

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 28TH JANUARY, 2026 (WEDNESDAY) AND 29TH 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)**