

[This question paper contains 2 printed pages.]

Your Roll No.....

Sr. No. of Question Paper : 1269

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Unique Paper Code : 6132381101

Name of the Paper : Modern Office Management

Name of the Course : **B.A. (VS) Modern Office Management (NEP)**

Semester : I

Duration : 3 Hours

Maximum Marks : 90

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. Attempt any **five** questions.
3. **All** questions carry equal marks.

1. "An office may be regarded as a place where central mechanism for an organisation is located." In the light of this statement, discuss the relation of office with all the departments of a business organisation. Describe the various types of offices as per nature of the business.
2. What do you mean by 'Modern Office Management'? Explain the objectives and principles of modern office management.

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3. Discuss how various factors affect office location. Do you think that decentralised location is better than centralised location for an office? Justify your answer with suitable examples.
4. Discuss the importance of office security in an organisation. What are the precautions that should be taken to maintain the office security? Make a list of security equipment which are nowadays available for security of a modern office.
5. What do you understand by 'Records Management'? Discuss the different types of records maintained by an office of a business organisation. How far may records management be taken as the key to fruitful office administration?
6. Why is there a need to control office stationery and supplies? What are the different ways of buying office stationery? Explain the standard procedure for purchase of office stationery.
7. Discuss the importance of indexing. Explain in detail the different types of indexing systems.
8. Write short notes on **any 3** of the following :
 - (i) Open and Private office
 - (ii) Office Hierarchy
 - (iii) Office routines
 - (iv) Co-worker spacing