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



**End Semester Examination – Nov / Dec – 2019**

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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. | Explain the nature and scope of business organization. | CO1 | 10 |
| b. | Explain the structure of Co-operative societies and also state how one can register a new Co-operative organization. | CO2 | 10 |
| **(OR)** | | | | |
| 2. | a. | Elucidate the various factors that influence the location of a business enterprise. | CO1 | 10 |
| b. | Explain the functions of stock exchanges in India. | CO2 | 10 |
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| 3. | a. | Discuss the advantages and disadvantages of the depository system and suggest measures to overcome them. | CO2 | 10 |
| b. | Explain the salient features of SEBI (Depository and participants) Regulation Act. | CO2 | 10 |
| **(OR)** | | | | |
| 4. | a. | Explain in detail the regulatory powers of SEBI. | CO2 | 10 |
| b. | Evaluate the use and limitation of EDP for an office. | CO2 | 10 |
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| 5. | a. | Explain in details the long term sources of mobilizing capital in India. | CO3 | 10 |
| b. | Write short notes on;  i) Debentures ii) Shares iii) Bank credit iv) Public Deposit | CO2 | 10 |
| **(OR)** | | | | |
| 6. | a. | Discuss the various functions performed by an Office management. | CO2 | 10 |
| b. | Elaborate the various factors taken into consideration while ordering furniture for an office. | CO2 | 10 |
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| 7. | a. | Give a note on various types of debentures a company can issue to public. | CO1 | 10 |
| b. | Explain the sources of finance that can be availed to start a business and also state the time periods of finance offered. | CO2 | 10 |
| **(OR)** | | | | |
| 8. | a. | Examine the need for record management and types of indexing carried out in an office. | CO1 | 10 |
| b. | Explain the following:  i) public enterprise ii) private enterprise iii) partner by Estoppel | CO2 | 10 |
|  | | **Compulsory**: |  |  |
| 9. | a. | Write note of data processing system and the use of having EDP in an office. | CO1 | 10 |
| b. | Elucidate the important principles of Office accommodation and office environment. | CO2 | 5 |
| c. | “Modern tendency is to adopt open office instead of accommodating sections of departments in separate apartments”. Enumerate advantages and disadvantages of an open office comparison with separate rooms. | CO4 | 5 |