

INDIRA UNIVERSITY, PUNE

SCHOOL OF COMMERCE & ECONOMICS-BCOM

Term End Examination (2025 Pattern) December – 2025 - Semester – I

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

Max. Marks: 50
Time: 2:30 Hrs.

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.

MCQs	(6 marks)
Q1.	CO 1
1. Mechanization in office work leads to: a) Higher costs only b) Standardization and efficiency c) More manual errors d) Reduced productivity	
2. A Paperless Office is one in which paper has been replaced by equipments. Which is the incorrect option a) electronic, b) digital c) micrographic and micro processing systems d) bullock carts	
3. A communication service must NOT be a) accurate, b) speedy c) economical. d) Vague	
4. Modern office culture emphasizes: a) Hierarchical communication only b) Collaboration, efficiency, and technology use c) Manual record keeping d) Paper-based decision making	

	<p>5. Which of the following is NOT a modern office machine?</p> <p>a) Photocopier b) Cloud server c) Manual ledger d) Printer</p> <p>6. One major advantage of office automation is:</p> <p>a) Increased manual errors b) Reduced efficiency c) Time saving and accuracy d) Higher paperwork</p>	
Q2.	Explain the role of office automation in enhancing communication and workflow. How does it differ from traditional office practices? (8 marks)	CO3
Q3.	<p>Attempt any one from the following questions. (12 marks)</p> <p>1. Describe the obstacles in adopting office automation systems in developing countries. Suggest possible solutions to overcome these challenges.</p> <p style="text-align: center;">OR</p> <p>2. Explain the role of office automation in enhancing organizational communication. How do tools like intranet and Wi-Fi support collaboration?</p>	CO2
Q. 4.	<p>Attempt any one from the following questions. (12 marks)</p> <p>1. Critically analyze the types of standards used in office work. Which type is most effective in modern digital offices?</p> <p style="text-align: center;">OR</p> <p>2. Break down the areas of office standardization (filing, correspondence, record keeping). How does each area influence accuracy and efficiency?</p>	CO4
Q.5.	<p>Attempt any one from the following questions. (12 marks)</p> <p>1. Explain with a practical example showing how office manuals can reduce confusion in a large organization.</p> <p style="text-align: center;">OR</p> <p>2. Bring out the importance of agenda. Prepare a agenda for a meeting of trustees to discuss on funding of the orphanage activity. Also prepare the minutes of the meeting.</p>	CO3
