

SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

- Q.3 Briefly explain the classification of files. Mention their advantages also.
- Q.4 Explain the uses and benefits of modern equipments in an office.
- Q.5 Discuss the meaning and various types of form. Mention their uses also.
- Q.6 Explain the various uses of office stationery. Mention its types also.
- Q.7 Define the term code of ethics. Mention its merits & demerits.

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No. of Printed Pages : 4

Roll No.

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2nd Sem. / OMCA

Subject : Office Management-II

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1 a) Classification of files.
- b) Name any two indexing method.
- c) Any two traditional filing method.
- d) Geographically arrangement of files.
- e) Office Records.
- f) What is u Clip?
- g) Office form
- h) Advantages of tender system.
- i) Types of form.

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- j) Role of filing cabinet.
- k) Folding Machines
- l) Centralized filing system.
- m) Types of office stationery
- n) Bin- card
- o) Ethical issues.
- p) Merits of code of ethics.
- q) Factors affecting ethical decisions.
- r) Advantages of computer based indexing.

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

- Q.2
- i) Essentials of office filing.
 - ii) State the professional ethics of office personal.

- iii) Factors affecting ethical decisions.
- iv) Explain the alphabetically arrangement of files.
- v) Meaning of indexing.
- vi) Illustrate the card index.
- vii) Precautions in designing of a forms.
- viii) Significance of office forms.
- ix) Mention the uses of dispatch & peon book.
- x) State the classification of files.
- xi) What are unethical practices?
- xii) Define the term stationery.
- xiii) Explain the uses of appointment diary.
- xiv) Demerits of code of ethics.
- xv) Significance of office record.