

S.NO. 339

BATCH: 87-2016

Reg. No.

b

END OF SEMESTER EXAMINATIONS, NOVEMBER - 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. What do you mean by profession?
2. State any two types of business.
3. Who is a sole trader?
4. Mention any two public utilities.
5. Write any two needs of an SSI.
6. What do you mean by large-scale operation?
7. Write any two objectives of Trade associations.
8. List out any two purpose of chamber of commerce.
9. What is meant by an office layout?
10. Write a brief note on indexing.

SECTION – B (5 X 4 = 20)

Answer Any FIVE Questions:

11. Differentiate business and profession.
12. Write a note on features of sole trader.
13. Describe the advantages of public enterprises.
14. What are the advantages and limitations of larger scale operation?
15. Explain the features of optimum firms.
16. Explain the functions of trade associations.
17. Explain the importance of office management.
18. Briefly discuss the modern methods of filing.

SECTION – C (3 X 15 = 45)

Answer Any THREE Questions:

19. Discuss the various types of business in detail.
20. Enumerate the various forms of business organisation.
21. Define small-scale industry. Explain its features and need.
22. What is business combination? State its types in detail.
23. Write a note on:
 - a) Office Layout
 - b) Office Location.
