

**(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.
