First Year B.B.M Degree Examinations

October / November 2014

(Directorate of Distance Education)

COMMERCE

DBA 230: BUSINESS ORGANISATION AND OFFICE MANAGEMENT

Time: 3hrs.] *[Max. Marks: 70/80*

Instructions to candidates:
«zÁ¸ÀªÀðUÀ½UÉ ¸ÀÆZÀ£ÀUÀ¼À:

1. *Students who have attended 30 Marks Internal Assessment scheme will have to answer for total of 70 Marks.*
   30 CAPUÀ¼ DAvÀjPÀ ¥ÀæwAiÀÄ ¸ÀrAiÀÄ°è §gÀªÀ «zÁ¸ÀªÀðUÀ¼À 70 CAPUÀ¼ ¥ÀæªÀÄUÀ½UÉ Gvj¸À¨ÃÃPÀ.

2. *Students who have attended 20 Marks Internal Assessment scheme will have to answer for total of 80 Marks.*
   20 CAPUÀ¼ DAvÀjPÀ ¥ÀæwAiÀÄ ¸ÀrAiÀÄ°è §gÀªÀ «zÁ¸ÀªÀðUÀ¼À 80 CAPUÀ¼ ¥ÀæªÀÄUÀ½UÉ Gvj¸À¨ÃÃPÀ.

SECTION – A
«¨ÁÚ - J

I. Answer any TWO of the following questions. 5 marks each : 2 x 5 = 10 Marks
AiiÁªÀ¸ÀzÁzÀgÀÆ JgqÀ ¥ÀæªÀÄUÀ½UÉ Gvj¹j. ¸À¯ÁÀ 5 CAPUÀ¼À:

1. Write a note on Business.
ªÀåªÀºÁgÀ §UÉÎ n¥ÀtÂ §gÀ¨ÁÀj.

2. State any five features of sole proprietorship.
KPªÀåQÌ ªÀÄ¸À¥ÁgÀ AiiÁªÀ¸ÀzÁzÀgÀÆ ¸ÀzÀ¯ÁÀ ®PÀtUÀ¼À£ÀÄß w½¹j.

3. Write a note on Record Management.
zÁR¯ÁªÀðºÀuÉ §UÉÎ n¥ÀtÂ §gÀ¨ÁÀj.

4. State different types of Indexing.
««zÀ §UÀAiÀÄ ¸ÀÆaÃPÀ PªÀÄUÀ¼À£ÀÄß w½¹j.

SECTION – B
«¨ÁÚ - ©

II. Answer any THREE of the following questions. 10 marks each: 3 x 10 = 30 Marks
AiiÁªÀ¸ÀzÁzÀgÀÆ ªÀÄÆgÀÄ ¥ÀæªÀÄUÀ½UÉ Gvj¹j. ¸À¯ÁÀ 10 CAPUÀ¼À:

5. Define Business Environment. Explain its characteristics.
ªÀåªÀºÁjPÀ ¥ÀjÃ¸À ªÀÄ¸ÀÄ¤¹. CzÀgÀ UÀtÂ®PÀtUÀ¼À£ÀÄß «ªÀj¹.

6. What is Chamber of Commerce? Explain its functions.
ªÁºÀtÂdÄ ªÀÄAq½UÀ¼ÀzÀgÀ£ÀÄ? CzÀgÀ PÁAiÀÄðUÀ¼À£ÀÄß «ªÀj¹.

Contd……2

7. What is Office Layout? Explain the objectives of Office Layout.
PbÃj ¯ÃOmï JAzgÃ£Ä? PbÃj ¯ÃOmï GzÁÃ±U¼£Ä «ªj¹.

8. What do you mean by Filing? What are the essentials of good filing?
z¥jÃPgt JAzgÃ£Ä? GvªÄ z¥jÃPgtz ªÄÄRÁ ®PtU¼ÁªÄªÁ?

9. What is Report? Explain essentials of a good report.
ªg¢ JAzgÃ£Ä? MAzÄ GvªÄ ªg¢AiÄ CA±U¼£Ä «ªj¹.

SECTION – C
«¨ÁU - ¹

III. ***Answer any TWO of the following questions. 15 marks each:*** 2 x 15 = 30 Marks
AiiÁªÁzÁzgÆ JgqÄ ¥±ÁU½U Gvj¹. v¯Á 15 CAPU¼Ä:

10. What is Joint Stock Company? Explain its merits and demerits.
PÆqÄ §AqªÁ¼ ¸A¸Á JAzgÃ£Ä? Ezg C£ÄPÆ® ªÄvÄ C£Ä£ÄPÆ®U¼£Ä «ªj¹.

11. Define Office Environment. Briefly explain functions and duties of Office Manager.
PbÃj ªÁvÁªgtª£Ä ªÄSÁ¤¹. PbÃj ªÁª¸ÁÁ¥P£ PÁAiÄð ªÄvÄ Pvðª¸U¼£Ä ¸AQ¥ªÁV «ªj¹.

12. What is Business Combination? Explain the causes for business combinations.
ª¸ªºÁg ¸AAiÆÃd£ JAzgÃ£Ä? ª¸ªºÁg ¸AAiÆÃd£AiÄ PÁgtU¼£Ä «ªj¹.

13. What is an Office? Describe the functions of an office.
PbÃj JAzgÃ£Ä? PbÃjAiÄ PÁAiÄðU¼£Ä «ªj¹.

SECTION – D
«¨ÁU – r

Note: Compulsory question for 80 marks scheme only
¸ÆZ£U¼Ä: 80 CAPU¼ ¥±Á ¥wPU EgÄª PqÁAiÄ ¥±ÁU¼Ä

Answer any ONE of the following question, 10 marks each: 1 x 10 = 10 Marks
AiiÁªÁzÁzgÆ MAzÄ ¥±ÁU Gvj¹, v¯Á 10 CAPU¼Ä:

14. What do you mean by Office Organisation? Explain its principles.
PbÃj ¸AWl£ JAzgÃ£Ä? Ezg vvU¼£Ä «ªj¹.

15. Define Partnership. Briefly discuss its advantages and disadvantages.
¥Á®ÄzÁjP ¸A¸ÁAiÄ£Ä ªÄSÁ¤¹. Ezg C£ÄPÆ® ªÄvÄ C£Ä£ÄPÆ®U¼£Ä ¸AQ¥ªÁV «ªj¹.

* * * * * * *