K26FY0724 Pages: 1 Reg No:.....
Name:.....

Fourth Semester FYUGP Degree (Reg) Examination April 2026

KU4SECCOM100 - OFFICE SECRETARYSHIP AND PRACTICES

2024 Admission onwards

Time : 1.5 hours Maximum Marks : 50

Section A

Answer any 6 questions. Each carry 2 marks.

1. What is meant by organising in office management?
2. What is meant by office hierarchy?
3. Define communication.
4. What is meant by oral communication?
5. What is Google Workspace?
6. Mention any two features of cloud storage services.
7. What is meant by Company Secretary?
8. Wrtie any two points about importance of Ethical Conduct?

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Section B

Answer any 4 questions. Each carry 6 marks.

9. Discuss the important types of time scheduling tools.
10. Describe about MS Office.
11. Describe the features of Zoom used for office meetings.
12. Explain the concept of office secretaryship.
13. Discuss the responsibilities of a secretary in maintaining corporate governance.
14. Explain the importance of ethical conduct in secretaryship.

Section C

Answer any 1 questions. Each carry 14 marks.

15. Discuss the principles of organisation and explain any two forms of office organisational structure.
16. Discuss the different classifications of communication with suitable examples.