

(FOR THE CANDIDATES ADMITTED  
DURING THE ACADEMIC YEAR 2023 ONLY)

23UCC3A2

REG.NO. :

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

**END-OF-SEMESTER EXAMINATIONS: NOVEMBER-2024**

**COURSE NAME: B. Com- (CA)**

**MAXIMUM MARKS: 75**

**SEMESTER: III**

**TIME: 3 HOURS**

**PART – III**

**BUSINESS ORGANIZATION AND OFFICE MANAGEMENT**

**SECTION – A**

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

**ANSWER THE FOLLOWING QUESTIONS.**

**K1**

**MULTIPLE CHOICE QUESTIONS.**

1. Which is not an office tool?

- a) Paper puncher      b) Scanner      c) Furniture      d) Credit card

2. Who is responsible for office management?

- a) Receptionist      b) Managing Director      c) Office manager      d) Section Officer

3. \_\_\_\_\_ is the ultimate aim of every business.

- a) Service      b) Profit      c) Goodwill      d) Fame

4. The liability of a sole proprietorship is \_\_\_\_\_.

- a) Limited      b) Unlimited      c) Minimum      d) Maximum

5. The primary aim of business is \_\_\_\_\_.

- a) To earn profit      b) To help employees      c) To help society      d) None of these

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

**K2**

6. What is it meaning in business?

7. Who is sole trader?

8. The partnership act\_\_\_\_\_.

9. Give a short note on office environment.

10. What is office layout?

**SECTION – B**

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

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

11. a) What are the objectives of business?

**(OR)**

b) Discuss the requisites of a successful business.

**(CONTD.....2)**

12. a) What is partnership? Explain the essential of partnership.

**(OR)**

- b) State the principles of Co – Operative Society.

13. a) Explain the various features of rationalization.

**(OR)**

- b) Discuss in details about the new industry policy.

14. a) Describe the elements of office management.

**(OR)**

- b) State the qualities of office manager.

15. a) List out the various principles of office layout.

**(OR)**

- b) Explain the concept of office environment

**SECTION – C**

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

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

**(K4 & K5)**

16. a) Discuss in details about the Characteristics of business.

**(OR)**

- b) State the Scope of Business.

17. a) Explain the various forms of business organization.

**(OR)**

- b) List out the features of Joint Stock Company.

18. a) What is rationalization? Explain the types of rationalization.

**(OR)**

- b) Analyse the factors which influence the social responsibilities of business firm.

19. a) What do you mean by office? State the elements of office management

**(OR)**

- b) Describe the principles of organization.

20. a) Explain the major factors of office accommodation.

**(OR)**

- b) List out the significance of office layout.

\*\*\*\*\*