

S.D.E.

S.Y.B.A. (Tourism Studies) : SUMMER - 2019

SUBJECT: OFFICE MANAGEMENT

Day: Saturday  
Date: 13/04/2019

Time: 11.00 AM TO 02.00 PM  
Max. Marks: 70

S-2019-4619

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**N.B.:**

- 1) All questions are **COMPULSORY**.
  - 2) Figures to the right indicate **FULL** marks.
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**Q.1** Write short notes on any **FOUR** of the following: (20)

- a) MS-Outlook
- b) Animation
- c) Restore
- d) WorkBook
- e) Drafting

**Q.2** Attempt any **ONE** of the following: (10)

- a) What is the line and staff system of organization?
- b) Briefly explain Form Control. Outline the steps involved in efficient Form Control Programme.

**Q.3** Attempt any **TWO** of the following: (10)

- a) Which are the different methods and techniques to collect data?
- b) Explain briefly Office Stationary and its types.
- c) Define Indexing. Explain how it is useful in Filing.

**Q.4** Attempt any **ONE** of the following: (10)

- a) Explain Office Cost Reduction and Cost Saving-Budgetary Control in detail.
- b) "Office Management is the task of planning, coordinating and motivating the efforts of others towards the specific objectives in the office". Discuss

**Q.5** Attempt any **TWO** of the following: (10)

- a) Define Report and also explain how to maintain the quality of Reports.
- b) Explain Form designing briefly.
- c) What are the quality and functions of good Manager?

**Q.6** Attempt any **ONE** of the following: (10)

- a) Explain Briefly Business Reports. Outline all necessary principles for preparation of Reports.
- b) Explain the term Office System, its procedure and methods with appropriate example.

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