

S.D.E.

S.Y.B.A. (Tourism Studies) : WINTER - 2018

SUBJECT: OFFICE MANAGEMENT

Day: Saturday
Date: 13/10/2018

W-2018-4237

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

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) Form Control
- b) Decentralization
- c) Records
- d) Filing
- e) MS-Outlook

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

- a) List and explain principles of preparation of Reports.
- b) Explain Organization Structure. What is the importance of sound organization structure?

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

- a) Define indexing. Explain how it is useful in Filing.
- b) What are the different qualities of good Report?
- c) Explain how planning and designing is important for successful Office System.

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

- a) Who is Office Manager? Outline his functions. State the qualities of good Office Manager.
- b) Explain Office Cost Reduction and Cost Saving-Budgetary Control in detail.

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

- a) What do you mean by Office Stationary?
- b) Explain in detail modern methods of Filing.
- c) What are the different phases of Data Collection?

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

- a) Explain Record Management. List out the purpose and principle of Record Management.
- b) Explain briefly diagrammatic representation of Data.

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