



**DE-2618**

**First Year B. Com. (Sem. I) Examination**

**March / April - 2016**

**Office Management - I**

Time : Hours]

[Total Marks : 50

**Instructions :**

(1)

नीचे दशांशविक निशानीवाणी विगतो उत्तरवडी पर अवश्य कभवी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
<input type="text" value="FIRST YEAR B. COM. (SEM. I)"/>	<input type="text"/>
Name of the Subject :	<input type="text"/>
<input type="text" value="Office Management - I"/>	<input type="text"/>
Subject Code No. : <input type="text" value="2"/> <input type="text" value="6"/> <input type="text" value="1"/> <input type="text" value="8"/>	Section No. (1, 2,.....) : <input type="text" value="NIL"/>
<input type="text" value="Student's Signature"/>	

(2) All Questions are Compulsory.

(3) Figures to the Right Indicate Marks.

1 Answer in Brief : 10

(1) What do you mean by an Office Layout ?

(2) What do you mean by Functional Office ?

(3) What do you mean by Paperless Office ?

(4) What do you mean by Open Office ?

(5) What do you mean by Office Management ?

2 Explain the Purpose of an office and its functions and importance ? 12

**OR**

2 Explain the various elements and functions of an Office Management ? 12

- 3** What do you mean by scientific management in the office ? **13**  
Why it is Necessary to manage it scientifically ?

**OR**

- 3** Explain the importance of office location. What are the **13**  
factors to be considered while preparing the layout ?

- 4** Write Short Notes : (Any Three) **15**

- (1) New Trends in Office Layout
- (2) Principles of Management
- (3) Office Activities
- (4) Administrative Office Management.