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BBA LLB (Int.) Examination 2018-19

(Third Semester)

OFFICE MANAGEMENT

Time: Three Hours]

[Maximum Marks: 60

Note: Attempt all questions.

SECTION'A'

1. Attempt all parts of the following:

 $1 \times 8 = 8$

- (a) What do you mean by controlling?
- (b) Define modern office.
- (c) Mention any four types of office furniture.
- (d) Define ventilation.
- (e) Write full form of PBX.
- (f) What is dictating machine?

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- Mhat is mail service?
 - (h) Write phases of work in organisation.

SECTION'B'

2018-1

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Note: Attempt any two parts of the following: $6 \times 2 = 12$

- 2. (a) "The office is a co-ordinating factor". Explain.
 - (b) Explain the principles of office accomodation.
 - (c) Write the types of indexing.
 - (d) Describe the importance of communication.

SECTION'C'

- **Note:-** Attempt all question from this section. Attempt any two parts from each question: $8 \times 5 = 40$
- 3. (a) State the duties and responsibilities of an office manager.
 - (b) Write the importance of organization.
 - (c) Explain the principles of an organization.
- 4. (a) "How the office manager can get maximum efficiency with minimum cost". Explain.

- (b) Describe the importance of office building.
- (c) Explain the types of lighting system.
- 5. (a) Explain the factors is selecting the office machines.
 - (b) What do you mean by record management and also discuss its importance.
 - (c) Distinguish between central filing and departmental filing system.
- 6. (a) Explain the effective communication system and procedure.
 - (b) Explain the process of communication.
 - (c) What are the different arrangements mode with post office?

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