

### SECTION-D

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 What do you mean by open office? Give its advantages and disadvantages.
- Q.24 Describe the relation of office with other departments.
- Q.25 Discuss the types of organisation structure.

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Roll No. ....

**1st Sem. Branch: OMCA**  
**Sub : Office Management**

Time : 3 Hrs.

M.M. : 60

### SECTION-A

**Note:** Multiple choice questions. All questions are compulsory (6x1=6)

- .Q.1 Office is the place from where activities of the organisation are
- a) Planned                      b) Organised
- c) Controlled                  d) All of these
- Q.2 Office layout is important for a business because
- a) It increases the efficiency of office work
- b) It enhances the utilisation of office space
- c) It facilitates supervision
- d) All of the above
- Q.3 A person who is in-charge of an office is called \_\_\_\_\_
- a) Office manager              b) Office layout
- c) Both A and B                d) None of these

- Q.4 Private office in an office layout means
- a) An office at home
  - b) An office for personal talks
  - c) An office of private company
  - d) A personal separate room provided to officers.

- Q.5 The best source of light for office is \_\_\_\_\_
- a) Daylight                      b) Indirect light
  - c) Both A and B                d) None of these

- Q.6 Sound organisation structure means that
- a) The building of the office is strong
  - b) There should be strong staff union
  - c) Structure based on proper division of work and allocation of duties.
  - d) None of these

### SECTION-B

**Note:** Objective/ Completion type questions. All questions are compulsory. (6x1=6)

- Q.7 Open offices are meant to provide \_\_\_\_\_ (Secrecy/ economy)
- Q.8 An office manager is the representative of \_\_\_\_\_ (Management/ Government)

- Q.9 Office layout refers to \_\_\_\_\_.
- Q.10 \_\_\_\_\_ gave the concept of functional organisation.
- Q.11 Bad lighting causes \_\_\_\_\_.
- Q.12 The functions to be performed in an office can be categorised as \_\_\_\_\_ and \_\_\_\_\_ functions.

### SECTION-C

**Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Write a short note on noise control in relation to office.
- Q.14 State the principles of office organisation in brief.
- Q.15 What are the qualities of a good lighting arrangement?
- Q.16 What is centralisation of office services? State its merits.
- Q.17 Discuss the importance of proper ventilation in the office.
- Q.18 Write a short note on role of office manager.
- Q.19 Mention the different types of furniture in an office.
- Q.20 Define office management State its importance.
- Q.21 Discuss the qualities of an office manager.
- Q.22 What is an office? Discuss its importance.