

S. NO: 396

BATCH: 87-2016

Reg. No.:

END OF SEMESTER EXAMINATIONS, APRIL / MAY – 2017
BUSINESS ORGANISATION AND OFFICE MANAGEMENT
SUBJECT CODE : 08UABM05

MAJOR : B.B.A
TIME : 3 HOURS

SEMESTER : II
MAX. MARKS: 75

SECTION – A (10 X 1 = 10)

Answer All the Questions:

1. Define the terms Business and Profession.
2. State any two social objectives of business.
3. Define joint stock companies.
4. Define sole trading concern.
5. What is a small – scale industry?
6. What is large scale business?
7. What is trade association?
8. What is a Chamber of Commerce?
9. What is an office?
10. What is meant by Modern Office Management?

SECTION – B (5 X 4 = 20)

Answer any FIVE Questions:

11. What are the qualities of a successful business man?
12. Explain the various objectives of modern business.
13. Bring out the main characteristics of Co – operative societies.
14. What are the advantages of Small Scale Industries?
15. What are the problems faced by Small Scale Industries in India?
16. What are the main causes of business combinations?
17. What are the functions of a modern office?
18. What are the main different types of office equipment?

SECTION – C (3 X 15 = 45)

Answer any THREE Questions:

19. Enumerate the essentials of a successful business.
20. Define Partnership. What are its advantages and disadvantages?
21. Discuss the advantages and disadvantages of large – scale operation.
22. What are the functions of trade association?
23. Why should organizations have a good filing system? Explain the important methods for the proper maintenance of files?

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