

- 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.

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Sem. 1 / OMCA
Sub : Office Management

Time : 3 Hrs.

M.M. : 60

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.

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.