

- Q.20 State the methods of minimising noise in office.
- Q.21 Discuss the principles of office layout.
- Q.22 discuss the importance of proper ventilation in office.

### Section-D

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

- Q.23 Describe the relation of office with other departments in detail.
- Q.24 Define office management. State the importance of office management also give the qualities of a successful office manager.
- Q.25 Define office organisation. Discuss its process.

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### Sem. 1 / OMCA Sub : Office Management

Time : 3 Hrs.

M.M. : 60

### SECTION-A

**Note:** Multiple Choice Questions. All Questions are compulsory. (6x1=6)

- Q.1 The function to be performed in an office can be categorised as \_\_\_\_\_.  
a) Primary functions    b) Secondary functions  
c) Both A & B            d) None of these
- Q.2 An office manager is representative of \_\_\_\_\_.  
a) Shareholders            b) Management  
c) Government            d) None of these
- Q.3. Open offices are meant to provide \_\_\_\_\_.  
a) Secrecy                    b) Economy  
c) Both A & B            d) None of these
- Q.4 Bad lighting causes \_\_\_\_\_.  
a) Eye strain                b) Fatigue  
c) Headache                d) All of the above

- Q.5 \_\_\_\_\_ gave the concept of functional organisation
- a) F.W. Taylor
  - b) Henry Fayol
  - c) Both a & b
  - d) None of these
- Q.6 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

### Section-B

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

- Q.7 \_\_\_\_\_ is the place from where activities of the organisation are planned, organised and controlled.
- Q.8 Sound organisation structure means the structure based on proper division of work and allocation of duties. (True/False)

- Q.9 A person who is in-charge of an office is called the \_\_\_\_\_.
- Q.10 Private office in office layout means a personal separate room provided to officers. (True/False)
- Q.11 Office layout refers to \_\_\_\_\_.
- Q.12 Inadequate lighting results in delays and mistakes. (True/False)

### Section-C

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

- Q.13 What do you mean by open office? Give its advantages.
- Q.14 What is an office? Discuss its functions.
- Q.15 State the functions of an office manager.
- Q.16 What are the qualities of a good lighting arrangement?
- Q.17 What is decentralisation of office services? Give its merits.
- Q.18 discuss the factors to be considered in the selection of office furniture and fixture.
- Q.19 Briefly state the principles of office organisation.