



DDD-0612

First Year B. Com. Examination

April/May - 2016

Office Management

Time : Hours]

[Total Marks :

Instructions :

(1)

नीचे दृष्टावेक निशानीवाणी विगतो उत्तरवही पर अवश्य लपवी.
Fillup strictly the details of signs on your answer book.

Name of the Examination :
F. Y. B. COM.

Name of the Subject :
OFFICE MANAGEMENT

Subject Code No. : **0 6 1 2** Section No. (1, 2,...): **Nil**

Seat No. :
[] [] [] [] [] []

Student's Signature

(2) Question 1 is compulsory.

(3) Figures to the right indicate marks.

1 Answer in brief.

16

- (1) What do you mean by office layout ?
- (2) What do you mean by indexing ?
- (3) What do you mean by cost reduction ?
- (4) What do you mean by open office ?
- (5) List out the limitations of time study.
- (6) What do you mean by supervisory control ?
- (7) What do you mean by private office ?

2 (a) Explain the objectives of administrative Office management.

9

(b) What is the main purpose of the office ? What do you mean by private office ?

9

OR

DDD-0612]

1

[Contd...

- 2 (a) Classify the various types of office activities. Explain the importance of record filing. 9
- (b) Explain the principles and elements of office management. 9
- 3 (a) What do you mean by scientific management in Office. Explain the functions of office management. 9
- (b) Explain the advantages of work simplification. 9
- OR**
- 3 (a) Explain the special characteristics of office management. 9
- (b) What principles are to be followed in preparing office layout ? 9
- 4 (a) What do you mean by work standardization ? Explain the limitations of work simplification. 9
- (b) Explain the role of office manager in systems and procedures. 9
- OR**
- 4 (a) How will you evaluate the record management programmes ? 9
- (b) Explain the new trends in office layout. 9
- 5 Write short notes : (any three) 18
- (1) Analysis of flow of work
- (2) Centralised and decentralised filing.
- (3) Selection of suitable indexing system.
- (4) Motion study theory
- (5) Types of indexing
- (6) Laws and principles of motion economy.