

PARUL UNIVERSITY
FACULTY OF MANAGEMENT
BBA Summer 2018 - 19 Examination

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

Date: 18/05/2019
Time: 10:30 am to 01:00pm
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 questions/Fill in the blanks. (Each of 1 mark) (05)**

1. Principles of specialization are necessary to increase the efficiency in the utilization of labour.

a) Division of work	c) Authority & Responsibility
b) Discipline	d) Unity of Direction
2. It is the process of passing information from one person to another person. It involves a systematic and continuous process of telling, listening, and understanding.....

a) Communication	c) Motivating
b) Supervision	d) Leadership
3. The determination of correct amount of space for each employee and for machinery and equipment they use.

a) Office Layout	c) Office Environment
b) Office Building	d) None of the Above
4. A tasteful coloring of walls, doors and windows.....

a) Furniture	c) Interior Decoration
b) Painting	d) All of the Above
5. Which is not a type of Office Machine

a) Typewriter	c) Photo copying Machine
b) Electronic Computer	d) Stabilizer

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

1. Explain the terms of unity of command
2. Explain the term of functional Organization.
3. Explain term Artificial Ventilation
4. Explain any two objective Mechanization
5. What do you mean by Record Management

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

1. Define Modern Office
2. Explain any two importance of Organization.
3. Explain any two principle of office Accommodation
4. Explain Any two importance of Stationary
5. How to control Stationary?

Q.2 Answer the following questions.

- A). Explain Function of office Management (07)
- B). Explain the steps in Organization Management. (08)

Q.3 Answer the following questions.

- A). Discuss importance of office layout (07)
- B). Explain types of Indexing. (08)

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

1. Explain the function of a Modern office.
2. Explain function of administrative office Manager.
3. What are the types of lighting System?
4. Explain Methods of filling