

## First Year B.Com. Degree Examinations

October/November 2014

Directorate of Distance Education

COMMERCE

**(DCA220) Paper: Business Organisation and Office Management**

Time: 3 hrs]

[Max.Marks: 70/80

*Instructions to Candidates:*

1. Students who have attended 30 Marks. IA Scheme will have to answer for total of 70 Marks.  
30 CAPUMÁ DAVj PÁ ¥zWAIÁ°è SgÁªÁ «zÁyÖUMÁ 70 CAPUMÁ ¥BUBUÉ Gvj ,ÁªzÁ.
2. Students who have attended 20 Marks. IA Scheme will have to answer for total of 80 Marks.  
20 CAPUMÁ DAVj PÁ ¥zWAIÁ°è SgÁªÁ «zÁyÖUMÁ 80 CAPUMÁ ¥BUBUÉ Gvj ,ÁªzÁ.
3. Note: Q. No. (18 or 19) in Section-D is compulsory for 80 Marks Scheme only.  
80 CAPUMÁ 1Á«ÁEPj UE «ÁUA-r EP gÁªÁ ¥BUBUÉ ,ASÍ 18 CXpÁ 19 PqÁÁÁ.

**SECTION – A** «ÁUA – J

**I. Answer any TWO questions. 5 Marks each.** 2 X 5 = 10  
AiÁªÁzÁzjKE JgbÁ ¥BUBUÉ Gvj 1. vÁ Á 5 CAPUMÁ.

1. Explain the importance of co-operative society.  
PÁPgÁ ,AWUMÁªÁ°MPÉAB «ªj 1j .
2. Write a note on public utility undertakings.  
ÁªDdªPA ,ÁªÁ ,A ,UMÁ SUE MAZÁ n¥ÁÁ Sgf-Áj .
3. State the different types of partnership. Explain briefly.  
¥ÁªUAj PPAÁª «zÁªzUMÉAB w½¹. ,AOªPÁV «ªj 1.
4. What is office layout? State its objectives.  
PbÁj «EÁªÁ JAZjÁEÁ? CzjÁ GzÁªUMÁªÁ
5. Write a note on office environment.  
PbÁj ¥j ,jzÁ SUE MAZÁ n¥ÁÁ Sgf-Áj

**SECTION – B** «ÁUA – ©

**II. Answer any THREE questions. 10 Marks each.** 3 X 10 = 30  
AiÁªÁzÁzjKEªÁEgÁ ¥BUBUÉ Gvj 1. vÁ Á 10 CAPUMÁ.

6. Explain the advantages and disadvantages of public enterprises.  
ÁªDdªPA ,A ,PAÁ CÉAPEªÁÁVÁUCEÁAPEªUMÉAB «ªj 1.

Contd... 2

- 7. Define Joint Stock Company. Explain the features of Joint Stock Company.  
 „AAIAAPPI SAQP AIA „A „BAIAEAB aAA SAa 1j. EzgA ®Ptt UMkEAB «aj 1j.
- 8. What are the characteristics of Stock Exchange?  
 mAga «aa AIA a IAgaPMAIA ®Ptt UMA AIAA aA A?
- 9. Explain the objectives of co-operative society.  
 „P PAJ „AWUMA GZAA+UMkEAB «aj 1j.
- 10. Write about merits and demerits of privatisation.  
 SA „NAPbt zA CEAPKE® a AVAU CEAEAPKE®UMkEAB Sgf-Aj.

SECTION – C «AAUA– 1

III. Answer any TWO questions. 15 Marks each. 2 X 15 = 30  
 AIAA aAZAzgKE JgbA ¥BUBUE GvJ 1. vA A 15 CAPUMA.

- 11. Briefly explain the nature, scope and importance of business organisation.  
 aAAyAj „AWIA EAIA Eba a NPAlA „gKEyA aAA; U a AVAU aA OMP EAB „AQOP AV «aj 1j.
- 12. What are the factors that should be taken into consideration for office location.  
 PbaJ AIA „BA a PA+UMkEAB DAItI a IAQA aP e ¥J UrtA „A CA+UMkA aA A?
- 13. Explain the merits and demerits of mechanisation.  
 aBPAEE „AmEt CEAPKE® a AVAU CEAEAPKE®UMkEAB «aj 1j.
- 14. What is business combination? Explain the merits and demerits of business combination.  
 aAAyAgA „AAIEAdEE JAzbAEa? aAAyAgA „AAIEAdEAIA CEAPKE® a AVAU CEAEAPKE®UMkEAB «aj 1j.

SECTION – D «AAUA– r

Note:- Compulsory question for 80 Marks scheme.  
 „KEZEE- 80 CAPUMA ¥BUBUE Ega a PbaAIA ¥BUBUA.

Answer any ONE of the following questions. 10 Marks each. 1 X 10 = 10  
 AIAA aAZAzgKE MAZA ¥BUBUE GvJ 1. vA A 10 CAPUMA.

- 15. What are the different types of business combination? Explain.  
 aAAyAgA „AAIEAdEAIA «zAj AwUMkA aA A? «aj 1j.
- 16. Office is to business, than what main spring is to watch. Discuss.  
 Ut AIAAgPE a ARa a AAIAI OAVZAIIEA OAUe a P P AgPE PbaJ AIAAVgAVZE Zba 1j.

\*\*\*\*\*