AC-2648
First Year B. Com. (Sem. II) Examination
April / May – 2015
Office Management
(New Course)

Time : Hours] [Total Marks : 70
Instructions :
(1) Fill up strictly the details of signs on your answer book.

Name of the Examination :
First Year B. Com. (Sem. II)

Name of the Subject :
Office Management

Subject Code No. : 2648
Section No. (1, 2,......) : Nil

(2) Question one is compulsory.

(3) Figures to the right indicate marks.

1 Answer in brief:
(i) What do you mean by control of office cost?
(ii) List out the limitations of Time study.
(iii) What do you mean by Indexing?
(iv) What do you mean by cost reduction and cost saving?
(v) What do you mean by supervisory control?

2 What do you mean by flow of work? How will you carry out the Analysis of flow of work?

OR

2 Explain the importance of Record filing and characteristics of good filing system.

3 (a) How will you evaluate the record management programme?
(b) Why there is a need to control office stationery and office supplies? Explain.

OR

AC-2648] 1 [Contd...
3  (a)  Explain the special characteristics of office.  
(b)  Explain the advantages and limitations of work simplification.

4  Write short notes: (any two)  
(i)  Motion study theory  
(ii)  The filing manual and Record retention  
(iii)  Modern tendencies in Record making  
(iv)  Role of office manage in systems and procedures  
(v)  Selection of suitable Indexing system.