

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

END-OF-SEMESTER EXAMINATIONS: JULY-2022

UG DEGREE PROGRAMMES (AIDED)

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. Which one of the following is not a function of office management?

a) Financing b) Planning c) Directing d) Organising

2. Recently the term _____ has gained a wider currency in scientific office management.

a) Office management b) Information Management
c) Administrative office management d) Scientific office management

3. Pick out the odd one: Security equipment _____.

a) CCTV Cameras b) Spy pen Camera
c) LPG-Cylinders d) Fire Alarm system

4. Choose the wrong one: _____.

a) Black Berry b) Wi-Fi c) Blu-ray Disc d) Mouse

5. A Report is a summary of _____.

a) Information b) Communication c) Policy d) Data

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES

(K2)

6. Explain – ‘An office’.

7. Define – ‘Scientific Management’.

8. Indicate two types of lighting system in an office.

9. Explain Wi-Fi Technology.

10. Explain ‘Précis writing’.

SECTION – B

(5 X 8 = 40 MARKS)

ANSWER ANY FIVE QUESTIONS OUT OF THE EIGHT QUESTIONS. (K3)

11. Point out various duties and responsibilities of an office manager.

12. Assume – ‘The aims of Scientific Management’.

13. Ventilation in the office refers to the supply of clean and fresh air in the right amount, at the right temperature and of the right humidity’ - Discuss

14. Discuss – ‘Latest innovations in office communication’.

15. List the types of Reports.

16. Mention ‘The Ten Commandments’ that will help office managers bring change.

17. Point out various facilities available in an Airport office.

18. Discuss – various scientific communication facilities avail in this Globe.