

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

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
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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
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4. Pick out the odd one – ‘Cloud Computing’.

A. Google Drive	B. Drop Box	C. Sky drive–Microsoft	D. Mouse
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5. Recall – ‘Summary of Information’.

A. A Report	B. Policy	C Data	D. Notes
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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.

