

UNIVERSITY OF PUNE
DEPARTMENT OF MANAGEMENT SCIENCES
DIPLOMA IN INDUSTRIAL ADMINISTRATION AND SERVICES MANAGEMENT
Module VI, External Examination-2010-11
Security And Office Administration.

70 marks

Time: 3Hrs

Note: 1) *Question no. 6 is compulsory and carries 10 marks.*

2) *Solve any 4 questions from remaining.*

3) *Figures on right indicate marks for that question.*

Q1. Write short notes on: (any 5) (15 marks)

- 1) Material Gate Pass.
- 2) Delivery note.
- 3) Visitor pass.
- 4) Rigorous Search.
- 5) Patrolling.
- 6) 5S of Housekeeping.

Q2. Explain Triangle of Fire and name different types of extinguishers with their uses. (15 marks)

Q3. Write a report of theft caught when you were on duty at Main Gate. (15 marks)

Q4. State good qualities of security guard/staff. (15 marks)

Q5. Explain with examples, functions of office. (15 marks)

Q6. State whether following statement is true or false. (10 marks)

- 1) You can use Soda Acid Extinguisher on electrical fire?
- 2) As a Security staff you can arrest a man.
- 3) A material gate pass is used to take out job from factory and to be brought back.
- 4) Party will be paid the bill when security stamp is given on the document?
- 5) Worker can represent him through lawyer?
