

**II Year B.B.M. Examination, October 2012**  
**(New Scheme)**  
**BUSINESS MANAGEMENT**  
**Paper – I : Office Organisation and Management**

Time : 3 Hours

Max. Marks : 90

*Instruction : Answers should be written completely in English.*

**SECTION – A**

Answer **any eight** of the following sub-questions. **Each** sub-question carries **three** marks. **(8×3=24)**

1. a) What is an office ?
- b) What is private office layout ?
- c) What is Office Manual ?
- d) What is meant by Strip Index ?
- e) What is P.A.B.X. ?
- f) What is meant by "system furniture?"
- g) What is meant by inward mail ?
- h) What is dicta phone ?
- i) State the factors determining size of an office.
- j) What is filing ?

**SECTION – B**

Answer **any four** questions. **Each** question carries **eight** marks. **(4×8=32)**

2. What are the objectives of Mechanisation ?
3. Briefly explain the factors influencing on purchasing of office furniture.

# Bbm Office Management Question Papers

**D Keegan**



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Universities Handbook ,2014      *Government Reports Announcements & Index* ,1991      *Library & Information Sciences*  
,1993      **Marketing** ,1979      *Resources in Education* ,1993      Documentation Abstracts ,1981      Printers' Ink ,1961-04  
*Associations Canada* ,2000      **Library of Congress Catalog** Library of Congress,1970 A cumulative list of works  
represented by Library of Congress printed cards      Dictionary Catalog of the Departmental Library United States.  
Department of the Interior. Office of Library Services,1973      **Buildings and Building Management** ,1941      **Library of**  
**Congress Catalogs** Library of Congress,1976      Behavior & Society ,1988      The News Barrie Zwicker,Dick  
MacDonald,1982 A collection of articles originally appearing in the magazine Content      **Industrial Property** ,1992  
**Dictionary Catalog of the Department Library** United States. Department of the Interior. Library,      **NTIS Alert**  
,1992

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