**MODEL QUE PAPER**

**C-112 – BUSINESS ORGANISATION AND OFFICE MANAGEMENT**

**TIME: 03 HOURS MAX.MARKS: 90**

**GROUP A: Answer any three questions.**

Q.1 What is Business Organization? State the different types of Business Organization. Explain the relevance of sole proprietorship organization in a liberalization era.

Q.2 Define stock exchange and list out the number of stock exchanges in India. Explain the role of Jobbers and Hoppers in the stock market.

Q.3 Explain briefly the various functions of management.

Q.4 Briefly explain the objectives of office layout and state the principles of office layout.

Q.5 What is business combination? Explain the different types of business combination.

**GROUP B: Answer any three questions.**

Q.6 What are the essential features of co-operative societies?

Q.7 Explain the different stages of formation of Joint Stock Company.

Q.8 What is a partnership? Explain the different contents of partnership deed.

Q.9 Explain briefly the various modern office appliances.

Q.10 What are different public utilities? Explain the main features of public utilities.

**GROUP C: Answer any three questions.**

Q.11 Privatization is a myth or curse. Explain.

Q.12 Write note on prospectus.

Q.13 Write note on sleeping partner.

Q.14 State the good qualities of a leader.

Q.15 Write note on office lighting.

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