

Q.28 Write a notes on 'Designing of office forms'.

Q.29 What is 'office forms'. What is their utility.

Q.30 Explain the main object of indexing.

Q.31 Write a short note on 'Pigeon Hole filing'.

Q.32 Define principles of ethics.

### SECTION-D

**Note:** Long answer type questions. Attempt any three questions out of four questions. 3x10=30

Q.33 What do you understand by Indexing. Describe the various types of indexing.

Q.34 What is filing? Explain the modern methods of filing.

Q.35 What is office form? What should be kept in mind while designing office forms.

Q.36 State the factors to be considered while standardization of office forms.

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No. of Printed Pages : 04

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### 2nd Sem. / Office Management - II

**Subject : Office Management and Computer Application**

Time : 3 Hrs.

M.M. : 100

### SECTION-A

**Note:** Objective type questions. All questions are compulsory (10x1=10)

Q.1 Flat filling is a type of ..... filling.

Q.2 Indexing is a ready guide to the location of the required file. (True/ False)

Q.3 Record retention is a good filling system. (Yes/ No)

Q.4 All record of filing at one place is example of which filing system.

Q.5 Carbon paper is type of forms or stationery.

Q.6 Which machine are used to staple the papers.

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- Q.7 Visible card index is type of Indexing or recording.
- Q.8 Define name of any one vertical filing system.
- Q.9 Bound book index is type of Page Index. (true/false)
- Q.10 Open shelf filing is type of which filing system.

### SECTION-B

**Note:**Very short answer type questions. Attempt any ten questions out of twelve questions. 10x2=20

- Q.11 Define two advantages of continuous stationery.
- Q.12 Define two merits of flat filing system.
- Q.13 Write two type of paper used for office forms.
- Q.14 Write two advantages of office forms.
- Q.15 Write two merits of code of ethics.
- Q.16 Write two forms of indexing.

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- Q.17 Define two merits of form designing.
- Q.18 Define two method of modern filing system.
- Q.19 Explain two method of filing.
- Q.20 Define two advantages of card indexing.
- Q.21 Define two merits of continuous stationery.
- Q.22 Any two difference between indexing and recording.

### SECTION-C

**Note:**Short answer type questions. Attempt any eight questions out of ten questions. 8x5=40

- Q.23 Describe the essentials of a good filing system.
- Q.24 Define merits of vertical filing system.
- Q.25 Write a short notes on Horizontal filing system.
- Q.26 Write a notes on indexing.
- Q.27 Write a short note on 'continuous stationery'.

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