



**Modern College of Arts, Science and Commerce (Autonomous)**

Shivajinagar, Pune -5

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**First Year B.Com (Mar-2020)**

**End Semester Backlog Examination, (2019 Pattern) Semester – I**

**Course Code: 19CoComU105**

**Course Name: Organization Skill Development-I**

**Date: 16.03.2020**

**Time: 10 a.m. to 12 p.m.**

[Time: 2 Hours]

[Max Marks: 60]

**Instructions:** 1) All questions are compulsory.

2) Figures to the right indicate full marks.

Q1) Define the term 'Office Location'. Describe the factors affecting Office Location. [15]

Q2) Explain the meaning of Office Environment along with its types.

Describe the importance of Office Environment. [15]

OR

Q2) What do you mean by the Functional Organisation? State its merits and demerits.

Q3) a) Explain the objectives of Record Management [8]

b) Explain the benefits and limitations of Office Manual. [7]

OR

a) Explain the Principles of Designing of Office Forms

b) Explain the External Sources of Recruitment.

Q4) Write Short Notes on any three [15]

a) Aims of Scientific Management

b) Objectives of Recruitment

c) Importance of Office Organisation.

d) Digitalisation of Record

e) Importance of Modern Office