

Q.20 Which type of safety arrangements are required in an office.

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Q.21 Define Structure of Organisation.

Q.22 Define Interior Decoration with its advantages.

SECTION-D

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

Q.23 Define Modern Office. Explain the functions of a modern office.

Q.24 Explain the process of Organisation.

Q.25 Define safety and sanitary arrangement for an office.

Time : 3 Hrs.

M.M. : 60

1st Sem / OMCA
Subject : Office Management

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

Q.1 The office word used in broader sense to represent:

- a) Receive information b) Record information
- c) Supply information d) All of these

Q.2 Which of the following is not a part of the organising process?

- a) Assignment of responsibilities
- b) Establishing reporting relationship
- c) Specialisation
- d) Division of work

- Q.3 Office Layout is an arrangement of
a) Furniture b) Equipment
c) Machines d) All of these
- Q.4 Selection of office accommodation depend on
a) Location b) Size of Building
c) Space of Building d) All of these
- Q.5 Modular office furniture:
a) Saves cost b) Save space
c) Saves time d) All of above
- Q.6 Who is responsible for office management?
a) Managing Director b) Receptionist
c) Office Manager d) Chief Executive

SECTION-B

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

- Q.7 Centralization leads to reduction in Authority. (True/False)
- Q.8 Working facilities in an office also include ventilation & safety. (True/False)

- Q.9 In an office building natural light depend upon _____ of building (Size/ position)
- Q.10 State any two advantages of open office.
- Q.11 Leadership is the most valuable quality of an office manager. (True/False)
- Q.12 Office control ensures whether performance of work in office is as per schedule (True/False)

SECTION-C

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

- Q.13 Explain the importance of office for a business organisation.
- Q.14 Define Centralisation of Office with its merits.
- Q.15 Explain the qualities of an office manager.
- Q.16 How can office management improve an organisation.
- Q.17 Briefly explain the principles of Office Layout.
- Q.18 State any five essentials of a good office location.
- Q.19 Define the significance of external surroundings of an office.