

(Following Paper ID and Roll No. to be filled in your Answer Book)

PAPER ID : 8563 Roll No. _____

B. Arch. (MGT)
(SEM. X) EXAMINATION, 2006-07
OFFICE DESIGN MANAGEMENT

Time : 3 Hours]

[Total Marks : 50

- Notes :* (1) Attempt any **five** questions.
(2) All questions carry **equal** marks.

1. Explain difference in procedure of operations of public sector organization, private organization and government organization.
2. Write short notes on:
 - (a) Liaison work
 - (b) Office Registration
 - (c) Appointment
 - (d) Service Contract
 - (e) Completion of work
3. Explain different types of tax liabilities attached with an office organization.
4. What is the need of documentation and filing of different data as required in an Architect's office?

5. What could be different hierarchical positions required in an office organization ? Explain procedure adopted for recruitment of eligible staff to these positions.
 6. What are different types of partnership in a firm? How could it be formed and regulated over a period of time?
 7. What are different types of background works and preparations one should do to handle the office clients.?
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