Q.16 Discuss the importance of indexing.   (CO5)

Q.17 What are records? Discuss the various types of records.   (CO4)

Q.18 Discuss any four principles of drafting a correspondence   (CO3)

Q.19 Differentiate between direct and indirect classification of Filing.   (CO4)

Q.20 Define Computer based indexing.   (CO5)

Q.21 Explain the features of a good form.   (CO2)

Q.22 Explain the need of office record.   (CO4)

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions.   (2x8=16)

Q.23 Define office correspondence? Discuss the process of outgoing correspondence.   (CO3)

Q.24 What is a computer-based recording? Discuss the essentials of a good record management system.   (CO1)

Q.25 Differentiate between centralized and decentralized filing system.   (CO4)

2nd Sem. / OMCA

Subject : Office Methods and Practices

Time : 3 Hrs.   M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory   (6x1=6)

Q.1 All the physical mail received in an organization is usually_____ to authenticate receiving of the same in the organization.   (CO3)

a) sorted   b) date stamped

c) handed over   d) none of the above

Q.2 Name the process of arranging and storing records in neat, orderly and efficient manner so that they can be located easily and quickly when they are required.   (CO1)

a) Indexing   b) Mailing

c) Filing   d) Recording

Q.3 Under which system of Classification, the files are grouped on country, states, towns or district basis, according to the area of operation?   (CO4)

a) Numerical   b) Alphabetical

c) Geographical   d) None of the above

Q.4 The chief activities included under_____ are filing system, indexing, micro filing and information retrieval. (CO4)

a) record management

b) office correspondence

c) office organization

d) None of the above

Q.5 The advantage(s) of indexing is/are (CO5)

a) papers and documents can be easily located

b) it ensures easy and quick cross-referencing

c) there is lower cost of records management

d) All of the above

Q.6 The factor(s) which affect the designing of a 'form' are (CO2)

a) paper quality   b) paper size

c) Both 'a' and 'b'   d) None of the above

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SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. (6x1=6)

Q.7 Mail and post is the same thing. (True/False) (CO3)

Q.8 An effective filing system improves the efficiency of an organization. (True/False) (CO4)

Q.9 Visible indexing helps in quick location of files. (True/False) (CO5)

Q.10 The process of creating new forms based on the needs of the office is called_____ (CO2)

Q.11 Give any two importance of record management

(CO4)

Q.12 What is Speed post? (CO3)

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

Q.13 What are the essentials of a good filing system. (CO4)

Q.14 What is registered post? How does it differ from speed post? (CO3)

Q.15 What is the process of designing a form? (CO2)

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