

Subject : Office Management

Day : Thursday
Date : 07/04/2016



Time : 11.00 AM TO 02.00 PM
Max Marks : 70 Total Pages : 1

N.B.:

- 1) All questions are **COMPULSORY**.
- 2) Figures to the **RIGHT** indicate full marks.

Q.1 Answer any **FOUR** questions out of **FIVE**: (20)

- a) What are the functions of Office Manager?
- b) State the steps involved in setting up forms control system.
- c) Define indexing in brief.
- d) What are the different qualities of a good report?
- e) Explain the term "Organization Structure" in detail.

Q.2 Answer any **ONE** question out of **TWO**: (10)

- a) What is the line type of organization? Discuss its characteristics features.
- b) "Office Management is the task of planning, co-ordinating and motivating the efforts of others towards the specific objectives in office". Discuss.

Q.3 Answer any **TWO** questions out of **THREE**: (10)

- a) Which are the different methods and techniques to collect data?
- b) Explain briefly what is Departmentation in an organization?
- c) Outline the essentials of good filing systems.

Q.4 Answer any **ONE** question out of **TWO**: (10)

- a) Explain in brief Business Report. Outline all necessary principles for preparation of reports.
- b) Explain office cost reduction and cost saving budgetary control in detail.

Q.5 Answer any **TWO** questions out of **THREE**: (10)

- a) List and explain the different types of office stationary.
- b) Explain in detail the purposes of Record Management.
- c) Explain briefly Form Designing.

Q.6 Answer any **ONE** question out of **TWO**: (10)

- a) Explain the term Office Systems, its procedure and methods with appropriate example.
- b) Explain in detail Modern Methods of filing.

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