

- Q.26 State any five ethical issue of an organisations.
- Q.27 Mention any four reasons force the company follow unethical practices.
- Q.28 Factors affecting the ethical practices in a hospital.
- Q.29 What is the importance of record in an organisation?
- Q.30 Mention the factors take into account while designing forms.
- Q.31 Mention the merits of any two methods of indexing.
- Q.32 How would you take ethical decision in an organisation? Explain.
- Q.33 State the various reasons for effective use of stationery.
- Q.34 Mention any two traditional methods of filing and their uses.
- Q.35 Define the meaning and importance of Indexing.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Discuss the meaning, importance and classification of files in a large organisation.
- Q.37 Explain the main principles of ethics. State the merits and demerits of code of ethics of a university.
- Q.38 Define the meaning of office records. Also explain its significance as well as need of effective record.

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Subject : Office Management II

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 Tender system is concerned with:
- a) Storage of machinery b) Issue of stationery
 - c) Purchase of stationery d) None of these
- Q.1 Filings relates to ;
- a) creation of record
 - b) Supplying the record
 - c) Keeping the files
 - d) Administration & relation of records.
- Q.3 In a vertifical filing system, files are kept;
- a) One upon other b) In standing upright
 - c) In a drawer d) All of these
- Q.4 Which method is suitable for large office for filing:
- a) Pigeon hole system b) Spike filling
 - c) Vertical filing d) None of these

- Q.5 Indexing is an important
- Method of filing
 - Aid to filing
 - Method of keeping account
- Q.6 The basic principles of purchase are to be;
- Right price
 - Right time
 - Right source of supply
 - All of these
- Q.7 Gelatine process is a method of
- Photostate
 - Multigraph
 - Duplicating
 - Copying
- Q.8 Classification of records includes
- Accounting record
 - personal record
 - Legal records
 - All of these
- Q.9 Micro filming is invented by;
- J.B. Dancer
 - G.R. Terry
 - J.C. Denyer
 - None of them
- Q.10 Letters are placed in a flat position in
- Vertical filing
 - Open shelf filing
 - Flat filing
 - Visible card filing

SECTION-B

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

- Q.11 Stationery and supplies are durable items in the office. (T/F)

- Q.12 A copy of documents _____ be produced in the court of Law. (T/F)
- Q.13 All records should be retained permanently. (T/F)
- Q.14 Chronological classification of record is best suited for large office (T/F)
- Q.15 An ideal filing system should be simple and flexible. (T/F)
- Q.16 Main challenge for today modern office is to minimize _____
- Q.17 Planning and control are _____ functions of an office.
- Q.18 Maintenance of record is basic function of an office. (T/F)
- Q.19 The efficiency of a department is depends upon the degree of co-ordination with other Deptt's (T/F)
- Q.20 Centralisation leads to _____ of activities.

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 Write down the essentials of office filing.
- Q.22 State any two types of record and their uses.
- Q.23 Describe any five types of form used in a college.
- Q.24 State any two modern equipments & their used in a college.
- Q.25 Discuss the merits and demerits of computer based indexing.