

S.D.E.

S.Y.B.A. (TOURISM STUDIES) : SUMMER - 2018

SUBJECT: OFFICE MANAGEMENT

Day: Tuesday  
Date: 17/04/2018

S-2018-4123

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

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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) Decentralization
- c) Form Control
- d) Filing
- e) Delegation

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

- a) Explain briefly diagrammatic representation of data.
- b) "Office systems have become the necessity of the office". Discuss this statement keeping in view the benefits of office system.

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

- a) Explain briefly methods and techniques to collect data.
- b) What is Office Stationary? List types of office stationary?
- c) What are the functions of Office Manager?

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

- a) Explain Office cost reduction and cost saving budgetary control in detail.
- b) List all types of Organizations. Explain line organization in detail.

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

- a) Explain different Phases of data Collection.
- b) What are filing Routines?
- c) List out modern methods of filing also give the advantages of it.

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

- a) Explain briefly Business Reports. Outline all necessary principles for preparation of reports.
- b) Explain Record Management in detail. List out the purpose and principles of Record Management.

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