



AC-2648

First Year B. Com. (Sem. II) Examination

April / May - 2015

Office Management  
(New Course)

Time : Hours]

[Total Marks :

Instructions :

(1)

नीचे दशांशविक निशानीवाणी विगतो उत्तरवडी पर अवश्य लभवी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
First Year B. Com. (Sem. II)	<input type="text"/>
Name of the Subject :	<input type="text"/>
Office Management	<input type="text"/>
Subject Code No. : 2 6 4 8	Section No. (1, 2,.....) : Nil
	Student's Signature

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

- 1 Answer in brief: 10  
(i) What do you mean by control of office cost?  
(ii) List out the limitations of Time study.  
(iii) What do you mean by Indexing?  
(iv) What do you mean by cost reduction and cost saving?  
(v) What do you mean by supervisory control?
- 2 What do you mean by flow of work? How will you carry out the Analysis of flow of work? 12  
OR
- 2 Explain the importance of Record filing and characteristics of good filing system. 12
- 3 (a) How will you evaluate the record management programme? 7  
(b) Why there is a need to control office stationery and office supplies? Explain. 6

OR

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1

[Contd...

3	(a) Explain the special characteristics of office.	7
	(b) Explain the advantages and limitations of work simplification.	6
4	Write short notes: (any two)	15
	(i) Motion study theory	
	(ii) The filing manual and Record retention	
	(iii) Modern tendencies in Record making	
	(iv) Role of office manage in systems and procedures	
	(v) Selection of suitable Indexing system.	

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