

- 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 oraganisation? 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.

No. of Printed Pages : 4
Roll No.

123025

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
 a) Method of filing
 b) Aid to filing
 c) Method of keeping account
- Q.6 The basic principles of purchase are to be;
 a) Right price b) Right time
 c) Right source of supply d) All of these
- Q.7 Gelatine process is a method of
 a) Photostate b) Multigraph
 c) Duplicating d) Copying
- Q.8 Classification of records includes
 a) Accounting record b) personal record
 c) Legal records d) All of these
- Q.9 Micro filming invented by;
 a) J.B. Dancer b) G.R. Terry
 c) J.C. Denyer d) None of them
- Q.10 Letters are placed in a flat position in
 a) Vertical filing b) Open shelf filing
 c) Flat filing d) 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 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 uses in a college.
- Q.25 Discuss the merits and demerits of computer based indexing.