



C20-CCP-303

7299

BOARD DIPLOMA EXAMINATION, (C-20)

OCTOBER/NOVEMBER—2023

DCCP - THIRD SEMESTER EXAMINATION

MODERN OFFICE MANAGEMENT

Time : 3 Hours]

[Total Marks : 80

PART—A

3×10=30

- Instructions :** (1) Answer **all** questions.
(2) Each question carries **three** marks.
(3) Answers should be brief and straight to the point and shall not exceed five simple sentences.

1. List any three functions of management.
2. Write short notes on E-Office.
3. Define the term Centralisation.
4. Write any three consequences of Poor Organisation.
5. State the meaning of Filing.
6. Define Note file.
7. List out any three items of Stationery.
8. What is meant by Outward Mail?
9. What are the various methods of making payments?
10. What is meant by NEFT?

PART—B

8×5=40

- Instructions :** (1) Answer *any five* questions.
(2) Each question carries **eight** marks.
(3) Answers should be comprehensive and criterion for valuation is the content but not the length of the answer.

11. (a) Explain the Administrative functions of a Modern Office.

(OR)

(b) Explain the functions of Office Manager.

12. (a) Explain the objectives of Office Layout.

(OR)

(b) Explain the merits and demerits of Decentralisation.

13. (a) Explain the objectives of Indexing.

(OR)

(b) Explain the vertical filing method.

14. (a) Explain the procedure to maintain Stationery Stock Register.

(OR)

(b) Explain the procedure for Inward Mail.

15. (a) Explain the different uses of Indian Postal Order.

(OR)

(b) Explain the merits and demerits of Online meeting.

PART—C

10×1=10

- Instructions :** (1) Answer the following question.
(2) The question carries **ten** marks.
(3) Answer should be comprehensive and the criterion for valuation is the content but not the length of the answer.

16. Prepare a Meeting Notice with the following data :

Name of the Company :	CHANDANA SPINNING MILLS LIMITED. 2-7-264, Ramamurthy Nagar, Nellore, A.P 524 003
Venue:	Registered Office : N. S. Bose Road, Sagar Chowk, Vijayawada - 520001.
Date and Time of the Meeting:	20th December, 2022 at 10.00 am.
Business to be Transacted ;	1. To consider the financial results for the year ending March, 2022. 2. To declare the dividend; and 3. To elect Smt. Ramani as Director who is retiring but eligible for re-election.

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