

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.

No. of Printed Pages : 4

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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)

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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.

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