

S.D.E.
S.Y.B.A. (TOURISM STUDIES) : WINTER - 2017

SUBJECT: OFFICE MANAGEMENT

Day : Saturday
Date : 28/10/2017

W-2017-3932

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.
-

- Q.1** Write short notes on any **FOUR** of the following: **(20)**
- a) Indexing
 - b) Record Management
 - c) Business Reports
 - d) Delegation
 - e) Filing
- Q.2** Attempt any **ONE** of the following: **(10)**
- a) What is line type of organization? Discuss its characteristics features.
 - b) Explain in detail all modern methods of Filing.
- Q.3** Attempt any **TWO** of following: **(10)**
- a) Define in brief Decentralization.
 - b) List and explain the different types of office stationary.
 - c) Explain briefly Form Designing.
- Q.4** Attempt any **ONE** of the following: **(10)**
- a) Explain office cost reduction and cost saving budgetary control in detail.
 - b) Who is Office Manager? Outline his functions and also state the qualities that make a good office manager.
- Q.5** Attempt any **TWO** of the following: **(10)**
- a) Explain different phases of Data Collection.
 - b) List out all departments in office and their functions.
 - c) Define Report. Explain how to maintain the quality of reports.
- Q.6** Attempt any **ONE** of the following: **(10)**
- a) Explain briefly Office Systems also explain its procedure and methods with appropriate example.
 - b) Explain briefly diagrammatic representation of Data.

* * *