ix) Discuss the importance of proper lighting in office room.
- x) How colour influence the efficiency of office work? Explain.
- xi) Distinguish between open office and private office.
- xii) Explain the role of e-mail in modren office.
- xiii) Explain the advantages of open office.
- xiv) What is speed post? How it is useful in modren office?
- xv) Write note on working facility.

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