

[This question paper contains 3 printed pages]

Your Roll No. :

Sl. No. of Q. Paper : **672** **I**

Unique Paper Code : 6132381101

Name of the Paper : Modern Office
Management (Core)

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

Semester : I (NEP)

Time : 3 Hours **Maximum Marks : 90**

Instructions for Candidates :

- (a) Write your Roll No. on the top immediately on receipt of this question paper.
 - (b) Attempt any **FIVE** questions.
 - (c) **All** questions carry equal marks.
1. "The office is the nerve centre of business". In the light of this statement, discuss the importance of office in an organization. Explain the basic and administrative functions of a modern office.

P.T.O.

2. Define 'Modern Office Management'. Explain the objectives and principles of modern office management in detail.
3. Discuss the factors affecting the choice of location of an office. State the precautionary steps that can be taken to ensure office safety and security.
4. Explain the importance of office stationery & supplies. Why is it necessary to control office stationery and supplies? Discuss the guiding factors that should be considered to ensure proper storage of office stationery & supplies.
5. What is 'Forms Control'? Discuss its significance in office management. State various steps involved in forms control.
6. Explain the purpose and principles of record keeping. Discuss the essentials of a good filing system.
7. Discuss the meaning of office manual and its advantages. Distinguish between Centralized and Decentralized filing system.

8. Write short note on any **three** of the following :

- (i) Virtual office
- (ii) Government E-Market Place (GeM)
- (iii) Working Environment in Office
- (iv) Green Office
