

- Q.19 Define the process of organisation in an office.
- Q.20 Briefly define the safety and sanitary arrangements of office.
- Q.21 Define importance of office management.
- Q.22 Define the Significance of internal environment of office.

### SECTION-D

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

- Q.23 Explain Centralisation of office services. Discuss the merits and demerits of centralised office services.
- Q.24 Explain the principles relating to the process of organisation in an office.
- Q.25 Describe the various steps to be followed while selecting location for an office.

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**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 Efficient management of any organisation depend on:
- a) Planning                      b) Organising
  - c) Controlling                  d) All of these
- Q.2 Air and Noise Pollution create in an office:
- a) Irritation                      b) Happiness
  - c) Smartness                    d) None of these
- Q.3 Who reports to whom is made clear by \_\_\_\_\_
- a) Organising process
  - b) Management process
  - c) Planning process
  - d) None of these

Q.4 \_\_\_\_\_ is understood to be place where all kinds of paper work is maintained and dealt with:

- a) Factory                      b) Office
- c) Reception                  d) None of these

Q.5 Office layout aims at

- a) Provide space to all employees
- b) Optimum utilisation of resources
- c) Provide large open space
- d) All of above

Q.6 Fire fighting equipments related with \_\_\_\_\_ requirements.

- a) Ventilation                  b) Interior Decoration
- c) Safety                        d) Security

### SECTION-B

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

Q.7 Proper layout results in smooth flow of work. (True/False)

Q.8 Collecting, processing, recording & furnishing information is function of an office. (True/False)

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Q.9 Office furniture should be adaptable to multipurpose use. (True/False)

Q.10 State any two sections of an office.

Q.11 Office Manager is responsible to maintain discipline in the office. (True/False)

Q.12 Office have more or less the same type of layout in all companies. (True/False)

### SECTION-C

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

Q.13 Explain the functions of a Modern Office.

Q.14 Define Office Management and features of Office Management.

Q.15 Briefly explain the relation of office with other departments.

Q.16 Distinguish between Private Office and Open Office.

Q.17 Briefly explain the objectives of Office Layout.

Q.18 Define Noise Pollution and causes of internal noise pollution.

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