

(FOR THE CANDIDATES ADMITTED  
DURING THE ACADEMIC YEAR 2021 ONLY)

21UEO4N1

REG.NO.:

**N.G.M. COLLEGE (AUTONOMOUS): POLLACHI**

**END-OF-SEMESTER EXAMINATIONS : MAY-2023**

**ALL UG DEGREE COURSES**

**MAXIMUM MARKS: 50**

**SEMESTER: IV**

**TIME: 2 HOURS**

**PART –IV**

**INFORMATION MANAGEMENT**

**SECTION– A(10 X 1 = 10 MARKS)**

**ANSWER THE FOLLOWING QUESTIONS.**

**MULTIPLE CHOICE QUESTIONS.**

**(K1)**

1. Recall – “A Central place where all Sort of clerical work is done to co-ordinate and control the affairs of the whole organisation”.  
A. Office      B. Centre      C. Organisation      D. Management
2. Find out – The other name of Information Management.  
A. Scientific Office      B. Scientific Office Management  
C. Administrative Office      D. Office Management
3. Choose the Wrong one – ‘Security Equipment’ \_\_\_\_\_.  
A. Spy Pen Camera      B. Fire Alarm      C. LPG – Cylinders      D. CCTV
4. Pick out the odd one – ‘Cloud Computing’.  
A. Google Drive      B. Drop Box      C. Sky drive–Microsoft      D. Mouse
5. Recall–‘Summary of Information’.  
A. A Report      B. Policy      C Data      D. Notes

**ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES.**

**(K2)**

6. Explain – ‘An Office’.
7. Define – Scientific Management.
8. Indicate two types of Security System in an Office.
9. Mention two Latest Innovations in Office Management.
10. Explain Report Writing.

**SECTION – B**

**(5 X 8 = 40 MARKS)**

**ANSWER ANY FIVE OUT OF EIGHT QUESTIONS. (K3), (K4 (Or) K5)**

11. Discuss the Responsibilities of an Office Manager.
12. Analyse ‘Scientific Management’.
13. Discuss various safety environment facility available in a Modern Office.
14. Point out various latest innovation in Office Management.
15. Categorize – types of Report.
16. Mention various modern facility available in an airport.
17. Discuss the Future of Information Management System.
18. Point out the advantages of Information Management System to a Tourist.

