

INDIRA UNIVERSITY, PUNE

SCHOOL OF COMMERCE & ECONOMICS- BCOM

Backlog Examination (2025 Pattern) April/ May – 2026 - Semester – I

Subject Name: Modern Office Management-I
Subject Code: 25COM141T

Max. Marks: 50
Time: 2:30 Hours

Instructions

- All Questions are compulsory
- Use Appropriate schedule and diagram as necessary

CO #	Cognitive Ability	Course Outcome
CO1	Remember	Define the key concepts, nature, and functions of management.
CO2	Understand	Explain management theories, principles, and contributions of key management thinkers.
CO3	Apply	Demonstrate an understanding of management functions like planning, decision-making, organizing, and controlling.
CO4	Analyse	Comprehend latest trends in management, such as CSR, crisis management, and technology integration and management practices in MNCs.

Q1.	MCQs 1. "Workflow in a modern office refers to": a) Movement of employees b) Sequence of tasks and processes c) Arrangement of furniture d) Filing of documents 2. "Which factor does NOT affect office location selection"? a) Accessibility b) Cost of land c) Employee convenience d) Paint Color of walls 3. "Modern office culture emphasizes": a) Hierarchical communication only b) Collaboration, efficiency, and technology use c) Manual record keeping d) Paper-based decision making 4. "Standard Operating Procedures (SOPs) are defined as": a) Random instructions b) Detailed written steps for routine tasks c) Informal guidelines d) Employee opinions	(6 Marks)	CO 1
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	5. Measurement of work thus concerns itself with the a) Quality b) Status c) remuneration d) competition 6. "Private offices are mainly needed for": a) Confidential work and privacy b) Group discussions c) Open collaboration d) Recreational activities	
Q2.	Explain the concept of office automation. Discuss the key characteristics of an office automation system with suitable examples. (8 Marks)	CO3
Q3.	Attempt any one from the following questions. (12 Marks) - Describe the obstacles organizations face when implementing office automation systems. How can management overcome these challenges? - Explain the need for mechanization and automation in offices. How does it support decision-making and reduce errors?	CO2
Q. 4.	Attempt any one from the following questions. (12 Marks) - Critically analyze the types of standards used in office work. Which type is most effective in modern digital offices? - Analyze the objectives of standardization in office work. Which objective do you think has the greatest impact on productivity, and why?	CO4
Q.5.	Attempt any one from the following questions. (12 Marks) - Apply the concept of SOPs to create a step-by-step procedure for managing incoming emails in an office. - How office manuals help in training new employees. Explain with suitable example	CO3
