

[This question paper contains 2 printed pages.]

Your Roll No.....

Sr. No. of Question Paper : 7619

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Unique Paper Code : 6132381101

Name of the Paper : MODERN OFFICE
MANAGEMENT

Name of the Course : **B.A. (VS) MOM**

Semester : I (NEP)

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. **All** questions carry equal marks.
3. Attempt any **five** questions.

1. Explain the types of offices in an organization :
Corporate, Head, Circle, Zone, Branch, and Divisional Offices. Provide examples where applicable.
2. Discuss how work from home and flexible working hours are reshaping modern office environments. How do these affect employee productivity and office culture?

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3. What qualifications, skills, and experience are required to become an efficient Office Manager? List and explain the duties and responsibilities of an office manager.
4. Describe the following components of Office Environment :
 - Infrastructure safety and security
 - Office hazards
 - New trends in office layout
5. Define office forms. Explain the types of forms, their design, and how they are controlled in a modern office.
6. What are office records? Explain the types of records, principles of record-keeping, and the time frame for their preservation.
7. What is indexing in office management? Explain the importance of indexing and discuss different types of indexing systems with examples.
8. Explain the importance of stationery and supplies in office operations. How are they stored, issued, and controlled effectively in large organizations?