



Dr.G.R.Damodaran College of Science

(Autonomous, affiliated to the Bharathiar University, recognized by the UGC) Re-accredited at the 'A' Grade Level by the NAAC and ISO 9001:2008 Certified CRISL rated 'A' (TN) for MBA and MIB Programmes

I B.Com(CA) [2017-2020]

Semester I

Allied: Business organisation and Office management – 103D

Multiple Choice Questions.

1. Business means _____.

- A. commerce.
- B. industry and commerce.
- C. trade and commerce.
- D. selling and buying of goods.

ANSWER: B

2. Which of the following is not an economic activity?

- A. A doctor practicing.
- B. A lawyer practicing law.
- C. A professional cricketer playing cricket.
- D. A student playing cricket.

ANSWER: D

3. The moral beliefs held by an individual

- A. Values
- B. Rights
- C. Duties
- D. Personal

ANSWER: A

4. Which of the following is an extractive industry?

- A. Cattle breeding.
- B. Forest cultivation.
- C. Hunting.
- D. Flour mills.

ANSWER: C

5. Ethics is derived from the Greek word

- A. ethos
- B. etho
- C. ethic
- D. ethical

ANSWER: A

6. A valid definition of a business purpose is to _____.
- A. create a customer.
 - B. maximize profits.
 - C. serve the society.
 - D. increase the wealth of the firm.

ANSWER: A

7. Sole-trade organization is also called as _____.
- A. individual proprietorship.
 - B. Partnership.
 - C. joint stock company.
 - D. co-operative society.

ANSWER: A

8. The interests and rights of customers are given top priority
- A. The Vendor Model
 - B. The Civic Model
 - C. The Austre Model
 - D. The Artistic Model

ANSWER: A

9. In case of minor acting as a partner, his personal properties are ____.
- A. liable for the debts of the firm.
 - B. not liable for the debts of the firm.
 - C. partly liable for the debts of the firm.
 - D. only debts of the firm.

ANSWER: B

10. When will a partnership be dissolved?
- A. In any case of death of any of the partner.
 - B. By mutual consent.
 - C. By insolvency of any of the partner.
 - D. By insanity or madness.

ANSWER: A

11. The oldest form of business organization is _____.
- A. partnership.
 - B. sole proprietorship.
 - C. joint stock company.
 - D. co-operative undertaking.

ANSWER: B

12. The maximum number of partners in a firm carrying on banking business is ____.
- A. 7
 - B. 10
 - C. 50
 - D. 20

ANSWER: B

13. The agreement of partnership _____.

- A. must be oral.
- B. must be in writing.
- C. can be either oral or in writing.
- D. must be in writing on a stamp paper.

ANSWER: C

14. A partner in a firm _____.

- A. cannot transfer his share to an outsider.
- B. can transfer his share to an outsider with the consent of majority partners.
- C. can transfer his share to an outsider without the consent of any other partners.
- D. can transfer his share to an outsider with the consent of all other partners.

ANSWER: A

15. Partnership may come into existence _____.

- A. by the operation of law.
- B. by an express agreement only.
- C. by an express or implied agreement only.
- D. by inheritance of property.

ANSWER: C

16. A manager with a share in the profits _____.

- A. is only a servant of the firm.
- B. becomes a partner by the operation of law.
- C. becomes a partner by implied agreement.
- D. becomes a partner from status.

ANSWER: A

17. Registration of partnership is _____.

- A. optional under Indian partnership act.
- B. compulsory under the Indian partnership act.
- C. compulsory under the income tax act.
- D. compulsory under Indian contract act.

ANSWER: A

18. A nominal partner is _____.

- A. not entitled to share the profits of the concern.
- B. entitled to equal share in the profits unless there is an agreement to any other profit sharing ratio.
- C. not liable for the acts of other partners.
- D. not able to third parties.

ANSWER: A

19. The minimum number of members in a private limited company is ____.

- A. Two
- B. Three
- C. Seven

D. Ten

ANSWER: A

20. A Joint stock company is governed by _____.

- A. Companies Act 1965
- B. Companies Act 1946
- C. Companies Act 1956
- D. Companies Act 1966

ANSWER: C

21. The liability of shareholders of a public company is limited to the _____.

- A. paid up value of shares.
- B. nominal value of shares.
- C. extent of their private assets.
- D. accounts called up.

ANSWER: B

22. The most important advantage of a joint stock company form of business organization is that _____.

- A. the liability of its member is limited.
- B. members can conveniently transfer their shares.
- C. it offers infinite scope for expansion.
- D. it mobilizes vast amount of financial resources.

ANSWER: B

23. A Company is called an artificial person because _____.

- A. it does not have the shape of a natural person.
- B. it cannot be used in the court of law.
- C. it is invisible and intangible.
- D. it exists only in contemplation of law.

ANSWER: C

24. In the co-operative organization, the voting rights of members are _____.

- A. in proportion to the capital paid by each member.
- B. equal, irrespective of amount of capital contribution.
- C. in proportion to the nominal value of capital held by each member.
- D. in proportion to the total finance supplied including the amount of loan by each member.

ANSWER: B

25. Localized materials are available at _____.

- A. all the places.
- B. certain places
- C. central places
- D. local places

ANSWER: B

26. The liability of members of a co-operative society is _____.

- A. limited to the amount of nominal value of capital held.
- B. limited to the amount of paid up value of the capital held.

C. Unlimited.

D. limited or unlimited depending upon what the society has opted for it.

ANSWER: D

27. Membership of a co-operative is _____.

A. compulsory.

B. voluntary.

C. not essential.

D. nominated.

ANSWER: B

28. The minimum number of members for registration of a co-operative society is _____.

A. two

B. seven

C. ten

D. twenty

ANSWER: C

29. Co-operative and public companies are similar in respect of _____.

A. the liability of members.

B. the minimum number of members required for registration.

C. the maximum number of members.

D. method of distribution of profit.

ANSWER: C

30. Which of the following is an example of a company incorporated by a special act of parliament?

A. Delhi cloth and general mills ltd.

B. Tata iron and steel Co. Ltd.

C. Industrial Finance Corporation of India Ltd.

D. Swadesh Cotton Mills Ltd.

ANSWER: C

31. Dividend on preference capital will be paid _____.

A. only when there are profits

B. even if there are no profits.

C. only when directors recommend.

D. only when share holders recommend.

ANSWER: C

32. A public corporation means _____.

A. public company.

B. government company.

C. statutory corporation.

D. department of union government.

ANSWER: C

33. The partnership entity is _____.

A. legal entity.

- B. legal entity and accountable entity.
- C. neither entity nor accountable entity.
- D. group of individuals without legal status.

ANSWER: B

34. Promoter is a person who _____.
- A. takes part in the incorporation of a company .
 - B. is a director.
 - C. is a relative of the managing director.
 - D. works to publicity to the company.

ANSWER: A

35. The minimum number of shareholders in a public limited company is ____.
- A. two
 - B. three
 - C. five
 - D. seven

ANSWER: D

36. The limit for maximum number of members in a public company is restricted to _____.
- A. 2000.
 - B. 5000.
 - C. 10000.
 - D. no limit.

ANSWER: D

37. A private company should have at least _____.
- A. 2 members.
 - B. 7 members.
 - C. 10 members.
 - D. 50 members.

ANSWER: A

38. An association of 25 people not registered under the companies act, but carrying on business, is a/an _____.

- A. partnership.
- B. private company.
- C. public company.
- D. illegal association.

ANSWER: D

39. A partnership firm cannot raise funds through _____.
- A. bank loan.
 - B. partners loan.
 - C. Debentures.
 - D. partners capital.

ANSWER: C

40. Over-capitalization results from ____.
- A. payment of excessive amount for goodwill.
 - B. underestimating the rate of capitalization.
 - C. raising more money than can be profitably used.
 - D. raising only the money.

ANSWER: C

41. Which of the following sources is not use for medium term financing?
- A. Issue of equity shares.
 - B. Issue of debentures.
 - C. Term loans from banks.
 - D. Sale of current asset.

ANSWER: A

42. Which of the following securities is not redeemable?
- A. Equity shares.
 - B. Preference shares.
 - C. Cumulative preference shares.
 - D. Debentures.

ANSWER: A

43. Which of the following securities proves a burden on finances of the company, when company is not earning profits?
- A. Equity shares.
 - B. Preference shares.
 - C. Redeemable preference shares.
 - D. Debentures.

ANSWER: D

44. Preference shares are those which carry preferential right in respect of ____.
- A. dividends.
 - B. repayment of capital.
 - C. both dividend and repayment of capital.
 - D. right to vote on all important motions in AGM.

ANSWER: C

45. Investment in which of the following is most risky?
- A. Equity shares.
 - B. Preference shares.
 - C. Debentures.
 - D. Land.

ANSWER: A

46. A project, which may not add to the existing profits, should be financed by ____.
- A. debentures.
 - B. preference share capital.
 - C. equity capital.
 - D. public deposits.

ANSWER: B

47. The management of the company is entrusted to _____

- A. Promoters
- B. Employees
- C. Share holders
- D. Board of Directors

ANSWER: D

48. _____ is a substitute for a companys signature.

- A. Director signature
- B. Manager Signature
- C. Common Seal
- D. Managing Director Signature

ANSWER: C

49. Debentures cannot be _____.

- A. irredeemable.
- B. participating.
- C. registered.
- D. bearer.

ANSWER: C

50. Control of management of the company mainly vests in _____.

- A. equity shareholders.
- B. preference shareholders.
- C. debenture holders.
- D. share holders.

ANSWER: A

51. Public deposits obtained by a company means _____.

- A. deposits received from government.
- B. deposits received from public at large.
- C. deposits received from stockiest and agent as advance.
- D. deposit received from share holders.

ANSWER: B

52. _____ were the pioneers of the co-operative movement

- A. Blackstone society
- B. Rochdale Society of Equitable Pioneers
- C. Common Purpose Society
- D. Mutual Help Society of Pioneers

ANSWER: B

53. The surplus generated by co-operatives is distributed in the form of _____.

- A. Cash and kind
- B. Dividend and profit
- C. Profit and dividend

D. Dividend and bonus

ANSWER: D

54. Bank overdraft is a good source of finance for _____.

- A. short term.
- B. medium term.
- C. long term.
- D. short and long term.

ANSWER: A

55. The most important economic function of new issue market is to _____.

- A. provide liquidity to securities.
- B. provide facilities for converting saving into investments.
- C. give proper direction to the flow of capital.
- D. give direction.

ANSWER: B

56. New issue market is an integral part of the _____.

- A. stock exchange.
- B. capital market.
- C. stock exchange and capital market.
- D. discount houses.

ANSWER: B

57. Which of the following are components of organized sector of stock exchange?

- A. Commercial banks.
- B. Investors in securities.
- C. Financial institutions like IDBI.
- D. Other financial institutions.

ANSWER: B

58. Which of the following methods is not used for raising capital through the sale of new securities?

- A. By issue of prospectus.
- B. Rights issue.
- C. Stock exchange placing.
- D. Private placing.

ANSWER: C

59. The most common method used for marketing of new securities is _____.

- A. sale of existing shareholders.
- B. stock exchange placing.
- C. direct sale to public through prospectus.
- D. sale to biometers.

ANSWER: C

60. The first stock exchange was set up in India in _____.

- A. Calcutta.
- B. Bombay.

C. New Delhi.

D. Chennai.

ANSWER: B

61. Stock Exchanges in India are under the control of _____.

A. Central Government.

B. C.C.B.

C. R.B.I.

D. Financial Institution.

ANSWER: A

62. A speculator who applies for new share is _____.

A. a stag.

B. middle man.

C. Jobber.

D. lame duck.

ANSWER: A

63. Dealings in stock exchanges can be done by public _____.

A. directly.

B. directly or through brokers.

C. only through brokers.

D. only by corporate houses.

ANSWER: C

64. Members of Bombay stock exchange are unofficially classified into ____.

A. brokers and jobbers.

B. brokers and tarawaniwalas.

C. jobbers and tarawaniwalas.

D. there is no such classification of members of stock exchange.

ANSWER: B

65. Contango charge is paid by _____.

A. bull speculator to bear speculator.

B. bear speculator to bull speculator.

C. lame duck to bull speculator.

D. stag to under writer.

ANSWER: A

66. In India there are _____ recognized stock exchanges at present.

A. fifteen

B. sixteen

C. seventeen

D. twenty one

ANSWER: D

67. Listing of securities in a stock exchange for the purpose of trading indicates that _____.

A. at the time of listing, the company is financially sound.

- B. at the time of listing, the company is legally organized.
- C. the stock exchange guarantees about the financial soundness of the company.
- D. the stock exchange not guarantees about the financial position.

ANSWER: B

68. A firm which outsources its works requires _____.

- A. more employees
- B. less employees
- C. skilled employees
- D. semi-skilled employees

ANSWER: B

69. When a right to purchase securities is acquired it is know as _____.

- A. call option.
- B. put option.
- C. double option.
- D. single option.

ANSWER: B

70. When a right to sell a security is acquired, it is known as _____.

- A. call option.
- B. put option.
- C. double option.
- D. single option.

ANSWER: A

71. Stock exchange deals with the _____.

- A. second hand securities.
- B. issue of equity shares.
- C. issue of preference shares.
- D. issue of debentures.

ANSWER: A

72. Dividend and interest are _____.

- A. synonymous terms.
- B. different from each other.
- C. debited to profit and loss account.
- D. divisible profits.

ANSWER: C

73. Register of member is a _____.

- A. statutory book.
- B. statistical book.
- C. official book.
- D. registered book.

ANSWER: A

74. _____ firm enjoys lowest average cost of production.

- A. Representative
- B. Optimum
- C. Small-scale
- D. Equilibrium

ANSWER: B

75. When did SEBI come into force?

- A. 1992.
- B. 1991.
- C. 1990.
- D. 1993.

ANSWER: A

76. _____ scale firms enjoy economies of scale.

- A. Complex
- B. Medium
- C. Large
- D. Small

ANSWER: C

77. Indexing is an important _____.

- A. method of filing.
- B. method of maintaining account books.
- C. aid to filing.
- D. method of maintaining statistical books.

ANSWER: B

78. The primary objective of co-operative society is _____

- A. Service Motive
- B. Profit
- C. Sales Turnover
- D. Democratic Management

ANSWER: A

79. Industries are engaged in extracting and supplying products from earth ,air and water _____

- A. Extractive Industries
- B. Manufacturing Industries
- C. Genetic Industries
- D. Assembly Industries

ANSWER: A

80. Providing fair returns to investors

- A. Social objectives
- B. National objectives
- C. Economic objectives
- D. Human objectives

ANSWER: A

81. The term ___ is concerned with moral values

- A. Ethics
- B. Business
- C. Profit
- D. Loss

ANSWER: A

82. What is called to buying of shares by taking money from brokers?

- A. Margin trading.
- B. Curb dealing.
- C. Badla.
- D. Forward.

ANSWER: A

83. The primary aim of co-operative is to _____.

- A. earn more profits.
- B. serve the members.
- C. raise production.
- D. raise more money.

ANSWER: B

84. A sleeping partner is one who _____.

- A. contributes capital.
- B. takes active part in the business.
- C. contributes members.
- D. contributes materials.

ANSWER: A

85. Business risks can be _____.

- A. avoided.
- B. reduced.
- C. ignored.
- D. erased.

ANSWER: B

86. In case of dissolution of partnership, the business of the firm _____.

- A. does not come to an end
- B. comes to an end
- C. will come to an end shortly
- D. constitution of the firm remains unchanged

ANSWER: A

87. Earning Goodwill is ___ for business ethics

- A. Need
- B. Uses
- C. merits
- D. None

ANSWER: A

88. In vertical filing system, files or folders are kept _____.
- A. one upon the other.
 - B. in standing upright position.
 - C. in packets or large envelopes.
 - D. in a cupboard, divided into a number of small compartments.

ANSWER: B

89. The computations in a computer are performed by _____.
- A. logical unit.
 - B. memory unit.
 - C. output unit.
 - D. control unit.

ANSWER: D

90. _____ layout is not flexible.
- A. Product
 - B. stationary
 - C. functional
 - D. combined

ANSWER: A

91. Which of the following methods of filing do you recommend for a large size undertaking?
- A. Pigeon hole system.
 - B. Spike files.
 - C. Box files.
 - D. Vertical filing.

ANSWER: D

92. Planning and control are _____ functions of an office.
- A. informative.
 - B. administrative.
 - C. public.
 - D. private.

ANSWER: B

93. Maintenance of records is the _____ functions of an office.
- A. direct.
 - B. indirect.
 - C. basic.
 - D. private.

ANSWER: C

94. _____ is a major physical facility in an office.
- A. Office accommodation.
 - B. Open office.
 - C. Closed office.
 - D. Public office.

ANSWER: A

95. _____ is an important consideration for setting up an office.

- A. Office accommodation.
- B. Office location.
- C. Closed office.
- D. Public office.

ANSWER: B

96. _____ is the arrangement of furniture and equipment with the available floor space.

- A. Office accommodation.
- B. Office location.
- C. Office layout.
- D. Open office.

ANSWER: C

97. _____ Layout based on similarity of work.

- A. Group.
- B. Process.
- C. Open.
- D. Closed.

ANSWER: A

98. _____ highly flexible type of organization

- A. Sole Trading Concern
- B. Partnership
- C. State Enterprises
- D. Joint Stock Companies

ANSWER: A

99. In case of _____ layout, production is carried on in special purpose machine.

- A. functional
- B. product
- C. stationary
- D. combined

ANSWER: B

100. _____ Office is in the form of a hall where all the employees work.

- A. Open.
- B. Public.
- C. Private.
- D. System.

ANSWER: A

101. Nature of the product is the vital factor, which influences the ____ of the units

- A. size
- B. profit
- C. sales

D. Demand
ANSWER: A

102. _____ refers to a smaller area

- A. Site
- B. State
- C. District
- D. Country

ANSWER: A

103. _____ means a fraction of the capital of a company

- A. Stock
- B. Exchange
- C. Bear
- D. Stag

ANSWER: A

104. Which type of classification is based on the area of operation?

- A. Alphabetical classification.
- B. Numerical classification.
- C. Subject wise classification.
- D. Geographical classification.

ANSWER: D

105. Which type of classification is based on date and time order?

- A. Alphabetical classification.
- B. Numerical classification.
- C. Subject wise classification.
- D. Chronological classification.

ANSWER: D

106. In which method of filing, a spike is fixed in a wooden or a metal base?

- A. Pigeon-hole method.
- B. The spike file.
- C. Card board filing.
- D. Box filing.

ANSWER: B

107. _____ means a place for purchasing and selling something

- A. Exchange
- B. Stock
- C. Stag
- D. Bear

ANSWER: A

108. In which method of filing, all the letters and documents are passed in the book in chronological order?

- A. Box file.

- B. Bound book.
- C. Metal holders.
- D. Pillar file.

ANSWER: B

109. Horizontal filing is also called as _____.

- A. box filing.
- B. flat filing.
- C. open filing.
- D. pillar filing.

ANSWER: B

110. Which types of files are available in the form of tray that lie flat horizontally in a cabinet?

- A. Horizontal files.
- B. Vertical files.
- C. Visible files.
- D. Metal files.

ANSWER: C

111. Which index system is used when small information is required about customers?

- A. Vowel index.
- B. Book index.
- C. Strip index.
- D. Card index.

ANSWER: C

112. ____ is a machine which process text material on a page when operator strikes keys are arranged on the key boards.

- A. Typewriter.
- B. Photocopier.
- C. Roller copier.
- D. Private.

ANSWER: A

113. Standard typewriter which operates through electricity is _____.

- A. portable typewriter.
- B. electronic typewriter.
- C. mini typewriter.
- D. macro typewriter.

ANSWER: B

114. The OTC Exchange of India is a company incorporated under the Companies Act____

- A. 1956
- B. 1966
- C. 1955
- D. 1957

ANSWER: A

115. PBX stands for _____.

- A. Private Book Exchange.
- B. Private Branch Exchange.
- C. Private Block Exchange.
- D. Private Business Exchange.

ANSWER: B

116. ____ is an instrument which reproduces sound at a distance by means of electricity.

- A. Typewriter.
- B. Telephone.
- C. FAX.
- D. Photocopier.

ANSWER: B

117. Which machine is used for stamping outward mail?

- A. Franking machine.
- B. Adding machine.
- C. Mailing machine.
- D. Accounting machine.

ANSWER: A

118. OTCEI stands for _____.

- A. Over The Counter Exchange Of India.
- B. Over The Country Exchange Of India.
- C. Over The Comparison Exchange Of India.
- D. Over The Company Exchange Of India.

ANSWER: A

119. SEBI stands for _____.

- A. Shares Exchange Board of India.
- B. Stocks Exchange Board of India.
- C. Securities Exchange Board of India.
- D. Speculators Exchange Board of India.

ANSWER: C

120. A Bull speculator is also called as _____.

- A. mandiwala.
- B. tejiwala.
- C. tarawaniwalas.
- D. vaniwalas

ANSWER: B

121. The person who deals in shares, debentures as independent operators are called as _____.

- A. brokers
- B. jobbers
- C. tarawaniwalas
- D. manidiwalls

ANSWER: B

122. Office is to a business what the mainspring is to watch by _____.

- A. G R Terry.
- B. Lawrence S R Dicksee.
- C. Standing ford.
- D. Mill.

ANSWER: A

123. The purpose of an office is to furnish essential services to the _____.

- A. public
- B. management
- C. clerks
- D. creditors

ANSWER: B

124. The office management simply means to _____.

- A. eliminate
- B. withdraw
- C. control
- D. decide

ANSWER: C

125. Filing is an important aspect of _____.

- A. record keeping.
- B. book keeping.
- C. house-keeping.
- D. time keeping.

ANSWER: A

126. Which is the first procedure for dealing at stock exchange?

- A. Placing an order.
- B. Selection of broker.
- C. Contract note.
- D. Settlement.

ANSWER: B

127. Equity shares were earlier known as _____.

- A. ordinary shares.
- B. deferred shares.
- C. redeemable shares.
- D. irredeemable shares.

ANSWER: A

128. A _____ is an acknowledgement of a debt.

- A. Share.
- B. Debenture.
- C. Equity share.
- D. Preference share.

ANSWER: B

129. The debentures are given a security on assets are called as _____ debentures.

- A. unsecured.
- B. secured.
- C. bearer.
- D. registered.

ANSWER: C

130. The preference shares which cannot be converted into equity shares are _____ preference shares.

- A. cumulative.
- B. non-cumulative.
- C. redeemable
- D. non-convertible.

ANSWER: D

131. Fixed capital is also called as _____.

- A. blocked capital.
- B. unblocked capital.
- C. working capital.
- D. non-working capital.

ANSWER: A

132. Co-operative societies have _____ management.

- A. government
- B. democratic
- C. autocratic
- D. private

ANSWER: B

133. _____ Debentures are to be redeemed on the expiry of a certain period.

- A. Redeemable
- B. Irredeemable
- C. Convertible
- D. Non-convertible.

ANSWER: A

134. The return of shares to the company is known as _____.

- A. surrender of shares.
- B. transmission of shares.
- C. redeemable shares.
- D. irredeemable shares.

ANSWER: B

135. The optimum point is an _____ size of a firm.

- A. ideal
- B. average
- C. over

D. extra

ANSWER: A

136. A representative firm works under ____ conditions.

- A. average
- B. ideal
- C. bad
- D. good

ANSWER: A

137. Which type of shareholders does not have voting rights?

- A. Equity shareholders.
- B. Preference shareholders.
- C. Deferred shareholders.
- D. Ordinary shareholders.

ANSWER: B

138. Which shareholders are the real owners of the company?

- A. Equity shareholders
- B. Preference shareholders
- C. Deferred shareholders
- D. Convertible preference shareholders

ANSWER: A

139. Unsecured debentures are also called as ____.

- A. mortgaged debentures.
- B. simple debentures.
- C. bearer debentures.
- D. registered debentures.

ANSWER: B

140. The first organized stock exchange was set up in the year ____.

- A. 1887.
- B. 1992.
- C. 1991.
- D. 1994.

ANSWER: A

141. The first stock exchange in the world is _____.

- A. Mumbai stock exchange.
- B. American stock exchange.
- C. London stock exchange.
- D. France stock exchange.

ANSWER: C

142. Which method of filing is useful for those concerns where numbers of letters are small?

- A. Pigeon-hole.
- B. Card board filing.

- C. Spike.
- D. Press copy book method.

ANSWER: B

143. Business includes _____.

- A. non-economic activities.
- B. economic activities.
- C. social activities.
- D. production activities.

ANSWER: B

144. Office is a place where _____.

- A. office work is done.
- B. employees are housed.
- C. records are kept.
- D. control is situated.

ANSWER: A

145. Office layout aims at _____.

- A. providing space to all employees.
- B. optimum utilization of space.
- C. providing larger open space.
- D. providing space.

ANSWER: B

146. An open office has the benefit of _____.

- A. privacy.
- B. economy.
- C. efficiency.
- D. inflexibility.

ANSWER: B

147. Which method is suitable for large office?

- A. Pigeon-hole system.
- B. Spike filing.
- C. Vertical filing.
- D. Horizontal filing.

ANSWER: D

148. SEBI was given statutory status on _____

- A. 30.1.1992
- B. 1.1.1992
- C. 4.3.1992
- D. 4.4.1992

ANSWER: A

149. _____ means a method of filing while indexing

- A. Classification

- B. Trays
- C. Page Index
- D. Visible Books

ANSWER: A

150. Modular furniture _____.

- A. saves costs.
- B. saves time.
- C. saves space.
- D. saves electricity.

ANSWER: C

Staff Name
Vijaya Rani N .