



AB-0613
First Year B. Com. Examination
April/May – 2015
Office Management

Time : Hours]

[Total Marks :

Instructions :

(1)

<p>नीचे दशांश देव निशान्तीवाणी विगतो उत्तरवडी पर अवश्य वपनी. Fillup strictly the details of signs on your answer book.</p> <p>Name of the Examination : FIRST YEAR B. COM.</p> <p>Name of the Subject : OFFICE MANAGEMENT</p> <p>Subject Code No. : 0 6 1 3 Section No. (1, 2,.....): Nil</p>	<p>Seat No. : □ □ □ □ □ □</p> <p>Student's Signature</p>
---	--

- (2) Question one is Compulsory.
(3) Figures to the right indicate marks.

- 1 Answer in brief. 16
- (1) What do you mean by office work ?
 - (2) What do you mean by office management ?
 - (3) What do you mean by office layout ?
 - (4) What do you mean by indexing ?
 - (5) What do you mean by cost reduction and cost saving ?
 - (6) List out the limitations of time study.
 - (7) What do you mean by supervisory control ?
 - (8) What do you mean by private office ?
- 2 (a) Explain the principles and Elements of office management. 9
(b) What do you mean by scientific management in 9
Office. Explain the functions of office management.

OR

- 2 (a) Classify the various types of office activities. What is 9
the main purpose of the office ?
(b) What do you mean by functional office management 9
and scientific office management.

- 3 (a) What principles are to be followed in preparing office layout ? Enumerate. 9
(b) Explain the new trends in office layout. 9
- OR**
- 3 (a) Explain the objectives of administrative office management. 9
(b) Explain the functions of office management. 9
- 4 (a) Explain the importance of record filing and characteristics of good filing System. 9
(b) Explain the advantages of work simplification. 9
- OR**
- 4 (a) How will you evaluate the record management programmes ? 9
(b) Explain the special characteristics of office management. 9
- 5 Write short notes: **(any Three)** 18
(1) Modern tendencies in record making.
(2) Selection of suitable indexing system.
(3) Motion study theory.
(4) Open and private office.
(5) Information in office management.
-