All India Institute of Management Studies

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OFFICE ADMINISTRATION METHODS & SYSTEMS

Questions Paper

- 1. Define "Administrative Office Management" and narrate its objectives.
- 2. Discuss in detail the system of Filing and their advantages.
- 3. What is meant by "Scientific Office Management"? Explain the techniques involved in scientific office management.
- 4. Comment on the modernisation in office systems.
- 5. Draw the structure of office organisation and explain the functional relationship.
- 6. Narrate the advantages of computerised office administration.
- 7. What is meant by open office? Examine in depth the advantages and disadvantages of having an open office.
- 8. What is meant by productivity in office administration? How is productivity in office enriched?
- 9. Narrate the causes for absenteeism in office and explain how it can be reduced?
- 10. Write short notes on the following:
- a) Tapals entry system
- b) Controlling Office Stationery
- c) Line and Staff Organisation
- d) Office furniture
- e) Computer languages
- f) Electronic data processing (EDP)
- g) In-tray and out-tray in office system
- h) Data Bank
- i) Office Tapals
- j) Cognitive learning