1117A/1117B (USEOM / USEGI)

[24-HKUD1SN-24J (M2)]

BA 1st Semester (NEP) Exam. 2024 (S2)

(*Office Management / Introduction to Geo-informatics*)

[UG, SEOM, S1-01 / UG, SEGI, S1-01]

Full Marks : 70

Time : 3 hours

The figures in the right-hand margin indicate marks.

1117A (USEOM)

(*Office Management*)

[UG, SEOM, S1-01]

1. Answer any *five* from the following questions (each in around 50 words) : $2 \times 5 = 10$

   (*a*) Define office.

   (*b*) What is 'Feed forward control' ?

   (*c*) State two components which influences office environment.

   (*d*) State two advantages of centralisation of office work.

   (*e*) State two advantages of functional organisation.

   (*f*) Define communication.

2. Answer any *six* from the following questions (each in around 120 words) : $4 \times 6 = 24$

   (*a*) Discuss different types of office stationary required in an organisation.

   (*b*) Discuss the basic functions of an office.

   (*c*) Discuss any two administrative functions of an office. 2+2 = 4

(*d*) Discuss how office environment influences at work.

(*e*) Discuss two merits and two demerits of departmentation of organisation on the basis of product. 2+2 = 4

(*f*) Write a brief note on 'Committee Organisation'.

(*g*) Discuss the qualities of a good office manager.

3. Answer any *six* from the following questions (each in around 200 words) : 6 × 6 = 36

(*a*) Why selection of location and layout in an office is important ? Discuss different types of office layout.

(*b*) Write a brief note on uses and abuses of labour saving appliances. 3+3 = 6

(*c*) Discuss briefly the process of communication.

(*d*) Discuss briefly the modern methods of filing.

(*e*) Discuss different types of Flow Process Charts.

(*f*) Discuss the centralisation and decentralisation of services in an office, stating its advantages. 3+3 = 6

(*g*) Discuss the 'Line and Staff' organisational structure. State the advantages of this structure.

1117B (USEGI)

(Introduction to Geo-informatics)

[UG, SEGI, S1-01]

1. Answer any *five* from the following questions (each in around 50 words) : $2 \times 5 = 10$

(*a*) What is the significance of International Terrestrial Reference system (ITRF) in GIS ?

(*b*) Write two important properties of vector data.

(*c*) What are the various segments of GPS ?

(*d*) Name the various types of remote sensing techniques.

(*e*) What are the sources of open source Digital Elevation Model (DEM) data ?

(*f*) What is analytic hierarchy process (AHP) ?

2. Answer any *six* from the following questions (each in around 120 words) : $4 \times 6 = 24$

(*a*) What are the basic properties of a map ?

(*b*) Discuss the various datatypes used in GIS.

(*c*) Highlight some of the location based services provided by GNSS.

(*d*) Describe the nature of any two sensors used by the Indian Remote Sensing Satellite systems.

(*e*) What are the advantages of using open source data in Geoinformatics ?

(*f*) Explain the role of Geoinformatics in monitoring and evaluation of developmental projects.

(*g*) How GIS can be used as decision support system ?

3. Answer any *six* from the following questions (each in around 200 words) : $6 \times 6 = 36$

(*a*) Define map and mention the present day significance of maps.

(*b*) Write briefly on the contemporary development of GIS in terms of its increasing functionality.

(*c*) Mention the basic working principles of GNSS.

(*d*) Focus on the basic applications of ISRO Bhuvan.

(*e*) What is remote sensing ? Mention the basic elements of interpretation of remote sensing images.

(*f*) Describe how Geoinformatics help in disaster management.

(*g*) What are the advantages and constraints in using open source GIS software ? Make a special reference to QGIS in this context.
