

(FOR THE CANDIDATES ADMITTED

DURING THE ACADEMIC YEAR 20

ONLY

23UBP2A1

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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