



**A-2618**  
**First Year B. Com. (Sem. I) Examination**  
**March / April - 2015**  
**Office Management - I**  
**(New Course)**

Time : Hours]

[Total Marks : 50

**Instructions :**

(1)

<p>नीचे दृशवित्त निशानीवाणी विगतो उत्तरवही पर अवश्य लपवी. Fillup strictly the details of signs on your answer book.</p> <p>Name of the Examination : FIRST YEAR B. COM. (SEM. 1)</p> <p>Name of the Subject : OFFICE MANAGEMENT - 1 (NEW)</p> <p>Subject Code No. : 2 6 1 8 Section No. (1, 2,.....): NIL</p>	<p>Seat No. : [ ][ ][ ][ ][ ][ ][ ]</p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center; margin-top: 10px;">Student's Signature</div>
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- (2) All the questions are **compulsory**.  
(3) Figures to the **right** indicate marks.

- 1 Answer in brief : 10
- (i) What do you mean by functional office management ?  
(ii) What do you mean by scientific management in office ?  
(iii) What do you mean by office building ?  
(iv) What do you mean by office work ?  
(v) Who is an office Manager ?
- 2 Explain the various activities performed by the office. 12  
What is the importance of an office ?
- OR**
- 2 What do you mean by office management ? What are the 12  
various elements of an office management ?
- 3 Explain the functions of an office manager and 13  
office management.

**OR**

- 3** What are the objectives of Administrative Office Management ? Explain the new trends in office management. **13**
- 4** Write short notes : (any **three**) **15**
- (i) Paper less office
  - (ii) Scientific management in office
  - (iii) Office layout
  - (iv) Location of an office
  - (v) Office accommodation.
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