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**BCMOSV 154**

**Credit Based Second Semester B.Com. Degree Examination, September 2022**  
**OFFICE MANAGEMENT AND SECRETARIAL PRACTICE**  
**Paper – III : Office Systems and Procedures**  
**(2018 – 19 and Earlier Batches)**

Time : 3 Hours

Max. Marks : 80

**SECTION – I**

Answer **any four** of the following.

**(4×5=20)**

1. Define Page Index. What are its merits and demerits ?
2. What are the principles of forms designing ?
3. Explain the objectives of Office Mechanization.
4. Enumerate the importance of Records Management.
5. Elucidate the importance of successful office system and procedure.

**SECTION – II**

Answer **any four** of the following.

**(4×10=40)**

6. Define Decentralized Filing. What are its merits and demerits ?
7. Examine the role of Office Manager in Office Systems and Procedures.
8. What are the essentials of a good filing system ?
9. Explain the steps to be followed in proper forms control.
10. What are the advantages and disadvantages of Office Mechanization ?

**SECTION – III**

11. Write short notes on **any five** of the following.

**(5×4=20)**

- a) Electronic Computers
  - b) Geographical method of filing
  - c) Card Index
  - d) Photocopying Machine
  - e) Centralised filing
  - f) Calculating Machine
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