Q.28 Explain the utility of office form.

Q.29 What is filing? Explain the modren method of filing.

Q.30 Explain the procedure of control for the use of stationery.

Q.31 Explain the various types of stationery.

Q.32 Explain the merit of horizental filing.

Q.33 Explain the importance of office record.

Q.34 Explain the various effective uses of office stationery.

Q.35 Explain the classification of filing.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

Q.36 Explain various methods to solve unethical problems.

Q.37 How you will control the consumption of office stationery in large office.

Q.38 What is card Index? Explain its Advantages and Disadvantages.

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Time : 3Hrs.   M.M. : 100

SECTION-A

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

Q.1 Good filling system is
a) Economical   b) Flexible
c) Understandable   d) All of above

Q.2 Importance of Indexing is
a) Systematic arrangement
b) Easy to Locate
c) Time Saving
d) All of above

Q.3 Forms should be
a) Suitable   b) Simple
c) Easy to Understand d) All of above

Q.4 Essential of filling system is
a) Simplicity   b) Suitability
c) Both a and b   d) None of these

Q.5 Geographical Filling is helpful in office

a) Speedy Location   b) Easy to adopt

c) Both a and b   d) None of these

Q.6 Type of index is

a) Book Index   b) Vovel Index

c) Both a and b   d) None of these

Q.7 Office record is helpfull in

a) Comparision   b) Evaluation

c) Both a and b   d) None of these

Q.8 Classification of filing is

a) Numerical filing   b) Alphabetical Filing

c) Both a and b   d) None of these

Q.9 Need of efficitive record is

a) Reduce operating cost

b) Improve Efficiency and productivity

c) Both a and b

d) None of these

Q.10 Type of Office form is

a) Purchase form   b) Sales form

c) Accounting form   d) All of above

SECTION-B

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

Q.11 Office filling is _____ storing of record (careful /useless)

Q.12 Alphabetical Arrangement of file is starting from _____ of the subject (First/Last).

Q.13 Form is help full in_____(analysing/Time Wasting).

Q.14 Visible card index is type of_____(Indexing / Recording)

Q.15 Name one Method of filing.

Q.16 Define one type of Office Stationery.

Q.17 Define one principle of Ethics.

Q.18 Define one merit of code of ethics.

Q.19 Define the term Stationery.

Q.20 Office Stationery is essential for office work (True/ False)

SECTION-C

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

Q.21 Explain the essential of good filing system.

Q.22 Explain the merit of horizontal filing.

Q.23 What is indexing? Explain its importance.

Q.24 Explain the advantages of form designing.

Q.25 Explain the effective control of office record.

Q.26 Explain the principle of professional ethics.

Q.27 Explain various unethical issues in business