

(FOR THE CANDIDATES ADMITTED

23UBP2A1

DURING THE ACADEMIC YEAR 20

ONLY)

REG.NO. :

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

END-OF-SEMESTER EXAMINATIONS : MAY 2024

B.COM BPS(SF)

MAXIMUM MARKS: 75

SEMESTER-II

TIME : 3 HOURS

**PART - III**

**23UBP2A1 – BUSINESS ORGANIZATION AND OFFICE MANANGEMENT**

**SECTION – A**

**(10 X 1 = 10 MARKS)**

**ANSWER THE FOLLOWING QUESTIONS. (K1)**

1. The first stage in the evolution of business is the \_\_\_\_  
a) household economy      b) trade      c) barter      d) merchant guilds
2. \_\_\_\_ layout is not flexible.  
a) product      b) stationary      c) functional      d) combined
3. When did the Securities and Exchange Board of India come into existence?  
a) 1988      b) 1992      c) 1994      d) 1996
4. Who is responsible for office management?  
a) receptionist b) Office Manager c) Managing director d) Chief executive officer.
5. Information Systems are composed of basic components\_\_\_\_\_  
a) 4      b) 3      c) 2      d) many

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

**(K2)**

6. Who is Sole-Trader?
7. Give the rights of the shareholders.
8. What is a Stock Exchange?
9. State the need for office layout.
10. Expand EDP.

**SECTION – B**

**(5 X 5 = 25 MARKS)**

**ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K3)**

11. a) State the objectives of a business.

**(OR)**

- b) Describe the various factors influencing the size of business units.

12. a) Write a short note on (i) Bank credit (ii) Trade Credit

**(OR)**

- b) List the sources of finance.

13. a) Mention the different types of orders in stock exchanges.

(OR)

- b) Discuss the concept of Dematerialisation.

14. a) Write in detail about the maintenance of records.

(OR)

- b) Differentiate between filing and indexing.

15. a) Write an essay about Data Processing Systems.

(OR)

- b) What are the essential types of office equipment?

**SECTION – C**

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

**ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.(K4 (Or) K5)**

16. a) Explain the nature and scope of the business.

(OR)

- b) Describe the requisites of a modern business.

17. a) State the merits and demerits of a company form of organization.

(OR)

- b) Enumerate the factors influencing the location of industries.

18. a) Briefly explain the powers of SEBI.

(OR)

- b) Elaborate the procedure for the purchase and sale of dematerialized securities.

19. a) Discuss the different types of layouts.

(OR)

- b) Highlight the importance of form management.

20. a) Pen down the role of EDP in office management.

(OR)

- b) Point out the uses and limitations of EDP.

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