

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

Paper ID : 181004

Roll No.

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B. Arch.

Theory Examination (Semester-X) 2015-16

DESIGN PRACTICE AND OFFICE MANAGEMENT

Time : 3 Hours

Max. Marks : 100

Note : • *Read Question Paper Carefully.*

• *Attempt **any five** questions in all.*

• *All questions carry equal marks.*

Q.1. What do you understand by office management? Describe in detail with example.

Q.2. What are the liabilities of an architect attached with the office organization when he is a principal architect?

Q.3. What do you understand by the word 'Accounts'? What are the methods of account keeping in any professional establishment? Explain.

Q.4. Define Architect's office layout and its role in professional practice.

Q.5. What do you understand by a filling system? State basic characteristics of a good filling system.

Q.6. Attempt **any two** of the following :

- (a) Describe types of partnership in architectural firms.
- (b) Discuss Rules for office setup.
- (c) Discuss various stages of the accomplishment of a project.

Q.7. Write short notes on **any four** of the following :

- (a) Office Registration
- (b) Characteristics of good employee
- (c) Recruitment procedure
- (d) Slack period
- (e) Types of office expenses
- (f) Types of office staff.