DIPLOMA IN OFFICE MANAGEMENT
DIPLOMA EXAMINATION, MAY 2010
OFFICE MANAGEMENT
SECRETARIAL PRACTICE
(NON-CBCS - 2010 ONWARDS)

Duration : 3 Hours　　　　　　Maximum : 75 marks

Answer any FIVE Questions　　(5 x 15 = 75)
All questions carry equal marks

1. Explain the provisions of The Companies Act regarding minutes and quorum.

2. What are the provisions of The Companies Act regarding the notice of meetings ?

3. What is a statutory meeting ?
Explain the secretarial duties involved in it .

4. State the legal provisions for holding an Annual General Meeting of a company.

5. Explain the legal provisions relating to Extra-ordinary General Meeting.

6. What is a special resolution ? How does it differ from a resolution requiring special notice ?

7. Explain ordinary resolution of Company registered under the Companies Act.

8. What are the duties of company secretary regarding Annual General Meeting ?

9. Explain the procedure relating to the preparation of Agenda.

10. Explain the duties of secretary relating to the Motions and Resolutions.

----xxx----

AFN-0605

DIPLOMA IN OFFICE MANAGEMENT
DIPLOMA EXAMINATION, MAY 2010
OFFICE   MANAGEMENT
PRINCIPLES OF ACCOUNTANCY
(NON-CBCS)

Duration : 3 Hours   Maximum : 75 marks

Answer any FIVE Questions   (5 x 15 = 75)
All questions carry equal marks

1. What is double entry system ? Explain its principles
   with examples.

2. Journalise the following transactions:

2000			Rs.
April	1	Arul commenced business with	21,000
	2	Bought goods for cash	9,200
	4	Sold goods to Kanna on credit	5,600
	5	Purchased goods from Mani	3,300
	9	Received cash from Kanna	3,600
	11	Paid Mani on account	2,100
	16	Sold goods to Mano	3,500
	21	Cash sales	7,500
	26	Paid Mani	1,200
	29	Received cash from Mano	3,500
	30	Paid rent	450
	30	Paid salaries to office staff	700

3. Enter the following transactions in a cash book with cash, bank and discount columns:

2001   Rs.

Jan	1	Muthu commenced business with	10,000
	2	Remitted into current account with bank	9,000
	6	Paid to Kannan by cheque was allowed discount Rs. 100	4,000
	10	Cash sales	4,000
	11	Paid into bank	3,000
	15	Manickam paid into our bank account	1,000
	19	Issued a cheque to Neelan for furniture purchased	2,000
	20	Received from Nandan	500
		Discount allowed Rs. 50	
	22	Withdrew from bank	200
	25	Cash purchases paid by cheque	800
	31	Paid salaries by cheque	7,200

4. Explain the meaning and different types of cash book.

5. Mention the kinds of errors:
     i. disclosed in a trial balance
     ii. not disclosed by a trial balance

6. Explain the procedure adopted for the preparation of an Income and Expenditure Account.

AFN-0599

7. From the following particulars, ascertain the balance by means of a statement, that would appear in the passbook of Mr. S Gavaskar as on 31st Dec 2002

1	Overdraft balance as per cash book	4,558
2	Interest on overdraft for 6 months ending 31st dec 2002	120
3	Bank charges debited in the passbook	24
4	Cheques drawn but not cashed by the customers prior to 31st dec 2002	1,326
5	Cheques paid into bank but not cleared before 31st dec 2002	2,412
6	A B/R originally discounted with the bank in Nov 2002 is dishonoured	800

8 The Madurai Cricket Club had opening balance of cash Rs. 700 and at Bank Rs. 9,700 on 1st Jan 2008. The club had the following receipts and payments for the year ended 31st Dec 2008.

Receipts	Subscription for 2007	Rs	500
	for 2008	Rs.	15,000
	for 2010	Rs.	800
	Entrance fees	Rs.	1,000
	Donation for pavilion	Rs.	10,000
	Sale of old sports materials	Rs.	1,500
	Sale of Investments	Rs.	5,000
Payments	Rent	Rs.	2,000
	Upkeep of grounds	Rs.	3,000
	Materials purchased	Rs.	4,000
	Salaries	Rs.	8,000
	Office expenses	Rs.	1,800
	Investment purchases	Rs.	15,000
	Closing balance of cash in hand	Rs.	400

Show the Receipts and Payments Account for the year ended 31st Decemeber 2008.

AFN-0599

9. Explain clearly the difference between Trading Account and Profit & Loss Account.

10. The trial balance of Chatterji on 31st Dec 2004 revealed the following balances:

Debit Balances	Rs.	Credit Balances	Rs.
Plant & Machinery	80,000	Capital Account	1,00,000
Purchases	68,000	Sales	1,27,000
Sales return	1,000	Purchase return	1,275
Opening stock	30,000	Discount received	800
Discount allowed	350	Sundry creditors	25,000
Bank charges	75		
Sundry debtors	45,000		
Salaries	6,800		
Wages	10,000		
Freight - In	750		
Out	1,200		
Rent, rates, taxes	2,000		
Advertisement	2,000		
Cash in Bank	6,900		
	2,54,075		**2,54,075**

The stock on 31st Dec 2004 was valued at Rs. 35,000. Prepare Trading and Profit and Loss Account for the year ended 31st Dec 2004 and Balance sheet as on that date.

---xxx---

DIPLOMA IN OFFICE MANAGEMENT
DIPLOMA EXAMINATION, MAY 2010
OFFICE MANAGEMENT
MODERN COMMUNICATION SYSTEM
(NON-CBCS)

Duration : 3 Hours   Maximum : 75 marks

Answer any FIVE Questions   (5 x 15 = 75)
All questions carry equal marks

1. What is meant by communication ? Write a brief note on essentials of effective communication.

2. Discuss the barriers to communication.

3. Place an order with National Paints Co ltd. for a few types of paints, varnishes and mixers. State that they are to be sent by passenger train, where you will collect them.

4. RRD Ltd., Pune received from Plastic Products, Delhi. Plastic bags in damaged condition. Write on behalf of RRD Ltd. a letter of complaint to Plastic Products, Delhi asking for replacement of the bags.

5. Draft a circular letter announcing a reduction in prices

6. Draft a sales letter introducing a new model car.

7. Draft an application for the post of accounts assistant in an organisation.

8. Write a letter appointment to a candidate mentioning details of the pay scale as well as terms and conditions of the service.

9. Explain the importance of modern media of communication.

10. Discuss the role of computers in communication.

----xxx----

D. O. M. DIPLOMA EXAMINATION, MAY 2010
OFFICE MANAGEMENT
PRINCIPLES OF MANAGEMENT
(NON-CBCS)

Duration : 3 Hours   Maximum : 75 marks

Answer any FIVE Questions   (5 x 15 = 75)

All Questions carry equal marks

1. Explain the concept of scientific management.

2. What is the importance of management? Discuss.

3. What are the characertitics of planning?

4. Give an account of single use plains such as programmes and budgets.

5. What are the elements of delegation?

6. Explain span of management.

7. What are the objectives of manpower planning? Discuss its merits and limitations.

8. What are the methods of recruiting from external sources?

9. What are the principles and also the nature of direction?

10. What are the characteristics of control? Explain the steps in controlling.

-----xxx------

DIPLOMA IN OFFICE MANAGEMENT
DIPLOMA EXAMINATION, MAY 2010

OFFICE MANAGEMENT

MODERN OFFICE MANAGEMENT - II

(NON-CBCS)

Duration : 3 Hours   Maximum : 75 marks

Answer any FIVE Questions   (5 x 15 = 75)

All Questions carry equal marks

1. What are the various methods of filing system ?

2. Listout the essentials of a good filing system ?

3. Breifly describe the various types of index systems.

4. What are the merits and demerits of Vertical card index ?

5. As an office manager , suggest the suitable procedure for the purchase of stationary for your office.

6. Discuss in brief the essentials of a good system of dealing with office forms.

7. What is organisation ? What are the different types of organisation ?

8. What are the different functions of organisation ?

9. Explain the common office methods and procedure.

10. Explain the work measurement and its control.

------ x x x x ------

DIPLOMA IN OFFICE MANAGEMENT
DIPLOMA EXAMINATION, MAY 2010
OFFICE   MANAGEMENT
ELEMENTS OF STATISTICS
(NON-CBCS)

Duration : 3 Hours　　　　　　Maximum : 75 marks

Answer any FIVE Questions　　(5 x 15 = 75)
All questions carry equal marks

1. Define statistics.　State its functions, scope and limitations.

2. State the important features of statistics and steps involved in statistical investigation.

3. Define primary data.　Explain any two methods of collecting primary data.

4. What are the essential qualities of a good questionnaire ?　Distinguish it from interview schedule.

5. Draw a pie diagram from the following data.　The selling price of a product contains the following elements of cost and profit.

Primary cost	30%
Factory overhead	18%
Administrative overhaead	28%
Selling & distribution overhead	14%
Profit	10%

6. Define diagram. Explain the important types of diagrams.

7. Calculate the arithmetic mean and median from the following data:

Daily wages	32	37	42	44	47	50	55
No of workers	4	7	9	20	15	9	3

8. Find out arithmetic mean of the following data

Marks	0 - 15	16 - 30	31 - 45	46 -60	61 - 75	76 - 90
No. of Students	24	27	22	19	16	12

9. Calculate Karl Pearsons's Co-efficient of Correlation from the following data:

X	25	10	20	32	50	28	26	14	12	13
Y	15	12	19	26	23	22	13	10	15	5

AFN-0603

10. Calculate rank correlation from the following data:

Roll no of students	1	2	3	4	5	6	7	8	9
Marks in accountancy	45	40	60	65	57	63	68	70	65
Marks in statistics	50	45	50	45	60	52	55	60	53

----xxx----

3 | **AFN-0603**

DIPLOMA IN OFFICE MANAGEMENT
DIPLOMA EXAMINATION, MAY 2010
OFFICE MANAGEMENT
ELEMENTS OF BUSINESS LAW
(NON - CBCS)

Duration : 3 Hours   Maximum : 75 marks

Answer any FIVE Questions   (5 x 15 = 75)
All questions carry equal marks

1. Define contract and explain any six essentials of a valid contract.

2. State the various classifications of contracts.

3. How is contract of sale made ? Distinguish between sale and an agreement to sell.

4. Define the term 'goods' . What is the effect of destruction of goods ?

5. Discuss the various special features of Negotiable Instruments.

6. Define Negotiable Instruments and describe the types of negotiable instruments.

7. What is meant by Contract of Insurance ? Explain any five elements of Insurance.

8. Write a short note on Re-insurance and Double insurance.

9. State briefly the various deductions from wages.

10. Describe the provisions of The Factories Act. 1948 with regard to welfare measures of the workers.

----xxx----

AFN-0604

DIPLOMA IN OFFICE MANAGEMENT EXAMINATION, MAY 2010

COMMERCE (MODERN OFFICE MANAGEMENT)

MODERN OFFICE MANAGEMENT - I

(NON-CBCS)

Duration : 3 Hours   Maximum : 75 marks

Answer any FIVE Questions   (5 x 15 = 75)

All Questions carry equal marks

1. Enumerate the qualities of office manager.

2. List out the functions of a manager.

3. Explain the principal departments of modern office.

4. Explain the merits and demerits of office manual.

5. Describe the procedure for designing office layout.

6. What are the various safety and sanitary requirements for an office?

7. Explain the different types of office furniture along with its uses.

8. What are the main factors to be considered regarding Internal office environment?

9. List out the factors to be considered in selecting an office machine.

10. What are the advantages and disadvantages of mechanisation of office work?

----xxx----