



**DPP-2648**

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

**March / April - 2016**

**Office Management - II**

Time : Hours]

[Total Marks : 50

**Instruction :**

नीचे दृष्टावित नशानीवाणी 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. 2)"/>	<input type="text"/>
Name of the Subject :	<input type="text"/>
<input type="text" value="OFFICE MANAGEMENT - 2"/>	<input type="text"/>
Subject Code No. : <input type="text" value="2"/> <input type="text" value="6"/> <input type="text" value="4"/> <input type="text" value="8"/>	<input type="text"/>
Section No. (1, 2,.....) : <input type="text" value="Nil"/>	<input type="text"/>
	Student's Signature

1 Answer in brief : 10

- (1) What do you mean by standardization ?
- (2) What do you mean by simplification?
- (3) What do you mean by Indexing?
- (4) What do you mean by filing ?
- (5) What do you mean by system analysis?

2 Discuss motion study theory and explain laws and principles of motion economy. 13

**OR**

2 What are the special characteristics of office-work activity? Explain the advantages of motion study. 13

3 What do you mean by records management? Explain the importance of records and explain the characteristics of good filing. 13

**OR**

3 Explain the methods of cost reduction and cost saving. 13  
How can you economize in procurement and use of resources?

4 Write short Notes : (any two)

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- (1) Evaluating the records management programme.
  - (2) Centralised v/s decentralized filing.
  - (3) Standardization and its-advantages.
  - (4) Organisation and methods of supervisory control.
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