

**ISLAMPUR COLLEGE**  
**DEPARTMENT OF COMMERCE**

**S.E.C. PRACTICAL (HOME ASSIGNMENT), 2026**  
**SUBMISSION GUIDELINES AND QUESTIONS**

**SEMESTER I**

**PAPER: MODERN OFFICE MANAGEMENT (SEC)**

- STUDENTS NEED TO ANSWER THE QUESTIONS BY WRITING IN PLAIN A4 SIZE PAPERS ONLY.THEY NEED TO STAPLE THE SAME AND SUBMIT. THE ASSIGNMENTS NEED NOT BE SUBMITTED IN ANY FILE.
  
- THE FRONT PAGE OF THEIR ASSIGNMENT SHALL CONTAIN THE FOLLOWING DETAILS:
  - NAME OF THE STUDENT
  - SEMESTER
  - PAPER NAME
  - PAPER CODE
  
- THE ASSIGNMENT SHALL HAVE TO BE SUBMITTED IN ROOM NO. 123 (DEPARTMENT OF COMMERCE ROOM) ON 28<sup>TH</sup> JANUARY, 2026 (WEDNESDAY) AND 29<sup>TH</sup> JANUARY, 2026 (THURSDAY) FROM 12PM TO 2PM ONLY. NO ASSIGNMENTS SHALL BE COLLECTED BEYOND THE MENTIONED DATE AND TIME.

**ISLAMPUR COLLEGE**  
**DEPARTMENT OF COMMERCE**

**SEMESTER I (SMSM & MDC)**

**PRACTICAL (HOME ASSIGNMENT) QUESTIONS, 2026**

**PAPER: MODERN OFFICE MANAGEMENT (S.E.C.)**

**FULL MARKS: 20**

**ANSWER ANY TWO (2) QUESTIONS OF TEN (10) MARKS EACH**

1. Explain the importance of a modern office. Discuss the functions and responsibilities of a modern office manager. **(4+3+3 = 10)**
  
2. Enumerate the importance of various types of office appliance and machines. **(10)**
  
3. What do you mean by decentralisation of office service? What are its advantages and limitations? **(4+3+3 =10)**