

Q.22 Explain the advantages of a good indexing system.

SECTION-D

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

Q.23 Define vertical filing. Explain the equipment required for vertical filing.

Q.24 Explain the incoming correspondence procedure.

Q.25 What is Form Designing? Explain the importance of form designing.

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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 In _____ filing, folders, drawers, cabinet and cupboards are required:

- a) Vertical b) Horizontal
- c) Centralized d) Decentralized

Q.2 Mechanical aids used in mail department comprise:

- a) Paper folding machine
- b) Letter Opening machine
- c) Addressing machine
- d) All of the above

Q.3 What is the last step in the process of handling incoming mail:

- a) Recording the mail
- b) Sorting the mail
- c) Distributing the mail
- d) All of these

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- Q.4 The classification of filing done on the basis of letters in English language is:
- a) Alphabetical classification
 - b) Numerical classification
 - c) Alpha-numeric classification
 - d) Chronological classification
- Q.5 An effective record system helps in:
- a) Protection of record
 - b) Accurate location of record
 - c) Saves time
 - d) All of the above
- Q.6 An office form is normally used to:
- a) Communicate information
 - b) Leak official secret
 - c) Deal with the management
 - d) All of these

SECTION-B

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

- Q.7 Pigeon hole method of filing is a method of filing. (True/False)
- Q.8 Under alphabetical system of classification the files are grouped on town, district and state basis, according to the area of operation. (True/False)

- Q.9 Paper based storage system is the most suitable for a client register of a large organization. (True/False)
- Q.10 The process of creating new forms based on the need of the office is called _____ (True/False)
- Q.11 Registered post is quicker than speed post. (True/False)
- Q.12 Visible indexing helps in quick location of files. (True/False)

SECTION-C

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

- Q.13 Explain pigeon filing method with merits and demerits.
- Q.14 What is classification of files? Name any three methods of classification of files.
- Q.15 What is office record? Why are office records important?
- Q.16 What is digital indexing?
- Q.17 Define Office Form. Give a specimen of office form.
- Q.18 Explain the types of form based on number of copies required.
- Q.19 What is registered post? How does it differ from speed post?
- Q.20 Define Office Correspondence.
- Q.21 Explain the vertical card indexing system.