

**Subject : Office Management**

Day : Friday  
Date : 07/10/2016

**S.D.E.**



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** Write short notes on any **FOUR** of the following: **(10)**

- a) Delegation
- b) Decentralization
- c) Indexing
- d) Office Form
- e) Record Management

**Q.2** Attempt any **ONE** of the following: **(10)**

- a) What is line type of organization? Discuss its characteristics features?
- b) Draw and explain in brief the Structure of Organization.

**Q.3** Attempt any **TWO** of the following: **(10)**

- a) What is Office? Give its importance's and Functions?
- b) Define Report and also explain how to maintain the quality of report.
- c) Explain Form Designing briefly.

**Q.4** Attempt any **ONE** of the following: **(10)**

- a) List and explain all types of Organization.
- b) Explain in detail all Modern methods of Filing.

**Q.5** Attempt any **TWO** of the following: **(10)**

- a) List out all departments in Office and their functions.
- b) What are the qualities and functions of Good Manager?
- c) Explain briefly office stationary and its types.

**Q.6** Attempt any **ONE** of the following: **(10)**

- a) Explain Office Cost reduction and Cost saving budgetary control in detail.
- b) Briefly explain form control. Outline the steps involved in efficient Form Designing.

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