

SECTION-D

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

- Q.23 What is office management? Give its importance and qualities of a successful manager.
- Q.24 What do you meant by office accommodation ? How would you organize accommodation for office?
- Q.25 How to organizing an office. Explain the structure of the organization.

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Roll No.

1st Sem. / OMCA

Subject : Office Management

Time : 3 Hrs.

M.M. : 60

SECTION-A

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

- Q.1 Primary function of the office is to _____
- a) Receiving data b) collecting
- c) Storing d) all of these
- Q.2 The functions to be performed in an office can be categorized as
- a) Primary functions
- b) Secondary functions
- c) Management functions
- d) Both A & C
- Q.3 Office furniture is part of _____
- a) Office Equipment b) Office Stationery
- c) Both a & b d) None of these

- Q.4 The qualities required to be possessed by an office manager are
- a) Education and training
 - b) Leadership
 - c) Experience
 - d) All of these
- Q.5 Ensure whether performance of work in office is as per the schedule.
- a) office organisation b) office management
 - c) office control d) office system
- Q.6 Sales department is section of office
- a) True b) False
 - c) Optional d) Compulsory

SECTION-B

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

- Q.7 Planning is function of office management. (True/False)
- Q.8 A good layout results in smoother work. (True/False)
- Q.9 Lighting arrangement is working facilities of office. (True/False)

- Q.10 The office serves as an information centre. (True/False)
- Q.11 Decentralisation extends to the lowest level of the organization. (True/False)
- Q.12 Safety and sanitary arrangement factor affects the office environment? (True/False)

SECTION-C

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

- Q.13 Define office and its importance.
- Q.14 Explain the function of office.
- Q.15 Explain the objective of office layout.
- Q.16 Explain merits and demerits of decentralization of office services.
- Q.17 Explain the significance of internal environment in office.
- Q.18 Factors affect while selecting office accommodation
- Q.19 What do you know about safety and sanitary arrangement?
- Q.20 Discuss the importance of an office in modern business organization.
- Q.21 Explain the various functions of Modern office.
- Q.22 Explain the role of office Manager in office.