

## **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.

No. of Printed Pages : 4

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223013

## **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 Sale 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 or 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 interval environment in office.

Q.18 Factors affects 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.