

Q.22 Explain principles relating to the process of organizing in an office.

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SECTION-D

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

Q.23 Explain the various functions of office. What are the qualities of an office Manager?

Q.24 What is office organization. Explain the structure of the organization.

Q.25 What is office layout? What are its objectives.

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 An open office has the advantage of _____
- a) Privacy
 - b) Economy
 - c) Both a & b,
 - d) None of these
- Q.2 Decentralisation relieves the burden of performing various functions
- a) Top Executive
 - b) Lower Executive
 - c) Both a & b
 - d) None of these
- Q.3 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

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- Q.4 Who is responsible for office management?
- a) Receptionist b) Managing director
 - c) Office manager d) Chief executive officer
- Q.5 Office layout is important for a business because
- a) It increases the efficiency of office work
 - b) It enhances the utilization of office space
 - c) It facilitates supervision
 - d) All of the above
- Q.6 Purchase department is section of office
- a) True b) False
 - c) Optional d) Compulsory

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. $(6 \times 1 = 6)$

- Q.7 Office is nerve centre of activities. (True/False)
- Q.8 Office layout aims at optimum utilization of office space. (True/False)
- Q.9 Decentralization of authority means departmentalizing activities. (True/False)

- Q.10 Centralisation extends to the lowest level of the organization. (True/False)
- Q.11 Decoration in the modern office is compulsory. (True/False)
- Q.12 Good seating arrangement increase office efficiency. (True/False)

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. $(8 \times 4 = 32)$

- Q.13 Meaning of office Management and its importance.
- Q.14 Explain Qualities of a office manager.
- Q.15 What is office management? Give its importance and qualities of a successful manager.
- Q.16 Explain merits of centralization of office services.
- Q.17 Explain the significance of external surrounding in office environment.
- Q.18 Explain the factors to select office location.
- Q.19 What do you know about safety and sanitary arrangement?
- Q.20 Explain the process of organization.
- Q.21 Explain merits and demerits of decentralization of office services.