

TILAK MAHARASHTRA VIDYAPEETH, PUNE
MASTER OF COMMERCE (M.COM)
EXAMINATION: MAY - 2026
FOURTH SEMESTER

Sub: Office Management and Secretarial Practice (MCC24-403)

Date: 9/05/2026

Total marks: 60

Time: 2.00 pm to 4.30 pm

Instruction: 1) All questions are compulsory.

2) Figures to the right indicate full marks.

Q. 1 Answer the following questions. (Attempt any two) (32)

1. Describe the distinctions between centralized and decentralized filing systems.
2. Explain the utility of Administrative Software.
3. Describe the audit process, emphasizing valuation, vouching, and verification, and its function in preserving financial integrity.
4. Explain the various banking payment options, such as digital payment systems, checks, and postal orders.

Q. 2 Answer the following questions. (Attempt any two) (16)

1. What are an office's main administrative management responsibilities?
2. What are the key functions of inward and outward mail handling?
3. Discuss about the benefits and drawbacks of office automation.
4. Explain the importance of digital payment systems like RTGS, IMPS, and NEFT in contemporary banking.

Q. 3 Write short notes. (Attempt any three) (12)

1. Functions of Office
 2. Standardization of Stationery
 3. Recurring and Non-Recurring Expenditure
 4. Types of Bank Accounts
 5. Benefits of ATM
 6. Modern Technology and Office Communication
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