

Reg. No.

S. No.428

BATCH: #7-2018

END OF SEMESTER EXAMINATIONS, APRIL/MAY- 2019
BUSINESS ORGANISATION AND OFFICE MANAGEMENT
SUBJECT CODE: 08UABM05

MAJOR : BBA
TIME : 3 HOURS

SEMESTER : II
MAX.MARKS: 75

SECTION - A (10 X 1 = 10)

Answer ALL Questions:

1. Give any two components of "Business"
2. What do you understand by 'Office Organization'?
3. Who is a sole trader?
4. Write a note on public utilities.
5. What is a medium-scale industry?
6. Write any two advantages of small scale industries.
7. Give any two objectives of chamber of commerce.
8. What is business combination?
9. Define Modern Office.
10. What is Filing?

SECTION - B (5 X 4 = 20)

Answer any FIVE Questions:

11. What are the qualities of a successful business man?
12. Elucidate the role of business in the economy.
13. Narrate the essential characteristics of Cooperative Societies.
14. Narrate the different stages of formation of Joint Stock Company.
15. Discuss the importance of small scale industry in India.
16. What are the advantages of joining in a trade association?
17. Define business combination and bring out its causes.
18. Write the principles and factors responsible for the selection of Office Location.

SECTION - C (3 X 15 = 45)

Answer any THREE Questions:

19. Discuss the scope and importance of business organization.
20. What is joint stock company and what are its characteristics.
21. Describe the role and performance of small-scale industries in Indian Economy.
22. Briefly explain the functions of Trade Association.
23. Why should organization have a good filing system? Explain the important methods for the proper maintenance of files.
