AB-0613
First Year B. Com. Examination
April/May - 2015
Office Management

Time : Hours] [Total Marks : 100
Instructions :

(1) Fill up strictly the details of signs on your answer book.

Name of the Examination :
FIRST YEAR B. COM.
Name of the Subject :
OFFICE MANAGEMENT
Subject Code No. : 0 6 1 3
Section No. (1, 2,......) : Nil

(2) Question one is Compulsory.
(3) Figures to the right indicate marks.

1 Answer in brief.
   (1) What do you mean by office work ?
   (2) What do you mean by office management ?
   (3) What do you mean by office layout ?
   (4) What do you mean by indexing ?
   (5) What do you mean by cost reduction and cost saving ?
   (6) List out the limitations of time study.
   (7) What do you mean by supervisory control ?
   (8) What do you mean by private office ?

2 (a) Explain the principles and Elements of office management. 9
(b) What do you mean by scientific management in Office. Explain the functions of office management.
   OR

2 (a) Classify the various types of office activities. What is the main purpose of the office ? 9
(b) What do you mean by functional office management and scientific office management.

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3. (a) What principles are to be followed in preparing office layout? Enumerate.
   (b) Explain the new trends in office layout.

   OR

3. (a) Explain the objectives of administrative office management.
   (b) Explain the functions of office management.

4. (a) Explain the importance of record filing and characteristics of good filing system.
   (b) Explain the advantages of work simplification.

   OR

4. (a) How will you evaluate the record management programmes?
   (b) Explain the special characteristics of office management.

5. Write short notes: (any Three)
   (1) Modern tendencies in record making.
   (2) Selection of suitable indexing system.
   (3) Motion study theory.
   (4) Open and private office.
   (5) Information in office management.