

VPM's B. N. Bandodkar College of Science Thane  
S.Y.B.Sc Interdisciplinary Science; Course- USIDOM01

Semester III - 2017-18

Total Marks: 75

Duration: 2 1/2 hrs

- N.B.:1. All questions are compulsory.  
2. Figures to the right indicate marks.  
3. Draw neat and labeled diagrams wherever necessary.

- Q.1) Give an account of the following:
- (A) Routine function of office. (7)  
OR  
(A) Qualities of office manager. (7)  
(B) Administrative functions of an office (8)  
OR  
(B) Functions of an office manager. (8)  
(C) Attempt any ONE of the following: (5)  
(i) Meaning and definition of office  
(ii) Importance of an office
- Q.2) Give an account of the following:
- (A) Importance of an office system. (7)  
OR  
(A) Merits And demerits of line organization. (7)  
(B) Merits and demerits of line and staff organization. (8)  
OR  
(B) Merits and demerits of functional organization. (8)  
(C) Attempt any ONE of the following: (5)  
(i) Characteristic of office system  
(ii) Difference between office system and routine.
- Q.3) Give an account of the following:
- (A) Factors influencing office location (7)  
OR  
(A) Advantages and disadvantages of owned land (7)  
(B) Factors affecting office accommodation (8)  
OR  
(B) Factors affecting office environment. (8)  
(C) Attempt any ONE of the following: (5)  
(i) Advantages of leased land.  
(ii) Office space planning

P.T.O

Q.4)

**Attempt Any THREE of the following:**

**(15)**

- (i) Duties of office manager with subordinates and top management
- (ii) Office - a source of communication
- (iii) Need of office system
- (iv) Line organisation and its structure
- (v) Internal and external source of Noise in office
- (vi) Advantages of an office in suburban area

~~~~~All the best~~~~~