

A-0829

Total Pages : 3

Roll No.

CVEOM-101

Application of E-Office Management Tools Examination 2026 (Feb.)

Time: 02:00 hrs

Max. Marks: 100

Note : This paper is of Hundred (100) marks divided in to two (02) Section A and B. Attempt the questions contained in these sections according to the detailed instructions given therein. *Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.*

Section-“A”

(Long Answer - type Questions)

Note:- Section ‘A’ contains Five (05) long-answer-type questions of twenty six (26) marks each. Learners are required to answer any two (02) questions only.

(2x26=52)

P.T.O

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1. Define the role of Internet in offices, and also explain its major applications in office management.
2. Briefly describe the uses of following tools in an office- (i) Google Slides (ii) Google Drive (iii) Google Forms.
3. How do prepare a notice and agenda of a meeting? Also explain the process of preparing minutes of a meeting and the confirmation of minutes with suitable example.
4. What do you understand by Management Information System? Discuss the role of information in decision-making in organizations.
5. Describe the procedure for seeking information under the RTI Act. Write a sample draft of RTI application for getting your desired information.

Section-“B”

(Short -answer - type questions)

Note:- Section ‘B’ contains eight (08) short-answer type questions of twelve (12) marks each. Learners are required to answer any Four (04) questions only.

(4x12=48)

1. Discuss the principles of management and their application in office management.
2. Describe the system of handling incoming and outgoing mail in an office.
3. Describe the steps to create and use Google Docs for office documentation.
4. Explain how Google Sheets can be used for maintaining officer records.
5. Explain the needs of data security in offices and measures to protect data.
6. Briefly explain different types of electronic payment systems used in India.
7. Explain the meaning of an office and discuss its importance in a modern organization.
8. List the challenges of e-governance in India.
