

**VIVEKANANDHA COLLEGE FOR WOMEN  
DEPARTMENT OF COMMERCE  
III - B. Com CA – OFFICE ORGANISATION**

**Time: Three hours**

**Maximum: 75 marks**

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**SECTION A – (10x2 = 25 marks) Answer ALL questions.**

1. What is meant by office?
2. What is office organization?
3. What is meant by office layout?
4. What is meant by office environment
5. What is an open office?
6. What do you meant by centralization?
7. What do you meant by delegation?
8. What do you meant by authority?
9. What are the qualities of office manager?
10. What is form design?

**SECTION B- (5x5=25 marks) Answer ALL questions.**

- 11 a) Explain the significance of office management  
b) Explain the objective of layout?
- 12 a) Explain the importance and principals of layout?  
b) Explain difference kinds of lighting?
- 13 a) Write short notes on a) ventilation b) noise  
b) Explain organization chart and its merits and demerits?
- 14 a) Explain the types of delegation  
b) Discuss the advantages and disadvantages of decentralization?
- 15 a) Define forms and what are the advantages of using office forms?  
b) Explain the principles of form design?

**SECTION C- (3x10=30 marks) Answer Any THREE questions.**

- 16) Explain the function of a modern office
- 17) What are the factors to be considered in providing office building?
- 18) Explain the pros and cons of open and private office?
- 19) Explain the types of organization?
- 20) Explain the step involved in forms control programme.