

Total No. of Questions : 5]

SEAT No. :

P952

[Total No. of Pages : 3

[4863] - 1006

F.Y.B.Com.

**Organisational Skills Development
(2013 Pattern)**

Time : 3 Hours]

[Max. Marks : 80

Instructions to the candidates:

- 1) *All questions are compulsory.*
- 2) *Figures to the right indicate full marks.*

Q1) Define office organisation. Explain the principles of office organisation. [16]

Q2) What do you mean by an office? Explain the various functions of modern office. [16]

OR

Define Time management. Explain the principles of Time Management.

Q3) a) Explain the procedure for Incoming mail. [8]

b) Explain the contents of webpage. [8]

OR

a) State the methods of classification of files. [8]

b) State the utility of digitilisation of Records. [8]

Q4) State the objectives of public relation. Explain the modern methods of public relation. [16]

Q5) Write short notes : (Any Two) [16]

- a) Video conferencing.
- b) Importance of Internal Communication.
- c) Use of modern appliances in the office.
- d) Accounting packages



P.T.O.