Reg.No. \_\_\_\_\_\_\_\_\_\_\_\_

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**End Semester Examination – Nov/Dec – 2018**

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| **Code:** | **17BC2002** | **Duration :** | **3hrs** |
| **Sub. Name :** | **BUSINESS ORGANIZATION AND OFFICE MANAGEMENT** | **Max. marks :** | **100** |

**ANSWER ALL QUESTIONS (5 x 20 = 100 Marks)**

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| **Q. No.** | **Sub Div.** | **Questions** | **Course**  **Outcome** | **Marks** |
| 1. | a. | What are the various forms of business organization? Explain the features,pros and cons of a Sole Proprietorship firm. | CO1 | 10 |
| b. | What are the salient features of a Partnership firm? | CO1 | 5 |
| c. | What are the kinds of partners identified for a partnership firm? | CO1 | 5 |
| (OR) | | | | |
| 2. | a. | What are the relevant features of a Company? Discuss any three forms of Companies. | CO1 | 10 |
| b. | Elaborate on the different types of cooperative and also state how one can register a new Cooperative Organization | CO1 | 10 |
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| 3. | a. | Elucidate on the various factors that influence the location of a business enterprise. | CO1 | 7 |
| b. | Name the sources of finance that can be availed to start a business and also state the time periods of finance offered. | CO2 | 5 |
| c. | Briefly explain the following i)Rights Share ii) cumulative preference share iii) Government Securities and iv) Security Receipt | CO2 | 8 |
| (OR) | | | | |
| 4. | a. | Give five merits and demerits of shares. | CO2 | 5 |
| b. | State any five differences between shares and debentures | CO2 | 5 |
| c. | Quote the merits and demerits of trade credit | CO2 | 5 |
| d. | Explain any five the benefits of i) public deposits and ii) debentures | CO2 | 5 |
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| 5. | a. | Discuss the salient features of a Stock exchange and also state the function of a stock exchange. | CO2 | 10 |
| b. | What is Demat of Share? Explain the procedure for trading in shares. | CO2 | 10 |
| (OR) | | | | |
| 6. | a. | Discuss the role, objectives and organizational structure of Securities Exchange Board of India. | CO1 | 7 |
| b. | Why do you require a demat account? Explain the procedure for opening a demat account? | CO1 | 7 |
| c. | What is a Trade Association? Discuss the objectives and functions of a Trade Association. | CO1 | 6 |
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| 7. | a. | Explain the role and functions of Chamber of Commerce. Quote at least two chamber of commerce you are familiar with. | CO1 | 10 |
| b. | Define terms Office and Office work. What are the various functions carried out by an office? | CO3 | 10 |
| (OR) | | | | |
| 8. | a. | Discuss the principles of Office accommodation and Office environment. | CO3 | 7 |
| b. | Write about the importance of i) Office ventilation and ii) Office furniture. | CO3 | 7 |
| c. | Briefly state the use of filing and indexing. | CO3 | 6 |
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|  | | **Compulsory**: |  |  |
| 9. | a. | Write a note of Data Processing system and the use of having EDP in an Office. | CO3 | 10 |
| b. | Elaborate on the three important functions carried out by Securities Exchange board of India( SEBI). | CO1 | 10 |