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

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

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| **Code:** | **18PA2002** | **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 Cooperative firm. | CO1 | 10 |
| b. | Spell any five merits and demerits of a cooperative firm. | CO1 | 5 |
| c. | What are the features of a joint stock Company? | CO1 | 5 |
| (OR) | | | | |
| 2. | a. | Discuss any three forms of Companies. | CO1 | 10 |
| b. | Examine the various types of partners, one can have in a partnership firm. State at least five advantages of partnership firm. | CO1 | 10 |
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| 3. | a. | Critically evaluate the use of debentures for raising funds for an organization. | CO1 | 10 |
| b. | Examine any five classifications of shares. State the advantage of obtaining funds through equity shares. | CO2 | 10 |
| (OR) | | | | |
| 4. | a. | Critically evaluate the merits and demerits of public deposits. | CO2 | 10 |
| b. | Discuss the following i) Bonus shares ii) Convertible debentures  iii) trade deposit. | CO2 | 10 |
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| 5. | a. | What is a Stock Exchange? Comment on the features of a Stock Exchange? | CO2 | 10 |
| b. | What is meant by dematerialization? Write the benefits of having a demataccount ? How can you convert physical form of shares into electronic form? | CO2 | 10 |
| (OR) | | | | |
| 6. | a. | Examine the process of opening a demat account and starting trading of shares in your account. | CO2 | 10 |
| b. | Elaborate on the role, objective and function of a Trade Association. Quote at least three trade associations you are familiar with. | CO2 | 10 |
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| 7. | a. | Examine the functions of an Office and also comment on the activities carried out by an Office. | CO1 | 10 |
| b. | What do you understand by the term Office accommodation? Examine the need and importance of Office accommodation. | CO3 | 10 |
| (OR) | | | | |
| 8. | a. | Discuss the factors involved in selecting office machines. What are miscellaneous machines? Quote three examples of Office machines. | CO3 | 10 |
| b. | Give the classification of Records maintained in an office. Give a note on modern filing methods. | CO3 | 10 |
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|  | | **Compulsory:** |  |  |
| 9. | a. | Give a detailed note on i) indexing ii) stationary control iii) method of purchasing items for an office. | CO3 | 10 |
| b. | What type of furnitures are used in an office and examine the factors that influence the right number and type of furniture required for an office. | CO3 | 10 |