

Following Paper ID and Roll No. to be filled in your Answer Book.

PAPER ID:29118

Roll
No.

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Int. LL.B. Examination 2016-2017

(Third Semester)

OFFICE MANAGEMENT

Time : 3 Hours [Maximum Marks : 60]

Note :—Attempt all sections.

SECTION - A

1. Attempt all parts of the following : $8 \times 1 = 8$

- Define office.
- Define policy manual.
- Office space planning is called?
- What is meant by private office in office layout?
- What is the use of franking machine?
- Which is the first step in planning office system?

[P. T. O.]

(g) Which part comes at the top in a form?

(h) What do you mean by dak?

SECTION - B

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

(a) Explain flow of work. What are the difficulties in maintaining smooth flow of work?

(b) How many types of office layout are there? Explain.

(c) Explain the methods of filling.

(d) Explain forms control. What are the steps involved in control of forms?

SECTION - C

Note:- Attempt all questions. Attempt any two parts from each question. $5 \times 8 = 40$

3 (a) What do you understand by office management? Discuss the importance of office in modern business organisation.

(b) What are the qualifications of an office manager?

(c) Explain office manuals. What are the steps involved in preparing an office manual?

4. (a) What are the steps involved in designing office layout?

(b) Explain the process of work measurement.

(c) What factors should be considered while selecting location of office?

5. (a) Explain the following :

(i) Teleprinters

(ii) Franking machine

(b) Discuss the advantages of a sound office system.

(c) Distinguish between office systems and office routine.

6. (a) What do you mean by office reports? Explain the classification of office reports.

- (b) Distingusih between oral and written communication.
- (c) State the principles of form design.
