

PARUL UNIVERSITY
FACULTY OF MANAGEMENT
BBA Winter 2022-23 Examination

Semester: 1
Subject Code: 06101131
Subject Name: Modern Office Management

Date: 27/01/2023
Time: 10.30am to 1.00pm
Total Marks: 60

Instructions

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 Do as Directed.**A). Multiple choice type questions/Fill in the blanks. (Each of 1 mark) (05)**

1. Office can be described as a place where _____ is carried on.
a) job
b) activities
c) business
d) workout
2. Process of passing info from one person to another is known as
a) communication
b) supervision
c) motivation
d) leadership
3. Which of these is NOT an office machine
a) typewriter
b) stabilizer
c) laptop
d) computer
4. The _____ of a record refers to the stages through which it passes.
a) phases
b) life cycle
c) rostrum
d) division
5. The person involved in taking care of day to day activities of an office.
a) employer
b) labour
c) employee
d) manager

B). Define the following. (Each of 1 mark) (05)

1. Office
2. Work activity
3. Office layout
4. Record management
5. Line organization

C). Direct questions. (Each of 1 mark) (05)

1. Give the name of 2 Offices in the British empire of 18th century
2. What is Work Measurement?
3. What is compactness in a good filing system?
4. What is oral communication?
5. Give 2 functions of an office manager.

Q.2 Answer the following questions.

A). Explain the administrative functions of an office in detail. (07)

B). Write in detail about the Function and Responsibility of an Office Manager. (08)

Q.3 Answer the following questions.

A). Elaborate the objectives of an office layout (07)

B). Explain the various characteristics of a good filing system. (08)

Q.4 Attempt any two questions. (Each of 7.5 mark) (15)

1. What are the Principles of Record Management
2. Differentiate between oral and written communication
3. Write down any 7 Principles of Organization
4. Explain the history of office since beginning up until today.