

SEAT No. _____

No. of printed pages : 02

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() SARDAR PATEL UNIVERSITY
B.COM. EXAMINATION, II SEMESTER
FRIDAY, DATE: 07-04-2017

Session Morning, Time: 10.00 A.M. to 12.00 P.M.

Subject/Course Code: UB02CCOM05

Subject/Course Title: Office Management And Commercial Services

Total Weightage/Marks: 60

NOTE: 1) All questions have internal choices.

2) Figures to the right indicate full marks of the question.

Q.1 Discuss the importance and functions of office. (15)

OR

Q.1 (A) What are the factors affecting the layout of the office. (8)

(B) What is the filing? State characteristics of ideal filing. (7)

Q.2 What is mean by commercial bank? Explain its various functions. (15)

OR

Q.2 Discuss the Role of Bank in modern economy. (15)

Q.3 What is insurance? Discuss the various type of insurance. (15)

OR

Q.3 (A) Discuss the principal and process of insurance. (8)

(B) What are the factors affecting for the choice of "Modes of transportation"? (7)

Q.4 Define company secretary and state the qualities and qualifications of company secretary. (15)

OR

Q.4 Discuss the functions of company secretary in detail. (15)

(P.T.O.)

BEST OF LUCK