

7. $\partial f^\circ \tilde{n}\tilde{E}\tilde{Y}\tilde{\theta}^\leftarrow \text{a} \uparrow \text{E} \tilde{\sim} \partial \text{E} \text{G}\tilde{\text{A}}\tilde{n} \text{a} \text{e}\partial\partial\text{K}_i \partial\text{E} \text{e}\partial\text{e}$
 $\partial\text{E}\text{--}\tilde{\text{o}} \text{?} - \text{M}\tilde{\text{o}}\text{K}_i \text{e}.$
8. $\partial f^\circ \text{a} \tilde{\text{o}}\text{OJ}' \uparrow \text{TM} \text{e}^\leftarrow \partial\% \tilde{\text{a}}\tilde{n}\text{E} \text{a} \text{e}\partial\partial\text{e} \partial\text{E} \text{e}\partial\text{e}$
 $\partial\text{E}\text{--}\tilde{\text{o}} \text{?} \tilde{\text{U}} \tilde{\text{o}}\tilde{\text{Y}}\text{--}\tilde{\text{o}} \text{M}\tilde{\text{o}}\text{K}_i \text{e}.$
9. $b\text{--}\tilde{n}\text{E} \text{f}\text{e}\partial\text{e} \text{a} \uparrow \partial\text{E}\text{TM} \text{a} \uparrow \tilde{\text{U}} \text{?} \tilde{\text{U}} \uparrow \uparrow \text{e} \text{--}\text{e}\partial\text{e}$
 $\partial\text{E}\text{--}\tilde{\text{o}} \text{?} \text{a} \uparrow \text{E}\partial \text{f}\text{e}\partial\text{e} \uparrow \frac{1}{4}\text{e}.$
10. $\text{a} \frac{1}{4} \tilde{\text{U}} \text{e}\text{E} \text{E}\partial \text{a} \uparrow \text{E}\text{E}\uparrow, \tilde{\text{A}} \text{t} \uparrow \text{e} \tilde{\text{A}} \text{t}' \tilde{\text{o}} \uparrow$
 $\text{a} \uparrow \text{E} \tilde{\sim} \partial \text{E} \text{G}\tilde{\text{A}}\tilde{n} \text{a} \text{e}\partial\partial\text{K}_i \partial\text{E} \text{e}\partial\text{e} \partial\text{E}\text{--}\tilde{\text{o}} \text{?} -$
 $\text{M}\frac{\div}{}, \text{o} \text{e}.$

Register Number :

Name of the Candidate :

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B.Com. DEGREE EXAMINATION, 2009

(SECOND YEAR)

(PART - III)

(PAPER - III)

**220. OFFICE ORGANISATION AND
SECRETARIAL PRACTICE**

(Including Lateral Entry)

December]

[Time : 3 Hours

Maximum : 100 Marks

Answer any FIVE questions.

Choose atleast TWO from each Part.

All questions carry equal marks.

(5 × 20 = 100)

PART - A

1. Discuss the importance of an office in an organisation.

Turn over

2. Elaborate the functions of a modern office.
3. Explain the various methods of filing.
4. Elaborate the uses of various office forms and manuals. Give examples.
5. Explain the uses of computers in an office.

PART - B

6. Discuss the liabilities and duties of a company secretary.
7. Elaborate the secretarial duties regarding the transfer of shares.
8. Explain the secretarial work relating to the issue of shares to the public.
9. What are resolutions ? What are its types ? Explain with examples.
10. Elaborate the secretarial work regarding the convening of an Extraordinary General Meeting of a company.

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 (5 × 20 = 100)

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